



Rizzetta & Company

Seven Oaks Community Development District

**Board of Supervisors' Meeting
March 9, 2022**

**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

March 1, 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, March 9, 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. Consideration of FL Class Enhanced Cash Account..... Tab 1
 - B. Operations Manager
 1. Field Operations Update Tab 2
 - C. Clubhouse Manager
 1. Presentation of Clubhouse Report Tab 3
 - D. District Counsel
 - E. District Engineer
 - F. District Manager
 1. Review of District Manager Report..... Tab 4
 2. Review of Financial Statement..... Tab 5
- 4. BUSINESS ITEMS**
 - A. Update on S19 Parcel
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on February 9, 2022 Tab 6
 - B. Consideration of O&M, Enterprise Fund, January 2022.... Tab 7
 - C. Consideration of O&M, General Fund, January 2022 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) 533-2950.

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, February 9, 2022 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.
Theresa Flores	Clubhouse Manager
Vanessa Steinerts	Attorney, Straley, Robin & Vericker
Charlie Hemelgarn	Juniper Landscape
John Gentilella	Maintenance Manager
Rod Bettini	FL CLASS (via phone)

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 residential surveys, pool construction at the Clubhouse, the CDD website host, a fencing request behind The Laurels, and zoning appeal update from Patrick.

The Board requested the Maintenance Manager look at the area and pricing for the fencing request behind The Laurels and provide further information for the Board to discuss in the next regular meeting.

THIRD ORDER OF BUSINESS

Staff & Landscape Reports

A. Presentation of FL CLASS Enhanced Cash Account

Mr. Bettini presented the FL CLASS Enhanced Cash Account to the Board. The Board decided to table on investments to the new FLCLASS Enhanced Cash Account. The Board would like to revisit next meeting with further reporting and a mockup of investments from Rod Bettini.

B. Field Operations Update

Mr. Gentilella presented the Field Operations Update to the Board.

The Board requested District Counsel review the terms of the 15k incentive for work completed by Pool Works and advise the Maintenance Manager on issuing payment.

The Board requested the Maintenance Manger get a plan put together for consideration of adding barrier poles to the trails to prevent golf cart access but permit 3-wheel bicycles/child carts. Required information would include where and how many poles, and cost per.

The Board was advised for consideration of dog park, pricing would range from \$175-200k for project completion.

On a Motion by Mr. Grace, seconded by Mr. Graff, with all in favor, the Board approved a Not to Exceed amount of \$10,000, for directional boring and electric install/repairs needed for entrance gate function, for the Seven Oaks Community Development District.

C. Clubhouse Manager

Ms. Flores presented the Clubhouse Report to the Board.

The Board requested the District Manager seek guidance from EGIS on required signage for the tennis courts, as well as age restrictions for the fitness center.

1. Presentation of Lighting Detector for Pool Area

Mr. Thomas presented the Lighting Detector Proposal to the Board.

The Board decided to take no action at this time.

D. District Counsel

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

E. District Engineer

The Board requested an update from the District Engineer on the HA5 work to be done at Crosswinds, along with an update on the Reserve Study.

F. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, March 9, 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.

The Board requested a further update on the Phoenix claim, and what was submitted for claim damages.

2. Presentation of Financial Statement

Mr. Nielsen presented the Financial Statement for December 2021 to the Board.

3. Schedule Budget Workshop

The Board scheduled the Budget Workshop to take place on April 6, 2022, with a start time of 6:30 pm, to be completed by 8:30 pm.

FOURTH ORDER OF BUSINESS

Update on S19 Parcel

Mr. Nielsen updated the Board on the S19 Parcel. There were no comments or questions from the Board.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

February 9, 2022 – Meeting Minutes

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FIFTH ORDER OF BUSINESS

Consideration of Minutes of the Board Supervisors' Meeting held on January 12, 2022, Consideration of O&M Enterprise Fund for December 2021 & Consideration of O&M General Fund for December 2021

Mr. Nielsen presented the Minutes of the Board of Supervisors' Meeting held on January 12, 2022, O&M Enterprise Fund for December 2021 & O&M General Fund for December 2021.

On a Motion by Mr. Mendenhall, seconded by Mr. Grace, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on January 12, 2022, O&M Enterprise Fund for December 2021, in the amount of \$8,570.35 & O&M General Fund for December 2021, in the amount of \$513,554.59, for the Seven Oaks Community Development District.

SIXTH ORDER OF BUSINESS

Supervisor Requests

1. Board Supervisor Tom Graff requested the District Manager look into options for requesting the county install sound barriers along I-75.
2. Board Supervisor Sean Grace requested an update from Tonja on the reserve study, and additional communications on the active projects.

SEVENTH 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 8:52 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
January 2022
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$3,205.65**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Enterprise Fund Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
FCS Incorporated	001485	554151	Recycling Waste 12/21	\$ 300.00
Florida Department of Revenue	001486	61-8012757892-0 12/21	Sales and Use Tax 12/21	\$ 404.28
Gordon Food Service, Inc.	001483	215515767	Food/Beverages/Supplies 12/21	\$ 973.05
Seven Oaks CDD	CD3348	CD3348	Replenish Cafe Debit Card	\$ 886.07
Sweetheart Ice Cream, Inc.	001487	15019169	Cafe Food 01/22	\$ 409.75
TWC Services, Inc.	001484	6702832-1	Inspect Slushie Machine 12/21	<u>\$ 232.50</u>
Report Total				<u>\$ 3,205.65</u>



**SEVEN OAKS
COMMUNITY DEVELOPMENT DISTRICT**

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**Operations and Maintenance Expenditures
January 2022
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$254,900.00**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
A Total Solution, Inc.	001421	0000159701	5 Year Inspection & Replacement Parts 12/21	\$ 1,108.66
Amazing Colors Painting Inc.	001422	067	Clubhouse Painting - Pillars 01/22	\$ 6,275.00
Andrew P Mendenhall	001435	AM011222	Board of Supervisors Meeting 01/12/22	\$ 200.00
Antal Plastics, Inc.	001431	124186	Street Signs 01/22	\$ 1,012.42
ASI Landscape Management	001409	150851	Plants 11/21	\$ 9,827.56
Ayers Distributing	001423	191	Toy & Candy Filled Plastic Eggs 12/21	\$ 973.00
Bright House	001416	048356001011122	Bundled Cable Services Clubhouse 01/22	\$ 506.74
Cintas Corporation Loc #074	001410	4106136724	Cleaning & Facility Supplies Acct #70271 12/21	\$ 325.12
Complete IT Corp	001426	7965	Brivo Tier Monthly Reader and Data Plan 01/22	\$ 150.50
Complete IT Corp	001426	7974	Troubleshoot Brivo 01/22	\$ 93.75
Cory N Carter	001424	005 011022	Commercial Cleaning Service 01/22	\$ 2,200.00
Dale Cooper LLC	001419	2147	Slide Maintenance Plan 11/21	\$ 2,450.00
Dale Cooper LLC	001419	2177	Slide Maintenance Plan 12/21	\$ 2,450.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Decorating Elves, Inc.	001411	21757	Balance Due - Holiday Lights 12/21	\$ 5,260.75
Dymond Heating & Cooling, Inc.	001427	12388336	Duct Cleaning 01/22	\$ 375.00
Dymond Heating & Cooling, Inc.	001427	12388338	Unit 3 - AC Maintenance 01/22	\$ 90.00
Edge Information Management, Inc.	001428	189461	SSN/W2/Criminal Verification & Drug Screening 10/21	\$ 263.00
Foliage Design Systems	001430	01CF4782	Clubhouse Plant Maintenance 01/22	\$ 125.00
Grau & Associates	001412	21828	Audit Services FY 20/21	\$ 1,000.00
Joe's Tree Service & Landscaping, Inc.	001417	011122	Tree Trimming Various Locations/Stump Grinding 01/22	\$ 10,000.00
John Christensen	001425	JC011222	Board of Supervisors Meeting 01/12/22	\$ 200.00
Juniper Landscaping of Florida LLC	001402	144530	Install Annuals 12/21	\$ 16,250.00
Juniper Landscaping of Florida LLC	001402	144531	Tree Removal 12/21	\$ 3,988.86
Lauren O'Donnell	001437	LO011222	Board of Supervisors Meeting 01/12/22	\$ 200.00
Lee Electric, Inc.	001403	210827	Electrical Repairs - Replaced Lights at Clubhouse 12/21	\$ 1,773.00
Lee Electric, Inc.	001418	210837-2	Electrical Repairs - Replaced Landscape Light 01/22	\$ 1,586.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Lee Electric, Inc.	001418	210837-4	Electrical Repairs - Replaced Landscape Light 01/22	\$ 1,586.00
Lee Electric, Inc.	001418	220013	Electrical Repairs 01/22	\$ 1,910.00
My Tampa IT	001436	2021-2584	Monthly Computer Maintenance & Repairs 01/22	\$ 300.00
Nichole Wylie	001443	011722 Wylie	Refund for Paying for Additional Cards 01/22	\$ 50.00
Ninan Mathew	001434	122821 Mathew	Refund of Overage Charged 12/21	\$ 60.00
Professional Green Cleaners, LLC	001404	24120	Restroom Floor Scrub, Odor Control Service 12/21	\$ 375.00
Rizzetta & Company, Inc.	001405	INV0000064603	District Management Fees 01/22	\$ 7,424.58
Rizzetta & Company, Inc.	001438	INV0000064857	Annual Dissemination Services FY21/22	\$ 2,000.00
Sean Grace	001432	SG011222	Board of Supervisors Meeting 01/12/22	\$ 200.00
SESAC, Inc.	001439	10549857	Music License Acct #80096 01/01/22 - 12/31/22	\$ 513.00
Seven Oaks CDD	CD3349	CD3349	Replenish Field Debit Card	\$ 1,218.99
Solitude Lake Management LLC	001440	PI-A00741179	Monthly Aquatic Service 01/22	\$ 4,450.00
Stantec Consulting Services, Inc.	001420	1874704	Engineering Services 12/21	\$ 1,244.75

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Storage Center in Wesley Chapel	001441	11338	Storage Unit 1112 01/22	\$ 244.00
Straley Robin Vericker	001413	20875	General Legal Services 12/21	\$ 5,130.00
Suncoast Pool Service	001442	7931	Monthly Swimming Pool Service 01/22	\$ 2,700.00
Symbiont Service Corp	001406	SS09621-WE2	GeoThermal Pool Heat/Cool Units for Pools 11/21	\$ 79,800.00
The Pool Works of Florida, INC	001414	1588	Pressure Test 01/22	\$ 4,900.00
Theresa Flores	001429	011622 Flores	Replenish Petty Cash For Expenses 01/22	\$ 200.00
Thomas Graff	001433	TG011222	Board of Supervisors Meeting 01/12/22	\$ 200.00
Waste Connections of Florida	001407	1071664	2910 Sports Core Circle 01/22	\$ 402.60
Welch Tennis Courts, Inc.	001408	64823	Tennis Court Supplies 12/21	\$ 325.42
Withlacoochee River Electric Cooperative, Inc.	001415	Electric Summary 12/21	Electric Summary 12/21	\$ 26,666.82
ADP Easy Pay	CD3344	CD3344	PR Fees W2 pe 01-01-22	\$ 289.05
ADP Easy Pay	CD3340	CD3340	PR ppe 01-09-22 pd 01-14-22	\$ 21,925.01
ADP Easy Pay	CD3343	CD3343	PR Fees ppe 01-09-22 pd 01-14-22	\$ 160.36

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADP Easy Pay	CD3341	CD3341	PR ppe 01-23-22 pd 01-28-22	<u>\$ 21,940.06</u>
Report Total				<u>\$ 254,900.00</u>