



Rizzetta & Company

## **Seven Oaks Community Development District**

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**Board of Supervisors' Meeting  
September 8, 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

### **Board of Supervisors**

Jack Christensen	Chairman
Sean Grace	Vice Chairman
Tom Graff	Assistant Secretary
Lauren O'Donnell	Assistant Secretary
Andrew Mendenhall	Assistant Secretary

### **District Manager**

Taylor Nielsen	Rizzetta & Company, Inc.
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### **District Counsel**

Vanessa Steinerts	Straley Robin & Vericker
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### **District Engineer**

Tonja Stewart	Stantec Consulting
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**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**  
**MAILING ADDRESS • 34345 COLWELL AVE, STE 200 • TAMPA, FL 33614**  
[WWW.SEVENOAKSCDD.COM](http://WWW.SEVENOAKSCDD.COM)

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August 31, 2021

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

**AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors' of Seven Oaks Community Development District will be held on **Wednesday, September 8, 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. Field Operations Update..... USC
  - B. Clubhouse Manager
    1. Presentation of Clubhouse Report ..... Tab 1
  - C. District Counsel
  - D. District Engineer
  - E. District Manager
    1. Presentation of Current Financial Statement ..... Tab 2
- 4. BUSINESS ITEMS**
  - A. Discussion of S12 and S19
  - B. Discussion on Project Management
  - C. Consideration of Café Remodel Proposal ..... Tab 3
  - D. Consideration of Series 2016B Engagement Letter ..... Tab 4
  - E. Consideration of District Insurance Proposals ..... USC
  - F. Consideration of Poolside Landscaping Proposals ..... USC
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on August 11, 2021..... Tab 5
  - B. Consideration of O&M, Enterprise Fund, July 2021 ..... Tab 6
  - C. Consideration of O&M, General Fund, July 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

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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, August 11, 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>
Lauren O'Donnell	<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>
Theresa Flores	<b>Clubhouse Manager</b>
John Gentilella	<b>Maintenance Manager</b>
Tonja Stewart	<b>District Engineer, Stantec</b>
Vanessa Steinerts	<b>Attorney, Straley, Robin &amp; Vericker</b>

Audience	<b>Present</b>
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**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 S19, TownSquare, construction projects and playgrounds.

On a Motion by Mr. Grace, seconded by Mr. Graff, with all in favor, the Board of Supervisors approved for the property owners at 27045 Winged Elm Dr., to use the CDD property adjacent to them for access to the rear of their lot for pool construction, contingent on entering into an agreement drafted by District Counsel, including a
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SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

August 11, 2021 – Meeting Minutes

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deposit of \$1,000.00 and agreeing to fund the District Landscaper to restore the property concluding the construction, as presented for the Seven Oaks Community Development District.

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the Board for Board Supervisor, Tom Graff, to work with District Counsel, in drafting and executing an agreement with Pool Works to complete the necessary repairs at the clubhouse facility, with a Not To Exceed amount of \$125,000.00. The Board also approved for resident volunteer Theodore Rhodes, to assist Mr. Graff in reviewing the contract terms, as presented for the Seven Oaks Community Development District.

The Board requested the District Manager reach out to EGIS and request their assistance in filing a claim for Phoenix Pool related losses.

The Board heard a presentation from Extreme Concrete Cleaning.

**THIRD ORDER OF BUSINESS**

**Staff & Landscape Reports**

**A. Field Operations Update**

Mr. Gentilella presented his report to the Board.

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved to have District Staff notify 2352 and 2400 Spring Hollow, of their fence encroachments, and set up an easement agreement for them to occupy a portion of the easement, leaving clear the first 5 feet from the property line from any obstruction. This 5 foot clearing from each property owner will provide a total of 10 feet for District access, as presented for the Seven Oaks Community Development District.

**B. Clubhouse Manager**

Ms. Flores presented the Clubhouse report to the Board. There were no comments or questions from the Board.

**C. District Counsel**

Not present. No report.

D. District Engineer

Ms. Stewart presented her report.

The Board directed the District Engineer to work with Board Supervisor Lauren O'Donnell, on clarifying the best locations for the two speed tables to be proposed.

E. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, September 8, 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 May 2021 to the Board. There were no comments or questions from the Board.

**FIFTH ORDER OF BUSINESS**

**Discussion of S12 and S19**

Mr. Nielsen opened a discussion regarding S12 and S19 with the Board.

The Board requested Board Supervisor Andrew Mendenhall, contact the owners of the Crown property, and inquire their thoughts regarding the offer from the CDD.

**SIXTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2021/2022 Budget and Levying O&M  
Assessments**

On a Motion by Mr. Graff, seconded by Mr. Christensen, with all in favor, the Board of Supervisors approved to open the Public Hearing on Fiscal Year 2021/2022 Budget and Levying O&M Assessments, as presented for the Seven Oaks Community Development District.

Mr. Nielsen presented Resolution 2021-08, Adopting Fiscal Year 2021-2022 Budget to the Board.

The Board asked we publish the comment outlining the Bond Refinance savings.

On a Motion by Mr. Christensen, seconded by Mr. Grace, with all in favor, the Board of Supervisors adopted Resolution 2021-08, Adopting Fiscal Year 2021-2022 Budget to the Board, as presented for the Seven Oaks Community Development District.

Mr. Nielsen presented Resolution 2021-09, Levying O&M Assessments for Fiscal Year 2021-2022 to the Board.

**SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT**

**August 11, 2021 – Meeting Minutes**

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On a Motion by Mr. Christensen, seconded by Mr. Grace, with all in favor, the Board of Supervisors adopted Resolution 2021-09, Levying O&M Assessments for Fiscal Year 2021/2022, as presented for the Seven Oaks Community Development District.

On a Motion by Mr. Grace, seconded by Mr. Christensen, with all in favor, the Board of Supervisors approved to close the Public Hearing on Fiscal Year 2021/2022 Budget and Levying O&M Assessments, as presented for the Seven Oaks Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-10,  
Setting the Meeting Schedule for  
Fiscal Year 2021/2022**

Mr. Nielsen presented Resolution 2021-10, Setting the Meeting Schedule for Fiscal Year 2021/2022 to the Board.

On a Motion by Mr. Graff, seconded by Mr. Christensen, with all in favor, the Board of Supervisors adopted Resolution 2021-10, Setting the Meeting Schedule for Fiscal Year 2021/2022, as presented for the Seven Oaks Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-11,  
Designating Officers of the District**

Mr. Nielsen presented Resolution 2021-11, Designating Officers of the District to the Board.

On a Motion by Mr. Graff, seconded by Ms. O'Donnell, with all in favor, the Board of Supervisors adopted Resolution 2021-11, Designating Officers of the District, with Jack Christensen as the Chairman, Sean Grace as Vice Chairman, and Andrew Mendenhall, Tom Graff and Lauren O'Donnell as Assistant Secretary, as presented for the Seven Oaks Community Development District.

**NINTH ORDER OF BUSINESS**

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

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

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



**SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT**

**August 11, 2021 – Meeting Minutes**

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**TENTH ORDER OF BUSINESS**                      **Consideration of Enterprise and General Fund Operation and Maintenance Expenditures for June 2021**

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

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the Enterprise Fund Operation and Maintenance Expenditures for June 2021 (\$8,912.85) and the General Fund Operation and Maintenance Expenditures for June 2021 (\$396,604.47), as presented for the Seven Oaks Community Development District.

**ELEVENTH ORDER OF BUSINESS**                      **Supervisor Requests**

1. The Board requested we hold off on beginning any new projects until the current projects are complete.
2. The Board requested the District Manager ask EGIS if we have an opportunity to add an employee disability policy to cover short- or long-term leave.

