

Board of Supervisors' Meeting September 14, 2022

District Office: 2700 S. Falkenburg Rd. Suite 2745 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.

District Counsel Vanessa Steinerts Straley Robin & Vericker

District Engineer Greg Woodcock Stantec Consulting

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), or 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 •2700 S. FALKENBURG ROAD, STE 2745• RIVERVIEW, FL 33578 MAILING ADDRESS • 3434 COLWELL AVE, STE 200 • TAMPA, FL 33614

WWW.SEVENOAKSCDD.COM

September 7, 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, September 14, 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. 2.	CALL TO ORDER/ROLL CALL AUDIENCE COMMENTS
2. 3.	REPORTS & PRESENTATIONS
.	A. Field Operations Manager ReportTab 1
	B. Clubhouse Manager
	C. District Counsel
	D. District Engineer
	1. Proposed RepairsTab 2
	2. Operation Reports Tab 3
	E. District Manager
	1. Review of District Manger Report Tab 4
	2. Review of Financial StatementTab 5
4.	BUSINESS ITEMS
	A. Update on S19 Parcel
	B. Discussion on Golf Cart Policies
	C. Discussion on Hiring Policies for the Clubhouse
	D. Discussion on Street Trees at Subdivision Entrances
5.	CONSENT AGENDA/BUSINESS ADMINISTRATION
	A. Consideration of Minutes of the Board of Supervisors'
	Meeting held on August 10, 2022Tab 6
	B. Consideration of O&M, Enterprise Fund, July 2022 Tab 7
	C. Consideration of O&M, General Fund, July 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.

Seven Oaks Community Development District September 6, 2022 Page Two

Sincerely,

Taylor Nielsen

District Manager

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MINUTES OF MEETING

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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

Development District was held on Wednesday, August 10, 2022 at 6:30 p.m. at the

Seven Oaks Clubhouse, located at 2910 Sports Core Circle, Wesley Chapel, FL 33544.

The regular meeting of the Board of Supervisors of Seven Oaks Community

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Present and constituting a quorum: Jack Christensen

Also present were:

Sean Grace Lauren O'Donnell Tom Graff

Taylor Nielsen

Jayna Cooper

Theresa DiMaggio

Vanessa Steinerts

Charles Hemelgarn

John Gentilella

Greg Woodcock

Andrew Mendenhall

Board Supervisor, Chairman Board Supervisor, Vice Chairman

Board Supervisor, Assistant Secretary

Board Supervisor, Assistant Secretary

Board Supervisor, Assistant Secretary (via phone)

District Manager, Rizzetta & Co., Inc. District Manager, Rizzetta & Co., Inc.

Clubhouse Manager

Attorney, Straley, Robin & Vericker

Maintenance Manager District Engineer, Stantec Juniper Landscape

Present

FIRST ORDER OF BUSINESS

Audience

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 on community parking rules, golf carts. street tree replacement in Fairgate, and received expressed interest in the addition of pickleball courts, pool lighting, a dog park, and landscape improvements in Willowstone.

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THIRD ORDER OF BUSINESS

Staff & Landscape Reports

A. Field Operations Update

The Board instructed District Staff to proceed with enforcing the easement at 3840 and 3846 Sorrel Vine Dr. with the same process we have done on other encroached easements.

The Board requested District Staff obtain additional information as it pertains to the Life Skills in Action entity using the Coventry Park to determine if an agreement is needed.

On a Motion by Mr. Grace, seconded by Mr. Graff, with all in favor, the Board approved District Staff to enter into a service agreement with Alex for irrigation management services, instead of hiring a new irrigation technician, for the Seven Oaks Community Development District.

B. Clubhouse Manager

Ms. DiMaggio presented her report to the Board.

Mr. Gentilella presented his report to the Board.

On a Motion by Mr. Grace, seconded by Ms. O'Donnell, with all in favor, the Board approved to designate Supervisor Tom Graff to serve as a consultant to the Clubhouse Manager, on behalf of the Board for items related to Human Resources and Clubhouse Staff, for the Seven Oaks Community Development District.

> The Board authorized Clubhouse Management to use discretion in any contested determination of permittable jewelry on the slide (form fitting), and have revisions considered to the policy at the next Rule Hearing.

C. District Counsel

Ms. Steinerts presented her report.

On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board approved to give SOPOA authorization to use the Districts Copyright of the Seven Oaks Life logo, for the Seven Oaks Community Development District.

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1	D. District Engineer
<u>'</u> }	Mr. Woodcock updated the Board that SWFWMD reporting has beer
	completed, and proposals for required work to be done will be collected and
	budgeted for the Reserve Study. Additionally, signage review by the Engineer
	will be completed by next meeting to determine what work would need to be
	done to be compliant with DOT standard.
	E Division
	E. District Manager
	Mr. Nielsen informed the Board the next regular meeting will be held on
	Wednesday, September 14, 2022 at 6:30 p.m. at the Seven Oaks Clubhouse.
	vvcdnesday, deptember 14, 2022 at 0.00 p.m. at the deven date diabnodes.
	Review of District Management Report
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	Mr. Nielsen presented the District Management Report to the Board.
	The Board authorized Supervisor Grace and the District Manager to meet
	with SOPOA on behalf of the Board to discuss solutions to the Golf Cart
	concerns.
	O. December of Figure is 1 Otatament
	Presentation of Financial Statement
	Mr. Nielsen presented the Financial Statement for July 2022 to the Board.
	ivii. Meisen presented the Financial Statement for July 2022 to the Board.
	FOURTH ORDER OF BUSINESS Update on S19 Parcel
	Mr. Nielsen updated the Board on the S19 parcel. There were no comments of
	questions from the Board.
	FIFTH ORDER OF BUSINESS Discussion on Street Trees at
	Subdivision Entrance
	Mr. Nielsen opened a discussion on Street Trees at the Subdivision Entrance
	with the Board. The Board requested a count/map of street trees that are on the side of
	homeowner lots to be considered for any additional maintenance by the District.
	nomeowner lots to be considered for any additional maintenance by the bistnet.
	SIXTH ORDER OF BUSINESS Discussion on Requiring Swimming
	Ability for Slide
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	Mr. Nielsen opened a discussion on Requiring Swimming Ability for Slide with the
5	Board. The Board decided to take no action at this time.

SEVENTH ORDER OF BUSINESS	Consideration of Bollard Pole Proposal
Mr. Nielsen presented the E decided to table the proposal at this ti	Bollard Pole Proposal to the Board. The Board ime.
EIGHTH ORDER OF BUSINESS	Public Hearing on Fiscal Year 2022- 2023 Budget
•	by Mr. Grace, with all in favor, the Board approved all Year 2022-2023 Budget, for the Seven Oaks
Community Development District.	
	d by Mr. Christensen, with all in favor, the Board y on Fiscal Year 2022-2023 Budget, for the Seven ct.
NINTH ORDER OF BUSINESS	Consideration of Resolution 2022-04, Adopting Fiscal Year 2022-2023 Final Budget
Mr. Nielsen presented Resol Final Budget to the Board.	lution 2022-04, Adopting Fiscal Year 2022-2023
	d by Mr. Christensen, with all in favor, the Boarding Fiscal Year 2022-2023 Final Budget, for the at District.
TENTH ORDER OF BUSINESS	Consideration of Resolution 2022-05, Imposing Special Assessment Roll
Mr. Nielsen presented Resolut the Board.	tion 2022-05, Imposing Special Assessment Roll to
·	d by Mr. Christensen, with all in favor, the Board ng Special Assessment Roll, for the Seven Oaks

158 **ELEVENTH ORDER OF BUSINESS** Consideration of Resolution 2022-06, 159 Setting Meeting Schedule for Fiscal 160 Year 2022-2023 161 Mr. Nielsen presented Resolution 2022-06, