

**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, December 09, 2020 at 6:30 p.m.** at the Seven Oaks Clubhouse, located at 2910 Sports Cove Circle, Wesley Chapel, FL 33544.

Present via teleconference and constituting a quorum:

Jack Christensen	<b>Board Supervisor, Chairman</b>
Joshua Green	<b>Board Supervisor, Vice Chairman</b>
Paul Muccino	<b>Board Supervisor, Assistant Secretary</b>
Andrew Mendenhall	<b>Board Supervisor, Assistant Secretary</b>

Also present via teleconference were:

Bryan Radcliff	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Vivek Babbar	<b>District Counsel, Straley, Robin &amp; Vericker</b>
Scott Brizendine	<b>Manager District Financial Services Rizzetta &amp; Co.</b>
Theresa Flores	<b>Clubhouse Manager</b>
John Gentilella	<b>Maintenance Manager</b>
Sara Zane	<b>Representative, MBS</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience comments.

**THIRD ORDER OF BUSINESS**

**Discussion of Street Tree  
Maintenance Plan**

The Board reviewed the street tree maintenance plan with staff and SOPOA Board members who were in attendance.

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On a Motion by Mr. Christensen, seconded by Mr. Green, with all in favor, the Board of Supervisors approved to add an addendum to the existing contract with Down to Earth removing Street Tree Maintenance from their Scope of Work, for the Seven Oaks Community Development District.

On a Motion by Mr. Christensen, seconded by Mr. Green, with all in favor, the Board of Supervisors approved proposals from 3 different vendors for Tree Trimming, Mulch, and Weed Control with a not-to-exceed amount of \$80,000.00 total, for the Seven Oaks Community Development District.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-02;  
Termination of Street Tree  
Maintenance Plan**

The Board tabled to the January 13, 2021 CDD meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Investment Banking  
Agreement**

Ms. Zane presented her report regarding bond refinancing. A conversation ensued.

On a Motion by Mr. Mendenhall, seconded by Mr. Green, with all in favor, the Board of Supervisors approved the MBS Capital Markets Investment Banking Agreement, for the Seven Oaks Community Development District.

Mr. Brizendine addressed the Board regarding the investment opportunities available.

On a Motion by Mr. Green, seconded by Mr. Christensen, with all in favor, the Board of Supervisors approved for Rizzetta Financial Services to proceed with exploring alternative investment opportunities, for the Seven Oaks Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff & Landscape Reports**

**A. Operations Manager**

Mr. Gentilella presented his operations report to the Board.



**1. Consideration of Pressure Washing Proposal**

On a Motion by Mr. Green, seconded by Mr. Christensen, with all in favor, the Board of Supervisors approved the pressure washing and striping within the District with a not-to-exceed amount of \$75,000.00, for the Seven Oaks Community Development District.

The Board recommended Jack Christensen send a letter to Baycare with the assistance of District Counsel in regards to damage to landscaping.

Mr. Muccino presented a motion to remove the offer in regards to the Crown Building. There was no second, the motion failed.

**B. Clubhouse Manager**

Ms. Flores presented her Clubhouse Manager's Report to the Board.

On a Motion by Mr. Mendenhall, seconded by Mr. Muccino, with all in favor, the Board of Supervisors approved to distribute Holiday Bonuses to all clubhouse staff with a not-to-exceed amount of \$1,500.00 for all bonuses combined, for the Seven Oaks Community Development District.

**C. District Counsel**

Mr. Babbar presented his report to the Board.

On a Motion by Mr. Muccino, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors approved to let volunteers work on the repair of the bat houses pending review and approval of the EGIS waivers at the January meeting, for the Seven Oaks Community Development District.

**D. District Engineer**

Ms. Stewart was not present. The Board requested the District Engineer follow-up on the HA5 schedule.

**E. District Manager**

Mr. Radcliff informed the Board that the next regular meeting would be held on Wednesday, January 13, 2021 at 6:30 p.m. at the Seven Oaks Clubhouse.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors Regular  
Meeting held on November 18, 2020**

Mr. Radcliff presented the meeting minutes for the Board of Supervisors' regular meeting held on November 18, 2020. There were no changes made to the meeting minutes.

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On a Motion by Mr. Mendenhall, seconded by Mr. Christensen, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on November 18, 2020 as presented for the Seven Oaks Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Enterprise Fund  
Operation and Maintenance  
Expenditures for October 2020**

Mr. Radcliff presented the Enterprise Fund Operation and Maintenance Expenditures for October 2020.

On a Motion by Mr. Christensen, seconded by Mr. Cacioppo, with all in favor, the Board of Supervisors approved the Enterprise Fund Operation and Maintenance Expenditures for October 2020 (\$831.65) as presented for the Seven Oaks Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of General Fund  
Operation and Maintenance  
Expenditures for October 2020**

Mr. Radcliff presented the General Fund Operation and Maintenance Expenditures for October 2020.

On a Motion by Mr. Mendenhall, seconded by Mr. Cacioppo, with all in favor, the Board of Supervisors approved the General Fund Operation and Maintenance Expenditures for October 2020 (\$289,210.84) as presented for the Seven Oaks Community Development District.

**TENTH ORDER OF BUSINESS**

**Appointment of Open Board Seats**

The Board reviewed the resumes submitted for the open Board seats.

On a Motion by Mr. Green, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors appointed Sean Grace to Seat 2 for a term of 2020-2024, for the Seven Oaks Community Development District.

Mr. Radcliff administered the Oath of Office to Mr. Grace, who swore and affirmed to the office as stated on the record. Mr. Grace agreed to accept compensation.

Mr. Babbar provide the Board with information related to the Florida Sunshine Laws and additional information relevant to newly elected/appointed Supervisors.



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On a Motion by Mr. Green, seconded by Mr. Christensen, with all in favor, the Board of Supervisors accepted Paul Muccino resignation, for the Seven Oaks Community Development District.

On a Motion by Mr. Christensen, seconded by Mr. Green, with all in favor, the Board of Supervisors appointed Tom Graff to Seat 4 for a term of 2020-2024, for the Seven Oaks Community Development District.

Mr. Radcliff administered the Oath of Office to Mr. Graff, who swore and affirmed to the office as stated on the record. Mr. Grace agreed to accept compensation.

Mr. Babbar provide the Board with information related to the Florida Sunshine Laws and additional information relevant to newly elected/appointed Supervisors.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-03;  
Designation of Officers**

The Board appointed Jack Christensen as Chairman and Joshua Green as Vice Chairman, all other Board Supervisors will be Assistant Secretaries along with Bryan Radcliff and Matthew Huber.

On a Motion by Mr. Green, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors adopted Resolution 2021-03; Designation of Officers, for the Seven Oaks Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

No Supervisor requests.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

On a Motion by Mr. Green, seconded by Mr. Christensen, with all in favor, the Board of Supervisors adjourned the meeting at 9:18 p.m. for Seven Oaks Community Development District.

  
Assistant Secretary

  
Chairman/Vice Chairman