OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE

REGULAR MEETING AGENDA

WEDNESDAY, NOVEMBER 19, 2025 - 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 Wednesday, May 21, 2025 Oak Forest Wall and Beautification District Advisory Committee Regular Meeting Minutes.
2025 05 21 Oak Forest Regular Meeting Minutes.pdf

PUBLIC HEARINGS AGENDA

REGULAR AGENDA

500. Fiscal Year to Date Expenditure Details
Oak Forest 2024 - 2025.pdf

501. Update on Oak Forest Wall and Landscaping Projects

502. Discussion on Meeting Schedule for Calendar Year 2026

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 | NOVEMBER 19, 2025 REGULAR MEETING

TITLE

Approval of the Wednesday, May 21, 2025 Oak Forest Wall and Beautification District Advisory Committee Regular Meeting Minutes.

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Board approve the meeting minutes from the May 21, 2025 Oak Forest Wall and Beautification District Advisory Committee Regular Meeting as presented.

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVIOSRY COMMITTEE

REGULAR MEETING MINUTES
MAY 21, 2025

CITY HALL – COMMISSION CHAMBERS
CITY OF WINTER SPRINGS, FLORIDA

UNAPPROVED

CALL TO ORDER

Committee Member Dan Finley called to order the Wednesday, May 21, 2025, Oak Forest Wall and Beautification District Advisory Committee Regular Meeting at 6:44 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:

Committee Member Dan Finley, present
Committee Member Lisa Ely, present
Committee Member Deborah Sears, present
Committee Member Jonathan Obear, 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.

REGULAR AGENDA - PART I

500) Election for Chairperson of the Oak Forest Wall and Beautification District Advisory Committee for Calendar Year 2025

COMMITTEE MEMBER FINLEY OPENED THE FLOOR FOR NOMINATIONS FOR CHAIRPERSON. COMMITTEE MEMBER OBEAR NOMINATED COMMITTEE MEBER FINLEY. THE NOMINATION WAS ACCEPETED. NO OBJECTION TO THE NOMINATION WAS GIVEN. NO OTHER NOMINATIONS WERE GIVEN.

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 2025

CHAIRPERSON FINLEY OPENED THE FLOOR FOR NOMINATIONS FOR VICE-CHAIRPERSON. COMMITTEE MEMBER ELY NOMINATED COMMITTEE MEMBER SEARS. THE NOMINATION WAS ACCEPETED. NO OBJECTION TO THE NOMINATION WAS GIVEN. NO OTHER NOMINATIONS WERE GIVEN.

MOTION PASSED WITH UNANIMOUS CONSENT.

DEBORAH SEARS WAS ELECTED THE CHAIRPERSON

AWARDS AND PRESENTATIONS

100) Not Used

INFORMATIONAL AGENDA

200) Not Used

PUBLIC INPUT

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

CONSENT AGENDA

300) Approval of the Wednesday, December 4, 2024 Oak Forest Wall and Beautification District Advisory Committee Special Meeting Minutes

"I MAKE A MOTION TO APPROVE AS PROVIDED." MOTION BY CHAIRPERSON FINLEY. SECONDED BY COMMITTEE MEMBER ELY. DISCUSSION.

VOTE: FINLEY (AYE); SEARS (AYE); ELY (AYE); OBEAR (AYE)
MOTION PASSED. 4-0

PUBLIC HEARINGS AGENDA

400) Not Used

REGULAR AGENDA – PART II

502) Quarterly Fiscal Year to Date Expenditure Details

Mrs. Queen opened the item with a review of the Oak Forest Year to date budget and then opened the floor for questions on the budget from the Committee before moving on to the "Special Assessment Financial Summary". Mrs. Queen relayed staff were looking for directions from the Committee on any items they would like to have added to the rate study outside of what is already included. A brief explanation was given on the rate study and its purpose to set a new cap for the assessment tax of Oak Forest which has not been raised in several years.

Discussion ensued on the difference of the utilities line code of the "Special Assessment Financial Summary". Staff relayed that more than just utilities included in the line code such as mulch, irrigation line repairs and plant replacement for the entrances and medians. Mrs. Queen informed the committee that including Oak Forest in the rate study is more a proactive approach due to them not being at the current max yet like Tuscawilla.

Discussion regarding tree replacement, root grinding, and road closures during the transition ensued between the committee and staff. The conversation transitioned to the settlement compensation line item and how the number is determined whether it be just cost of damage or includes additional administrative cost. Mr. Dunigan relayed that most instances the settlements are due to car accidents that impact the wall, but the administrative cost is

UNAPPROVED

minimal and are dealt with through the city's insurance company. Clarification regarding wall and tree damage or replacement occurring during a named storm were also asked in relation to insurance was also asked.

Clarification was given, for the newer members of the Committee, that the budget revenue comes from the AD Velorem tax on the properties within Oak Forest subdivision. Conversation returned to the rate study that will be performed on the assessment district. Mrs. Queen reviewed the process and timeline of events once the information is given to NBS. Staff asked if the Committee would like to schedule a Special Meeting once the study is complete and ready to be provided with to the Commission for approval or just get the information relayed via email. The Committee gave consensus to just receive email communication.

503) Update on Oak Forest Wall and Landscaping Projects

Mr. Maddox opened the item relaying majority of his updates were given during the previous item but that the next big project to revamp of the two main entrances and then opened the floor to questions from the Committee. The committee some lighting issues at Forest Creek Drive and Oak Forest Drive and asked about irrigation within the planter boxes. Staff relayed irrigation will be transitioned to drip irrigation within the entrances.

