OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE

REGULAR MEETING AGENDA

WEDNESDAY, MAY 20, 2026 - 6:30 PM

CITY HALL - COMMISSION CHAMBERS

1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Roll Call
Invocation
Pledge of Allegiance
Agenda Changes

AWARDS AND PRESENTATIONS

INFORMATIONAL AGENDA

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

CONSENT AGENDA

300. Approval of the Minutes: Wednesday, March 4, 2026 Oak Forest Wall and Beautification District Advisory Committee Special Meeting
2026 03 04 Oak Forest Special Meeting Minutes.pdf

301. Approval of the Minutes: Wednesday, November 19, 2025 Oak Forest Wall and Beautification District Advisory Committee Regular Meeting
2025 11 19 Oak Forest Regular Meeting Minutes.pdf

PUBLIC HEARINGS AGENDA

Pursuant to F.S. § 286.0115, if the mayor or any city commissioner receives and/or sends ex parte communications regarding any application filed with the city, the mayor or any city commissioner must publicly disclose such communications before or during the hearing at which a vote is taken on the quasi-judicial matter, so that persons who have opinions contrary to those expressed in the ex parte communications are given a reasonable opportunity to refute or respond to the communications.

REGULAR AGENDA

500. Fiscal Year to Date Expenditure Details
Oak Forest 2025 - 2026.pdf

501. Budget 2027 Prep

REPORTS

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City

Commission.

ADJOURNMENT

PUBLIC NOTICE

This is a Public Meeting, and the public is invited to attend and this Agenda is subject to change. Please be advised that one (1) or more Members of any of the City's Advisory Boards and Committees may be in attendance at this Meeting, and may participate in discussions.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Winter Springs at (407) 327-1800 "at least 48 hours prior to meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26 *Florida Statutes.*

"If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based" - per Section 286.0105 Florida Statutes.

CONSENT AGENDA ITEM 300

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 20, 2026 REGULAR MEETING

TITLE

Approval of the Minutes: Wednesday, March 4, 2026 Oak Forest Wall and Beautification District Advisory Committee Special Meeting

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Committee review and approve the Wednesday, March 4, 2026 Oak Forest Wall and Beautification District Advisory Committee Special Meeting minutes as presented.

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVIOSRY COMMITTEE

SPECIAL MEETING MINUTES
MARCH 4, 2026
Rescheduled from February 18, 2026

CITY HALL – COMMISSION CHAMBERS
CITY OF WINTER SPRINGS, FLORIDA

UNAPPROVED

CALL TO ORDER

City Clerk Christian Gowan called to order the Wednesday, March 4, 2026, Oak Forest Wall and Beautification District Advisory Committee Special Meeting at 7:03 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:

Chairperson Dan Finley, present
Vice-Chairperson Deborah Sears, present
Committee Member Doug Atkins, present
Committee Member Lisa Ely, present
Committee Member Kimberly Nieves, present
City Clerk Christian Gowan, present

Also present:
Ms. Holly Queen, Director, Finance Department
Mr. Kevin Maddox, Landscape Manager, Urban Beautification
Mr. Brian Dunigan, Director, Operations and Administrative Services

City Clerk Gowan led the Pledge of Allegiance.

REGULAR AGENDA – PART I

500) Election for Chairperson of the Oak Forest Wall and Beautification District Advisory Committee for Calendar Year 2026

City Clerk Gowan opened nominations for Chairperson.

COMMITTEE MEMBER ELY NOMINATED COMMITTEE MEMBER FINLEY. COMMITTEE MEMBER ATKINS SECONDED THE NOMINATION. THE NOMINATION WAS ACCEPETED. NO OTHER NOMINATIONS WERE MADE.

MOTION PASSED WITH UNANIMOUS CONSENT.

DAN FINLEY WAS ELECTED THE CHAIRPERSON

501) Election for Vice-Chairperson of the Oak Forest Wall and Beautification District Advisory Committee for Calendar Year 2026

City Clerk Gowan opened the nominations for Vice-Chairperson.

