



Rizzetta & Company

Seven Oaks Community Development District

**Board of Supervisors' Meeting
October 13, 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
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 • 3434 COLWELL AVE, STE 200 • TAMPA, FL 33614

WWW.SEVENOAKSCDD.COM

October 5, 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, October 13, 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..... Tab 1
 2. Consideration of Golf Cart Replacement Proposal.....Tab 2
 - B. Clubhouse Manager
 1. Presentation of Clubhouse Report Tab 3
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
 1. Review of District Manager Report..... Tab 4
 2. Presentation of Current Financial Statement..... Tab 5
- 4. BUSINESS ITEMS**
 - A. Discussion of S12 and S19
 - B. Discussion on Insurance Renewal
 - C. Consideration of Grau & Associates Fee Increase..... Tab 6
 - D. Discussion on Fence Encroachments
 - E. Consideration of Solitude Waterway Service Contract..... Tab 7
 - F. Evaluation of Landscaping Proposals Tab 8
 - G. Consideration of Disability Benefits for CDD Employees . Tab 9
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on September 8, 2021 Tab 10
 - B. Consideration of O&M, Enterprise Fund, August 2021 Tab 11
 - C. Consideration of O&M, General Fund, August 2021 Tab 12
- 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, September 8, 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
Lauren O'Donnell	Board Supervisor, Assistant Secretary
Sean Grace	Board Supervisor, Assistant Secretary
Tom Graff	Board Supervisor, Assistant Secretary
Andrew Mendenhall	Board Supervisor, Assistant Secretary

Also present were:

Taylor Nielsen	District Manager, Rizzetta & Co., Inc.
Theresa Flores	Clubhouse Manager
John Gentilella	Maintenance Manager
Tonja Stewart	District Engineer, Stantec
Vanessa Steinerts	Attorney, Straley, Robin & Vericker

Audience	Present
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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 recommendations for a court reporter for the S19 hearing, setting aside funds for appeal of the S19 parcel zoning and COVID-19 protocol.

THIRD ORDER OF BUSINESS

Staff & Landscape Reports

A. Field Operations Update

Mr. Gentilella presented his report to the Board.

Mr. Gentilella advised there will be proposals for pressure washing at the next meeting for the Board to consider.

B. Clubhouse Manager

Ms. Flores presented the Clubhouse report to the Board.

The Board requested a written policy be put in place for Clubhouse Staff regarding COVID-19 protocol, as it pertains to employee attendance. The policy is to mirror the guidelines published by the CDC, and Pasco County.

The Board authorized the Chairman and Clubhouse Manager to work together on deciding if there will be paid COVID-19 leave for employees in the policy, now that it is no longer a requirement.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved to for the Chairman and Clubhouse Manager to work together on deciding if there will be paid COVID-19 leave for employees, as presented for the Seven Oaks Community Development District.

On a Motion by Mr. Graff, seconded by Mr. Mendenhall, a Not to Exceed amount of \$17,494.00, for Café Cabinet Replacement was presented to the Board. A discussion ensued regarding this matter. A vote took place and the Board decided not to move forward with this Motion presented.

C. District Counsel

Ms. Steinerts presented her report. There were no comments or questions from the Board.

D. District Engineer

Ms. Stewart presented her report.

The Board requested District Engineer inspect the pond bank restoration work recently completed and provide an analysis to the Board.

The District Engineer advised the Board may need to add additional weir maintenance to the Solitude contract.

E. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, October 13, 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 June 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. There were no comments or questions from the Board.

SIXTH ORDER OF BUSINESS

Discussion on Project Management

Mr. Nielsen opened a discussion regarding Project Management with the Board. There were no comments or question from the Board.

SEVENTH ORDER OF BUSINESS

Consideration of Series 2016B Engagement Letter

Mr. Nielsen presented Series 2016B Engagement Letter to the Board. There were no questions or comments from the Board.

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board of Supervisors approved Series 2016B Engagement Letter, as presented for the Seven Oaks Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of District Insurance Proposal

Mr. Nielsen presented the District Insurance Proposal to the Board.

On a Motion by Mr. Mendenhall, seconded by Ms. Graff, with all in favor, the Board of Supervisors approved to authorize the Chairman and District Manager to work together on setting up the EGIS Insurance renewal and additions, prior to expiration of the current policy on 9/30/21, as presented for the Seven Oaks Community Development District.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

September 8, 2021 – Meeting Minutes

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NINTH ORDER OF BUSINESS

**Discussion of Poolside Landscaping
Proposals**

Mr. Nielsen opened a discussion regarding Poolside Landscaping with the Board.
There were no comments or questions from the Board.

TENTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors Regular
Meeting held on August 11, 2021**

Mr. Nielsen presented the meeting minutes for the Board of Supervisors' regular meeting held on August 11, 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 August 11, 2021, as presented for the Seven Oaks Community Development District.

TENTH ORDER OF BUSINESS

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

Mr. Nielsen presented the Enterprise and General Fund Operation and Maintenance Expenditures for July 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 July 2021 (\$6,424.20), as presented for the Seven Oaks Community Development District.

