



Rizzetta & Company

Seven Oaks Community Development District

**Board of Supervisors' Meeting
June 9, 2021**

**District Office:
9428 Camden Field Parkway
Riverview, FL 335478
813-533-2950**

www.sevenoakscdd.com

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Jack Christensen	Chairman
	Joshua Green	Vice Chairman
	Tom Graff	Assistant Secretary
	Sean Grace	Assistant Secretary
	Andrew Mendenhall	Assistant Secretary
District Manager	Taylor Nielsen	Rizzetta & Company, Inc.
District Counsel	Vivek Babbar	Straley Robin & Vericker
District Engineer	Tonja Stewart	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) 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 • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578
WWW.SEVENOAKSCDD.COM

June 1, 2021

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

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of Seven Oaks Community Development District will be held on **Wednesday, June 9, 2021 at 6:30 p.m.** at the Seven Oaks Clubhouse, located at 2910 Sports Core Circle, Wesley Chapel, FL 33544. The following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. REPORTS & PRESENTATIONS**
 - A. Operations Manager
 1. Landscape Update
 2. Field Operations Update..... Tab 1
 - B. Clubhouse Manager
 1. Presentation of Clubhouse Report Tab 2
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
 1. Presentation of Current Financial Statement Tab 3
- 4. BUSINESS ITEMS**
 - A. Discussion of S12 and S19
 - B. Acceptance of the FY 19-20 Audit..... Tab 4
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on May 12, 2021 Tab 5
 - B. Consideration of O&M, Enterprise Fund, April 2021 Tab 6
 - C. Consideration of O&M, General Fund, April 2021 Tab 7
- 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,
Taylor Nielsen
District Manager

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, May 12, 2021 at 6:30 p.m.** at the Seven Oaks Clubhouse, located at 2910 Sports Cove Circle, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Jack Christensen	Board Supervisor, Chairman
Joshua Green	Board Supervisor, Vice Chairman
Andrew Mendenhall	Board Supervisor, Assistant Secretary
Sean Grace	Board Supervisor, Assistant Secretary
Tom Graff	Board Supervisor, Assistant Secretary

Also present were:

Taylor Nielsen	District Manager, Rizzetta & Co., Inc.
Vivek Babbar	District Counsel, Straley, Robin & Vericker
Tonja Stewart	District Engineer, Stantec (by conference call)
Theresa Flores	Clubhouse Manager
Jerry Mejia	Representative, Down to Earth
Audience	Present

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments

There Board heard audience comments regarding entrance monuments and erosion at 3521 Grassglen Pl.

THIRD ORDER OF BUSINESS

Staff & Landscape Reports

A. Field Operations Update

Mr. Gentilella presented his report to the Board. He advised the crosswalk project is complete.

The Board requested the Operations Manager obtain a proposal on converting the rest of the street signage to code spec, and a solution to filling out the natural fencing along Ancient Oaks Blvd.

B. Clubhouse Manager

Ms. Flores presented her report. She advised Greg Henry is replacing all carpet in the movie theater.

C. District Counsel

Mr. Babbar presented his report.

D. District Engineer

Ms. Stewart presented her report.

The Board requested the District Engineer obtain two proposal options to restore the CDD property pond bank behind 3521 Grassglen Pl. One option to repair cost effectively, and one option with additional precautions to increase the lifespan of the repair to a more long-term solution. The resident has also requested to be involved in the site visits to work with the CDD in improving the area from his property in addition to ours.

E. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, June 9, 2021 at 6:30 p.m. at the Seven Oaks Clubhouse.

The Board requested Board Member Sean Grace work with SOPOA in putting together an action plan to reduce the golf cart activity in the District.

The Board advised they are awaiting the follow up on the encroachments at 26634 and 26642 Shoregrass Dr. now that letters have been issued.

FOURTH ORDER OF BUSINESS

Presentation of Financial Statement

Mr. Nielsen presented the Financial Statement for March 2021 to the Board.

FIFTH ORDER OF BUSINESS

Discussion on S12 and S19

Mr. Babbar opened a discussion on S12 and S19 with the Board. There were no comments or questions.

