

**MINUTES OF MEETING  
LIVE OAK NO. 1  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Live Oak No. 1 Community Development District was held on Tuesday, September 15, 2015 at 10:00 a.m. in the Live Oak Clubhouse, 9401 Oak Preserve Boulevard, Tampa, Florida.

Present and constituting a quorum were:

Michael Ceparano	Chairman
Sheldon J. Cohen	Vice Chairman
Nilesh Patel	Assistant Secretary

Also present:

Andrew P. Mendenhall	District Manager
Vivek Babbar	District Counsel
Larry Kistler	District Engineer

*The following is a summary of the minutes and actions taken.*

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

Mr. Mendenhall called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS** **Public Comments on Agenda Items**

None.

**THIRD ORDER OF BUSINESS** **Consent Agenda**

- A. **Approval of the Minutes of the July 21, 2015 Meeting**
- B. **Approval of the Financial Statements**

ON MOTION by Mr. Ceparano seconded by Mr. Cohen with all in favor the consent agenda was approved.
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**FOURTH ORDER OF BUSINESS** **Staff Reports**

- A. **Manager**
  - i. **Consideration of Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year 2015**

Mr. Mendenhall presented the Engagement Letter with Grau & Associates to perform the audit for Fiscal Year 2015. The fee will not exceed \$5,000. The RFQ process for selecting a new auditing firm was reviewed.

ON MOTION by Mr. Ceparano seconded by Mr. Patel with all in favor the Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year 2015 was accepted.

Mr. Mendenhall noted the following:

- Fountain #4 is still not working; the contractor will be out today to follow up on the problem.
- There was a dead tree in the conservation area off Long Leaf Pine. Based on advisement from Mr. Kistler, the dead tree was cut down and placed back into the conservation area.
- Per Florida State Statute, effective October 1, 2015 the District is required to have a CDD website, independent of the HOA website.
  - The Board will need to find a website provider.
  - Severn Trent offers website services to Florida Community Development Districts.
    - \$1,000 set up fee
    - \$1,000 annual maintenance fee
    - The website consists of contact information; meeting minutes; budgets; financial information; audits; FY meeting schedule; establishing ordinance; maps; and other public records required by statute.
    - Email accounts are established and archived for the five Supervisor Seats.

The Chairman will research information on various website providers.

ON MOTION by Mr. Ceparano seconded by Mr. Patel with all in favor to authorize the Chairman to move forward with determining the website provider for the District’s website at a cost NTE \$1,000 for the set up and \$1,000 annual fee.

- Signs/labels at drainage structures.
  - The purchase of the labels needs to be coordinated with the Live Oak No. 2 to establish the volume discount cost.
  - Determine flexible/generic wording on the labels to save on set-up cost.

ON MOTION by Mr. Ceparano seconded by Mr. Cohen with all in favor to move forward in working with Live Oak No. 2 CDD on the final decision on the drain label design.

- There was an article regarding the widening of Bruce B. Downs. The County is looking to take some of the District’s land, but this has apparently been delayed until 2017.
  - Mr. Cohen voiced concern about the pavers.
  - Mr. Kistler noted the County will be removing the pavers and installing asphalt.

**B. Attorney**

Mr. Babbar noted there was no formal report at this time and inquired if there were any questions from the Supervisors. Discussion followed on Kinnan Street and Oak Preserve.

**C. Engineer**

Mr. Kistler provided an update on various projects in the area.

**FIFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

- Mr. Ceparano inquired about the service provided by LMP.
  - LMP was contacted, and improvement has been noted that will be monitored to insure the performance is sustained.

**SIXTH ORDER OF BUSINESS**


**Audience Comments**

- None.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Ceparano seconded by Mr. Patel with all in favor the meeting was adjourned.




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Michael Ceparano  
Chairman