ELEVENTH ORDER OF BUSINESS

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

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

On a Motion by Mr. Graff, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors approved the General Fund Operation and Maintenance Expenditures for July 2021 (\$130,786.31), as presented for the Seven Oaks Community Development District.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

1. The Board Supervisor Jack Christensen noted the lack of attention to detail on insurance from DM coverages.

THIRTEENTH 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 7:58 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
August 2021
For Board Approval**

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

The total items being presented: **\$5,452.96**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Enterprise Fund Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 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	1470	61-8012757892-0 07/21	Sales and Use Tax 07/21	\$ 932.93
Gordon Food Service, Inc.	1467	211768660	Food/ Beverages /Supplies 07/21	\$ 760.04
Mike Fasano, Pasco County Tax Collector	1469	Occ License 21/22	Acct #049297 County Reg License #SEA6112850 2021/2022	\$ 18.75
Seven Oaks CDD	CD3295	CD3295	Replenish Cafe Debit Card	\$ 884.54
Seven Oaks CDD	CD3306	CD3306	Replenish Cafe Debit Card	\$ 2,248.95
Sweetheart Ice Cream, Inc.	1466	15017796	Cafe Food 07/21	\$ 399.84
Sweetheart Ice Cream, Inc.	1468	15017904	Cafe Food 08/21	\$ 207.91
Report Total				<u>\$ 5,452.96</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
August 2021
For Board Approval**

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

The total items being presented: **\$382,996.49**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ACPLM, Inc	1151	2021310	Concrete Repair 07/21	\$ 35,678.00
ACPLM, Inc	1170	2021340	Asphalt Repairs 08/21	\$ 2,610.00
Alvarez Plumbing Company	1188	11551	Repair In Ladies Restroom 08/21	\$ 320.00
Alvarez Plumbing Company	1188	12699	Clogged Drain In Gathering Room 08/21	\$ 336.50
ASI Landscape Management	1172	144463	Tree Removal 08/21	\$ 6,302.52
Bee Man Stan	1152	1242	Yellow Jacket Removal at Clubhouse 07/21	\$ 350.00
Bright House Networks	1173	48356001081121	Bundled Cable Services Clubhouse 08/21	\$ 511.49
Cintas Corporation Loc #074	1138	1902044487	Staff Uniform Shirts 03/21	\$ 239.73
Cintas Corporation Loc #074	1138	1902071897	Staff Uniform Shirts 03/21	\$ 98.89
Cintas Corporation Loc #074	1138	1902134861	Staff Uniform Shirts 03/21	\$ 39.96
Cintas Corporation Loc #074	1154	4091365490	Cleaning & Facility Supplies Acct #70271 07/21	\$ 325.12
Cintas Corporation Loc #074	1189	4092725245	Cleaning & Facility Supplies Acct #70271 08/21	\$ 325.12
Complete IT Corp	1167	7187	Brivo Tier Monthly Reader and Data Plan 08/21	\$ 150.50
Con Asset LLC	1139	72321	Restroom Repair 07/21	\$ 181.50

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Conleys Drinking Fountains LLC	1155	2645	Water Cooler Maintenance 8/21	\$ 135.00
Decorating Elves, Inc.	1175	21065	50% Deposit - Holiday Lights FY21-22	\$ 11,046.50
Down To Earth LLC	1190	INV100469	Do-Booting Palm Trees 06/21	\$ 16,000.00
Down To Earth LLC	1140	INV100555	Monthly Grounds Maintenance 07/21	\$ 58,424.64
Down To Earth LLC	1156	INV102276	Pest Control/Chinch Bug Application 07/21	\$ 4,500.00
Down To Earth LLC	1156	INV102277	Install Annuals 07/21	\$ 10,725.00
Down To Earth LLC	1176	INV102667	Monthly Grounds Maintenance 08/21	\$ 58,424.65
Down To Earth LLC	1190	INV104348	Fertilizer Application 08/21	\$ 5,595.00
Dymond Heating & Cooling, Inc.	1157	12387811	AC Installation Clubhouse 08/21	\$ 7,920.00
Dymond Heating & Cooling, Inc.	1191	12387873	Replace Capacitor 08/21	\$ 179.00
Ewing Irrigation Products Inc.	1158	14921576	Irrigation Supplies 08/21	\$ 761.35
Fitness Logic, Inc.	1159	102606	Quarterly Equipment Maintenance 08/21	\$ 155.00
Florida U.C. Fund	1177	72721	Unemployment Claim 2nd Qtr 2021	\$ 2,200.00
Foliage Design Systems	1160	08CF8891	Clubhouse Plant Maintenance 08/21	\$ 125.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Funny Money Productions	1137	2548	Event Entertainment 08/21	\$ 1,500.00
Haskell Termite & Pest Control, Inc.	1168	50421583	Pest Control Clubhouse 07/21	\$ 65.00
Home Theater Connection	1192	INV0803	Movie Theater Service Call 08/21	\$ 85.00
Jeremy T. Crawford	1169	1656	Monthly Janitorial Services 07/21	\$ 2,020.00
John Christensen	1174	JC081121	Board of Supervisors Meeting 08/11/21	\$ 200.00
Johnson Controls Security Solutions	1171	36226053	Quarterly Security Service 09/01/21-11/30/21	\$ 731.89
Kathleen Zalman	1187	081721 Zalman	Rental Cancellation Refund 08/21	\$ 60.00
Lauren O'Donnell	1182	LO081121	Board of Supervisors Meeting 08/11/21	\$ 200.00
Lee Electric, Inc.	1180	210316	Electrical Maintenance & Repairs East Fountain 05/21	\$ 149.00
Lee Electric, Inc.	1141	210366-3	Electrical Work Restroom Remodel 06/21	\$ 1,595.50
Lee Electric, Inc.	1180	210534	Electrical Repairs - Replaced Distribution Panel 08/21	\$ 998.00
Lee Electric, Inc.	1193	210535	Electrical Repair Tennis Court Contractor 08/21	\$ 493.00
Muirfield Inc.	1166	81121	2006 Ford F150 Truck Repairs 08/21	\$ 3,686.38
My Tampa IT	1161	2021-2222	Monthly Computer Maintenance & Repairs 08/21	\$ 300.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Pasco County Utilities	1142	Pasco Water Summary 07/21	Pasco Water Summary 07/21	\$ 3,527.38
Pasco County Utilities	1194	Pasco Water Summary 08/21	Pasco Water Summary 08/21	\$ 2,123.36
Professional Green Cleaners, LLC	1162	22720	Restroom Deodorizer 08/21	\$ 40.00
Professional Green Cleaners, LLC	1195	22800	Deep Clean Restroom Floors 08/21	\$ 150.00
Rebecca Bryant	1153	080321 Bryant	Rental Cancellation Refund 08/21	\$ 85.00
Rizzetta & Company, Inc.	1143	INV0000060356	District Management Fees 08/21	\$ 7,289.58
Sean Grace	1178	SG081121	Board of Supervisors Meeting 08/11/21	\$ 200.00
Seven Oaks CDD	CD3294	CD3294	Replenish Field Debit Card	\$ 868.74
Site Masters of Florida, LLC	1183	081321-1	Installed Sidewalk Drains - Ancient Oaks 08/21	\$ 900.00
Site Masters of Florida, LLC	1183	081921-1	Restore Sand - Volley Ball Court 08/21	\$ 3,600.00
Solitude Lake Management LLC	1144	PI-A00630983	Monthly Aquatic Service 07/21	\$ 4,450.00
Solitude Lake Management LLC	1184	PI-A00652699	Monthly Aquatic Service 08/21	\$ 4,450.00
Storage Center in Wesley Chapel	1163	9275	Storage Unit 1112 09/21	\$ 244.00
Straley Robin Vericker	1164	20162	General Legal Services 07/21	\$ 2,896.97

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Suncoast Pool Service	1145	7417	Monthly Swimming Pool Service 07/21	\$ 4,900.00
Suncoast Pool Service	1145	7418	Fountain Service 07/21	\$ 350.00
Suncoast Pool Service	1185	7497	Monthly Swimming Pool Service 08/21	\$ 4,900.00
Suncoast Pool Service	1185	7498	Fountain Service 08/21	\$ 350.00
Tampa Fence Rental, LLC	1146	1885	Temporary Fencing & Sand Bags 07/21	\$ 328.00
Tampa Fence Rental, LLC	1196	1901	Temporary Fencing & Sand Bags 07/21	\$ 1,493.92
Teco People Gas	1147	211003718858	2910 Sports Core Circle 07/21	\$ 45.05
Teco People Gas	1197	211003718858	2910 Sports Core Circle 08/21	\$ 43.36
Thomas Graff	1179	TG081121	Board of Supervisors Meeting 08/11/21	\$ 200.00
Times Publishing Company	1165	0000170791 07/21/21	Account #121797 Legal Advertising 07/21	\$ 114.80
Times Publishing Company	1186	0000175098 08/11/21	Account #121797 Legal Advertising 08/21	\$ 162.80
Verizon Wireless	1150	9884325364	Summary For 7987, 1688, 9101 07/21	\$ 166.80
Waste Connections of Florida	1148	985720	2910 Sports Core Circle 08/21	\$ 366.00
Waste Connections of Florida	1198	1002486	2910 Sports Core Circle 09/21	\$ 366.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2021 Through August 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Withlacoochee River Electric Cooperative, Inc.	1149	Electric Summary 07/21	Electric Summary 07/21	\$ 55,369.50
ADP Easy Pay	CD3305	CD3305	PR Fees ppe 07-25-21 pd 08-06-21	\$ 167.01
ADP Easy Pay	CD3297	CD3297	PR ppe 8-8-21 pd 8-13-21	\$ 28,034.21
ADP Easy Pay	CD3298	CD3298	PR Fees ppe 08-08-21 pd 08-20-21	\$ 174.46
ADP Easy Pay	CD3297	CD3297	PR ppe 8-22-21 pd 8-27-21	\$ 18,730.25
ADP Easy Pay	CD3299	CD3299	PR Fees ppe 08-22-21 pd 09-03-21	<u>\$ 165.06</u>
Report Total				<u>\$ 382,996.49</u>