



Rizzetta & Company

# **Seven Oaks Community Development District**

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**Board of Supervisors' Meeting  
July 14, 2021**

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

**[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>	Jack Christensen	Chairman
	Joshua Green	Vice Chairman
	Tom Graff	Assistant Secretary
	Sean Grace	Assistant Secretary
	Andrew Mendenhall	Assistant Secretary
<b>District Manager</b>	Taylor Nielsen	Rizzetta & Company, Inc.
<b>District Counsel</b>	Vivek Babbar	Straley Robin & Vericker
<b>District Engineer</b>	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](http://WWW.SEVENOAKSCDD.COM)

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July 6, 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, July 14, 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. Discussion on the Pool Filtration System Replacement Project
  - C. Discussion on Splash Park Closure and Repairs
  - D. Discussion for Project Management
  - E. Consideration of Resignation for Joshua Green ..... Tab 4
  - F. Review of Resumes for Open Board Seat #1 ..... Tab 5
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on June 9, 2021 ..... Tab 6
  - B. Consideration of O&M, Enterprise Fund, May 2021 ..... Tab 7
  - C. Consideration of O&M, General Fund, May 2021 ..... Tab 8
- 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



Rizzetta & Company

# **Seven Oaks Community Development District**

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**Financial Statements  
(Unaudited)**

**May 31, 2021**

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

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

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

**Seven Oaks Community Development District**

Balance Sheet

As of 5/31/2021

(In Whole Numbers)

	General Fund	Reserve Fund	Debt Service Fund	Enterprise Fund	Total Government Funds	General Fixed Assets Account Group	General Long-Term Debt Account Group
<b>Assets</b>							
Cash In Bank	257,488	0	0	47,051	304,539	0	0
Cash On Hand	0	0	0	735	735	0	0
Investments	3,900,955	0	858,010	0	4,758,965	0	0
Investments - Reserves	0	2,508,908	0	0	2,508,908	0	0
Accounts Receivable	11,864	0	4,905	0	16,769	0	0
Prepaid Items	4,322	0	0	0	4,322	0	0
Deposits	6,590	0	0	0	6,590	0	0
Due From Other Funds	59,918	0	0	0	59,918	0	0
Due From Others	0	0	0	0	0	0	0
Amount Available-Debt Service	0	0	0	0	0	0	862,915
Amount To Be Provided-Debt Service	0	0	0	0	0	0	14,836,085
Fixed Assets	0	0	0	0	0	62,243,517	0
<b>Total Assets</b>	<b>4,241,137</b>	<b>2,508,908</b>	<b>862,915</b>	<b>47,786</b>	<b>7,660,747</b>	<b>62,243,517</b>	<b>15,699,000</b>
<b>Liabilities</b>							
Accounts Payable	82,558	0	0	1,759	84,316	0	0
Sales Tax Payable	0	0	0	0	0	0	0
Accrued Expenses Payable	3,900	0	0	0	3,900	0	0
Other Expenses Payable	0	0	0	0	0	0	0
Deferred Revenue	0	0	0	0	0	0	0
Due To Other Funds	0	46,558	0	13,360	59,918	0	0
Due To Others	0	0	0	0	0	0	0
Revenue Bonds Payable-Long-Term	0	0	0	0	0	0	15,699,000
<b>Total Liabilities</b>	<b>86,458</b>	<b>46,558</b>	<b>0</b>	<b>15,119</b>	<b>148,134</b>	<b>0</b>	<b>15,699,000</b>
<b>Fund Equity &amp; Other Credits</b>							
Beginning Fund Balance	2,454,509	2,312,860	1,251,947	46,107	6,065,422	62,243,517	0
Net Change in Fund Balance	1,700,171	149,491	(389,032)	(13,439)	1,447,190	0	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>4,154,680</b>	<b>2,462,350</b>	<b>862,915</b>	<b>32,667</b>	<b>7,512,613</b>	<b>62,243,517</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>4,241,137</b>	<b>2,508,908</b>	<b>862,915</b>	<b>47,786</b>	<b>7,660,747</b>	<b>62,243,517</b>	<b>15,699,000</b>

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District**

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
<b>Revenues</b>					
Interest Earnings					
Interest Earnings	0	0	1,191	1,191	0.00%
Special Assessments					
Tax Roll	3,625,571	3,625,571	3,625,582	11	0.00%
Miscellaneous Revenues					
Miscellaneous Revenue	0	0	200	200	0.00%
Insurance Proceeds	0	0	3,954	3,954	0.00%
Event Rental	0	0	36,153	36,153	0.00%
Event Sponsors	0	0	1,000	1,000	0.00%
Total Revenues	3,625,571	3,625,571	3,668,080	42,509	(1.17)%
<b>Expenditures</b>					
Legislative					
Supervisor Fees	18,000	12,000	8,800	3,200	51.11%
Financial & Administrative					
Administrative Services	9,700	6,467	6,467	0	33.33%
District Management	44,025	29,350	29,350	0	33.33%
District Engineer	20,000	13,333	19,772	(6,438)	1.14%
Disclosure Report	7,000	7,000	2,000	5,000	71.42%
Trustees Fees	10,000	10,000	8,081	1,919	19.18%
Tax Collector/Property Appraiser Fees	150	150	150	0	0.00%
Financial & Revenue Collections	5,250	3,500	3,500	0	33.33%
Assessment Roll	5,250	5,250	5,250	0	0.00%
Accounting Services	28,500	19,000	19,000	0	33.33%
Auditing Services	4,800	4,800	4,352	448	9.33%
Arbitrage Rebate Calculation	1,500	1,500	1,000	500	33.33%
Public Officials Liability Insurance	3,664	3,664	3,498	166	4.53%
Legal Advertising	2,000	1,333	284	1,049	85.78%
Dues, Licenses & Fees	2,000	975	876	99	56.22%
Website Hosting, Maintenance, Backup	10,000	1,600	5,197	(3,597)	48.03%
Legal Counsel					
District Counsel	35,000	23,333	23,390	(56)	33.17%
Special Litigation /Legal Mediation	50,000	33,333	0	33,333	100.00%
Law Enforcement					
Deputy	10,000	6,667	192	6,475	98.08%

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District**

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Security Operations					
Security Monitoring Services	3,000	2,000	777	1,223	74.09%
Electric Utility Services					
Utility Services - Recreation Facilities	50,000	33,333	25,654	7,679	48.69%
Utility Services - Street Lights	235,000	156,667	172,147	(15,481)	26.74%
Utility Services - Irrigation & Landscape Lighting	36,000	24,000	26,549	(2,549)	26.25%
Gas Utility Services					
Utility Services	510	340	332	8	34.98%
Garbage/Solid Waste Control Services					
Garbage-Recreation Facility	5,000	3,333	2,986	347	40.27%
Solid Waste Assessment	7,000	7,000	7,600	(600)	(8.56)%
Water-Sewer Combination Services					
Utility Services	37,000	24,667	28,647	(3,980)	22.57%
Utility Services - Reclaimed	34,000	22,667	16,145	6,522	52.51%
Utility Services - Fountains	2,000	1,333	317	1,017	84.15%
Stormwater Control					
Lake/Pond Bank Maintenance	15,000	10,000	4,900	5,100	67.33%
Mitigation Area Monitoring & Maintenance	6,500	4,333	0	4,333	100.00%
Aquatic Maintenance	56,460	37,640	36,150	1,490	35.97%
Stormwater Assessment	6,000	6,000	6,165	(165)	(2.74)%
Aquatic Plant Replacement	15,000	10,000	2,500	7,500	83.33%
Stormwater System Maintenance	5,000	3,333	3,900	(567)	22.00%
Other Physical Environment					
Employee - Salaries	196,200	130,800	126,317	4,483	35.61%
Employee - Payroll Taxes	26,000	17,333	11,548	5,785	55.58%
Employee - Workers Comp	8,658	8,658	8,055	603	6.96%
Employee - Health Stipend	40,800	27,200	26,600	600	34.80%
General Liability/Property Insurance	50,000	50,000	18,310	31,690	63.38%
Holiday Decorations	20,000	20,000	18,315	1,685	8.42%
Pressure Washing	30,000	20,000	19,150	850	36.16%
Entry & Walls Maintenance	4,000	2,667	1,264	1,403	68.40%
Landscape Maintenance	855,000	570,000	507,819	62,181	40.60%
Landscape Annuals & Mulch	210,000	140,000	21,450	118,550	89.78%
Irrigation Repairs	25,000	16,667	7,544	9,122	69.82%

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District**

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Landscape Replacement Plants, Trees, Shrubs	100,000	66,667	35,930	30,737	64.06%
Clock Tower Maintenance	600	600	1,548	(948)	(157.91)%
Landscape Light Maintenance	4,000	2,667	3,204	(537)	19.91%
Tree Removal	100,000	66,667	90,775	(24,108)	9.22%
Tree Trimming Services	50,000	33,333	33,000	333	34.00%
Community Park Equipment	25,000	16,667	11,050	5,616	55.79%
Street Tree Maintenance & Replacement	75,000	50,000	43,595	6,406	41.87%
Miscellaneous Expense	67,500	45,000	5,558	39,442	91.76%
Road & Street Facilities					
Roadway Repair & Maintenance	20,000	13,333	714	12,619	96.42%
Sidewalk Repair & Maintenance	50,000	33,333	22,393	10,941	55.21%
Street Sign Repair & Replacement	55,000	36,667	7,343	29,323	86.64%
Parks & Recreation					
Employee - Salaries	258,000	172,000	125,488	46,512	51.36%
Employee - Payroll Taxes	25,000	16,667	11,022	5,645	55.91%
Employee - Workers Comp	8,658	8,658	3,794	4,864	56.18%
Employee - Health Stipend	31,200	20,800	20,600	200	33.97%
Telephone, Fax, Internet	7,600	5,067	4,321	746	43.14%
Facility Supplies	5,000	3,333	3,454	(120)	30.92%
Vehicle Maintenance - Truck & Golf Carts	10,000	6,667	2,914	3,753	70.86%
Pest Control	750	500	260	240	65.33%
Fitness Equipment Maintenance & Repairs	5,000	3,333	417	2,916	91.65%
Pool Service Contract	50,000	33,333	27,100	6,233	45.80%
Furniture Repair/Replacement	4,500	3,000	4,388	(1,388)	2.48%
Fountain Service & Maintenance	30,000	20,000	9,423	10,577	68.59%
Pool Repairs	15,000	10,000	12,000	(2,000)	20.00%
Tennis Court Maintenance & Supplies	15,000	10,000	4,182	5,818	72.12%
Clubhouse Office Supplies	6,000	4,000	4,640	(640)	22.67%
Clubhouse Facility Janitorial Service	35,000	23,333	18,422	4,911	47.36%
Athletic/Park Court/Field Repairs	12,200	8,133	225	7,908	98.15%
Maintenance & Repairs	38,700	25,800	18,295	7,505	52.72%
Playground Equipment & Maintenance	3,500	2,333	0	2,333	100.00%

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District**

Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Miscellaneous Expense	20,000	13,333	19,921	(6,587)	0.39%
Basketball Court Maintenance & Supplies	15,000	10,000	813	9,187	94.58%
Special Events					
Special Events	10,000	6,667	651	6,015	93.48%
Contingency					
Capital Outlay	226,396	150,931	178,172	(27,241)	21.30%
Total Expenditures	<u>3,625,571</u>	<u>2,456,049</u>	<u>1,967,909</u>	<u>488,140</u>	<u>45.72%</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>1,169,522</u>	<u>1,700,171</u>	<u>530,649</u>	<u>0.00%</u>
Excess of Rev/Other Sources Over/(Under) Expend/Other Uses	<u>0</u>	<u>1,169,522</u>	<u>1,700,171</u>	<u>530,649</u>	<u>0.00%</u>
Fund Balance - Beginning	0	0	2,454,509	2,454,509	0.00%
Fund Balance - End of Period	<u>0</u>	<u>1,169,522</u>	<u>4,154,680</u>	<u>2,985,158</u>	<u>0.00%</u>

**Seven Oaks Community Development District**

Statement of Revenues and Expenditures

005 - Reserve Fund

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	<u>Annual Budget</u>	<u>Current Period Actual</u>	<u>Budget to Actual Variance</u>	<u>Budget Percent Remaining</u>
Revenues				
Interest Earnings				
Interest Earnings	0	810	810	0.00%
Special Assessments				
Tax Roll	<u>340,000</u>	<u>340,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues	<u>340,000</u>	<u>340,810</u>	<u>810</u>	<u>0.24%</u>
Expenditures				
Contingency				
Capital Reserves	<u>340,000</u>	<u>191,319</u>	<u>148,681</u>	<u>43.72%</u>
Total Expenditures	<u>340,000</u>	<u>191,319</u>	<u>148,681</u>	<u>43.73%</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>149,491</u>	<u>149,491</u>	<u>0.00%</u>
Excess of Rev/Other Sources Over/(Under) Expend/Other Uses	<u>0</u>	<u>149,491</u>	<u>149,491</u>	<u>0.00%</u>
Fund Balance - Beginning				
	0	2,312,860	2,312,860	0.00%
Fund Balance - End of Period	<u><u>0</u></u>	<u><u>2,462,350</u></u>	<u><u>2,462,350</u></u>	<u><u>0.00%</u></u>

# Seven Oaks Community Development District

## Statement of Revenues and Expenditures

200 - Debt Service Fund Series 2011/2021

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget to Actual Variance	Budget Percent Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	48	48	0.00%
Special Assessments				
Tax Roll	714,143	714,146	3	0.00%
Total Revenues	714,143	714,195	51	0.01%
Expenditures				
Financial & Administrative				
District Management	0	5,000	(5,000)	0.00%
Trustees Fees	0	5,925	(5,925)	0.00%
Verification Agent	0	2,750	(2,750)	0.00%
Bond Commitment Fee	0	6,116	(6,116)	0.00%
Placement Agent	0	91,740	(91,740)	0.00%
Special Assessment Allocation Report	0	15,000	(15,000)	0.00%
Legal Counsel				
District Counsel	0	22,250	(22,250)	0.00%
Bank Counsel	0	5,950	(5,950)	0.00%
Bond Counsel	0	28,000	(28,000)	0.00%
Trustee Counsel	0	6,000	(6,000)	0.00%
Debt Service				
Interest	394,143	381,063	13,080	3.31%
Principal	320,000	557,000	(237,000)	(74.06)%
Total Expenditures	714,143	1,126,794	(412,651)	(57.78)%
Excess of Revenues Over (Under) Expenditures	0	(412,599)	(412,599)	0.00%
Other Financing Sources (Uses)				
Bond Proceeds	0	6,116,000	6,116,000	0.00%
Bond Retirement	0	(6,080,999)	(6,080,999)	0.00%
Total Other Financing Sources (Uses)	0	35,001	35,001	0.00%
Excess of Rev/Other Sources Over/(Under) Expend/Other Uses	0	(377,598)	(377,598)	0.00%
Fund Balance - Beginning	0	588,011	588,011	0.00%
Fund Balance - End of Period	0	210,413	210,413	0.00%

See Notes to Unaudited Financial Statements

**Seven Oaks Community Development District**

Statement of Revenues and Expenditures

202 - Debt Service Fund Series 2016

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	Annual Budget	Current Period Actual	Budget to Actual Variance	Budget Percent Remaining
Revenues				
Interest Earnings				
Interest Earnings	0	42	42	0.00%
Special Assessments				
Tax Roll	925,885	925,438	(448)	(0.04)%
Total Revenues	<u>925,885</u>	<u>925,479</u>	<u>(406)</u>	<u>(0.04)%</u>
Expenditures				
Debt Service				
Interest	350,885	346,913	3,973	1.13%
Principal	575,000	590,000	(15,000)	(2.60)%
Total Expenditures	<u>925,885</u>	<u>936,913</u>	<u>(11,027)</u>	<u>(1.19)%</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>(11,433)</u>	<u>(11,433)</u>	<u>0.00%</u>
Excess of Rev/Other Sources Over/(Under) Expend/Other Uses	<u>0</u>	<u>(11,433)</u>	<u>(11,433)</u>	<u>0.00%</u>
Fund Balance - Beginning	0	663,935	663,935	0.00%
Fund Balance - End of Period	<u><u>0</u></u>	<u><u>652,502</u></u>	<u><u>652,502</u></u>	<u><u>0.00%</u></u>

**Seven Oaks Community Development District**

Statement of Revenues and Expenditures

400 - Enterprise Fund

From 10/1/2020 Through 5/31/2021

(In Whole Numbers)

	Annual Budget	YTD Budget	YTD Actual	YTD Variance	Percent Annual Budget Remaining
Revenues					
Club Revenues					
Cafe Revenues	47,376	33,876	17,404	(16,471)	63.26%
Total Revenues	<u>47,376</u>	<u>33,876</u>	<u>17,404</u>	<u>(16,471)</u>	<u>63.26%</u>
Expenditures					
Parks & Recreation					
Employee - Salaries	25,000	16,667	14,806	1,861	40.77%
Employee - Payroll Taxes	2,500	1,667	1,133	534	54.69%
Employee - Workers Comp	2,500	2,500	798	1,702	68.09%
Cafe Miscellaneous Expense	1,700	1,133	262	871	84.58%
Cafe Supplies	2,000	1,333	941	392	52.94%
Cafe Food	4,000	2,667	5,375	(2,709)	(34.38)%
Cafe Beverages	4,500	3,000	2,412	588	46.40%
Cafe Maintenance & Repairs	1,500	1,000	1,238	(238)	17.45%
Cafe Equipment	3,676	2,451	3,879	(1,429)	(5.52)%
Total Expenditures	<u>47,376</u>	<u>32,417</u>	<u>30,844</u>	<u>1,573</u>	<u>34.90%</u>
Excess of Revenues Over (Under) Expenditures	<u>0</u>	<u>1,458</u>	<u>(13,439)</u>	<u>(14,898)</u>	<u>0.00%</u>
Excess of Rev/Other Sources Over/(Under) Expend/Other Uses	<u>0</u>	<u>1,458</u>	<u>(13,439)</u>	<u>(14,898)</u>	<u>0.00%</u>
Fund Balance - Beginning	0	0	46,107	46,107	0.00%
Fund Balance - End of Period	<u>0</u>	<u>1,458</u>	<u>32,667</u>	<u>31,209</u>	<u>0.00%</u>

