



Rizzetta & Company

# **Seven Oaks Community Development District**

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**Board of Supervisors' Meeting  
January 12, 2022**

**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**

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](http://WWW.SEVENOAKSCDD.COM)

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January 4, 2022

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, January 12, 2022 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 Manger Report..... Tab 3
    2. Review of Financial Statement..... Tab 4
- 4. BUSINESS ITEMS**
  - A. Discussion of S19
  - B. Review of FL CLASS Enhanced Cash Sheet & Statement..... Tab 5
- 5. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors' Meeting held on December 8, 2021 ..... Tab 6
  - B. Consideration of O&M, Enterprise Fund, November 2021.....Tab 7
  - C. Consideration of O&M, General Fund, November 2021.... Tab 8
- 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, December 8, 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	<b>Board Supervisor, Chairman</b>
Lauren O'Donnell	<b>Board Supervisor, Assistant Secretary</b>
Tom Graff	<b>Board Supervisor, Assistant Secretary</b>
Andrew Mendenhall	<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>
Tonja Stewart	<b>District Engineer, Stantec</b>
Vanessa Steinerts	<b>Attorney, Straley, Robin &amp; Vericker</b>
Josh Burton	<b>Juniper Landscape</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 comments regarding Deer Run paving work.

On a Motion by Mr. Christensen, seconded by Mr. Mendenhall, with all in favor, the Board approved for Tonja Stewart to reschedule the Deer Run paving work for after January 1, 2022, for the Seven Oaks Community Development District.

**THIRD ORDER OF BUSINESS**

**Staff & Landscape Reports**

A. Field Operations Update

Mr. Nielsen presented the Field Operations Update to the Board, along with the playground proposals.

The Board approved the proposals discussed for playground renovations (approx. \$327k), provided by the Maintenance Manager, and instructed District Counsel to draft an agreement.

B. Clubhouse Manager

Not present. No report.

On a Motion by Mr. Graff, seconded by Mr. Mendenhall, with all in favor, the Board approved a Not to Exceed amount of \$28,000, for the repair/replacement of cabinets in the café, and requested a timeline of completion in the contract. District Counsel to draft agreement, for the Seven Oaks Community Development District.

On a Motion by Mr. Mendenhall, seconded by Mr. Christensen, with all in favor, the Board approved a Not to Exceed amount of \$10,967.80, for new tables/furniture in the café. District Counsel to draft agreement, 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 authorized the Chairman to sign the agreement drafted by District Counsel, to permit the District access to the adjacent apartment property for maintenance work, for the Seven Oaks Community Development District.

D. District Engineer

Ms. Stewart presented her report.

The Board received an update from the District Engineer, that the Wastewater Needs Analysis is in progress and will be completed within the District Engineering Budget.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

December 8, 2021 – Meeting Minutes

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E. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, January 12, 2022 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. Graff, seconded by Mr. Mendenhall, with all in favor, the Board approved to move the Series 2021 excess bond funds to the General Funds, for the Seven Oaks Community Development District.

On a Motion by Mr. Mendenhall, seconded by Ms. O'Donnell, with all in favor, the Board authorized the Chairman to execute the direction letter once drafted, for the Seven Oaks Community Development District.

2. Presentation of Financial Statement

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

**FOURTH ORDER OF BUSINESS**

**Update on Phoenix Pool Claim**

Mr. Bagge updated the Board on the Phoenix Pool Claim.

On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board approved the proposed engagement of services with Mr. Bagge for legal counsel with regard to the Phoenix Pool claim, and authorized Supervisor Tom Graff to execute the engagement letter, for the Seven Oaks Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Minutes of the Board Supervisors' Meeting held on November 10, 2021, Consideration of O&M Enterprise Fund for October 2021 & Consideration of O&M General Fund for October 2021**

Mr. Nielsen presented the Minutes of the Board of Supervisors' Meeting held on November 10, 2021, O&M Enterprise Fund for October 2021 & O&M General Fund for October 2021.

**SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT**

**December 8, 2021 – Meeting Minutes**

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On a Motion by Mr. Mendenhall, seconded by Mr. Graff, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on November 10, 2021, O&M Enterprise Fund for October 2021, in the amount of \$8,417.20 & O&M General Fund for October 2021, in the amount of \$412,779.58, for the Seven Oaks Community Development District.

**SIXTH ORDER OF BUSINESS**

**Supervisor Requests**

1. Supervisor Tom Graff requested the Clubhouse Manager look into Thrive, as a possible alternative to our current website hosting.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

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

On a Motion by Mr. Mendenhall, seconded by Ms. O'Donnell, with all in favor, the Board of Supervisors adjourned the meeting at 7:49 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  
November 2021  
For Board Approval**

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

The total items being presented:      **\$4,075.57**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Seven Oaks Enterprise Fund Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 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	001479	61-8012757892-0 10/21	Sales and Use Tax 10/21	\$ 818.09
Seven Oaks CDD	CD3324	CD3324	Replenish Cafe Debit Card	\$ 1,169.15
Seven Oaks CDD	CD3326	CD3326	Replenish Cafe Debit Card	\$ 1,990.30
Sysco Food Services West Coast Florida Inc.	001480	337835728	Food/ Beverages 06/21	\$ 73.02
Sysco Food Services West Coast Florida Inc.	001480	337891953	Beverages 07/21	<u>\$ 25.01</u>
<b>Report Total</b>				<u><b>\$ 4,075.57</b></u>



**SEVEN OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

The total items being presented:       **\$266,855.48**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# Seven Oaks Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Andrew P Mendenhall	001331	AM111021	Board of Supervisors Meeting 11/10/21	\$ 200.00
Avalon West Carriage Service LLC	001287	102221a	Deposit - Wagonette for Christmas Service 12/21	\$ 750.00
Avalon West Carriage Service LLC	001288	102221b	Balance - Wagonette for Christmas Service 12/21	\$ 750.00
Board of County Commissioners	001308	21153878	Solid Waste Assessment 25-26-19-0000-00100-0050 FY21/22	\$ 8,241.83
Bright House Networks	001309	048356001111121	Bundled Cable Services Clubhouse 11/21	\$ 509.78
Bryan J Hoag	001339	111721 Hoag Balance	Balance Due - Holiday Events 12/21	\$ 250.00
Bryan J Hoag	001330	111721 Hoag Deposit	Deposit - Holiday Events 12/21	\$ 234.08
Bush Ross PA	001298	888267	Legal Services/Phoenix Pools 09/21	\$ 293.24
Cheryl's Trinity Inc.	001337	14042	Deposit - Holiday Event 12/21	\$ 100.00
Cheryl's Trinity Inc.	001344	14043	Balance Due - Holiday Event 12/21	\$ 325.00
Cintas Corporation Loc #074	001299	4099411854	Cleaning & Facility Supplies Acct #70271 10/21	\$ 325.12
Cintas Corporation Loc #074	001310	4100819301	Cleaning & Facility Supplies Acct #70271 11/21	\$ 325.12
Cintas Corporation Loc #074	001322	4102060451	Cleaning & Facility Supplies Acct #70271 11/21	\$ 325.12

# Seven Oaks Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Complete IT Corp	001311	7661	Brivo Tier Monthly Reader and Data Plan 11/21	\$ 150.50
Conleys Drinking Fountains LLC	001300	2823	Drinking Fountain Maintenance 10/21	\$ 235.00
Cory N Carter	001320	003 111021	Commercial Cleaning Service 11/21	\$ 2,200.00
Dash of Salt N' Pepper, LLC	001290	6479	Deposit - Thanksgiving Event 11/21	\$ 375.00
Dash of Salt N' Pepper, LLC	001289	6489	Balance Due - Thanksgiving Event 11/21	\$ 375.00
Dash of Salt N' Pepper, LLC	001312	6496	Thanksgiving Event - Catering 11/21	\$ 75.00
Dash of Salt N' Pepper, LLC	001323	6498	Catering Santa Event 12/21	\$ 1,725.00
Dash of Salt N' Pepper, LLC	001324	6499	Catering Holiday Event 12/21	\$ 3,425.00
Department of Economic Opportunity	001301	84723	Special District Fee FY 2021/2022	\$ 175.00
Discovery Golf Cars	001325	65851	Golf Cart Repair 09/21	\$ 628.35
Egis Insurance Advisors LLC	001338	15035	FIA Policy #100121650 - Property Insurance 10/01/21-10/01/22	\$ 7,681.00
Expert Security Professionals LLC	001313	10710	Security Camera Service Call 11/21	\$ 950.00
Expert Security Professionals LLC	001313	10711	Added 4 Security Cameras 11/21	\$ 1,512.00

# Seven Oaks Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Foliage Design Systems	001326	11CF5443	Clubhouse Plant Maintenance 11/21	\$ 125.00
Fountain Design Group, Inc.	001302	24157A	Quarterly Cleaning Lake Fountain 05/21	\$ 200.00
Fountain Design Group, Inc.	001302	24883A	Quarterly Cleaning Lake Fountain 08/21	\$ 200.00
Fountain Design Group, Inc.	001327	25411A	Quarterly Cleaning Lake Fountain 11/21	\$ 200.00
Joe's Tree Service & Landscaping, Inc.	001314	111621a	Tree Removals 11/21	\$ 4,600.00
Joe's Tree Service & Landscaping, Inc.	001314	111621b	Tree Removals 11/21	\$ 6,600.00
Joe's Tree Service & Landscaping, Inc.	001314	111621c	Tree Removals 11/21	\$ 3,825.00
Joe's Tree Service & Landscaping, Inc.	001314	111621d	Tree Removals 11/21	\$ 4,350.00
John Christensen	001321	JC111021	Board of Supervisors Meeting 11/10/21	\$ 200.00
Johnson Controls Security Solutions	001319	36593173	Quarterly Security Service 12/01/21- 02/28/22	\$ 786.79
Lauren O'Donnell	001333	LO111021	Board of Supervisors Meeting 11/10/21	\$ 200.00
Lee Electric, Inc.	001303	210685	Electrical Repairs - Tennis Courts & Cafe 10/21	\$ 1,827.00
Lee Electric, Inc.	001303	210707	Electrical Repairs - Coventry Entrance 10/21	\$ 998.00

# Seven Oaks Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Lee Electric, Inc.	001315	210748	Electrical Repairs - Replaced Electric Timer & GFCI 11/21	\$ 725.00
Mike Fasano, Pasco County Tax Collector	001306	Tax Collector 2021	Non-Ad Valorem Stormwater Assessments 2021	\$ 5,745.60
My Tampa IT	001332	2021-2436	Monthly Computer Maintenance & Repairs 11/21	\$ 300.00
Pasco County Utilities	001291	Pasco Water Summary 10/21	Pasco Water Summary 10/21	\$ 3,178.39
Pasco County Utilities	001340	Pasco Water Summary 11/21	Pasco Water Summary 11/21	\$ 3,216.17
Professional Green Cleaners, LLC	001304	23070	Restroom Floor Scrub, Odor Control Service 10/21	\$ 190.00
Rizzetta & Company, Inc.	001292	INV0000062577	District Management Fees 11/21	\$ 7,289.58
Rizzetta Technology Services, LLC	001293	INV0000008197	Website Hosting Services 11/21	\$ 1,445.00
Robert R. Elkin	001341	1211219LB	Deposit - Real Bearded Santa 12/21	\$ 350.00
Sean Grace	001328	SG111021	Board of Supervisors Meeting 11/10/21	\$ 200.00
Seven Oaks CDD	CD3323	CD3323	Replenish Field Debit Card	\$ 2,173.35
Solitude Lake Management LLC	001334	PI-A00706923	Monthly Aquatic Service 11/21	\$ 4,450.00
Storage Center in Wesley Chapel	001316	10508	Storage Unit 1112 11/21	\$ 244.00

# Seven Oaks Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	001294	20489	General Legal Services 10/21	\$ 7,570.95
Suncoast Pool Service	001335	7751	Monthly Swimming Pool Service 11/21	\$ 2,700.00
Suncoast Pool Service	001335	7752	Fountain Service 11/21	\$ 350.00
Susana Szakacs	001336	0001	Holiday Event - Violinist 12/21	\$ 600.00
Syed Umair	001318	110521 Umair	Rental Cancellation Refund 11/21	\$ 215.00
Symbiont Service Corp	001317	SS09621-B	Additional Charges for Bonds 10/21	\$ 7,837.00
Symbiont Service Corp	001342	SS09621-WE	GeoThermal Pool Heat/Cool Units for Pools 10/21	\$ 86,811.00
Tampa Fence Rental, LLC	001305	2009	Temporary Fencing/Gate & Sand Bags 11/21	\$ 1,593.92
Teco People Gas	001295	211003718858 10/21	2910 Sports Core Circle 10/21	\$ 41.79
Teco People Gas	001343	211003718858 11/21	2910 Sports Core Circle 11/21	\$ 43.36
Thomas Graff	001329	TG111021	Board of Supervisors Meeting 11/10/21	\$ 200.00
Verizon Wireless	001297	9890865907	Summary For 7987, 1688, 9101 10/21	\$ 120.26
Verizon Wireless	001345	9893076351	Summary For 7987, 1688, 9101 11/21	\$ 120.26



# Seven Oaks Community Development District

## Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Connections of Florida	001296	1036389	2910 Sports Core Circle 11/21	\$ 366.00
Withlacoochee River Electric Cooperative, Inc.	001307	Electric Summary 10/21	Electric Summary 10/21	\$ 26,467.16
ADP Easy Pay	CD3321	CD3321	PR ppe 10-31-21 pd 11-05-21	\$ 20,608.56
ADP Easy Pay	CD3322	CD3322	PR Fees ppe 10-31-21 pd 11-05-21	\$ 165.06
ADP Easy Pay	CD3325	CD3325	PR ppe 11-14-21 pd 11-19-21	\$ 25,125.08
ADP Easy Pay	CD3331	CD3331	PR Fees ppe 11-14-21 pd 11-19-21	<u>\$ 165.06</u>
<b>Report Total</b>				<b><u>\$ 266,855.48</u></b>