FOURTH ORDER OF BUSINESS

Presentation of Proposed Budget for Fiscal Year 2021/2022

Mr. Nielsen presented the Proposed Budget for Fiscal Year 2021/2022 with the Board. The Board requested the Proposed Budget be amended to reflect an increase in the Landscape Replacement line by 50k, an increase in Janitorial by 10k, and moving 340k from Capital Outlay to the Reserve Fund.

On a Motion by Mr. Green, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the Symbiont Pool Heater proposal, directing District Counsel to create a formal agreement, including a payment performance bond, as presented for the Seven Oaks Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-07, Approving Proposed Budget & Setting Public Hearing

Mr. Nielsen presented Resolution 2021-07, Approving Proposed Budget & Setting Public Hearing with the Board.

On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors adopted Resolution 2021-07, Approving Proposed Budget and Setting Public Hearing for August 11, 2021 at 6:30 p.m., as presented for the Seven Oaks Community Development District.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

May 12, 2021 – Meeting Minutes

Page 4

SIXTH ORDER OF BUSINESS

**Consideration of Minutes of the
Budget Workshop Meeting held on
March 31, 2021**

Mr. Nielsen presented the meeting minutes for the Budget Workshop Meeting held on March 31, 2021. There were no changes made to the meeting minutes.

On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors approved the minutes of the Budget Workshop meeting held on March 31, 2021., as presented for the Seven Oaks Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors Regular
Meeting held on April 14, 2021**

Mr. Nielsen presented the meeting minutes for the Board of Supervisors' regular meeting held on April 14, 2021. There were no changes made to the meeting minutes.

On a Motion by Mr. Grace, seconded by Mr. Graff, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on April 14, 2021, as presented for the Seven Oaks Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Enterprise Fund
Operation and Maintenance
Expenditures for March 2021**

Mr. Nielsen presented the Enterprise Fund Operation and Maintenance Expenditures for March 2021.

On a Motion by Mr. Graff, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors approved the Enterprise Fund Operation and Maintenance Expenditures for March 2021 (\$3,893.32) as presented for the Seven Oaks Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of General Fund
Operation and Maintenance
Expenditures for March 2021**

Mr. Nielsen presented the General Fund Operation and Maintenance Expenditures for March 2021.

On a Motion by Mr. Grace, seconded by Mr. Christensen, with all in favor, the Board of Supervisors approved the General Fund Operation and Maintenance Expenditures for March 2021 (\$403,273.44) as presented for the Seven Oaks Community Development

District.

TENTH ORDER OF BUSINESS

Supervisor Requests

1. The Board requested the Operations Manager provide additional vendor management assistance to the Clubhouse Manager
2. The Board approved to increase the Fitness Center hours of operation to 24 hours from Monday to Thursday, after additional security measures are put in place. Additional security measures are to be added within 90 days, not to exceed \$5,000.00.

On a Motion by Mr. Green, seconded by Mr. Grace, Mr. Graff in favor, Mr. Mendenhall opposed, and Mr. Christensen abstained from voting, the Board of Supervisors approved the increase in Fitness Center hours, for the Seven Oaks Community Development District.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

On a Motion by Mr. Green, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors adjourned the meeting at 9:30 p.m. for Seven Oaks Community Development District.

Assistant Secretary

Chairman/Vice Chairman



**SEVEN OAKS
COMMUNITY DEVELOPMENT DISTRICT**

3434 Colwell Ave, Suite 200, Tampa, FL 33614 - 813-994-1001

www.sevenoakslife.com

**Operations and Maintenance Expenditures for Enterprise Fund
April 2021
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2021 through April 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,117.71**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Enterprise Fund Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	001449	61-8012757892-0 03/21	Sales and Use Tax 03/21	\$ 623.76
Seven Oaks CDD	CD3269	CD3269	Replenish Cafe Debit Card	\$ 1,990.86
Seven Oaks CDD	CD3271	CD3271	Replenish Cafe Debit Card	<u>\$ 1,503.09</u>
Report Total				<u>\$ 4,117.71</u>



**SEVEN OAKS
COMMUNITY DEVELOPMENT DISTRICT**

3434 Colwell Ave, Suite 200, Tampa, FL 33614 - 813-994-1001

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**Operations and Maintenance Expenditures
April 2021
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2021 through April 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$283,785.25**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Affordable Lock & Security Solutions	012067	0000188855	Extract Broken Key From Closet Lock 03/21	\$ 123.00
Always Green, Inc.	012068	854827	One Shot Fertilizer Lawn Care Application 03/21	\$ 2,700.00
Andrew P Mendenhall	012087	AM033121	Board of Supervisors Meeting 03/31/21	\$ 200.00
Andrew P Mendenhall	012104	AM041421	Board of Supervisors Meeting 04/14/21	\$ 200.00
Antal Plastics, Inc.	012111	INVTW2250-1	Balance Due - Street Signs 04/21	\$ 7,939.40
Antal Plastics, Inc.	012075	INVTW2430	Street Signs-Keep Right Reflector Sign Installed 04/21	\$ 1,482.53
BoardTronics, Inc.	012092	8948088	Irrigation Supplies 04/21	\$ 476.50
BoardTronics, Inc.	012092	8948106	Irrigation Supplies 04/21	\$ 549.99
Boulevard Awning Company	012093	8885-1	Balance Due - Cabana Cover #8 Sunbrella 03/21	\$ 1,250.00
Bright House Networks	012094	048356001041121	Bundled Cable Services Clubhouse 04/21	\$ 512.67
Cintas Corporation Loc #074	012069	1902038139	Staff Uniform Shirts 03/21	\$ 3,166.75
Cintas Corporation Loc #074	012080	4079543848	Cleaning & Facility Supplies Acct #70271 03/21	\$ 245.04
Complete IT Corp	012096	6659	Brivo Tier Monthly Reader and Data Plan 04/21	\$ 150.50
Con Asset LLC	012070	031621	32.93% Deposit for Restroom Remodel 04/21	\$ 20,000.00
Desvarieux Services, Inc.	012071	116	Tapco- (10) Flashing Pedestrian Sign Poles 03/21	\$ 1,070.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Disclosure Services, LLC	012097	10	Amortization Schedule Series 2011A-1 & 2011A-2 04/21	\$ 200.00
Down To Earth LLC	012081	5945	Tree Replacement, Plants & Mulch 03/21	\$ 4,129.80
Down To Earth LLC	012081	5946	Plant & Sod Replacement at Pine Crest 03/21	\$ 6,281.50
Down To Earth LLC	012081	6557	Install Annuals 03/21	\$ 10,725.00
Down To Earth LLC	012109	7037	Monthly Grounds Maintenance 04/21	\$ 58,424.65
Down To Earth LLC	012081	7268	Fertilizer Application 03/21	\$ 10,795.00
Down To Earth LLC	012109	8416	Sod Installation - St Augustine 04/21	\$ 2,607.00
Down To Earth LLC	012109	8417	Plant & Sod Installation 04/21	\$ 2,895.60
Egis Insurance Advisors LLC	012072	12755	Policy Change-Workers Comp Insurance 10/01/19 - 10/01/20	\$ 2,877.00
Egis Insurance Advisors LLC	012072	12847	Policy Change-Workers Comp Insurance 10/01/19 - 10/01/20	\$ (1,626.00)
Ewing Irrigation Products Inc.	012073	13790391	Irrigation Supplies 03/21	\$ 394.46
Ewing Irrigation Products Inc.	012073	13812794	Irrigation Supplies 04/21	\$ 20.55
Florida Leak Locators	012082	165450	Pool Leak Detection 04/21	\$ 2,996.00
Florida U.C. Fund	012110	040621	Unemployment Claim 4th Qtr 2020	\$ 1,100.00
Foliage Design Systems	012074	04CF6818	Clubhouse Plant Maintenance 04/21	\$ 125.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Haskell Termite & Pest Control, Inc.	012101	50410134	Pest Control Clubhouse 04/21	\$ 65.00