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 7:19 pm.

RESPECTFULLY SUBMITTED:

_____
TRISTIN TARRANT
ASSISTANT CITY CLERK

NOTE: These Minutes were approved at the _____, 2025 Oak Forest Wall and Beautification District Advisory Committee Regular Meeting.

UNAPPROVED

REGULAR AGENDA ITEM 500

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | NOVEMBER 19, 2025 REGULAR MEETING

TITLE

Fiscal Year to Date Expenditure Details

SUMMARY

FUNDING SOURCE

RECOMMENDATION

No action required.

Oak Forest Maintenance Fund

BIANNUAL MEETING

Select Expense Accounts

FY2025 - 10.01.2024 thru 09.30.2025

Account / Vendor		Date	Amount	Description
Utilities	**540430**	**Budget**	**$ 12,180.00**	
	City of Winter Springs	10.15.2024	484.59	irrigation
		11.19.2024	569.01	irrigation
		12.17.2024	562.85	irrigation
		01.21.2025	786.56	irrigation
		02.18.2025	794.48	irrigation
		03.18.2025	729.69	irrigation
		04.15.2025	949.60	irrigation
		05.20.2025	1,502.38	irrigation
		06.17.2025	529.07	irrigation
		07.15.2025	310.73	irrigation
		08.19.2025	346.23	irrigation
		09.16.2025	487.44	irrigation
	Duke Energy	11.19.2024	162.34	low voltage entrance lighting
		12.17.2024	162.33	low voltage entrance lighting
		01.15.2025	162.31	low voltage entrance lighting
		02.26.2025	162.31	low voltage entrance lighting
		03.18.2025	162.31	low voltage entrance lighting
		04.14.2025	32.46	low voltage entrance lighting (Mar)
		04.17.2025	129.84	low voltage entrance lighting (Mar)
		05.20.2025	162.31	low voltage entrance lighting (Apr)
		06.17.2025	162.29	low voltage entrance lighting (May)
		07.18.2025	162.31	low voltage entrance lighting (Jun)
		08.13.2025	162.35	low voltage entrance lighting (Jul)
		09.16.2025	32.47	low voltage entrance lighting (Aug)
		09.22.2025	129.87	low voltage entrance lighting (Aug)
		09.30.2025	162.35	low voltage entrance lighting (Sep)
		YTD Expense Total	**$10,000.48**	
		Encumbered	**$0.00**	
		End Balance	**$2,179.52**	
Grounds	**545270**	**Budget**	**$ 47,776.00**	
	Nature's Care	10.15.2024	1,020.90	Oct Landscaping
		11.07.2024	1,020.90	Nov Landscaping
		12.03.2024	1,020.90	Dec Landscaping
		12.16.2024	3,120.00	Annuals
		01.15.2025	1,020.90	Jan Landscaping
		02.10.2025	1,020.90	Feb Landscaping
		03.26.2025	1,020.90	Mar Landscaping
		04.29.2025	1,103.20	Apr Landscaping
		06.03.2025	3,180.00	Annual flowers, test irrigation
		06.11.2025	1,103.20	May Landscaping
		06.24.2025	1,103.20	Jun Landscaping
		07.16.2025	1,103.20	Jul Landscaping
		08.07.2025	4,283.20	Aug Landscaping & Annual Flowers
		09.16.2025	1,103.20	Sep Landscaping
	Siteone	04.21.2025	56.45	irrigation supplies
		05.20.2025	120.30	irrigation supplies
		05.27.2025	113.17	irrigation supplies
		07.09.2025	121.38	irrigation supplies
		09.16.2025	32.71	irrigation supplies
	B & G Concrete	09.30.2025	500.00	pre-treat sidewalks/pressure cleaning
		YTD Expense Total	**$ 23,168.61**	
		Encumbered	**$ -**	
		End Balance	**$ 24,607.39**	
Grounds - Signs/Walls	**545270-004**	**Budget**	**$ 4,000.00**	
	B & G Concrete	09.30.2025	4,000.00	Pre treat and pressure wash entry ways
		YTD Expense Total	**4,000.00**	
		Encumbered	**0.00**	
		End Balance	**$ -**	
Contract Admin	**530341**	**Budget**	**$ 21,452.00**	
	NBS	04.14.2025	625.00	Special Assessment Service
		04.14.2025	625.00	Special Assessment Service
		07.16.2025	625.00	Special Assessment Service
		07.22.2025	1,500.00	consulting services for increase of assessment district
		08.26.2025	7,475.00	consulting services for increase of assessment district
		09.30.2025	4,000.00	consulting services for increase of assessment district
		09.30.2025	2,505.23	consulting services for increase of assessment district
		09.30.2025	625.00	Special Assessment Service
	Orlando Sentinel	09.16.2025	693.00	Advertising for Oak Forest Assessment Area
		09.30.2025	2.00	Advertising Removal for Oak Forest Assessment Area
		YTD Expense Total	**$ 18,675.23**	
		Encumbered	**$ -**	
		End Balance	**$ 2,776.77**	

REGULAR AGENDA ITEM 502

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | NOVEMBER 19, 2025 REGULAR MEETING

TITLE

Discussion on Meeting Schedule for Calendar Year 2026

SUMMARY

Please find and review the below tentatively scheduled meeting dates for calendar year 2026:

- May 20, 2026 at 6:30 pm
- November 18, 2026 at 6:30 pm

FUNDING SOURCE

RECOMMENDATION

Staff requests the Committee discuss and review the 2026 meeting dates.