



Rizzetta & Company

Seven Oaks Community Development District

**Board of Supervisors' Meeting
December 8, 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 30, 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, December 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 Tab 1
 - B. Clubhouse Manager
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
 1. Review of District Manager Report..... Tab 2
 2. Review of Financial Statement..... Tab 3
- 4. BUSINESS ITEMS**
 - A. Discussion of S19
 - B. Update on Phoenix Pool Claim
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on November 10, 2021 Tab 4
 - B. Consideration of O&M, Enterprise Fund, October 2021 Tab 5
 - C. Consideration of O&M, General Fund, October 2021 Tab 6
- 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, November 10, 2021 at 6:30 p.m.** at the Seven Oaks Clubhouse, located at 2910 Sports Core Circle, Wesley Chapel, FL 33544.

Present and constituting a quorum:

Jack Christensen	Board Supervisor, Chairman
Sean Grace	Board Supervisor, Vice Chairman
Lauren O'Donnell	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.
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 comments regarding fence encroachments, and a bike lane width.

On a Motion by Mr. Graff, seconded by Mr. Christensen, with all in favor, the Board approved to draft an agreement to propose to the apartment complex in order to have our maintenance crews access their easement to the pond behind 2400 and 2352 Spring Hollow Drive. We will also retract our demand letters to the two mentioned properties with

regard to moving their fences at this time, 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. Graff, seconded by Ms. O'Donnell, with all in favor, the Board ratified the CLM contract execution, 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 consent to assignment for CLM to Juniper, 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 speed tables to be installed, for the Seven Oaks Community Development District.

The Board requested a quote for piping repairs necessary for the resort pool, so that we can add this to the open insurance claim.

The Board requested a leak test to be done for the pool piping.

B. Clubhouse Manager

Not present. No report.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board approved the playground replacements to be done, contingent on staying within the spending allocated in the reserve study. John will choose vendor and use the predetermined list of which playgrounds need replaced first, for the Seven Oaks Community Development District.

C. District Counsel

Ms. Steinerts presented her report.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board authorized Supervisor Tom Graff to evaluate potential legal counsel options for assistance with the Phoenix Pool claim, and engage services with his vendor of preference, for the Seven Oaks Community Development District.

D. District Engineer

Ms. Stewart presented her report.

The Board requested the Maintenance Manager and Solitude Aquatics review the control structures outlined on the map presented by the District Engineer to determine what course of action is necessary for maintenance.

The District Engineer updated the Board that the Grassglen pond bank repair project is complete, subject to the vendor filing in the sod gaps with topsoil. The resident will be responsible for maintaining (watering) the turf.

E. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, December 8, 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.

The Board decided not to add any third-party Short Term/Long Term or health benefits to the CDD staff compensation. The Board also requested that the full-time employee's stipends, be added into their regular salary, instead of itemized.

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board approved the full-time employee's stipends, be added into their regular salary, instead of itemized, 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 EGIS insurance addition proposal subject to removing the playgrounds other than the clubhouse playground, and the monuments, other than the main entrance monuments on the perimeter of the community, for the Seven Oaks Community Development District.

2. Presentation of Financial Statement

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

FOURTH ORDER OF BUSINESS

Discussion of S19

Mr. Nielsen opened a discussion regarding S19 with the Board. There were no comments or questions from the Board.

FIFTH ORDER OF BUSINESS

**Ratification of Grau & Associates
Audit Renewal**

Mr. Nielsen presented the Grau & Associates Audit Renewal to the Board.

On a Motion by Mr. Grace, seconded by Mr. Graff, with all in favor, the Board ratified the Grau & Associates Audit Renewal, for the Seven Oaks Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of RTS Contractual
Assignment Agreement**

Mr. Nielsen presented the RTS Contractual Assignment Agreement to the Board.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the RTS Contractual Assignment Agreement, for the Seven Oaks Community Development District.

SEVENTH ORDER OF BUSINESS

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

Mr. Nielsen presented the meeting minutes for the Board of Supervisors' regular meeting held on October 12, 2021. There were no changes made to the meeting minutes.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

November 10, 2021 – Meeting Minutes

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On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors' meeting held on October 12, 2021, as presented for the Seven Oaks Community Development District.

EIGHTH ORDER OF BUSINESS

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

Mr. Nielsen presented the Enterprise and General Fund Operation and Maintenance Expenditures for September 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 September 2021 (\$3,774.28), as presented for the Seven Oaks Community Development District.

NINTH ORDER OF BUSINESS

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

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

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board of Supervisors approved the General Fund Operation and Maintenance Expenditures for September 2021 (\$291,895.95), as presented for the Seven Oaks Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

1. The Board requested moving forward that the agenda contain one approving motion to encompass all administrative items on agenda.
2. The Board requested that we request enforcement from Sam's Club, of the tractor trailer parking taking place on their property within the District.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

On a Motion by Mr. Grace, seconded by Ms. O'Donnell, with all in favor, the Board of Supervisors adjourned the meeting at 8:51 p.m. for Seven Oaks Community Development District.

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Assistant Secretary

Chairman/Vice Chairman

DRAFT



**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
October 2021
For Board Approval**

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

The total items being presented: **\$8,417.20**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Enterprise Fund Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
FCS Incorporated	001475	541644	Recycling Waste 10/21	\$ 300.00
Florida Department of Revenue	001473	61-8012757892-0 09/21	Sales and Use Tax 09/21	\$ 588.95
Gordon Food Service, Inc.	001474	15370429	Food/ Beverages /Supplies 06/21	\$ 49.84
Gordon Food Service, Inc.	001476	213400091	Food/Beverages/Supplies 09/21	\$ 656.28
Gordon Food Service, Inc.	001478	213785145	Food/Beverages/Supplies 10/21	\$ 531.35
Seven Oaks CDD	CD3318	CD3318	Replenish Cafe Debit Card	\$ 2,904.29
Seven Oaks CDD	CD3319	CD3319	Replenish Cafe Debit Card	\$ 2,872.98
Sweetheart Ice Cream, Inc.	001477	15018451	Cafe Food 10/21	<u>\$ 513.51</u>
Report Total				<u>\$ 8,417.20</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
October 2021
For Board Approval**

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

The total items being presented: **\$412,779.58**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Alvarez Plumbing Company	001255	13661	Restroom Toilets Back-Up 09/21	\$ 846.81
Andrew P Mendenhall	001280	AM101321	Board of Supervisors Meeting 10/13/21	\$ 200.00
ASI Landscape Management	001236	144770	Sod Removal & Installation 08/21	\$ 8,564.48
ASI Landscape Management	001245	144988	Plants 09/21	\$ 4,179.54
ASI Landscape Management	001245	145007	Plants 09/21	\$ 6,901.79
ASI Landscape Management	001245	145008	Plants 09/21	\$ 2,544.84
ASI Landscape Management	001245	145009	Plants 09/21	\$ 4,070.40
ASI Landscape Management	001245	145010	Plants 09/21	\$ 2,919.31
ASI Landscape Management	001245	145011	Plants 09/21	\$ 3,753.81
Bright House Networks	001256	048356001101121	Bundled Cable Services Clubhouse 10/21	\$ 509.78
Bush Ross PA	001246	887257	Legal Services/Phoenix Pools 08/21	\$ 546.00
Cheryl's Trinity Inc.	001253	13985	Deposit - Halloween Event 10/21	\$ 100.00
Cheryl's Trinity Inc.	001252	13985 Balance	Balance - Halloween Event 10/21	\$ 285.00
Cintas Corporation Loc #074	001257	4096685569	Cleaning & Facility Supplies Acct #70271 09/21	\$ 325.12
Cintas Corporation Loc #074	001257	4098061840	Cleaning & Facility Supplies Acct #70271 10/21	\$ 325.12