COMMITTEE MEMBER ATKINS NOMINATED COMMITTEE MEMBER SEARS. COMMITTEE MEMBER ELY SECONDED THE NOMINATION. THE NOMINATION WAS ACCEPTED. NO OTHER NOMINATIONS WERE MADE.

MOTION PASSED WITH UNANIMOUS CONSENT.

DEBORAH SEARS WAS ELECTED THE VICE-CHAIRPERSON

AWARDS AND PRESENTATIONS

100) Not Used

No discussion

INFORMATIONAL AGENDA

200) Not Used

No discussion

PUBLIC INPUT

Chairperson Finley opened "Public Input".

Andrew Borgalio, Representative of Bright Arbor, asked that the Committee reopen the proposals and allow their company to submit a proposal.

Jamie Beaulieu, Representative of Nature's Care, spoke against reopening the proposals and noted that it was an issue of fairness.

Chairperson Finley closed "Public Input".

CONSENT AGENDA

300) Not Used

PUBLIC HEARINGS AGENDA

400) Not Used

No discussion

UNAPPROVED

REGULAR AGENDA – PART II

502) Oak Forest Entrance Landscaping Proposals

Mr. Maddox briefly discussed the two submitted proposals from different contractors and noted that he was not in favor of reopening the proposal process. The Committee agreed not to reopen the process.

Discussion followed on proposal details, contractor experience, and maintenance considerations.

MOTION TO AWARD THE PROJECT TO NATURE'S CARE CONTINGENT ON AN EXTENSION OF PROPOSAL VALIDITY TO SIXTY (60) DAYS. MOTION BY COMMITTEE MEMBER ATKINS. SECONDED BY CHAIR FINLEY.

VOTE: ATKINS (AYE); ELY (AYE); NIEVES (AYE); SEARS (AYE); FINLEY (AYE)
MOTION CARRIED 5-0.

503) Fiscal Year to Date Expenditure Details

Ms. Queen briefly presented the quarterly financial report through January 31, 2026. There was no further discussion.

504) Budget 2027 Prep

Ms. Queen presented a comprehensive budget projection model for fiscal years 2026-2031 and noted that this was a preliminary projection for future district finances. She further noted that small incremental increases to the special assessment may be needed in coming years to maintain reserve balances.

Committee members asked that they be given time to review this information and further discuss at the next meeting. Ms. Queen noted that she would share this tool with the Committee and discuss it further at the next meeting.

REPORTS

Additional discussion included maintenance concerns along the wall, fertilization of aging hedges, removal of brush along Tuskawilla Road, and plans for city staff to remove vegetation from the back side of the wall to allow inspection and possible repairs.

PUBLIC INPUT

Chairperson Finley opened "Public Input".
No one addressed the committee
Chairperson Finley closed "Public Input".

ADJOURNMNET

Chairperson Finley adjourned the Regular Meeting at 8:01 pm.

UNAPPROVED

RESPECTFULLY SUBMITTED:

_____
CHRISTIAN D. GOWAN, MPA, CMC
CITY CLERK

UNAPPROVED

NOTE: These Minutes were approved at the May 20, 2026 Oak Forest Wall and Beautification District Advisory Committee Meeting.

CONSENT AGENDA ITEM 301

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 20, 2026 REGULAR MEETING

TITLE

Approval of the Minutes: Wednesday, November 19, 2025 Oak Forest Wall and Beautification District Advisory Committee Regular Meeting

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Committee review and approve the Wednesday, November 19, 2025 Oak Forest Wall and Beautification District Advisory Committee Regular Meeting minutes as presented.