**TWELFTH ORDER OF BUSINESS**                      **Adjournment**

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

On a Motion by Mr. Graff, seconded by Ms. O'Donnell, with all in favor, the Board of Supervisors adjourned the meeting at 9:08 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  
July 2021  
For Board Approval**

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

The total items being presented:      **\$6,424.20**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Seven Oaks Enterprise Fund Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cintas Corporation Loc #074	1464	1902236232	Cleaning & Facility Supplies Acct #70271 06/21	\$ 140.00
FCS Incorporated	1461	527291	Recycling Waste 06/21	\$ 300.00
Florida Department of Revenue	1462	61-8012757892-0 06/21	Sales and Use Tax 06/21	\$ 1,162.26
Gordon Food Service, Inc.	1465	15370429	Food/ Beverages /Supplies 06/21	\$ (49.84)
Gordon Food Service, Inc.	1465	211449095	Food/ Beverages /Supplies 07/21	\$ 649.31
Seven Oaks CDD	CD3289	CD3289	Replenish Cafe Debit Card	\$ 469.65
Seven Oaks CDD	CD3293	CD3293	Replenish Cafe Debit Card	\$ 2,358.64
Sweetheart Ice Cream, Inc.	1459	15017654	Cafe Food 06/21	\$ 271.90
Sysco Food Services West Coast Florida Inc.	1460	2614884	Food/ Beverages/ Supplies 06/21	\$ (162.44)
Sysco Food Services West Coast Florida Inc.	1460	337859014	Food/ Beverages/ Supplies 06/21	\$ 228.21
Sysco Food Services West Coast Florida Inc.	1460	337879323	Food/ Beverages/ Supplies 07/21	\$ 665.88
TWC Services, Inc.	1463	6600124-1	Cafe Fridge Repair 07/21	<u>\$ 390.63</u>
<b>Report Total</b>				<b><u>\$ 6,424.20</u></b>



**SEVEN OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

The total items being presented:       **\$130,786.31**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Andrew P Mendenhall	1133	AM071421	Board of Supervisors Meeting 07/14/21	\$ 200.00
Bright House Networks	1114	48356001071121	Bundled Cable Services Clubhouse 07/21	\$ 512.64
Cintas Corporation Loc #074	1125	1902112352	Cleaning, Facility Supplies Acct #70271 04//21	\$ 60.00
Cintas Corporation Loc #074	1125	1902142208	Cleaning & Facility Supplies Acct #70271 04/21	\$ 280.00
Cintas Corporation Loc #074	1125	1902236232	Cleaning & Facility Supplies Acct #70271 06/21	\$ 140.00
Cintas Corporation Loc #074	1125	1902236246	Cleaning & Facility Supplies Acct #70271 06/21	\$ 250.00
Cintas Corporation Loc #074	1125	1902258720	Cleaning & Facility Supplies Acct #70271 06/21	\$ 280.00
Cintas Corporation Loc #074	1103	4087445599	Cleaning & Facility Supplies Acct #70271 06/21	\$ 296.99
Cintas Corporation Loc #074	1103	4088774798	Cleaning & Facility Supplies Acct #70271 0721	\$ 158.92
Cintas Corporation Loc #074	1125	4090067465	Cleaning & Facility Supplies Acct #70271 07/21	\$ 273.58
Compac Filtration	1115	33806	Deposit - Install Splash Park Boot 07/21	\$ 2,560.22
Compac Filtration	1126	33807	Balance Due - Install Splash Park Boot 07/21	\$ 2,694.27
Complete IT Corp	1116	7041	Brivo Tier Monthly Reader and Data Plan 07/21	\$ 150.50
Down To Earth LLC	1104	INV100239	ADA Play Area Mulch Installation 06/21	\$ 26,400.00

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Down To Earth LLC	1104	INV100240	Fertilizer Application 06/21	\$ 8,070.00
Down To Earth LLC	1117	INV101246	Tree/Plant Installation - Fairgate 06/21	\$ 4,982.00
Dymond Heating & Cooling, Inc.	1105	12387579	A/C Repair Unit #6 06/21	\$ 89.00
Dymond Heating & Cooling, Inc.	1099	12387592	AC Unit #10 Trane XR14 Installation in Clubhouse 07/21	\$ 7,920.00
Edge Information Management, Inc.	1127	186899	SSN/W2/Criminal Verification & Drug Screening 05/21	\$ 131.50
Edge Information Management, Inc.	1127	187426	SSN/W2/Criminal Verification & Drug Screening 06/21	\$ 167.25
Ewing Irrigation Products Inc.	1106	14651649	Irrigation Supplies 07/21	\$ 575.44
Ewing Irrigation Products Inc.	1128	14786413	Irrigation Supplies 07/21	\$ 193.42
Expert Security Professionals LLC	1118	10183	Additional Security Cameras (4) - Fitness Center 07/21	\$ 402.00
Fitness Logic, Inc.	1119	102219	Leg Press-Pulley and Cable Repair 07/21	\$ 79.00
Florida Dept of Health in Pasco County	1109	51-60-00539 06/21	Jr Pool Permit # 51-60-00539 FY21/22	\$ 280.00
Florida Dept of Health in Pasco County	1121	51-60-00539-1 06/21	Jr Pool Permit # 51-60-00539 FY21/22	\$ 25.00
Foliage Design Systems	1107	07CF8979	Clubhouse Plant Maintenance 07/21	\$ 125.00
Jimmys Sanitary Services Inc.	1132	32219	Portable Toilet Rental 06/21	\$ 130.33

