



**Twelve Oaks Special District
Board of Trustees
Minutes of Monthly Meeting
December 9, 2020**

The Trustees of the Twelve Oaks Special District (TOSD) held their regular monthly meeting virtually via Zoom on Wednesday, December 9, 2020 beginning at 7:02 pm. Vice-President, Rosemarie Middleton, presented the meeting agenda and called the meeting to order. Middleton led those in attendance in the Pledge of Allegiance.

TRUSTEES PRESENT: Trustees present were Rosemarie Middleton, Mercita Ramos, Sarah Richards, Marsha Craig, Yves Villard, Dawn Fair and Paulo Ponce. Trustee Julie Hirst was absent. Robert Little, Special Projects Manager, was also in attendance.

MINUTES: The minutes for the November 11 meeting were distributed by Mercita Ramos, Secretary, and reviewed by the Board. The Board unanimously approved the November Minutes, pending correction (vote 7-0).

TREASURER'S REPORT: In the absence of Julie Hirst, Treasurer, the Board unanimously voted to table review of the November Treasurer's Report until the January board meeting. (vote 7-0).

ANNUAL AUDITOR'S REPORT: Julie Hirst, Treasurer turned in the majority of the items for the annual audit to the auditor last Friday. She will email the auditor the remaining few items.

While there she discussed a few issues with the auditor, including the gas cards, FHP shifts and whether there is some law or rule that we need to bid out contracts every 3 years. According to him, our documentation for the gas cards and FHP shifts is fine. He even said that the monthly sign in sheet for off duty FHP officers would be fine. The invoices that David Powell sends us now are even better.

With regard to competitive bidding on Trevor Thompson's contract, there is no requirement to do that other than initially. He said that taxing districts tend to do that every 3-5 years to see if what they are paying is competitive.

With regard to preparing for the audit, because Sara Rhode, former TOSD Treasurer, had not run the bank account reconciliation for January 2020, Julie Hirst had to rerun all of them from January to August in order to print January's report. As mentioned in a previous meeting,

Sara Rhode had entered an incorrect checking account balance as well as money market account balance for all of the treasurer's reports that she had done. In addition, Sara Rhode had entered many of the checks that she wrote during her tenure as Bill Payments instead of Checks in the QuickBooks software. This did not seem like a big deal at first, but Bill Payments do not keep track of what categories in the budget are being spent from. It also caused some duplicate entries for Trevor Thompson, which Rosemarie Middleton noticed over the summer. Julie Hirst had to reenter about half of the checks that Sara Rhode wrote.

ELECTION OF OFFICERS: The election of officers for the upcoming year was held and the following TOSD members were appointed: Rosemarie Middleton (Vice-President); Julie Hirst (Treasurer); Mercita Ramos (Secretary); President (open).

CORRESPONDENCE: Mercita Ramos, Secretary, reported receiving no correspondence during the past month.

COMMITTEE REPORTS:

Stormwater Ponds: Dawn Fair reported that the aerator in the south side of the large pond is now working. Robert Little, Special Projects Manager, reported that the contractor has inspected and replaced the motor in the fountain and it is now working properly. The contractor will come out and inspect the fountain once a month and perform necessary maintenance.

A resident who resides on the large pond made a complaint to the Department of Agriculture with regard to the spraying of invasive plants which had been performed. The Department of Agriculture representative took statements of the resident, Rosemarie Middleton and Julie Hirst. They will also be taking a statement from a representative of the company who performed the spraying of the invasive plants. The investigation found nothing wrong.

Maintenance: Rosemarie Middleton, Vice President, reported the following:

- Trevor Thompson, Thompson Lawn Care is still replacing dead and dying plants in the islands.
- Robert Little, Special Projects Manager, reported that he is still waiting on the permit from the County with regard to repair of the wall on Barry Road. As soon as it is received, the contractor performing the work will provide a timeline as to completion of the project. Mr. Little also reported that he and Trevor Thompson would be performing needed minor repairs to the J-strip on the wall at Waters Avenue.

External Concerns:

- Rosemarie Middleton, Vice-President has been in contact with the subcontractor performing work along Waters Avenue with regard to concerns about the "orange spray paint" on the exterior wall. The contractor said he would inspect the wall and get back with Ms. Middleton. She will follow up with the subcontractor next week if she has not heard back from him by that time.

Internal Concerns:

- Rosemarie Middleton, Vice President, reported that residents are "lighting up" Twelve Oaks
- She continues encouraging residents to mow their yards, not park on lawns, to check their house numbers and mailboxes, and report commercial vehicles. There are 990 homes in Twelve Oaks and approximately 30 homes with constant problems.

Community Affairs (TOCA): Rosemarie Middleton, Vice President, reported the following:

- The entrances have been decorated with lighted wreaths. Bows on the wreaths will be replaced next year.
- TOCA Holiday Market was held on December 5 and was a successful event.
- The TOCA / TOSD holiday cover-dish is scheduled for December 13.
- The Holiday Light Fight is in full swing. 4 winners will be picked by judges and each winner will receive a \$50 gift card. Winners will be announced on Facebook on December 26 and recognized in the February Acorn.

OLD BUSINESS:

- No old business

NEW BUSINESS:

- The Board voted unanimously to give Trevor Thompson a performance bonus (vote 7-0).

PUBLIC COMMENT:

- Robert Little, Special Project Manager indicated that traffic cones have been placed around the median near the lake on Twelve Oaks Boulevard. This was done in an effort to control traffic because a mother duck and her babies have been nesting in the median. He suggested that a 6 inch fence be placed around the median in an effort to discourage the ducks from nesting in the median.
- Paulo Ponce, Trustee commented about sidewalk repairs previously being performed by the County. Mr. Ponce stated that someone recently was injured because of the sidewalk disrepair in front of his property. He will make a request with the County to have that sidewalk repaired.

ADJOURNMENT: The Board approved the motion to adjourn the meeting (vote 7-0). The meeting was adjourned at 7:42 pm.

Respectfully submitted,
Mercita Ramos,
Secretary