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVIOSRY COMMITTEE

REGULAR MEETING MINUTES
NOVEMBER 19, 2025

CITY HALL – COMMISSION CHAMBERS
CITY OF WINTER SPRINGS, FLORIDA

UNAPPROVED

CALL TO ORDER

Committee Member Dan Finley called to order the Wednesday, November 19, 2025, Oak Forest Wall and Beautification District Advisory Committee Regular Meeting at 6:40 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:

Chairperson Dan Finley, present
Vice-Chairperson Deborah Sears, absent
Committee Member Lisa Ely, present
Committee Member Doug Atkins, present
Assistant City Clerk Tristin Tarrant, present

Also present:
Mrs. Holly Queen, Director, Finance Department
Mr. Kevin Maddox, Landscape Manager, Urban Beautification
Mr. Brian Dunigan, Director, Operations and Administrative Services

A moment of silence was held and was followed by the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

100) Not Used

No discussion

INFORMATIONAL AGENDA

200) Not Used

No discussion

PUBLIC INPUT

Chairperson Finley opened "Public Input".
No one addressed the committee
Chairperson Finley closed "Public Input".

CONSENT AGENDA

300) Approval of the Wednesday, May 21, 2025 Oak Forest Wall and Beautification District Advisory Committee Special Meeting Minutes

"I MAKE A MOTION TO APPROVE THE MINTUES FOR MAY 21ST." MOTION BY COMMITTEE MEMBER ELY. SECONDED BY CHAIRPERSON FINLEY. DISCUSSION.

VOTE: FINLEY (AYE); ELY (AYE); ATKINS (AYE)

MOTION PASSED. 3-0

PUBLIC HEARINGS AGENDA

400) Not Used

No discussion

REGULAR AGENDA

500) Fiscal Year to Date Expenditure Details

Mrs. Queen opened the item with highlighting some line items within the year-to-date expenditures provided within the agenda and then opened the floor for questions. Discussion ensued with the pressure washing that was done and questions regarding the pricing were asked. Clarification was given where the pressure washing was done, mainly the brick structure like the wall and monument signs.

Further discussion ensued on how often the assessment fee needs to be evaluated. Mrs. Queen explained that the special assessment increase was done preemptively to avoid running low on fund balance in the future and in tandem with Tuscawilla. The assessment cap for Oak Forest is in good position and shouldn't need another increase for several years.

Regarding the fund balance, Mrs. Queen presented a 10-year history showing the estimated ending fund balance and the projected balance for Fiscal Year 2026 if all budgeted items are completed. Mrs. Queen also addressed questions about how Oak Forest funds are invested, explaining that all city funds are pooled for investment purposes, with interest allocated proportionally based on fund balances.

Mrs. Queen provided details on the ground's maintenance budget, noting that monthly landscape maintenance was fixed based on the contract with Nature's Care, while other items are estimates based on past expenditures.

501) Update on Oak Forest Wall and Landscaping Projects

Mr. Maddox opened and discussed the available budget for new plantings and landscaping projects. He explained that there was a moderate sum available when combining the re-landscaping, plant replacement, and mulching budgets.

Mr. Maddox requested direction from the committee regarding priorities for landscaping projects, noting that the city staff had recommended prioritizing the Winter Springs Boulevard entrance, followed by Trotwood and then other entrances. He acknowledged that the available funds would not cover all desired projects. The committee asked about a list of potential projects being provided with associated costs. Staff responded they could prepare detailed proposals with pictures and costs for the next meeting.

"I MAKE A MOTION TO SCHEDULE SPECIAL MEETING FOR FEB 18TH 6:30PM TO REVIEW DISCUSSION ON LANDSCAPING." MOTION BY COMMITTEE MEMBER AKTINS. SECONDED BY COMMITTEE MEMBER ELY. DISCUSSION.

VOTE: FINLEY (AYE); ELY (AYE); ATKINS (AYE)
MOTION PASSED. 3-0

UNAPPROVED

Request for clarification was asked on the recent notification letter that was sent out to residents about clearing vegetation from the perimeter wall. Staff explained the letter were to notify the residents of the three-foot clearance was needed so staff can access and repair the wall, noting that discretion would be used in cases where access was not impeded. After the notification period, city staff would begin clearing areas where it is necessary to conduct repairs to the grout joints in the wall.