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
John Christensen	1124	JC071421	Board of Supervisors Meeting 07/14/21	\$ 200.00
Joseph Stanziani	1110	71221	Replace Damaged Payroll Check 07/21	\$ 331.51
Joshua T. O. Green	1131	JG071421	Board of Supervisors Meeting 07/14/21	\$ 200.00
Lee Electric, Inc.	1108	210412	Electrical Repairs - Replaced Light Bulb Socket 06/21	\$ 120.00
My Tampa IT	1120	2021-2160	Monthly Computer Maintenance & Repairs 07/21	\$ 300.00
Professional Green Cleaners, LLC	1134	22680	Deep Clean & Seal Restroom Floors 07/21	\$ 345.00
Rizzetta & Company, Inc.	1100	INV0000059422	District Management Fees 07/21	\$ 7,289.58
Sean Grace	1129	SG071421	Board of Supervisors Meeting 07/14/21	\$ 200.00
Site Masters of Florida, LLC	1113	070121-4	Installed Sidewalk Drains - Ancient Oaks 07/21	\$ 1,350.00
Site Masters of Florida, LLC	1113	070121-5	Restore Grate Inlet - Stillbrook Village 07/21	\$ 250.00
Site Masters of Florida, LLC	1113	070121-6	Repair Curb - 26909 Winged Elm 07/21	\$ 250.00
Storage Center in Wesley Chapel	1122	8897	Storage Unit 1112 08/21	\$ 239.00
Straley Robin Vericker	1123	20032	General Legal Services 06/21	\$ 7,796.17
Stratus Building Solutions of Tampa	1135	6169	Monthly Janitorial Services Prorated 07/21	\$ 150.00

## Seven Oaks Community Development District

### Paid Operation & Maintenance Expenditures

July 1, 2021 Through July 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Sysco Food Services West Coast Florida Inc.	1101	337879323	Food/ Beverages/ Supplies 07/21	\$ 44.99
Tampa Fence Rental, LLC	1111	1862	Temporary Fencing & Sand Bags 06/21	\$ 328.00
Thomas Graff	1130	TG071421	Board of Supervisors Meeting 07/14/21	\$ 200.00
Times Publishing Company	1136	0000170117 07/14/21	Account #121797 Legal Advertising 07/21	\$ 2,093.00
Verizon Wireless	1102	9882163638	Summary For 7987, 1688, 9101 06/21	\$ 171.85
Waste Connections of Florida	1112	951745	2910 Sports Core Circle 06/21	\$ 366.00
Waste Connections of Florida	1112	968351	2910 Sports Core Circle 07/21	\$ 366.00
Seven Oaks CDD	CD3288	CD3288	Replenish Field Debit Card	\$ 756.25
ADP Easy Pay	CD3290	CD3290	PR ppe 07-11-21 pd 07-16-21	\$ 28,426.28
ADP Easy Pay	CD3290	CD3290	PR Fees ppe 07-11-21 pd 07-23-21	\$ 167.01
ADP Easy Pay	CD3287	CD3287	PR Fees ppe 06-27-21 pd 07-09-21	\$ 167.01
ADP Easy Pay	CD3292	CD3292	PR ppe 7-25-21 pd 7-30-21	<u>\$ 21,251.60</u>

**Report Total**

**\$ 130,786.31**