

**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, November 17, 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
George Mayer	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 September 15, 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 as presented.

FOURTH ORDER OF BUSINESS

Staff Reports

- A. **Manager**
 - i. **Motion to Assign Fund Balance**

Mr. Mendenhall referenced the following information to assign the fund balance as of September 30, 2015.

Operating Reserve	\$ 71,006
Reserves – Infrastructure (Land Sale Proceeds)	\$ 297,500
Reserves – Ponds	\$ 651,756
Total Assigned Reserves	\$1,020,262

ON MOTION by Mr. Cohen seconded by Mr. Ceparano with all in favor to assign the FY 2015 Reserves per the September 2015 Financials as follows: Operating Reserve -\$71,006; Reserves Infrastructure - \$297,500; Reserves Ponds - \$651,756; Total Assigned Reserves - \$1,020,262.

Mr. Mendenhall stated Severn Trent receives requests for Estoppel Letters from mortgage companies, developers and realtors. For producing those Estoppel Letters, Severn Trent is seeking authorization from the Board to charge \$75 for the service. There is no District involvement. The \$75 fee is billed to the requesting party and is paid directly to Severn Trent

ON MOTION by Mr. Ceparano seconded by Mr. Mayer with all in favor to authorize Severn Trent to charge a \$75 fee for Estoppel Letters which will be billed directly to the business requesting the letters with payment made directly to Severn Trent.

There is no charge for requests from homeowners for a payoff letter.

Information was provided on the drain labels and the cost to Live Oak No. 1 is \$350. The cost to install the labels still needs to be determined.

B. Attorney
None.

C. Engineer
i. Update on Traffic Memo/School Study

Mr. Kistler reviewed the traffic memo regarding the school study, noting the signs are to be replaced and brought up to the current standards. A DOT certified sign company will be contacted to provide a replacement cost.

ii. Erosion Around the Ponds

Proposals from LMP in the amount of \$16,877.50, and Biomass in the amount of \$33,275 were reviewed.

ON MOTION by Mr. Cohen seconded by Mr. Patel with all in favor to proceed with installing rip rap along the edge of lake banks and back fill with soil and sod over to help prevent further erosion of lake banks in an amount NTE \$17,000.

Mr. Mendenhall, in consultation with Mr. Kistler and the chairman, will determine the vendor based on review of any additional proposals submitted, which will include a revised quote from Biomass using rip rap versus Flexi-mat.

FIFTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Ceparano
 - Inquired about fountain #4 which seems to require recurring repairs.
 - Requested confirmation the HOA was notified, referencing the pavers, the CDD does not own the roadway.
 - Follow up with LMP on clearing around the structure in the parking lot behind Walgreens.
- Mr. Patel
 - Requested a review of deposits in various bank CDs.

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.



Michael Ceparano
Chairman