Internal Revenue Service	012112	CP220	Disallowed Covid 19 Payroll Adjustment 04/21	\$ 27,372.86
Joe's Tree Service & Landscaping, Inc.	012102	041421	Tree Removals 04/21	\$ 4,900.00
John Christensen	012079	JC033121	Board of Supervisors Meeting 03/31/21	\$ 200.00
John Christensen	012095	JC041421	Board of Supervisors Meeting 04/14/21	\$ 200.00
Joshua T. O. Green	012085	JG033121	Board of Supervisors Meeting 03/31/21	\$ 200.00
Joshua T. O. Green	012100	JG041421	Board of Supervisors Meeting 04/14/21	\$ 200.00
Lee Electric, Inc.	012103	210219	Replace Ballast & Bulbs at Tennis Courts 04/21	\$ 1,992.00
Lee Electric, Inc.	012086	210232	Electrical Repair-Tennis Court Lights 03/21	\$ 548.00
Mike Fasano, Pasco County Tax Collector	012091	P & L Summary 2020	Non-Ad Valorem Stormwater Assessments 2020	\$ 6,164.55
My Tampa IT	012088	2021-1978	Computer Repairs 04/21	\$ 300.00
Pasco County Utilities	012078	Pasco Water Summary 03/21	Pasco Water Summary 03/21	\$ 5,604.68
Presto Painting Services	012105	D-4115	Cafe Painting Project 04/21	\$ 2,670.00
Rizzetta & Company, Inc.	012076	INV0000057633	District Management Fees 04/21	\$ 7,289.58
Rizzetta & Company, Inc.	012113	INV0000058106	Annual Dissemination Services FY20/21	\$ 2,000.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Sean Grace	012083	SG033121	Board of Supervisors Meeting 03/31/21	\$ 200.00
Sean Grace	012098	SG041421	Board of Supervisors Meeting 04/14/21	\$ 200.00
Seven Oaks CDD	CD3268	CD3268	Replenish Field Debit Card	\$ 1,254.06
Solitude Lake Management LLC	012114	PI-A00580710	Monthly Aquatic Service 04/21	\$ 4,450.00
Special Markets Insurance Consultants Inc.	012089	2040721	Accidental Medical Insurance 04/21	\$ 200.00
Stantec Consulting Services, Inc.	012106	1775315	Engineering Services 03/21	\$ 1,087.50
Storage Center in Wesley Chapel	012107	7718	Storage Unit 1112 05/21	\$ 239.00
Stratus Building Solutions of Tampa	012108	5295	Monthly Janitorial Services 04/21	\$ 1,400.00
Suncoast Pool Service	012115	7157	Monthly Swimming Pool Service 04/21	\$ 4,900.00
Suncoast Pool Service	012115	7158	Fountain Service 04/21	\$ 350.00
Thomas Graff	012084	TG033121	Board of Supervisors Meeting 03/31/21	\$ 200.00
Thomas Graff	012099	TG041421	Board of Supervisors Meeting 04/14/21	\$ 200.00
Times Publishing Company	012116	0000149416 03/24/21	Account #121797 Legal Advertising 03/21	\$ 76.40
Verizon Wireless	012090	9875732952	Summary For 7987, 1688, 9101 03/21	\$ 166.77
Waste Connections of Florida	012077	917146	2910 Sports Core Circle 04/21	\$ 366.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Withlacoochee River Electric Cooperative, Inc.	ACH041621-1	Electric Summary 03/21	Electric Summary 03/21	\$ 25,837.70
ADP Easy Pay	CD3265	CD3265	PR Fees ppe 03-21-21 pd 04-02-21	\$ 158.00
ADP Easy Pay	CD3266	CD3266	PR ppe 04-04-21 pd 04-09-21	\$ 23,672.94
ADP Easy Pay	CD3267	CD3267	PR Fees ppe 04-04-21 pd 04-16-21	\$ 155.75
ADP Easy Pay	CD3270	CD3270	PR ppe 04-018-21 pd 04-23-21	\$ 16,801.27
ADP Easy Pay	CD3267	CD3267	PR Fees ppe 04-18-21 pd 04-30-21	<u>\$ 151.25</u>
Report Total				<u>\$ 283,785.25</u>