



Rizzetta & Company

Seven Oaks Community Development District

**Board of Supervisors' Meeting
April 13, 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

April 5, 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, April 13, 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
 - i. Consideration of Café Booth Proposals..... 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. Review of Financial Statement..... Tab 5
- 4. BUSINESS ITEMS**
 - A. Update on S19 Parcel
 - B. Discussion on Slide Rules Tab 6
 - C. Discussion on Coventry Group Exercise Class
 - D. Discussion on Current Policies for Tennis
 - E. Review of Juniper Fuel Surcharge Letter Tab 7
- 5. BUSINESS ADMINISTRATION**
 - A. Consideration of Minutes of the Board of Supervisors' Meeting held on March 9, 2022..... Tab 8
 - B. Consideration of O&M, Enterprise Fund, February 2022 .. Tab 9
 - C. Consideration of O&M, General Fund, February 2022..... Tab 10
- 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, March 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.
Vanessa Steinerts	Attorney, Straley, Robin & Vericker
Tonja Stewart	District Engineer, Stantec
Mike Cooper	Cooper Pools
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 natural fencing additions behind the Laurels, speed tables, Pond 39, and S19.

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.

On a Motion by Mr. Grace, seconded by Mr. Graff, with all in favor, the Board approved to transfer \$1 million dollars of Capital Reserve Funds from the current FLCLASS account to the FLCLASS Enhanced Cash Account, for the Seven Oaks Community Development District.

B. Presentation by Cooper Pools

Mr. Cooper presented a contract to the Board.

The Board approved to engage services with Cooper Pools, to begin April 1, 2022. Contract to be drafted by District Counsel.

C. Field Operations Update

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

The Board requested the Maintenance Manager get pricing options for natural fencing behind the Laurels, and repair of the barb wire fence.

The Board also requested the Maintenance Manager get a proposal to trim up some of the landscaping around the Laurels playground to increase visibility.

On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor, the Board approved the contract extension for Con Asset, and instructed the District Counsel to draft an agreement for the extension, for the Seven Oaks Community Development District.

The Board instructed the District Engineer to work with ACPLM on repairing the newly installed speed bumps.

The Board requested the Maintenance Manger address some of the turf on the left side of the clubhouse where spots have died.

SEVEN OAKS COMMUNITY DEVELOPMENT DISTRICT

March 9, 2022 – Meeting Minutes

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D. Clubhouse Manager

Mr. Nielsen presented the Clubhouse Report to the Board.

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board approved the Point of Sale (POS) system proposed for Clover. District Manager and District Counsel to review current contract termination, and draft agreement for new services, for the Seven Oaks Community Development District.

The Board requested an update on the Crosswinds Gate from the Maintenance Manager.

E. District Counsel

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

On a Motion by Mr. Grace, seconded by Mr. Graff, with all in favor, the Board approved the engagement of a construction expert recommended by Mr. Bagge, to assist in the Phoenix Pool claim, for the Seven Oaks Community Development District.

On a Motion by Mr. Grace, seconded by Mr. Christensen, with all in favor, the Board approved to pay the Bonus contracted for the work done by Pool Works, for the Seven Oaks Community Development District.

District Counsel advised the Windsor Club agreement would be completed soon and ready for signature by the Chairman.

On a Motion by Mr. Grace, seconded by Mr. Mendenhall, with all in favor, the Board approved for District Counsel to proceed with acquiring the Seven Oaks Trademark, and present costs necessary to the Board at the next meeting, for the Seven Oaks Community Development District.

F. District Engineer

The Board requested some information on beneficial aquatic species from the District Engineer to share with residents.

G. District Manager

Mr. Nielsen informed the Board the next regular meeting will be held on Wednesday, April 6, 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.

2. Presentation of Financial Statement

Mr. Nielsen presented the Financial Statement for January 2022 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

Consideration of Minutes of the Board Supervisors' Meeting held on February 9, 2022, Consideration of O&M Enterprise Fund for January 2022 & Consideration of O&M General Fund for January 2022

Mr. Nielsen presented the Minutes of the Board of Supervisors' Meeting held on February 9, 2022, O&M Enterprise Fund for January 2022 & O&M General Fund for January 2022.

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on February 9, 2022, O&M Enterprise Fund for January 2022, in the amount of \$3,205.65 & O&M General Fund for January 2022, in the amount of \$254,900.00, for the Seven Oaks Community Development District.

FIFTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor Requests at this time.