Brief discussion and thanks were given on the decrease in irrigation bill. Staff relayed there was a line break staff could not see from the public side of the wall which caused the initial increase but the leak was located and repaired.

502) Discussion on Meeting Schedule for Calendar Year 2026

Assistant City Clerk Tarrant reviewed the tentative 2026 calendar meeting dates with the committee which includes regular meetings on May 20 and November 18, both at 6:30 PM. The committee would now have three meetings in 2026, including their newly scheduled special meeting in February.

REPORTS

PUBLIC INPUT
Chairperson Finley opened "Public Input".
No one addressed the committee
Chairperson Finley closed "Public Input".

ADJOURNMNET
Chairperson Finley adjourned the Regular Meeting at 7:07 pm.

RESPECTFULLY SUBMITTED:

_____
TRISTIN TARRANT
ASSISTANT CITY CLERK

NOTE: These Minutes were approved at the _____, 2026 Oak Forest Wall and Beautification District Advisory Committee Meeting.

UNAPPROVED

REGULAR AGENDA ITEM 500

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 20, 2026 REGULAR MEETING

TITLE

Fiscal Year to Date Expenditure Details

SUMMARY

Fiscal Year to Date Expenditure Details

FUNDING SOURCE

RECOMMENDATION

No action required.

Oak Forest Maintenance Fund

Biannual Meeting

Select Expense Accounts

FY2026 - 10.01.2025 thru 04.24.2026

Account / Vendor		Date	Amount	Description
Utilities	**540430**	**Budget**	**$ 13,524.00**	
	City of Winter Springs	10.21.25	436.29	irrigation
		11.18.25	409.15	irrigation
		12.16.25	345.92	irrigation
		01.20.26	357.17	irrigation
		02.17.26	336.73	irrigation
		03.17.26	383.32	irrigation
		04.21.26	381.75	irrigation
	Duke Energy	11.17.25	162.33	low voltage entrance lighting (Oct)
		12.23.25	162.33	low voltage entrance lighting (Nov)
		01.23.26	162.31	low voltage entrance lighting (Dec)
		02.20.26	163.25	low voltage entrance lighting (Jan)
		03.20.26	163.24	low voltage entrance lighting (Feb)
		04.17.26	163.24	low voltage entrance lighting (Mar)
		YTD Expense Total	**$3,627.03**	
		Encumbered	**$0.00**	
		End Balance	**$9,896.97**	
Grounds	**545270**	**Budget**	**$ 48,531.00**	
	Nature's Care	11.04.25	1,103.20	Oct Landscaping
		11.04.25	1,103.20	Nov Landscaping
		12.09.25	1,103.20	Dec Landscaping
		01.09.26	1,103.20	Jan Landscaping
		02.09.26	1,103.20	Feb Landscaping
		03.10.26	1,103.20	Mar Landscaping
		04.07.26	1,103.20	Apr Landscaping
	Siteone	12.24.25	85.50	irrigation supplies
		02.09.26	34.51	irrigation supplies
		04.15.26	55.97	irrigation supplies
		YTD Expense Total	**$ 7,898.38**	
		Encumbered	**$ 25,034.25**	
		End Balance	**$ 15,598.37**	
Grounds - Signs/Walls	**545270-004**	**Budget**	**$ 4,000.00**	
		YTD Expense Total	**0.00**	
		Encumbered	**0.00**	
		End Balance	**$ 4,000.00**	
Contract Admin	**530341**	**Budget**	**$ 2,500.00**	
	NBS	01.26.26	625.00	Special Assessment Service
		04.10.26	625.00	Special Assessment Service
		YTD Expense Total	**$ 1,250.00**	
		Encumbered	**$ 1,250.00**	
		End Balance	**$ -**	

REGULAR AGENDA ITEM 501

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 20, 2026 REGULAR MEETING

TITLE

Budget 2027 Prep

SUMMARY

Working session to discuss projections for FY2027 budget.

FUNDING SOURCE

RECOMMENDATION

Discuss projections for FY2027 budget