

**MINUTES OF MEETING  
LIVE OAK LAKE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Live Oak Lake Community Development District was held on Wednesday, **April 5, 2023** at 2:30 p.m. at the West Osceola Branch Library, 305 Campus Street, Celebration, Florida and via Zoom.

Present and constituting a quorum:

Scott Stearns	Chairman
Andrea Stevens	Vice Chairperson
Kimberly Locher	Assistant Secretary
Mel Gray Marshall <i>via Zoom</i>	Assistant Secretary
Ned Bowman <i>via Zoom</i>	Assistant Secretary

Also present were:

Tricia Adams	District Manager/GMS
Sarah Sandy <i>via Zoom</i>	District Counsel, Kutak Rock
Nicole Stalder <i>via Zoom</i>	District Engineer, Dewberry
Clayton Smith	Field Operations Manager, GMS
Jarrett Wright	Assistant Field Services Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order. Three Supervisors were present in person constituting a quorum, and two Supervisors participated via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams opened up the public comment period. No members of the public were present in person at the meeting. Resident (Rod Santamoro, 2607 Meadow Edge Loop) participating via Zoom asked if it was possible to hold the meetings closer to Twin Lakes where the CDD is located, and Ms. Adams stated that this is not a question-and-answer portion and noted that the Board has heard his statement and thanked him for his comment.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the January 4, 2023  
Audit Committee and Board of Supervisors  
Meetings**

Ms. Adams presented the minutes from the Audit Committee meeting on January 4, 2023 as well as the Board of Supervisors meeting that can be found in the agenda packet and asked for any comments, corrections, or questions from the Board. There being no changes, she asked for a motion of approval.

On MOTION by Ms. Stevens, seconded by Mr. Stearns, with all in favor, the Minutes of the January 4, 2023 Audit Committee and Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS****Ratification of Audit Engagement Letter with  
Grau & Associates**

Ms. Adams noted that the audit agreement with Grau & Associates can be found in the agenda packet and stated that Grau was ranked number one in the audit committee meeting and staff was directed to prepare an agreement. The agreement was signed by the Chairman prior to the meeting and in order to move forward with the Fiscal Year 2022 audit the Board will need to ratify the engagement letter.

On MOTION by Ms. Stevens, seconded by Ms. Locher, with all in favor, the Audit Engagement Letter with Grau & Associates, was ratified.

**FIFTH ORDER OF BUSINESS****Ratification of Special Warranty Deed Phase  
4A & 7A**

Ms. Adams stated that this is relative to the conveyance of the storm water parcels that the Board members approved at the January meeting. Ms. Sandy added that the acquisition was completed and asked for the Board to ratify the execution of this business.

On MOTION by Mr. Stearns, seconded by Ms. Locher, the Special Warranty Deed Phase 4A & 7A, was ratified.

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## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Sandy had nothing further for the Board and offered to answer any questions they might have. Hearing none, the next item followed.

#### **B. Engineer**

Ms. Stalder had nothing to report to the Board and offered to answer any questions they might have. Hearing none, Ms. Adams asked the Chair to excuse the engineer from the rest of the agenda.

#### **C. Field Manager's Report**

Mr. Wright presented the field manager's report to the Board which was included in the agenda packet. He talked about planter pots with new plant installation, and that Juniper will be making plant changes for free due to storm damages. Dead plants have been removed from the roundabout to improve sightlines. Review of the three ponds with the landscaper will be prepared to assume maintenance. Mr. Smith noted that there has been some relapse in grass due to increased heat and not enough rain. He is on top of this issue with Juniper and IMC to increase the percentage of waters and they will be doing some daytime waterings to recover the growth. A lengthy discussion about irrigation and water needs continued and it was noted that Juniper and the Irrigation consultant do meet every week. Continuing with the report, Mr. Wright reported that the contracted mulch has been completed.

After the four plant proposals from Juniper were discussed, Mr. Wright circled back about the dead trees around the ponds. All the trees are being inspected and he is waiting for an official number. Some of the Cypressess have already started to bloom and some of the trees may just still be dormant. Mr. Wright will bring numbers to the next meeting for this issue.

Midge mitigation continues with installation of fish in both ponds on the west side of the property. He is also recommending shoreline plantings to help as fish installation can sometimes fail. They are still working with the vendor for potential spray treatments for the whole property and will get an exact breakdown to bring back to the Board.

There was a discussion about the possibility of residents adding fish to the ponds and the impact it may have on them. Staff cleaned up the ponds and removed ten full trash bags full of debris and dirt. In reviewing the ponds, you could see the fish congregating as if they are being

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fed. Staff will look into contacting the HOA to send out an email blast to educate people about the benefit of the midge program and what the CDD is trying to accomplish and how adding to the pond may counteract the program.

Mr. Wright noted that three fountains need attention. They would like to change out the electrical box control system for an updated system. To replace no. 2 and do repairs on fountains no. 3 and 5 the total cost is \$12,400. Mr. Smith stated that he's gotten quotes for replacement fountains as high as \$15,000. Residents do tend to complain about fountains that are not working and there are usually complaints about placements of fountains when they are returned.

**i. Consideration of Amendment to Juniper Maintenance Agreement with Addition of Three Ponds**

Ms. Adams stated that this is for the maintenance around the ponds that were recently conveyed to the District and the proposal can be found in the agenda packet. Juniper has been directed to tend to the ponds once a month until the agreement was decided upon with an addition of \$570 per visit for a total of \$21,660 annually.

On MOTION by Mr. Stearns, seconded by Ms. Stevens, with all in favor, the Amendment to Juniper Maintenance Agreement with Addition of Three Ponds, was approved.
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Ms. Adams noted that the proposal from Solitude for aquatic service maintenance for the ponds that were recently conveyed to the District was passed out under separate cover and the contract terms are for \$9,291.52 annually. Mr. Wright added that he believes the rates are reasonable and he thinks they are doing a good job with the other ponds in the area. He recommends starting as soon as possible because the longer they wait with the lack of rain and the heat there will be unwanted blooms if they are not maintained.

On MOTION by Mr. Stearns, seconded by Ms. Stevens with all in favor, the Amendment to Solitude Agreement for Aquatics Services with Addition of Three Ponds , was approved.
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- ii. Consideration of Proposal from Juniper to Replace Plants at Roundabout Bed No. 1**
- iii. Consideration of Proposal from Juniper to Replace Plants at Roundabout Bed. No. 2**
- iv. Consideration of Proposal from Juniper to Replace Plants at Roundabout in Small Bed**
- v. Consideration of Proposal from Juniper to Replace Plants at Roundabout in Center Island Bed**

Ms. Adams noted that the proposals can be found in the agenda packet after the field managers' report, and they are all separate. They can be taken as a slate, a not to exceed, or individually. The total for the four plant replacement improvements is \$10,564.61. Mr. Stearns added that for items ii through v they would be looking for a motion of not to exceed \$7,000 based on field review. To clarify, Ms. Adams noted that there has been a motion to approve four proposals with Juniper for the roundabouts and small beds to approve a not to exceed of \$7,000 for the four projects and asked for any Board discussion. Mr. Stearns wanted to add to the motion that Ms. Stevens would negotiate the engineering in the field with staff and concluding not to exceed \$7,000. The motion was amended as such.

On MOTION by Ms. Stevens, seconded by Mr. Stearns, with all in favor, the Four Juniper Proposals (ii-v) with a Not to Exceed Amount of \$7,000 with Supervisor Stevens Negotiating, was approved.
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**vi. Consideration of Proposal from Solitude to Repair Fountain No. 2**

Mr. Wright presented the proposal for light repairs. This consists of sending the lights back to the factory to be serviced and sent back with working lights and an extended warranty for a total of \$1,311.70.

**vii. Consideration of Proposal from Solitude to Repair Fountain No. 3**

Mr. Wright presented the proposal for fountain number three which is the same as the above stated proposal that will be shipped to the factory and returned with a same total of \$1,311.70.

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**viii. Consideration of Proposal from Solitude to Repair Fountain No. 5**

Mr. Wright presented the proposal for repairs on fountain no. 5 which is the fountain that needs to be replaced. The motor will come with a five-year warranty and the light replacement a three-year warranty for \$8,179.30. They will also have the electric company come out to make sure there are no electrical issues that are causing the fountains to break. Mr. Wright will have a conversation with Solitude to be sure the first two fountain proposals will not need new motors in the soon future and look into a management plan for fountains moving forward. To approve all Solitude proposals number vi-viii is a total \$12,432.25.

On MOTION by Mr. Stearns, seconded by Ms. Stevens, with all in favor, the Solitude Proposals for Fountain repairs Items vi – viii Totaling \$12,432.25, was approved.

**D. District Manager's Report****i. Check Run Summary**

Ms. Adams reviewed the check run summary from January, February, and March totaling \$972,512.06. This does include a large transmittal to the trustee passing through the debt services fees that are collected by the District and moved to the trustee. Ms. Adams offered to answer any questions for the Board. Hearing none, she asked for a motion of approval.

On MOTION by Mr. Stearns, seconded by Ms. Locher, with all in favor, the Check Run Summary, was approved.

**ii. Combined Balance Sheet**

Ms. Adams stated that the financials were included in the agenda package. There was no action needed on this item.

**SEVENTH ORDER OF BUSINESS****Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS****Supervisors Requests and Audience Comments**

Rod Santamoro (2607 Meadow Edge Loop) asked about the dead trees on the ponds. He stated on the Meadow Edge Loop pond there are several plants by the overflow box that have been

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mowed down by juniper during the common area maintenance. He asked if it is possible to get Juniper to replace those plants. Ms. Stevens asked for the resident to send her an email with more information and pictures to the specific plants and areas. Mr. Santamoro commented on the irrigation once more and staff assured him that they are checking all irrigation areas and will get a full look at everything. The specific area he is mentioning, the irrigation has already been moved to better serve that area.

**NINTH ORDER OF BUSINESS****Adjournment**

On MOTION by Ms. Locher, seconded by Mr. Stearns, with all in favor, the meeting was adjourned.
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Tricia Adams  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman