



Rizzetta & Company

# **Seven Oaks Community Development District**

---

## **Board of Supervisors' Meeting March 13, 2024**

**District Office:  
5844 Old Pasco Road, Suite 100  
Wesley Chapel, FL 33544  
813-994-1001**

**[www.sevenoakscdd.com](http://www.sevenoakscdd.com)**

**SEVEN OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

Seven Oaks Clubhouse, 2910 Sports Core Circle, Wesley Chapel, FL 33544

<b>Board of Supervisors</b>	Sean Grace	Chairman
	Jack Christensen	Vice Chairman
	Tom Graff	Assistant Secretary
	Jon Tomsu	Assistant Secretary
	Andrew Mendenhall	Assistant Secretary
<b>District Manager</b>	Scott Brizendine	Rizzetta & Company, Inc.
<b>District Counsel</b>	Kathryn Hopkinson	Straley Robin & Vericker
<b>District Engineer</b>	Greg Woodcock	Stantec Consulting

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY), or 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 5844 OLD PASCO RD, SUITE 100 • WESLEY CHAPEL, FL 33544**  
**MAILING ADDRESS • 3434 COLWELL AVE, STE 200 • TAMPA, FL 33614**

[WWW.SEVENOAKSCDD.COM](http://WWW.SEVENOAKSCDD.COM)

March 5, 2024

Board of Supervisors  
**Seven Oaks Community  
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of Seven Oaks Community Development District will be held on **Wednesday, March 13, 2024 at 6:00 p.m.** at the Seven Oaks Clubhouse, located at 2910 Sports Core Circle, Wesley Chapel, FL 33544. The following is the tentative agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. REPORTS & PRESENTATIONS**
  - A. District Engineer
  - B. District Counsel
    1. Update Regarding Parcel S-12
    2. Consideration of Driveway Apron Agreement ..... Tab 1
  - C. Field Operations Manager
    1. Presentation of Field Manager's Report..... Tab 2
  - D. Clubhouse Manager
    1. Presentation of Clubhouse Manager's Report ..... Tab 3
    2. Consideration of Agreement for Fall Festival ..... Tab 4
    3. Discussion Regarding Trivia Night
  - E. District Manager
    1. Review of District Manager's Report..... Tab 5
    2. Review of Financial Statements..... Tab 6
- 4. BUSINESS ITEMS**
  - A. Update Regarding Proposal for Reserve Study
- 5. CONSENT AGENDA/BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on February 7, 2024 ..... Tab 7  
and the February 2024 O&M Reports for the Enterprise  
and General Funds (under separate cover)
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

*Scott Brizendine*

Scott Brizendine  
District Manager

## Tab 1

## NON-EXCLUSIVE DRIVEWAY APRON AGREEMENT

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Seven Oaks Community Development District, a special purpose local government established pursuant to Chapter 190, Florida Statutes, whose current mailing address is 3434 Colwell Avenue, Suite 200, Tampa, FL 33614 (the "District") and \_\_\_\_\_ whose address is \_\_\_\_\_, together with their successors and assigns (the "Homeowner").

WHEREAS, the District is the owner of the public right-of-way located in front of the lot located at \_\_\_\_\_, Block: \_\_\_\_\_, Lot: \_\_\_\_\_, in the \_\_\_\_\_ subdivision.

WHEREAS, the Homeowner has requested permission to improve the portion of their driveway located in front of their Lot on District owned right-of-way in the following manner: material, pavers, color stain/seal, etc. to match the material, pavers, color stain/seal, etc. of the rest of the driveway.

WHEREAS, the Homeowner agrees to the following:

- A. The Homeowner will be solely responsible for the cost and expense.
- B. The Homeowner ensures that the work performed will not endanger or interfere with persons upon the street or sidewalk and will indemnify the District for any costs incurred due to injuries or damages to third parties as a direct result of the updated apron.
- C. The Homeowner shall not modify or alter any control structures, drainage pipes, or facilities within the driveway apron.
- D. Nothing contained herein shall constitute a waiver by the District of its right to use the driveway apron.
- E. The Homeowner understands and agrees that in the event the District must excavate the driveway apron to maintain, repair, or replace any underground facility, the District will replace the original concrete apron and the Homeowner will be solely responsible for restoring the updated material, pavers, color stain/seal, etc. to the apron to match the driveway. As such, if the Homeowner increases the width of the driveway apron, the District will not be responsible for replacing same width extension in the event of the District need to access/use the driveway apron.

For good and valuable consideration, the parties agree as follows:

- 1. The rights and obligation of the Homeowner under this Agreement shall run with the land and shall be binding upon all successive owners of the property described above.
- 2. This Agreement represents the entire Agreement between the parties hereto, with respect to the subject matter contained herein, and supersedes all prior understandings or agreements.

3. This Agreement may be terminated only when the Homeowner restores the driveway apron to its natural (original) concrete surface.

4. In the event that either the District or the Homeowner is required to enforce the Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all reasonable fees and costs incurred.

5. This Agreement shall be governed by Florida law with venue in the county in which the District is located.

*[SIGNATURES TO FOLLOW ON THE NEXT PAGE]*

IN WITNESS WHERE OF, the parties hereto have caused this Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**WITNESSES:**

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

**RESIDENTS:**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**SEVEN OAKS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_, by \_\_\_\_\_ and  
\_\_\_\_\_, who are both personally known to me or has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed/Typed Name of Notary  
Commission No. \_\_\_\_\_  
Commission Expires \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_, by \_\_\_\_\_, who is the \_\_\_\_\_ of the  
Seven Oaks Community Development District, who personally known to me or has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed/Typed Name of Notary  
Commission No. \_\_\_\_\_  
Commission Expires \_\_\_\_\_



## **Tab 2**

# **Seven Oaks Field Operations Update**

## **CDD Meeting 03/13/24**

### **Landscape:**

- Summer mow schedule begins March 4<sup>th</sup>
- Center median enhancements and blind spot removal almost complete
- Annuals are planted (spring mix)
- Realignment of flower beds in Coventry, Amberside, Springwood, Brookforest, Edenfield, and Palmetto bend is underway

### **Clubhouse:**

- Purchased a compact electric blower to allow staff to clear the pool deck of debris over the weekends
- Cabana repairs are complete, and all new covers have been installed, except the baby wade pool. Waiting for covers to arrive
- All clubhouse trash cans on the pool deck and playgrounds have been replaced with brand new ones

### **Signage Request:**

- Homeowners have requested “Please Slow Down” and “Dogs Must Be On Leash” signs to be installed along the nature trail

- Homeowner would like to place yard signs around the clock tower to recognize Seven Oaks students who attend Cyress Creek High School for winning the National Cheer Competition.

## **Playgrounds:**

- Lakeside is currently under construction.
- Willowstone and Stone Creek are complete. Stone Creek will be receiving playground drainage, all new benches, and landscape updates.
- 11 new playgrounds installed to date, 7 still to go

## **Tab 3**

March 2024

**Upcoming Community Events and Planning**

Movie Showtimes, Trivia, Easter, Game Day, Storytime, Cinco De Mayo, St. Patrick's Day Bingo, Music Bingo, Memorial Day

**Re-Strap Patio Furniture**

The lounges have been delivered

**Poolside Umbrellas and bases**

Have been ordered. \$3,808.56 for umbrellas and \$1,368.22 for bases.

Total cost \$5,176.78

**Gathering Room Floor**

Was deep cleaned and waxed on 2/21

**Movie License**

Has been purchased and we are currently advertising monthly movie showings

**Trivia night and Jenn's Market Vendors**

Agenda items for discussion

## Tab 4

2/26/2024

To: Seven Oaks CDD  
3434 Colwell Ave # 200  
Tampa, FDL 33614



RE: The Harvest Festival at Seven Oaks  
2910 Sports Core Circle  
Wesley Chapel, FL 33544

Jen's Market's & Events. LLC. manages outdoor crafts fairs, artisan markets and special events. The business began in 2012 in Apollo Beach Fl. Owner is Jennifer McCafferty, with Market Managers Angelite Bragg and Lee Ann Williams.

The Harvest Festival will be a combined event with the Seven Oaks Community annual Halloween Party. The Halloween party at the basketball court during the evening, and the entertainment in the field, at various times, will be managed by Seven Oaks staff.

Event date is Saturday October 19, 2024. Hours for the event will be 11 AM – 9:30 PM. Expected attendance is approximately 2000. Set up time will be 8:30 AM – 9:45 AM for Jen's Markets vendors. Onsite management is Angelite. Jen's Markets will book two food trucks with kid-oriented foods (hotdogs, chicken nuggets, burgers, snow cones/ice cream) plus tented food vendors such as coffee/lattes, kettle corn, cookies and assorted foods.

Craft vendors are required to complete an application and send pictures before being accepted to the Festival. Jen's Markets does not allow any political, military or religious organizations or persons as vendors. We do not allow any solicitation of any type. Any persons contacting Seven Oaks to be a crafts or food vendor must go through Jen's Markets. No discounts or complimentary spaces are given.

The Festival vendors in the field will set up around the perimeter of the field. The field area is a carry in only – no vehicles allowed.

Food Vendors and crafts vendors in the half circle drive (2 Food Trucks, 11 crafts/food tents) and 6 vendors down the sidewalk to the playground area will be required to stay 11 AM – 9 PM. Crafts/food vendors in the field will have hours 11 AM – 6:30 PM. Vendors will provide their own lighting (battery/solar/small generator).

Jen's Markets will book and manage all vendors, onsite logistics of those vendors, set up, tear down, and add Seven Oaks to our insurance. Jen's Markets will design flyers in a .png or .jpg format for sharing to the community.

Seven Oaks is providing the property location at no charge to Jen's Market's & Events. Jen's Market's & Events is booking and managing the vendors, designing flyers and handling logistics of vendors at no charge to Seven Oaks.

Thank you for having us join the event – we Always are a Good Time!