**Seven Oaks CDD**  
**Investment Summary**  
**May 31, 2021**

<u>Account</u>	<u>Investment</u>	<u>Balance as of</u> <u>May 31, 2021</u>
FLCLASS	Average Monthly Yield .0956%	\$ 3,900,955
<b>Total General Fund Investments</b>		<b>\$ 3,900,955</b>
FLCLASS	Average Monthly Yield .0956%	\$ 2,508,908
<b>Total Reserve Fund Investments</b>		<b>\$ 2,508,908</b>
US Bank Series 2011A-1 Revenue	First American Government Obligation Fund Class Y	\$ 2,383
US Bank Series 2011A-2 Revenue	First American Government Obligation Fund Class Y	2,871
US Bank Series 2016A Revenue	First American Government Obligation Fund Class Y	77,435
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	13,375
US Bank Series 2016A-2 Prepayment	First American Government Obligation Fund Class Y	1,599
US Bank Series 2016B Revenue	First American Government Obligation Fund Class Y	111,113
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	72,375
US Bank Series 2016B-2 Prepayment	First American Government Obligation Fund Class Y	223
US Bank Series 2021 Revenue	First American Government Obligation Fund Class Y	21,597
US Bank Series 2021 Interest	First American Government Obligation Fund Class Y	62,166
US Bank Series 2021 Reserve	First American Government Obligation Fund Class Y	112,818
US Bank Series 2021 COI	First American Government Obligation Fund Class Y	6,443
<b>Total Debt Service Fund Investments</b>		<b>\$ 858,010</b>

**Seven Oaks Community Development District**

Summary A/R Ledger

001 - General Fund

From 5/1/2021 Through 5/31/2021

<u>Invoice Date</u>	<u>Customer Name</u>	<u>Invoice Number</u>	<u>Current Balance</u>
10/1/2020	Pasco County Tax Collector	FY20-21	<u>11,864.14</u>
		Total 001 - General Fund	11,864.14

**Seven Oaks Community Development District**

Summary A/R Ledger

200 - Debt Service Fund Series 2011/2021

From 5/1/2021 Through 5/31/2021

<u>Invoice Date</u>	<u>Customer Name</u>	<u>Invoice Number</u>	<u>Current Balance</u>
10/1/2020	Pasco County Tax Collector	FY20-21	<u>2,136.58</u>
		Total 200 - Debt Service Fund Series 2011/2021	2,136.58

**Seven Oaks Community Development District**

Summary A/R Ledger

202 - Debt Service Fund Series 2016

From 5/1/2021 Through 5/31/2021

Invoice Date	Customer Name	Invoice Number	Current Balance
10/1/2020	Pasco County Tax Collector	FY20-21	2,768.71
		Total 202 - Debt Service Fund Series 2016	2,768.71
Report Balance			16,769.43

**Seven Oaks Community Development District**

Aged Payables by Invoice Date

Aging Date - 11/1/2020

001 - General Fund

From 5/1/2021 Through 5/31/2021

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
Phoenix Pools, Inc.	11/2/2020	2344	20% Final Payment-Pool Filtration System 11/20	25,479.00
Johnson Controls Security Solutions	2/6/2021	35466811	Quarterly Security Service 03/01/21-05/31/21	1,020.80
Johnson Controls Security Solutions	3/1/2021	35518322	Discontinued Security Service Refund 04/20-05/21	(1,264.37)
A Total Solution, Inc.	5/7/2021	0000154925	Fire Alarm System Service for Retroom Remodel 05/21	1,050.00
Bright House Networks	5/11/2021	048356001051121	Bundled Cable Services Clubhouse 05/21	512.67
Internal Revenue Service	5/17/2021	CP220-1	Disallowed Covid 19 Payroll Adjustment 05/21	3,638.02
Verizon Wireless	5/18/2021	9880013936	Summary For 7987, 1688, 9101 05/21	171.85
Pasco County Utilities	5/20/2021	Pasco Water Summary 05/21	Pasco Water Summary 05/21	9,370.86
Seckin Ozkul	5/21/2021	052121	Cabana Rental Refund 05/21	85.00
Teco People Gas	5/21/2021	211003718858 05/21	2910 Sports Core Circle 05/21	46.58
Expert Security Professionals LLC	5/24/2021	10035	(2) Additional Security Cameras - Fitness Center 05/21	1,150.00
Affordable Lock & Security Solutions	5/24/2021	0000192326	Balance Due-Ladies Restroom Door Locks & Hardware 05/21	1,477.73
Straley Robin Vericker	5/25/2021	19886	General Legal Services 05/21	3,948.07
Withlacoochee River Electric Cooperative, Inc.	5/26/2021	Electric Summary 05/21	Electric Summary 05/21	26,401.34
Joe's Tree Service & Landscaping, Inc.	5/28/2021	052821a	Tree Removals 05/21	4,825.00
Joe's Tree Service & Landscaping, Inc.	5/28/2021	052821b	Tree Trimming Away From Roads & Sidewalks 05/21	4,200.00
Jimmys Sanitary Services Inc.	5/31/2021	32129	Portable Toilet Rental 05/21	170.00
Dymond Heating & Cooling, Inc.	6/3/2021	12387442	A/C Repair - Coil Pan Drain & Gas Leak 05/21	275.00
			Total 001 - General Fund	82,557.55

**Seven Oaks Community Development District**

Aged Payables by Invoice Date

Aging Date - 11/1/2020

400 - Enterprise Fund

From 5/1/2021 Through 5/31/2021

Vendor Name	Invoice Date	Invoice Number	Invoice Description	Current Balance
Gordon Food Service, Inc.	5/27/2021	210349824	Food/ Beverages /Supplies 05/21	705.42
Florida Department of Revenue	5/31/2021	61-8012757892-0 05/21	Sales and Use Tax 05/21	1,053.23
Total 400 - Enterprise Fund				1,758.65
Report Total				84,316.20

**Seven Oaks Community Development District**  
**Notes to Unaudited Financial Statements**  
**May 31, 2021**

**Balance Sheet**

1. Trust statement activity has been recorded through 05/31/21.
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 FY20-21 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 #FY20-21 in the amount of \$11,864.14 was received in June 2021.
6. Debt Service Fund 200 – Payment for Invoice #FY20-21 in the amount of \$2,136.58 was received in June 2021.
7. Debt Service Fund 202 – Payment for Invoice #FY20-21 in the amount of \$2,768.71 was received in June 2021.

**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, June 9, 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	<b>Board Supervisor, Chairman</b>
Joshua Green	<b>Board Supervisor, Vice Chairman (by phone)</b>
Andrew Mendenhall	<b>Board Supervisor, Assistant Secretary</b>
Sean Grace	<b>Board Supervisor, Assistant Secretary</b>
Tom Graff	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Taylor Nielsen	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Vivek Babbar	<b>District Counsel, Straley, Robin &amp; Vericker</b>
John Gentilella	<b>Maintenance Manager</b>
Tonja Stewart	<b>District Engineer, Stantec</b>
Vanessa Steinherts	<b>Attorney, Straley, Robin &amp; Vericker</b>
Audience	<b>Present</b>

**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**

The Board heard audience comments regarding communication practices with the Resident Council, pond concerns at Stillbrook Dr., fence encroachments and easement access.

On a Motion by Mr. Graff, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors approved to extend the time-period for action to be taken on the easement encroachments at 26634 and 26642 Shoregrass Dr. until further instruction at the July Board meeting, as presented for the Seven Oaks Community Development District.

**THIRD ORDER OF BUSINESS**

**Staff & Landscape Reports**

**A. Field Operations Update**

Mr. Gentilella presented his report to the Board.

On a Motion by Mr. Christensen, seconded by Mr. Mendnehall, with all in favor, the Board of Supervisors approved to Not To Exceed the amount of \$16,000.00 to be spent to deboot the palm trees, as presented for the Seven Oaks Community Development District.

The Board instructed the District Engineer to have a traffic study done to review the potential addition of speed tables on Ancient Oaks Blvd at the Springwood/Amberside area, and/or the Copperleaf/North Point area.

On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor except Mr. Green, the Board of Supervisors approved to Not To Exceed the amount of \$20,000.00 to be spent to perform regarding and resodding work at Stone Creek, as presented for the Seven Oaks Community Development District.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved a Resident Free Library to be placed in Crosswoods, as presented for the Seven Oaks Community Development District.

**B. Clubhouse Manager**

Mr. Nielsen presented the Clubhouse report to the Board.

The Board instructed District Staff to share instructions for unsubscribing to the Wesley Chapel Weekly newspaper. Tom will provide contact information.

The Board requested an ETA on completion from Phoenix Pools, and confirmation of how much was paid and withheld.

**SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT**

**June 9, 2021 – Meeting Minutes**

**Page 3**

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved for Jack and Theresa to look for a new vendor to complete the job, should there be concern about the timeframe, and authorized Jack to execute a contract with a new vendor should that be the best path to completion, as presented for the Seven Oaks Community Development District.

On a Motion by Mr. Mendenhall, seconded by Mr. Christensen, with all in favor except Mr. Green, the Board of Supervisors approved proposal #7735 from Cross Creek Environmental to restore the pond bank at 3521 Grassglen Place, as presented for the Seven Oaks Community Development District.

The District Engineer confirmed the required SWFWMD inspections for Seven Oaks would be completed by next week.

C. District Counsel

Mr. Babbar presented his report.

The Board instructed District Counsel to send a demand letter to Phoenix Pools regarding the completion timeline expectation.

The Board instructed District Counsel to adjust the contract with Symbiont to include the permitting fees at the same total cost prior to acceptance.

The Board instructed District Counsel to send a letter of intent for the S12 property.

D. District Engineer

Ms. Stewart presented her report.

On a Motion by Mr. Christensen, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the Otero request to connect to our drainage system, and instructed District Counsel to draft an agreement requiring SWFWMD inspections and indemnification; there will also be a request for compensation to cover the legal and engineering fees associated with this approval, as presented for the Seven Oaks Community Development District.

E. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, July 14, 2021 at 6:30 p.m. at the Seven Oaks Clubhouse.

**FOURTH ORDER OF BUSINESS**

**Presentation of Financial Statement**

Mr. Nielsen presented the Financial Statement for April 2021 to the Board. There were no comments or questions from the Board.

**FIFTH ORDER OF BUSINESS**

**Acceptance of the FY 19-20 Audit**

Mr. Nielsen presented the FY 19-20 Audit to the Board. There were no comments or questions from the Board.

**SIXTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board of Supervisors Regular Meeting held on May 12, 2021**

Mr. Nielsen presented the meeting minutes for the Board of Supervisors' regular meeting held on May 12, 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 May 12, 2021, as presented for the Seven Oaks Community Development District.

**SEVENTH ORDER OF BUSINESS**

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

Mr. Nielsen presented the Enterprise Fund Operation and Maintenance Expenditures for April 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 April 2021 (\$4,117.71) as presented for the Seven Oaks Community Development District.

**EIGHTH ORDER OF BUSINESS**

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

Mr. Nielsen presented the General Fund Operation and Maintenance Expenditures for April 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 April 2021 (\$283,785.25) as presented for the Seven Oaks Community Development District.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

1. Mr. Green requested confirmation of the total reserve funds approved for spending over the course of this meeting, which was \$45,700.00
2. The Board requested that Mr. Green's seat be announced as soon to be vacant, and that we start collecting resumes for interested candidates.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Nielsen 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 8:43 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](http://www.sevenoakslife.com)

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

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$5,172.41**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

## Seven Oaks Enterprise Fund Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 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	001450	61-8012757892-0 04/21	Sales and Use Tax 04/21	\$ 576.72
Gordon Food Service, Inc.	001451	209844878	Food/ Beverages /Supplies 05/21	\$ 1,355.51
Gordon Food Service, Inc.	001452	209960409	Food/ Beverages /Supplies 05/21	\$ 230.90
Gordon Food Service, Inc.	001452	210019293	Food/ Beverages /Supplies 05/21	\$ 474.33
Seven Oaks CDD	CD3276	CD3276	Replenish Cafe Debit Card	\$ 2,037.86
Sweetheart Ice Cream, Inc.	001453	15017299	Cafe Food 05/21	<u>\$ 497.09</u>
<b>Report Total</b>				<b><u>\$ 5,172.41</u></b>



**SEVEN OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

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

[www.sevenoakslife.com](http://www.sevenoakslife.com)

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

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented:       **\$259,735.15**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ACPLM, Inc	001022	2021194	Crosswalk Project-Speed Tables & Striping 05/21	\$ 15,838.90
Andrew P Mendenhall	001033	AM051221	Board of Supervisors Meeting 05/12/21	\$ 200.00
Antal Plastics, Inc.	001010	INVTW2446	Street Signs 04/21	\$ 6,018.28
Awnclean USA	001023	30718	Clean & Seal Cabana & Tennis Awnings 05/21	\$ 1,850.00
Bast Floors & Staircases	001005	26083	25% Down Payment New Cafe Flooring 05/21	\$ 4,533.75
Bast Floors & Staircases	001006	26084	75% Balance Due New Cafe Flooring 05/21	\$ 13,601.25
Cintas Corporation Loc #074	001007	4080872653	Cleaning & Facility Supplies Acct #70271 04/21	\$ 240.99
Cintas Corporation Loc #074	001025	4082246292	Cleaning & Facility Supplies Acct #70271 04/21	\$ 245.04
Cintas Corporation Loc #074	001025	4083492800	Cleaning & Facility Supplies Acct #70271 05/21	\$ 156.54
Cintas Corporation Loc #074	001039	4084815148	Cleaning & Facility Supplies Acct #70271 05/21	\$ 245.04
Complete IT Corp	001008	6746	Office 365 Suite Annual Fee 05/21	\$ 130.00
Complete IT Corp	001026	6781	Brivo Tier Monthly Reader and Data Plan 05/21	\$ 150.50
Disclosure Services, LLC	001027	11	Amortization Schedule Series 2016A-2 05/21	\$ 100.00
Down To Earth LLC	001040	INV95075	Monthly Grounds Maintenance 05/21	\$ 58,424.64
Down To Earth LLC	001040	INV95845	(150) Sunset Jasmine Installed 04/21	\$ 915.00

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Down To Earth LLC	001040	INV96187	Fertilizer Application 04/21	\$ 4,580.00
Edge Information Management, Inc.	001009	185768	SSN/W2/Criminal Verification & Drug Screening 03/21	\$ 206.00
Ewing Irrigation Products Inc.	001028	14116736	Irrigation Supplies 05/21	\$ 963.12
Ewing Irrigation Products Inc.	001028	14124321	Irrigation Supplies 05/21	\$ (617.44)
Ewing Irrigation Products Inc.	001028	14124344	Irrigation Supplies 05/21	\$ 148.19
Foliage Design Systems	001041	05CF6869	Clubhouse Plant Maintenance 05/21	\$ 125.00
Grau & Associates	001011	20823	Audit Services FY 19/20	\$ 3,500.00
Grau & Associates	001042	21008	Audit Services FY 19/20	\$ 800.00
Innersync Studio, LTD	001032	19434	Website Maintenance FY20/21	\$ 2,325.00
Jimmys Sanitary Services Inc.	001043	31947	Portable Toilet Rental 05/21	\$ 170.00
Joe's Tree Service & Landscaping, Inc.	001001	042621	Various Tree Removal 04/21	\$ 7,550.00
Joe's Tree Service & Landscaping, Inc.	001001	042821	Various Tree Removal 04/21	\$ 6,800.00
John Christensen	001024	JC051221	Board of Supervisors Meeting 05/12/21	\$ 200.00
Joshua T. O. Green	001031	JG051221	Board of Supervisors Meeting 05/12/21	\$ 200.00
Lee Electric, Inc.	001044	210322	Bathroom Renovations - Receptacle Box Install 05/21	\$ 274.00

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
MarketNet Associates LLC	001012	41321	Waterfree Urinal Cartridges 04/21	\$ 240.05
My Tampa IT	001034	2021-2039	Computer Repairs - Maintenance of 3 CPUs 05/21	\$ 300.00
Pasco County Property Appraiser	001002	040121	Non-Ad Valorem Assessment Annual Fee FY 21/22	\$ 150.00
Pasco County Utilities	001003	Pasco Water Summary 04/21	Pasco Water Summary 04/21	\$ 7,300.94
PH Bell and Clock Company	001000	2020033	Clock Repair 04/21	\$ 347.50
Professional Green Cleaners, LLC	001045	22620	Deep Clean & Wax Gathering Room Floor 04/21	\$ 385.00
Rhinocubes, Inc.	001035	21.0507	Pool Party - DJ 05/21	\$ 300.00
Rizzetta & Company, Inc.	001004	INV0000058199	District Management Fees 05/21	\$ 7,289.58
Sean Grace	001029	SG051221	Board of Supervisors Meeting 05/12/21	\$ 200.00
Solitude Lake Management LLC	001013	PI-A00590477	Midge Fly Treatment 04/21	\$ 550.00
Solitude Lake Management LLC	001046	PI-A00598605	Monthly Aquatic Service 05/21	\$ 4,450.00
Stantec Consulting Services, Inc.	001036	1784289	Engineering Services 04/21	\$ 1,467.50
Storage Center in Wesley Chapel	001037	8100	Storage Unit 1112 06/21	\$ 239.00
Straley Robin Vericker	001014	19763	General Legal Services 04/21	\$ 3,267.50
Stratus Building Solutions of Tampa	001047	5532	Monthly Janitorial Services 05/21	\$ 1,353.60

# Seven Oaks Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Suncoast Pool Service	001048	7239	Monthly Swimming Pool Service 05/21	\$ 4,900.00
Tampa Power Wash LLC	001015	523	Pressure Wash Sidewalks & Curbs 05/21	\$ 6,383.28
Taylor Gardner Gutters & Exteriors	001038	244	Gutter Repair - Movie Theater Exit 05/21	\$ 325.00
Teco People Gas	001016	211003718858 04/21	2910 Sports Core Circle 04/21	\$ 41.82
Thomas Graff	001030	TG051221	Board of Supervisors Meeting 05/12/21	\$ 200.00
US Bank	001017	6108143	Trustee Fees Series 2016B 04/01/21 - 03/31/22	\$ 3,232.50
US Bank	001017	6108152	Trustee Fees Series 2016A 04/01/21 - 03/31/22	\$ 3,232.50
Verizon Wireless	001018	9877871350	Summary For 7987, 1688, 9101 04/21	\$ 171.85
Waste Connections of Florida	001019	934478	2910 Sports Core Circle 05/21	\$ 366.00
Withlacoochee River Electric Cooperative, Inc.	001020	8627672	Move 2 Lights Wingedelm Dr & Bellafield Way 05/21	\$ 1,250.00
Withlacoochee River Electric Cooperative, Inc.	001021	Electric Summary 04/21	Electric Summary 04/21	\$ 36,989.97
Seven Oaks CDD	CD3275	CD3275	Replenish Field Debit Card	\$ 1,201.08
ADP Easy Pay	CD3273	CD3273	PR ppe 05-02-21 pd 05-07-21	\$ 18,097.31
ADP Easy Pay	CD3274	CD3274	PR Fees ppe 05-02-21 pd 05-14-21	\$ 158.00
ADP Easy Pay	CD3277	CD3277	PR ppe 05-16-21 pd 05-21-21	\$ 25,311.11

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADP Easy Pay	CD3278	CD3278	PR Fees ppe 05-16-21 pd 05-28-21	<u>\$ 160.26</u>
<b>Report Total</b>				<b><u>\$ 259,735.15</u></b>