SIXTH 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 8:24 p.m. for Seven Oaks Community Development District.
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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
February 2022
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$6,001.86**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Enterprise Fund Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	001488	61-8012757892-0 01/22	Sales and Use Tax 01/22	\$ 441.14
Gordon Food Service, Inc.	001489	216598119	Food/Beverages/Supplies 02/22	\$ 471.79
Seven Oaks CDD	CD3342	CD3342	Replenish Cafe Debit Card	\$ 3,170.11
Seven Oaks CDD	CD3352	CD3352	Replenish Cafe Debit Card	\$ 1,553.95
Systems IV	001490	99214	Icetek Water Filter Replacement 02/22	<u>\$ 364.87</u>
Report Total				<u><u>\$ 6,001.86</u></u>



**SEVEN OAKS
COMMUNITY DEVELOPMENT DISTRICT**

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

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$388,648.32**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant
Secretary

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Affordable Lock & Security Solutions	001456	207284Q	Theater Door Hardware Replacement 01/22	\$ 422.50
Amazing Colors Painting Inc.	001457	069	Clubhouse Painting - Exterior 01/22	\$ 4,900.00
Andrew P Mendenhall	001475	AM020922	Board of Supervisors Meeting 02/09/22	\$ 200.00
Bright House	001468	048356001021122	Bundled Cable Services Clubhouse 02/22	\$ 526.28
Cintas Corporation Loc #074	001470	1902695896	Can Liners 12/21	\$ 370.00
Cintas Corporation Loc #074	001470	1902695899	Vinyl Gloves Acct # 70271 12/21	\$ 200.00
Cintas Corporation Loc #074	001458	4107587559	Cleaning & Facility Supplies Acct #70271 01/22	\$ 237.02
Cintas Corporation Loc #074	001458	4108948658	Cleaning & Facility Supplies Acct #70271 01/22	\$ 111.12
Cintas Corporation Loc #074	001486	4110284226	Cleaning & Facility Supplies Acct #70271 02/22	\$ 237.02
Complete IT Corp	001487	8154	Brivo Tier Monthly Reader and Data Plan 02/22	\$ 150.50
Con Asset LLC	001444	1	Seven Oaks Cafe Renovation Pay App #1 01/22	\$ 7,000.00
Cory N Carter	001485	006 020922	Commercial Cleaning Service 02/22	\$ 2,200.00
Discovery Golf Cars	001459	67691	Golf Cart Repair 01/22	\$ 223.28

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Discovery Golf Cars	001488	68015	Golf Cart Repairs 02/22	\$ 199.90
Down To Earth LLC	001471	INV116712	Sod Installation - St Augustine 01/22	\$ 13,195.00
Dymond Heating & Cooling, Inc.	001445	12388276	Unit 6 - AC Maintenance 12/21	\$ 90.00
Dymond Heating & Cooling, Inc.	001472	12388384	Installed 7 Honeywell Pro T6 Thermostats 02/22	\$ 1,225.00
Edge Information Management, Inc.	001460	190473	SSN/W2/Criminal Verification & Drug Screening 12/21	\$ 65.75
Edge Information Management, Inc.	001489	192884	SSN/W2/Criminal Verification & Drug Screening 01/22	\$ 131.50
Egis Insurance Advisors LLC	001490	15256	TECO Surety Bond Policy 03/29/22-03/29/23	\$ 2,178.00
Foliage Design Systems	001461	02CF4678	Clubhouse Plant Maintenance 02/22	\$ 125.00
Fountain Design Group, Inc.	001491	26234A	Quarterly Cleaning Lake Fountain 02/22	\$ 200.00
Grau & Associates	001462	21986	Audit Services FY 20/21	\$ 1,500.00
Haskell Termite & Pest Control, Inc.	001493	50435938	Pest Control Clubhouse EOM 02/22	\$ 65.00
Howard Anthony Frostman	001481	20220416A	Deposit - Balloon Artist 04/22	\$ 325.00
Howard Anthony Frostman	001504	20220416b	Balance Due - Balloon Artist 04/22	\$ 325.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Joe's Tree Service & Landscaping, Inc.	001482	020422	Tree Removals & Grinding 02/22	\$ 5,500.00
John Christensen	001469	JC020922	Board of Supervisors Meeting 02/09/22	\$ 200.00
John Harding	001463	020222 Harding	Homeowner Deposit Return 02/22	\$ 1,000.00
Juniper Landscaping of Florida LLC	001446	144644	Pest Control 12/21	\$ 833.00
Juniper Landscaping of Florida LLC	001446	144861	Monthly Grounds Maintenance 01/22	\$ 59,700.00
Juniper Landscaping of Florida LLC	001446	147602	Plant & Mulch Installation 01/22	\$ 825.34
Juniper Landscaping of Florida LLC	001494	148527	Pest Control 01/22	\$ 833.00
Juniper Landscaping of Florida LLC	001494	148828	Monthly Grounds Maintenance 02/22	\$ 59,700.00
Juniper Landscaping of Florida LLC	001494	149821	Fertilizer Application 02/22	\$ 8,060.00
Lauren O'Donnell	001476	LO020922	Board of Supervisors Meeting 02/09/22	\$ 200.00
Lee Electric, Inc.	001495	220041	Repair Broken Conduit and Re-Feed Wires 02/22	\$ 3,144.00
Lee Electric, Inc.	001447	220059	Replaced Circuit Breaker at Fairgate 01/22	\$ 1,064.00
Lee Electric, Inc.	001495	220075	Electrical Repairs - Replaced Lights at Clubhouse 02/22	\$ 475.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
My Tampa IT	001496	2021-2660	Monthly Computer Maintenance & Repairs 02/22	\$ 300.00
Pasco County Utilities	001448	Pasco Water Summary 01/22	Pasco Water Summary 01/22	\$ 3,702.98
Pasco County Utilities	001497	Pasco Water Summary 02/22	Pasco Water Summary 02/22	\$ 2,605.73
PDR Business Venture LLC	001484	47693	Easter Event Rental 04/22	\$ 414.52
Professional Green Cleaners, LLC	001464	24180	Restroom Floor Scrub, Odor Control Service 01/22	\$ 190.00
Professional Green Cleaners, LLC	001464	24200	Floor Work, Deep Scrub Fitness Center 01/22	\$ 640.00
Professional Green Cleaners, LLC	001498	24260	Restroom & Cafe Floor Scrub, Odor Control Service 02/22	\$ 375.00
Rizzetta & Company, Inc.	001450	INV0000065442	District Management Fees 02/22	\$ 7,424.58
Sean Grace	001473	SG020922	Board of Supervisors Meeting 02/09/22	\$ 200.00
Seven Oaks CDD	CD3347	CD3347	Replenish Field Debit Card	\$ 634.19
Sheri Place	001449	012222 Place	Rental Cancellation Refund 01/22	\$ 170.00
Site Masters of Florida, LLC	001451	012122-1	Repaired Damage Curb Inlet Tops 01/22	\$ 2,400.00
Site Masters of Florida, LLC	001451	012122-2	Replaced Deteriorated Curb Inlet Tops 01/22	\$ 2,500.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Site Masters of Florida, LLC	001455	012122-2b	Replaced Deteriorated Curb Inlet Tops 01/22	\$ 7,500.00
Site Masters of Florida, LLC	001477	021022-2	Remediated Void Grass Area 02/22	\$ 3,400.00
Solitude Lake Management LLC	001499	PI-A00755562	Monthly Aquatic Service 02/22	\$ 4,450.00
Stantec Consulting Services, Inc.	001500	1886715	Engineering Services 01/22	\$ 432.00
Storage Center in Wesley Chapel	001478	11703	Storage Unit 1112 02/22	\$ 244.00
Straley Robin Vericker	001465	21000	General Legal Services 01/22	\$ 2,794.50
Suncoast Pool Service	001501	8017	Monthly Swimming Pool Service 02/22	\$ 2,700.00
Suncoast Pool Service	001501	8018	Fountain Service 02/22	\$ 350.00
Symbiont Service Corp	001466	SS09621-W3R	GeoThermal PoolHeat/Cool Units for Pools 01/22	\$ 29,064.30
Tampa Fence Rental, LLC	001502	1873	Temporary Fencing/Gate & Sand Bags 07/21	\$ 328.00
Tampa Fence Rental, LLC	001503	1874	Temporary Fencing/Gate & Sand Bags 07/21	\$ 328.00
Teco People Gas	001452	211003718858 01/22	2910 Sports Core Circle 01/22	\$ 48.35
The Pool Doctor of Central Florida, Inc.	001479	150348	Deposit for Fountain Renovation 02/22	\$ 4,300.00

Seven Oaks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The Pool Works of Florida, INC	001480	1625	50% Completion of Tank Repairs 02/22	\$ 9,600.00
The Pool Works of Florida, INC	001480	1626	50% Completion of Contract Total 02/22	\$ 51,002.75
Thomas Graff	001474	TG020922	Board of Supervisors Meeting 02/09/22	\$ 200.00
Verizon Wireless	001453	9897550730	Summary For 7987, 1688, 9101 01/22	\$ 120.15
Waste Connections of Florida	001454	1105987W426	2910 Sports Core Circle 02/22	\$ 402.60
Withlacoochee River Electric Cooperative, Inc.	001467	Electric Summary 01/22	Electric Summary 01/22	\$ 26,349.56
ADP Easy Pay	CD3345	CD3345	PR Fees ppe 01-23-22 pd 01-28-22	\$ 162.71
ADP Easy Pay	CD3346	CD3346	PR ppe 02-06-22 pd 02-11-22	\$ 22,729.85
ADP Easy Pay	CD3351	CD3351	PR Fees ppe 02-06-22 pd 02-11-22	\$ 167.41
ADP Easy Pay	CD3350	CD3350	PR ppe 02-20-22 pd 02-25-22	<u>\$ 22,479.93</u>
Report Total				<u>\$ 388,648.32</u>