



Rizzetta & Company

Seven Oaks Community Development District

**Board of Supervisors' Meeting
November 4, 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

Vivek Babbar	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

November 3, 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, November 10, 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
 - B. Clubhouse Manager
 1. Presentation of Clubhouse Report Tab 2
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
 1. Review of District Manager Report..... Tab 3
 2. Review of Financial Statement..... Tab 4
- 4. BUSINESS ITEMS**
 - A. Discussion of S19
 - B. Ratification of Grau & Associates Audit Renewal Tab 5
 - C. Consideration of RTS Contract actual Assignment Agreement Tab 6
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on October 12, 2021 Tab 7
 - B. Consideration of O&M, Enterprise Fund, September 2021.....Tab 8
 - C. Consideration of O&M, General Fund, September 2021...Tab 9
- 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, October 12, 2021 at 6:31 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 pool repair, speeding, medical class & S12/S19.

THIRD ORDER OF BUSINESS

Evaluation of Landscaping Proposals

Mr. Nielsen presented the Landscaping Proposals to the Board. The Board unanimously approved Capital Land Management as their first choice awarding 463 points, LMP with 440 points, Down to Earth with 379 points, ASI with 350, Pine Lake with 349 points and Fieldstone with 324 points.

On a Motion by Mr. Graff, seconded by Mr. Christensen, with all in favor, the Board approved to award the Landscaping contact to Capital Land Management and authorize the Chairman to execute the contract reviewed by District Counsel, based on adopting the ranking system, for the Seven Oaks Community Development District.

FOURTH ORDER OF BUSINESS

Staff & Landscape Reports

A. Field Operations Update

Mr. Gentilella presented his report to the Board.

Mr. Gentilella advised the \$100k budgeted for mulch on the FY 21-22 Budget, would not be necessary, as mulching will not be done until November 2022.

The Board requested an announcement of ownership for the street trees, be sent to the District's property owners.

The Board reconfirmed that the sidewalk repairs are responsibility of the District, while cleaning is the responsibility of the property owners adjacent to the sidewalks.

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board approved the proposed service contact with Extreme Concrete Cleaning, subject to termination terms to include a 30-day termination notice option, for the Seven Oaks Community Development District.

1. Consideration of Golf Cart Proposal

Mr. Nielsen presented the Golf Cart Proposal to the Board.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board approved the gold cart replacement proposal, in the amount of \$12,790.85, for the Seven Oaks Community Development District.

B. Clubhouse Manager

Ms. Flores presented the Clubhouse report to the Board.

On a Motion by Mr. Mendenhall, seconded by Ms. O'Donnell, with all in favor, the Board approved COVID pay to be available to all full-time employees for a maximum of ten days. This is available only one time per employee, and the employee must provide a positive test result for themselves, conducted by a third-party test, for the Seven Oaks Community Development District.

On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor, the Board approved the proposed COVID employee policy, subject to adding the above mentioned COVID pay option, for the Seven Oaks Community Development District.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board approved the proposed class to be held in the clubhouse, subject to an agreement with Cares Organization endorsing the class. Cares will need to provide an agreement for District Counsel review and approval, prior to execution, for the Seven Oaks Community Development District.

C. District Counsel

Ms. Steinerts presented her report.

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board approved the proposed Fiberoptic Installation request from Zayo, for the Seven Oaks Community Development District.

D. District Engineer

Ms. Stewart presented her report.

The Board requested the District Engineer review the bank repair at Grassglen to ensure project completion.

The Board requested the District Engineer to generate a map of all stormwater structures, for use in a maintenance plan in time for the regular meeting in December.

The Board requested the District Engineer facilitate a conference call with the Field Operations Manager, District Manager and Sean Grace to discuss with her team, the potential speed table additions.

On a Motion by Mr. Mendenhall, seconded by Ms. O'Donnell, with all in favor, the Board approved to pay the pond bank repair vendor, Cross Creek Environmental, any outstanding balances for the bank repair work, for the Seven Oaks Community Development District.

E. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, November 10, 2021 at 6:30 p.m. at the Seven Oaks Clubhouse.

1. Review of District Management Report

Mr. Nielsen presented the District Management Report to the Board.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the contract renewal for Suncoast Fountain Maintenance, as presented for the Seven Oaks Community Development District.

2. Presentation of Financial Statement

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

FIFTH ORDER OF BUSINESS

Discussion of S19

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

The Board was informed of the new tentative dates for the S19 hearings include a PC hearing on December 9, 2021, and a BCC meeting on January 11, 2022.

SIXTH ORDER OF BUSINESS

Discussion on Insurance Renewal

Mr. Nielsen opened a discussion regarding Insurance Renewal with the Board.

The Board was informed they will have a EGIS additions proposal ready for the next regular meeting.

SEVENTH ORDER OF BUSINESS

**Consideration of Grau & Associates
Fee Increase**

Mr. Nielsen presented the Grau & Associates Fee Increase to the Board.

On a Motion by Mr. Mendenhall, seconded by Mr. Christensen, with all in favor, the Board of Supervisors approved to continue the Grau Audit Contract, if they will honor "meet in the middle" price of \$4,950/year for this year and two additional years if the contract permits such extension, otherwise we will agree to this price for the last remaining year. If Grau will not honor this proposed price, we will seek new vendor, as presented for the Seven Oaks Community Development District.

EIGHTH ORDER OF BUSINESS

Discussion on Fence Encroachments

Mr. Nielsen opened a discussion on Fence Encroachments with the Board.

The Board instructed that the easement between 2352 and 2400 Spring Hollow must be cleared for a total of a 10ft easement access. District Manager is to follow up with the residents, and the SOPOA manager.

NINTH ORDER OF BUSINESS

**Consideration of Solitude Waterway
Service Contract**

Mr. Nielsen presented the Solitude Waterway Service Contract to the Board.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the Solitude Waterway Service Contract, as presented for the Seven Oaks Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Disability Benefits
for CDD Employees**

Mr. Nielsen presented the Disability Benefits for CDD Employees to the Board.

The Board requested the District Manager and Board Supervisor Tom Graff work together on searching for additional options for disability coverages for the District's on-site management staff.

On a Motion by Mr. Graff, seconded by Ms. O'Donnell, with all in favor, the Board of Supervisors approved for a 60% salary to be paid to Theresa Flores, while on medical leave, for a maximum of 45 days to be re-evaluated for possible extension at the next meeting, as presented for the Seven Oaks Community Development District.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

October 12, 2021 – Meeting Minutes

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ELEVENTH ORDER OF BUSINESS

**Consideration of Minutes of the
Board of Supervisors Regular
Meeting held on September 8, 2021**

Mr. Nielsen presented the meeting minutes for the Board of Supervisors' regular meeting held on September 8, 2021. There were no changes made to the meeting minutes.

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on September 8, 2021, as presented for the Seven Oaks Community Development District.

TWELFTH ORDER OF BUSINESS

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

Mr. Nielsen presented the Enterprise and General Fund Operation and Maintenance Expenditures for August 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 August 2021 (\$65,452.96), as presented for the Seven Oaks Community Development District.

THIRTEENTH ORDER OF BUSINESS

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

Mr. Nielsen presented the Enterprise and General Fund Operation and Maintenance Expenditures for August 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 August 2021 (\$382,996.49), as presented for the Seven Oaks Community Development District.

FOURTHEENTH ORDER OF BUSINESS

Supervisor Requests

1. The Board Supervisor Lauren O'Donnell requested the next agenda include proposals and discussion for the playground improvements throughout Seven Oaks.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

October 12, 2021 – Meeting Minutes

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On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors approved to modify the District Staff performance evaluations to all be conducted on a calendar year schedule. Reviews should be written in January, presented by February, and ready for consideration in the budgeting process starting in April. Any changes in compensation will take place at the start of the new fiscal year, October 1. Clubhouse and Field Operations Managers will conduct reviews for their staff, and the District Manager will conduct review for the Clubhouse and Field Operations Manager, with input from the CDD Board Supervisors, as presented for the Seven Oaks Community Development District.

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor, the Board of Supervisors adjourned the meeting at 10:05 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
September 2021
For Board Approval**

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

The total items being presented: **\$3,774.28**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Enterprise Fund Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 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	1471	61-8012757892-0 08/21	Sales and Use Tax 08/21	\$ 546.52
Gordon Food Service, Inc.	1472	212829469	Food/Beverages/Supplies 09/21	\$ 793.68
Seven Oaks CDD	CD3301	CD3301	Cafe Debit Card Replenishment	<u>\$ 2,434.08</u>
Report Total				<u>\$ 3,774.28</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
September 2021
For Board Approval**

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

The total items being presented: **\$291,895.95**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ACPLM, Inc	001226	2021372	Asphalt Repairs 09/21	\$ 2,899.00
ACPLM, Inc	001226	2021373	Sidewalk Repairs 09/21	\$ 14,422.00
Alvarez Plumbing Company	001219	13526	Restroom Toilets Back-Up 09/21	\$ 475.00
Andrew P Mendenhall	001214	AM090821	Board of Supervisors Meeting 09/08/21	\$ 200.00
Bright House Networks	001220	048356001091121	Bundled Cable Services Clubhouse 09/21	\$ 511.49
Cintas Corporation Loc #074	001199	1902378589	Can Liners 08/21	\$ 250.00
Cintas Corporation Loc #074	001221	1902410477	Cleaning & Facility Supplies Acct #70271 08/21	\$ 140.00
Cintas Corporation Loc #074	001199	4094045845	Cleaning & Facility Supplies Acct #70271 08/21	\$ 325.12
Cintas Corporation Loc #074	001221	4095288981	Cleaning & Facility Supplies Acct #70271 09/21	\$ 325.12
Complete IT Corp	001209	7341	Brivo Tier Monthly Reader and Data Plan 09/21	\$ 150.50
Con Asset LLC	001210	083121	Pay Ap #3 for Restroom Remodel 08/21	\$ 19,264.04
Conleys Drinking Fountains LLC	001200	2703	Water Cooler Maintenance 8/21	\$ 810.99
Cory N Carter	001227	001 091421	Cleaning & Sanitizing 09/21	\$ 2,200.00
Discovery Golf Cars	001228	64538	Golf Cart Repair 09/21	\$ 95.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Down To Earth LLC	001229	INV105307	Monthly Grounds Maintenance 09/21	\$ 58,424.64
Down To Earth LLC	001229	INV106195	Fertilizer Application 09/21	\$ 6,770.00
Dymond Heating & Cooling, Inc.	001230	12387885-2	AC Service Call 09/21	\$ 190.00
Dynamic Media	001215	1033271	Sirius Radio Annual Service Fee 09/21	\$ 335.88
Edge Information Management, Inc.	001222	188459	SSN/W2/Criminal Verification & Drug Screening 08/21	\$ 65.75
Egis Insurance Advisors LLC	001231	14609	General Liability, POL, Property Insurance 10/01/21-10/01/22	\$ 20,399.00
Ewing Irrigation Products Inc.	001223	15204133	Irrigation Supplies 09/21	\$ 1,010.27
Ewing Irrigation Products Inc.	001232	15263721	Irrigation Supplies 09/21	\$ 490.40
Foliage Design Systems	001202	09CF12204	Clubhouse Plant Maintenance 09/21	\$ 125.00
Jeremy T. Crawford	001204	1667	Monthly Janitorial Services 08/21	\$ 1,870.00
Joe's Tree Service & Landscaping, Inc.	001213	090921	Phase II Shape All Street Trees 09/21	\$ 25,000.00
John Christensen	001208	JC090821	Board of Supervisors Meeting 09/08/21	\$ 200.00
Karen Engelbrecht	001201	2034	50% Deposit - Fire Performer	\$ 870.00
Krystal Huster	001203	083121 Huster	Refund for Access Card 08/21	\$ 25.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Lauren O'Donnell	001216	LO090821	Board of Supervisors Meeting 09/08/21	\$ 200.00
Lee Electric, Inc.	001233	210619	Electrical Maintenance & Repairs 09/21	\$ 149.00
My Tampa IT	001224	2021-2292	Monthly Computer Maintenance & Repairs 09/21	\$ 300.00
Professional Green Cleaners, LLC	001225	22850	Floor Work, Deep Scrub, Odor Control Service 09/21	\$ 680.00
Rizzetta & Company, Inc.	001205	INV0000061156	District Management Fees 09/21	\$ 7,289.58
Sean Grace	001211	SG090821	Board of Supervisors Meeting 09/08/21	\$ 200.00
Solitude Lake Management LLC	001234	PI-A00670581	Monthly Aquatic Service 09/21	\$ 4,450.00
Straley Robin Vericker	001217	20292	General Legal Services 08/21	\$ 7,715.45
Suncoast Pool Service	001235	7576	Monthly Swimming Pool Service 09/21	\$ 3,800.00
The Pool Works of Florida, INC	001218	1488	Lap Pool Repairs - 30% Down Payment 09/21	\$ 30,601.65
The Pool Works of Florida, INC	001218	1489	Lap Pool Repairs - Bond Payment 09/21	\$ 3,750.00
Thomas Graff	001212	TG090821	Board of Supervisors Meeting 09/08/21	\$ 200.00
Verizon Wireless	001206	9886495132	Summary For 7987, 1688, 9101 08/21	\$ 167.09
Withlacoochee River Electric Cooperative, Inc.	001207	Electric Summary 08/21	Electric Summary 08/21	\$ 26,548.91

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Seven Oaks CDD	CD3309	CD3309	Replenish Field Debit Card	\$ 2,167.09
Seven Oaks CDD	CD3307	CD3307	Replenish Field Debit Card	\$ 1,397.71
Seven Oaks CDD	CD3307	CD3307	Replenish Field Debit Card	\$ 0.20
ADP Easy Pay	CD3310	CD3310	PR Fees ppe 09-19-21 pd 09-30-21	\$ 158.01
ADP Easy Pay	CD3302	CD3302	PR ppe 9-5-21 pd 9-10-21	\$ 24,911.93
ADP Easy Pay	CD3303	CD3303	PR Fees ppe 09-05-21 pd 09-10-21	\$ 160.36
ADP Easy Pay	CD3308	CD3308	PR ppe 9-19-21 pd 9-24-21	<u>\$ 19,204.77</u>
Report Total				<u>\$ 291,895.95</u>