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Complete IT Corp	001258	7498	Brivo Tier Monthly Reader and Data Plan 10/21	\$ 150.50
Cory N Carter	001268	002 101221	Commercial Cleaning Service 10/21	\$ 2,200.00
Crosscreek Environmental, Incv.	001259	9509	Insatllation of Geotextile Tube 09/21	\$ 9,700.00
Disclosure Services, LLC	001270	12	Amortization Schedule Series 2016B-2 10/21	\$ 100.00
Down To Earth LLC	001271	INV108559	Monthly Grounds Maintenance 10/21	\$ 58,424.65
Edge Information Management, Inc.	001272	188969	SSN/W2/Criminal Verification & Drug Screening 09/21	\$ 167.25
Egis Insurance Advisors LLC	001247	14836	Workers Comp Insurance 10/01/21 - 10/01/22	\$ 10,441.00
Ewing Irrigation Products Inc.	001237	15308071	Irrigation Supplies 09/21	\$ 271.90
Fire Fighter, Inc.	001261	91691	Fire Equipment Inspection At Clubhouse 09/21	\$ 264.00
Foliage Design Systems	001273	10CF6186	Clubhouse Plant Maintenance 10/21	\$ 125.00
Gables Motorsports Wesley Chapel	001262	091721	Maintenance Golf Cart Purchase 09/21	\$ 12,790.85
Haskell Termite & Pest Control, Inc.	001276	50427384	Pest Control Clubhouse EOM 10/21	\$ 65.00
Home Theater Connection	001277	INV0842	Movie Theater Service Call 10/21	\$ 85.00
Joe's Tree Service & Landscaping, Inc.	001238	092221a	Tree Removals 09/21	\$ 6,275.00
Joe's Tree Service & Landscaping, Inc.	001238	092221b	Tree & Stump Removal Various Locations 09/21	\$ 8,000.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Joe's Tree Service & Landscaping, Inc.	001254	100221a	Tree & Grind Stump Removal 10/21	\$ 1,350.00
Joe's Tree Service & Landscaping, Inc.	001254	100221b	Tree Trimming for Holiday Decoration 10/21	\$ 100.00
Joe's Tree Service & Landscaping, Inc.	001254	100221c	Tree Removals 10/21	\$ 5,225.00
Joel Ellis	001263	3051	DJ Services 10/21	\$ 300.00
John Christensen	001269	JC101321	Board of Supervisors Meeting 10/13/21	\$ 200.00
Karen Engelbrecht	001260	2034 Balance	Balance Due - Fire Performer	\$ 870.00
Lauren O'Donnell	001283	LO101321	Board of Supervisors Meeting 10/13/21	\$ 200.00
Lee Electric, Inc.	001264	210639	Electrical Repairs - Replaced Lights & Dimmer Switch 10/21	\$ 474.00
Lee Electric, Inc.	001264	210665	Electrical Repairs 10/21	\$ 649.00
LLS Tax Solutions, Inc.	001278	002471	Arbitrage Rebate Calculation Series 2016 B1/B2	\$ 500.00
McNatt's Cleaners and Ideal Cleaners	001279	19597	Laundry Services 10/21	\$ 334.00
My Tampa IT	001281	2021-2362	Monthly Computer Maintenance & Repairs 10/21	\$ 300.00
NCR Local Florida	001282	FLA-003821	Computer Service Contract 09/27/21-09/26/22	\$ 1,832.00
Pasco County Utilities	001239	Pasco Water Summary 09/21	Pasco Water Summary 09/21	\$ 2,986.70
Professional Green Cleaners, LLC	001265	22890	Restroom Floor Scrub 09/21	\$ 150.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	001240	INV0000061886	District Management Fees 10/21	\$ 7,289.58
Rizzetta & Company, Inc.	001266	INV0000062051	Assessment Roll Preparation FY 21/22	\$ 5,250.00
Sean Grace	001274	SG101321	Board of Supervisors Meeting 10/13/21	\$ 200.00
Seven Oaks CDD	CD3313	CD3313	Replenish Field Debit Card	\$ 639.04
Solitude Lake Management LLC	001284	PI-A00688832	Monthly Aquatic Service 10/21	\$ 4,450.00
Southeast Spreading Company, LLC	001248	37566	Yearly Pine Bark Mulch 09/21	\$ 33,660.00
Southeast Spreading Company, LLC	001248	37567	Yearly Pine Bark Mulch 09/21	\$ 93,865.20
Southeast Spreading Company, LLC	001248	37690	Yearly Pine Bark Much - 2025 Tree Rings 09/21	\$ 9,315.00
Storage Center in Wesley Chapel	001267	10126	Storage Unit 1112 10/21	\$ 244.00
Straley Robin Vericker	001249	20416	General Legal Services 09/21	\$ 10,160.50
Straley Robin Vericker	001285	20431	Professional Services for Zayo 10/21	\$ 1,510.50
Suncoast Pool Service	001250	7326	Monthly Swimming Pool Service 06/21	\$ 4,900.00
Suncoast Pool Service	001250	7619	Replace Pump & Filter For Fountain 09/21	\$ 3,730.00
Suncoast Pool Service	001286	7670	Monthly Swimming Pool Service 10/21	\$ 3,800.00
Suncoast Pool Service	001286	7671	Fountain Service 10/21	\$ 350.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Teco People Gas	001241	211003718858 09/21	2910 Sports Core Circle 09/21	\$ 45.05
Thomas Graff	001275	TG101321	Board of Supervisors Meeting 10/13/21	\$ 200.00
Times Publishing Company	001251	0000180559 09/26/21	Account #121797 Legal Advertising 09/21	\$ 207.00
Verizon Wireless	001242	988672654	Summary For 7987, 1688, 9101 09/21	\$ 114.79
Waste Connections of Florida	001243	1019112	2910 Sports Core Circle 10/21	\$ 366.00
Withlacoochee River Electric Cooperative, Inc.	001244	Electric Summary 09/21	Electric Summary 09/21	\$ 26,268.43
ADP Easy Pay	CD3312	CD3312	PR ppe 10-03-21 pd 10-08-21	\$ 25,700.51
ADP Easy Pay	CD3316	CD3316	PR Fees ppe 10-03-21 pd 10-08-21	\$ 160.36
ADP Easy Pay	CD3317	CD3317	PR ppe 10-17-21 pd 10-22-21	\$ 19,590.41
ADP Easy Pay	CD3320	CD3320	PR Fees ppe 10-17-21 pd 10-22-21	<u>\$ 160.36</u>
Report Total				<u>\$ 412,779.58</u>