Florida Registered Business # 23079385 Jen's Markets & Events, LLC  
Phone 813-846-1316 email [jennifer@jens-market.com](mailto:jennifer@jens-market.com) [www.jens-market.com](http://www.jens-market.com) Facebook JensMarket  
Onsite Manager Angelite Bragg Phone 813-731-6303 email [kittiecorral@gmail.com](mailto:kittiecorral@gmail.com)

## **Tab 5**





### UPCOMING DATES TO REMEMBER

- **Next Meeting:** April 10, 2024 @ 3:00 pm
- **Budget Workshop:** April 22, 2024 @ 6:00 pm
- **Candidate Qualifying Period:** June 10 – June 14, 2024
- **Form 1 Financial Disclosure Submittal:** July 1, 2024

## District Manager's Report

March 13

# 2024

### FINANCIAL SUMMARY

1/31/2023

General Fund Cash & Investment Balance: \$3,699,557

Reserve Fund Cash & Investment Balance: \$4,530,038

Debt Service Fund Cash & Investment Balance: \$2,019,057

Enterprise Fund Cash Balance: \$45,871

**Total Cash and Investment Balances: \$10,294,523**

**General Fund Expense Variance: \$71,656 Under Budget**

**Reserve Fund Expense Variance \$2,162,025 Under Budget**

**Enterprise Fund Expense Variance: \$ 9,660 Under Budget**



- Through February, 95.43% of the assessment revenue has been collected. Through the same period last year, 96.23% was collected.
- Tampa Bay Water reported that they discovered another homeless camp on a site visit the last week of February. John has made contact with them and is addressing the situation.
- Status of Reserve Fund Projects Budgeted for FY 2024:

<u>Project</u>	<u>Budgeted Amount</u>	<u>Status</u>
Website	\$ 20,000	On hold
Pool Signs	\$ 20,000	Rejected
Palmetto Bend Drainage	\$ 25,000	Not Started
Drinking Fountain for Pool	\$ 4,000	Not Started
Playground Renovations	\$196,020	11 completed, 7 to go
Splash Park Floor Resurfacing	\$ 15,658	On hold
Replace Pergola Clubhouse	\$ 35,000	Completed - \$19,704
Resurface/Repair Basketball Cts	\$ 50,000	Not Started
Repave/Concrete Nature Trail	\$ 20,000	Not Started
Replace Three Playgrounds	\$250,000	In Progress - \$216,507

## **Tab 6**



Rizzetta & Company

# **Seven Oaks Community Development District**

---

**Financial Statements  
(Unaudited)**

**January 31, 2024**

**Prepared by: Rizzetta & Company, Inc.**

[sevenoakscdd.com](http://sevenoakscdd.com)

[rizzetta.com](http://rizzetta.com)

**Seven Oaks Community Development District**

Balance Sheet

As of 01/31/2024

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Enterprise Fund	Total Gvmnt Fund	Fixed Assets Group	Long-Term Debt
<b>Assets</b>							
Cash In Bank	698,332	(83,007)	31,665	45,871	692,861	0	0
Investments	3,001,225	4,613,045	1,987,392	0	9,601,662	0	0
Accounts Receivable	272,719	0	102,437	0	375,156	0	0
Refundable Deposits	35,320	0	0	0	35,320	0	0
Due From Other	1,020	0	0	0	1,020	0	0
Fixed Assets	0	0	0	0	0	63,067,564	0
Amount Available in Debt Service	0	0	0	0	0	0	2,121,494
Amount To Be Provided Debt Service	0	0	0	0	0	0	11,438,506
<b>Total Assets</b>	<b>4,008,616</b>	<b>4,530,038</b>	<b>2,121,494</b>	<b>45,871</b>	<b>10,706,019</b>	<b>63,067,564</b>	<b>13,560,000</b>
<b>Liabilities</b>							
Accounts Payable	12,875	0	0	0	12,875	0	0
Accrued Expenses	38,556	0	0	0	38,556	0	0
Other Current Liabilities	0	0	0	910	910	0	0
Due To Other	0	0	0	1,019	1,019	0	0
Revenue Bonds Payable-Long Term	0	0	0	0	0	0	13,560,000
<b>Total Liabilities</b>	<b>51,431</b>	<b>0</b>	<b>0</b>	<b>1,929</b>	<b>53,360</b>	<b>0</b>	<b>13,560,000</b>
<b>Fund Equity &amp; Other Credits</b>							
Beginning Fund Balance	1,519,380	4,300,097	820,155	29,544	6,669,176	0	0
Investment In General Fixed Assets	0	0	0	0	0	63,067,564	0
Net Change in Fund Balance	2,437,805	229,941	1,301,339	14,398	3,983,483	0	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>3,957,185</b>	<b>4,530,038</b>	<b>2,121,494</b>	<b>43,942</b>	<b>10,652,659</b>	<b>63,067,564</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>4,008,616</b>	<b>4,530,038</b>	<b>2,121,494</b>	<b>45,871</b>	<b>10,706,019</b>	<b>63,067,564</b>	<b>13,560,000</b>

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District**

## Statement of Revenues and Expenditures

As of 01/31/2024

(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	65,000	65,000	31,464	33,536
Special Assessments				
Tax Roll	3,583,529	3,583,529	3,602,408	(18,879)
Other Misc. Revenues				
Event Rental	48,000	48,000	36,109	11,891
Miscellaneous Revenue	0	0	14,050	(14,050)
Total Revenues	<u>3,696,529</u>	<u>3,696,529</u>	<u>3,684,031</u>	<u>12,498</u>
<b>Expenditures</b>				
Legislative				
Supervisor Fees	15,000	5,000	3,600	1,400
Total Legislative	<u>15,000</u>	<u>5,000</u>	<u>3,600</u>	<u>1,400</u>
Financial & Administrative				
Accounting Services	28,500	9,500	9,500	0
Administrative Services	9,700	3,233	3,233	0
Arbitrage Rebate Calculation	1,000	334	1,000	(667)
Assessment Roll	5,250	5,250	5,250	0
Auditing Services	4,950	0	0	0
Disclosure Report	2,000	2,000	2,000	0
District Engineer	32,000	10,667	24,655	(13,988)
District Management	44,025	14,675	14,675	0
Dues, Licenses & Fees	2,245	748	338	411
Financial & Revenue Collections	5,250	1,750	1,750	0
Legal Advertising	3,000	1,000	150	850
Miscellaneous Fees	0	0	100	(100)
Public Officials Liability Insurance	4,343	4,343	4,086	257
Tax Collector/Property Appraiser Fees	150	0	0	0
Trustees Fees	10,000	5,600	5,590	10
Website Hosting, Maintenance, Backup & E	4,860	1,620	1,044	576
Total Financial & Administrative	<u>157,273</u>	<u>60,720</u>	<u>73,370</u>	<u>(12,651)</u>
Legal Counsel				
District Counsel	65,000	21,666	24,225	(2,558)
Litigation / Mediation	25,000	8,334	0	8,333
Total Legal Counsel	<u>90,000</u>	<u>30,000</u>	<u>24,225</u>	<u>5,775</u>
Law Enforcement				
Off Duty Deputy	2,400	800	544	256

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District**

## Statement of Revenues and Expenditures

As of 01/31/2024

(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Total Law Enforcement	2,400	800	544	256
Security Operations				
Security Monitoring Services	4,000	1,333	663	670
Total Security Operations	4,000	1,333	663	670
Electric Utility Services				
Utility - Irrigation & Landscape Lightin	50,000	16,667	12,120	4,547
Utility - Recreation Facilities	75,000	25,000	28,921	(3,921)
Utility - Street Lights	260,000	86,667	81,431	5,236
Total Electric Utility Services	385,000	128,334	122,472	5,862
Gas Utility Service				
Utility Services	650	216	238	(22)
Total Gas Utility Service	650	216	238	(22)
Garbage/Solid Waste Control Services				
Garbage - Recreation Facility	8,500	2,834	3,035	(201)
Solid Waste Assessment	8,750	8,750	9,473	(723)
Total Garbage/Solid Waste Control Services	17,250	11,584	12,508	(924)
Water-Sewer Combination Services				
Utility - Fountains	1,000	333	199	134
Utility - Reclaimed	30,000	10,000	6,886	3,114
Utility Services	32,000	10,667	8,018	2,648
Total Water-Sewer Combination Services	63,000	21,000	15,103	5,896
Stormwater Control				
Aquatic Maintenance	54,204	18,068	18,249	(181)
Lake/Pond Bank Maintenance & Repair	50,000	16,667	0	16,667
Stormwater Assessments	6,000	6,000	5,864	136
Stormwater System Maintenance	10,000	3,333	867	2,466
Total Stormwater Control	120,204	44,068	24,980	19,088
Other Physical Environment				
Clock Tower Maintenance	2,000	667	348	320
Community Park Equipment	25,000	8,333	10,008	(1,676)
Employee - Payroll Taxes	20,000	6,667	5,762	905
Employee - Salaries	255,000	85,000	75,319	9,681
Employee - Workers Comp	21,000	21,000	9,760	11,240
Entry & Walls Maintenance & Repair	4,000	1,333	0	1,334
General Liability & Property Insurance	40,365	40,365	38,583	1,782
Holiday Decorations	40,000	40,000	34,400	5,600
Irrigation Maintenance & Repair	50,000	16,667	24,338	(7,671)
Landscape - Annuals/Flowers	275,000	91,666	34,360	57,307

See Notes to Unaudited Financial Statements

## Seven Oaks Community Development District

## Statement of Revenues and Expenditures

As of 01/31/2024

(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Landscape Maintenance	838,803	279,601	262,329	17,272
Landscape Replacement Plants, Shrubs, Tr	150,000	50,000	55,267	(5,267)
Miscellaneous Expense	10,000	3,333	1,893	1,440
Ornamental Lighting & Maintenance	4,000	1,334	9,251	(7,917)
Pressure Washing	53,000	17,666	26,500	(8,834)
Tree Trimming Services	200,000	66,667	95,825	(29,158)
Total Other Physical Environment	1,988,168	730,299	683,942	46,358
Road & Street Facilities				
Roadway Repair & Maintenance	50,000	16,667	2,800	13,866
Sidewalk Maintenance & Repair	50,000	16,667	16,250	417
Street Sign Repair & Replacement	10,000	3,333	5,456	(2,123)
Total Road & Street Facilities	110,000	36,667	24,507	12,160
Parks & Recreation				
Access Control Maintenance & Repair	9,364	3,121	2,187	934
Athletic Court/Field/Playground Maintena	15,000	5,000	3,969	1,031
Clubhouse Janitorial Services	48,915	16,305	12,930	3,375
Employee - Payroll Taxes	25,000	8,333	7,641	692
Employee - Salaries	337,330	112,444	99,887	12,557
Facility Supplies	6,600	2,200	2,163	37
Fitness Equipment Maintenance & Repair	15,000	5,000	501	4,499
Fountain Service Repair & Maintenance	7,500	2,500	1,600	900
Furniture Repair & Replacement	7,500	2,500	2,649	(149)
Maintenance & Repairs	50,000	16,667	30,408	(13,741)
Miscellaneous Expense	15,000	5,000	16,790	(11,790)
Office Supplies	3,000	1,000	1,259	(259)
Pest Control	750	250	150	100
Pool Repair & Maintenance	16,305	5,435	3,592	1,843
Pool Service Contract	94,320	31,440	24,932	6,508
Storage Shed	2,000	667	1,088	(421)
Telephone, Internet, Cable	10,000	3,333	1,927	1,406
Tennis Court Maintenance & Supplies	45,000	15,000	18,015	(3,015)
Vehicle Maintenance	10,000	3,333	2,936	397
Total Parks & Recreation	718,584	239,528	234,624	4,904
Special Events				
Special Events	25,000	8,333	25,449	(17,116)
Total Special Events	25,000	8,333	25,449	(17,116)
Total Expenditures	3,696,529	1,317,882	1,246,226	71,656
Total Excess of Revenues Over(Under) Expen- ditures	0	2,378,647	2,437,805	(59,158)

See Notes to Unaudited Financial Statements



Seven Oaks Community Development District  
Statement of Revenues and Expenditures  
As of 01/31/2024  
(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Fund Balance, Beginning of Period	0	0	1,519,380	(1,519,380)
Total Fund Balance, End of Period	0	2,378,647	3,957,185	(1,578,538)

**Seven Oaks Community Development District**

## Statement of Revenues and Expenditures

As of 01/31/2024

(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	50,000	50,000	80,641	(30,641)
Special Assessments				
Tax Roll	350,942	350,942	350,942	0
Total Revenues	<u>400,942</u>	<u>400,942</u>	<u>431,583</u>	<u>(30,641)</u>
<b>Expenditures</b>				
Contingency				
Capital Outlay	69,000	69,000	0	69,000
Capital Reserve	2,297,862	2,297,862	204,837	2,093,025
Total Contingency	<u>2,366,862</u>	<u>2,366,862</u>	<u>204,837</u>	<u>2,162,025</u>
Total Expenditures	<u>2,366,862</u>	<u>2,366,862</u>	<u>204,837</u>	<u>2,162,025</u>
Total Excess of Revenues Over(Under) Expenditures	<u>(1,965,920)</u>	<u>(1,965,920)</u>	<u>226,746</u>	<u>(2,192,666)</u>
<b>Total Other Financing Sources(Uses)</b>				
Carry Forward Fund Balance				
Carry Forward Fund Balance	1,965,920	1,965,920	0	1,965,920
Other Costs				
Unrealized Gain/Loss on Investments	0	0	3,195	(3,195)
Total Other Financing Sources(Uses)	<u>1,965,920</u>	<u>1,965,920</u>	<u>3,195</u>	<u>1,962,725</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>4,300,097</u>	<u>(4,300,097)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>4,530,038</u>	<u>(4,530,038)</u>

**Seven Oaks Community Development District**

## Statement of Revenues and Expenditures

As of 01/31/2024

(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	4,023	(4,023)
Special Assessments				
Tax Roll	564,087	564,087	566,772	(2,685)
Total Revenues	<u>564,087</u>	<u>564,087</u>	<u>570,795</u>	<u>(6,708)</u>
<b>Expenditures</b>				
Debt Service				
Interest	111,087	111,087	56,444	54,642
Principal	453,000	453,000	0	453,000
Total Debt Service	<u>564,087</u>	<u>564,087</u>	<u>56,444</u>	<u>507,642</u>
Total Expenditures	<u>564,087</u>	<u>564,087</u>	<u>56,444</u>	<u>507,642</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>514,351</u>	<u>(514,351)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>173,948</u>	<u>(173,948)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>688,299</u>	<u>(688,299)</u>

**Seven Oaks Community Development District**

## Statement of Revenues and Expenditures

As of 01/31/2024

(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Interest Earnings				
Interest Earnings	0	0	12,097	(12,097)
Special Assessments				
Tax Roll	925,434	925,434	929,841	(4,407)
Total Revenues	<u>925,434</u>	<u>925,434</u>	<u>941,938</u>	<u>(16,504)</u>
<b>Expenditures</b>				
Debt Service				
Interest	310,434	310,434	149,950	160,484
Principal	615,000	615,000	5,000	610,000
Total Debt Service	<u>925,434</u>	<u>925,434</u>	<u>154,950</u>	<u>770,484</u>
Total Expenditures	<u>925,434</u>	<u>925,434</u>	<u>154,950</u>	<u>770,484</u>
Total Excess of Revenues Over(Under) Expenditures	<u>0</u>	<u>0</u>	<u>786,988</u>	<u>(786,988)</u>
Fund Balance, Beginning of Period	<u>0</u>	<u>0</u>	<u>646,207</u>	<u>(646,207)</u>
Total Fund Balance, End of Period	<u>0</u>	<u>0</u>	<u>1,433,195</u>	<u>(1,433,195)</u>

**Seven Oaks Community Development District**

## Statement of Revenues and Expenditures

As of 01/31/2024

(In Whole Numbers)

	Year Ending 09/30/2024	Through 01/31/2024	Year To Date 01/31/2024	
	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Revenues</b>				
Special Assessments				
Tax Roll	31,100	31,100	31,100	0
Club Revenues				
Cafe Revenue	63,704	63,704	7,739	55,965
Total Revenues	94,804	94,804	38,839	55,965
<b>Expenditures</b>				
Parks & Recreation				
Beverages	11,000	3,667	2,564	1,103
Cafe Miscellaneous Expense	1,500	500	71	429
Employee - Payroll Taxes	3,288	1,096	1,125	(29)
Employee - Salaries	43,266	14,422	14,710	(288)
Employee - Workers Comp	3,750	3,750	0	3,750
Equipment	3,000	1,000	220	780
Food	23,000	7,667	4,233	3,433
Maintenance & Repairs	2,000	666	850	(183)
Supplies	4,000	1,334	668	665
Total Parks & Recreation	94,804	34,101	24,441	9,660
Total Expenditures	94,804	34,101	24,441	9,660
Total Excess of Revenues Over(Under) Expenditures	0	60,703	14,398	46,305
Fund Balance, Beginning of Period	0	0	29,544	(29,544)
Total Fund Balance, End of Period	0	60,703	43,942	16,761

**Seven Oaks CDD**  
**Investment Summary**  
**December 31, 2023**

<u>Account</u>	<u>Investment</u>	<u>Balance as of</u> <u>December 31, 2023</u>
FLCLASS	Average Monthly Yield 5.48%	\$ 3,001,225
<b>Total General Fund Investments</b>		<b>\$ 3,001,225</b>
FLCLASS	Average Monthly Yield 5.48%	\$ 3,537,991
FLCLASS Enhanced Cash	Average Monthly Yield 5.36%	1,075,054
<b>Total Reserve Fund Investments</b>		<b>\$ 4,613,045</b>
US Bank Series 2016A Revenue	First American Government Obligation Fund Class Y	\$ 354,597
US Bank Series 2016A-1 Prepayment	First American Government Obligation Fund Class Y	21
US Bank Series 2016A-1 Reserve	First American Government Obligation Fund Class Y	165,222
US Bank Series 2016A-2 Reserve	First American Government Obligation Fund Class Y	11,438
US Bank Series 2016A-2 Prepayment	First American Government Obligation Fund Class Y	977
US Bank Series 2016B Revenue	First American Government Obligation Fund Class Y	534,893
US Bank Series 2016B-1 Prepayment	First American Government Obligation Fund Class Y	360
US Bank Series 2016B-1 Reserve	First American Government Obligation Fund Class Y	208,009
US Bank Series 2016B-2 Reserve	First American Government Obligation Fund Class Y	70,812
US Bank Series 2016B-2 Prepayment	First American Government Obligation Fund Class Y	3,549
US Bank Series 2021 Revenue	First American Government Obligation Fund Class Y	524,218
US Bank Series 2021 Reserve	First American Government Obligation Fund Class Y	112,612
US Bank Series 2021 Prepayment	First American Government Obligation Fund Class Y	684
<b>Total Debt Service Fund Investments</b>		<b>\$ 1,987,392</b>

**Seven Oaks Community Development District**  
**Summary A/R Ledger**  
**From 01/1/2024 to 01/31/2024**

	<b>Fund_ID</b>	<b>Fund Name</b>	<b>Customer</b>	<b>Invoice Number</b>	<b>AR Account</b>	<b>Date</b>	<b>Balance Due</b>
<b>730, 2677</b>							
	730-001	730 General Fund	Pasco County Tax Collector	AR00001179	12110	10/01/2023	272,718.64
<b>Sum for 730, 2677</b>							<b>272,718.64</b>
<b>730, 2679</b>							
	730-200	730 Debt Service Fund S2011 & S2021	Pasco County Tax Collector	AR00001179	12110	10/01/2023	38,793.16
<b>Sum for 730, 2679</b>							<b>38,793.16</b>
<b>730, 2680</b>							
	730-202	730 Debt Service Fund S2016	Pasco County Tax Collector	AR00001179	12110	10/01/2023	38,846.62
	730-202	730 Debt Service Fund S2016	Pasco County Tax Collector	AR00001179	12110	10/01/2023	24,796.97
<b>Sum for 730, 2680</b>							<b>63,643.59</b>
<b>Sum for 730</b>							<b>375,155.39</b>
<b>Sum Total</b>							<b>375,155.39</b>

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District  
Summary A/P Ledger  
From 01/1/2024 to 01/31/2024**

	Fund Name	GL posting date	Vendor name	Document number	Description	Balance Due
<b>730, 2677</b>						
	730 General Fund	01/18/2024	A Total Solution, Inc. (ATS)	0000176174	Service Call - Fire Alarm System 01/24	1,183.07
	730 General Fund	01/26/2024	Advanced Drainage Solutions	1070	Removed Sediment basin area 01/24	1,250.00
	730 General Fund	01/01/2024	Cooper Pools Inc.	7755	Inspections 12/23	740.40
	730 General Fund	01/29/2024	Ewing Irrigation Products Inc.	012259697	Irrigation Supplies 01/24	237.75
	730 General Fund	01/19/2024	Ewing Irrigation Products Inc.	012240151	Irrigation Supplies 01/24	63.75
	730 General Fund	01/01/2024	Extreme Concrete Cleaning, Inc.	6608	Clubhouse Pressure Washing 12/23	1,000.00
	730 General Fund	01/09/2024	Frontier Florida, LLC	813-994-3055-060923-5 01.24 ACH	Telephone, Internet Cable 01/24	109.98
	730 General Fund	01/31/2024	Integrated Irrigation Services	1436	January Maintenance 01/24	1,500.00
	730 General Fund	01/31/2024	Integrated Irrigation Services	1437	Irrigation Repairs 01/24	1,200.00
	730 General Fund	01/22/2024	Juniper Landscaping of Florida, LLC	247473	Landscape Maintenance 01/24	833.00
	730 General Fund	01/30/2024	Juniper Landscaping of Florida, LLC	248341	Magnolia Tree Replacement 01/24	2,535.63
	730 General Fund	01/01/2024	Monica Zummo	119	Petting Zoo event 12/23	625.00
	730 General Fund	01/23/2024	Pasco County Utilities	Pasco Water Summary 01/24 ACH	Pasco Water Summary 01/24	24.17
	730 General Fund	01/23/2024	Pasco County Utilities	Pasco Water Summary 01/24 ACH	Pasco Water Summary 01/24	463.32
	730 General Fund	01/23/2024	Pasco County Utilities	Pasco Water Summary 01/24 ACH	Pasco Water Summary 01/24	1,109.15
	<b>Sum for 730, 2677</b>					<b>12,875.22</b>
	<b>Sum for 730</b>					<b>12,875.22</b>
	<b>Sum Total</b>					<b>12,875.22</b>



**Seven Oaks Community Development District  
Notes to Unaudited Financial Statements  
January 31, 2024**

**Balance Sheet**

1. Trust statement activity has been recorded through 01/31/24.
2. See EMMA (Electronic Municipal Market Access) at <https://emma.msrb.org> for Municipal Disclosures and Market Data.
3. For presentation purposes, the Reserves are shown in a separate fund titled Reserve Fund.

**Summary A/R Ledger – Payment Terms**

4. Payment terms for landowner assessments are (a) defined in the FY23-24 Assessment Resolution adopted by the Board of Supervisors, (b) pursuant to Florida Statutes, Chapter 197 for assessments levied via the county tax roll.

**Summary A/R Ledger – Subsequent Collections**

5. General Fund – Payment for Invoice AR00001179 in the amount of \$91,886.56 was received in February 2024.
6. Debt Service Fund 200 – Payment for Invoice AR00001179 in the amount of \$13,070.51 was received in February 2024.
7. Debt Service Fund 202 – Payment for Invoice AR00001179 in the amount of \$21,443.32 was received in February 2024.

## **Tab 7**

MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

SEVEN OAKS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Seven Oaks Community Development District was held on **Wednesday, February 7, 2024, at 6:08 p.m.** at the Seven Oaks Clubhouse, located at 2910 Sports Core Circle, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Sean Grace	<b>Board Supervisor, Chairman</b>
Jack Christensen	<b>Board Supervisor, Vice Chairman</b>
Tom Graff	<b>Board Supervisor, Assistant Secretary</b>
Andrew Mendenhall	<b>Board Supervisor, Assistant Secretary</b>
Jon Tomsu	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Scott Brizendine	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Kathryn Hopkinson	<b>District Counsel, Straley, Robin &amp; Vericker</b> <i>(via phone)</i>
Greg Woodcock	<b>District Engineer, Stantec</b>
Theresa DiMaggio	<b>Clubhouse Manager</b>
John Gentilella	<b>Field Ops Manager.</b>

Audience	<b>Present</b>
----------	----------------

FIRST ORDER OF BUSINESS

Call to Order

Mr. Brizendine called the meeting to order and performed roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

Discussion was held regarding a resident, who was charged an additional fee for not providing proof of insurance for the DJ hired for the event. The Board upheld Management's decision to charge the additional fee as the decision aligns with the contract signed by the resident indicating that there would not be a DJ at the event.

**THIRD ORDER OF BUSINESS**

**Reports & Presentations**

**A. District Engineer**

**1.Update Regarding RFP for Road Resurfacing**

Mr. Woodcock reviewed the RFP criteria, noting that the bids will be due by April 19, 2024, at 3:00 p.m. at the Rizzetta office located in Wesley Chapel. He stated that in addition to the required advertisement, Stantec would be reaching out to 4 or 5 firms.

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board of Supervisors approved the RFP Ad and criteria, as presented, for the Seven Oaks Community Development District.

**2. Consideration of Proposals for Sign Repairs/ Replacement**

Mr. Woodcock stated that the other firm chose not to bid on the project. The Board decided not to move forward at this time.

**B. District Counsel**

**1. Update Regarding Parcel S-12**

Ms. Hopkinson stated that both Pasco County and SB & Associates are trying to strike the petition, but the judge denied their requests.

**2. Consideration of Driveway Apron Agreement**

Mr. Tomsu discussed his request to add language to the agreement stating that should a homeowner increase the width of the driveway apron, the CDD would not be responsible for replacing that extension.

On a Motion by Mr. Tomsu, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors approved the driveway Apron Agreement in substantial form subject to the change relative to extensions, for the Seven Oaks Community Development District.

**C. Field Operations Update**

Mr. Gentilella presented and reviewed his Field Manager's report. Mr. Gentilella requested guidance from the Board on the process to solicit proposals for the replacement of the large playground at the clubhouse. The Board requested Mr. Gentilella to provide the sketch of the options for their consideration at the next meeting.

**D. Clubhouse Manager**

Ms. DiMaggio presented her report.

**2. Consideration of Proposal for Hiring an Event Planner for Easter, Halloween, and Christmas Parties**

Ms. DiMaggio presented a proposal for hiring an event planner for Easter, Halloween, and Christmas parties sponsored by the District.

She noted that this would be for Fiscal Year 2024/2025 as she would be handling the planning for the Easter event this year. A brief discussion ensued.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved hiring of an event planner for Halloween and Christmas in fiscal year 2024/2025, directed District Counsel to work with Ms. DiMaggio to write the agreement, authorized the Chairman to execute it, for the Seven Oaks Community Development District.

### **3. Continued Discussion Regarding Teaching Lessons**

Ms. DiMaggio reviewed her proposed changes to rules pertaining to renters/users of the facilities teaching lessons. The Board chose to leave the rules unchanged and requested that individuals sign in and indicate whether they are teaching lessons or not.

### **4. Presentation on AFLAC**

A representative from AFLAC spoke with the Board regarding the possibility of meeting with employees to gauge interest in the insurance program. He stated that at least 3 employees would be needed to qualify for the group plan. No official Board action was taken but they did not have any objections with him meeting with the employees to discuss the plan.

### **5. Consideration of Proposals to Add Additional Umbrellas and Stands Poolside**

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$6,000 for additional umbrellas and stands poolside, for the Seven Oaks Community Development District.

### **6. Consideration of You Tube Subscription**

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the purchase of a You Tube Subscription for the clubhouse, for the Seven Oaks Community Development District.

### **E. District Manager**

Mr. Brizendine informed the Board the next regular meeting will be held on Wednesday, March 13, 2024, at 6:00 p.m. at the Seven Oaks Clubhouse. He also reviewed the upcoming qualifying period for the November general election and the electronic filing of the Form 1's. A discussion regarding the Ethics Training was held with Ms. Hopkinson stating she would bring information to the next meeting regarding classes that her firm will be holding.

**a. Review of District Management Report**

Mr. Brizendine presented the District Management Report to the Board and covered the district's financial standing for the first quarter. A question was raised regarding whether a free review of the reserve study was part of the agreement. Mr. Brizendine stated that he would research the matter.

**b. Review of Financial Statements**

Mr. Brizendine presented the Financial Statements to the Board.

**c. Presentation of 4<sup>th</sup> Quarter Website Audit**

Mr. Brizendine reviewed the report, noting that no issues were reported.

**d. Discussion Regarding Fiscal Year 2025 Budget Workshop**

Mr. Brizendine recommended that the Board hold a budget workshop in April as he is looking to present the proposed budget on June 12<sup>th</sup>.

On a Motion by Mr. Grace, seconded by Mr. Tomsu, with all in favor, the Board of Supervisors Approved holding a budget workshop on April 22, 2024 at 6:00 p.m., for the Seven Oaks Community Development District.

**FOURTH ORDER OF BUSINESS****Consideration of Proposal from Grau & Associates for District's Auditing Services**

Mr. Brizendine reviewed the proposal from Grau & Associates to complete the auditing services for fiscal years ending in 2024, 2025, and 2026, noting that the current cost of these services is \$4,950 and the proposal calls for an increase to \$5,500 for 2024, \$5,600 for 2025 and \$5,700 for 2026. A brief discussion ensued.

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board of Supervisors Approved Grau's Proposal, for the Seven Oaks Community Development District.

**FIFTH ORDER OF BUSINESS****Consideration of Minutes of the Board Supervisors' Meeting held on December 13, 2023, and O&M Enterprise Fund and General Fund Expenditures for January 2024**

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on January 10, 2024, and the O&M General Fund Expenditures (\$307,680.90) and the O&M Enterprise Fund (\$5,351.10) for January 2024, as presented, for the Seven Oaks Community Development District.

**SIXTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests put forward at this time.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Brizendine requested a motion from the Board to adjourn the meeting.

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board of Supervisors adjourned the meeting at 8:40 p.m. for Seven Oaks Community Development District.

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman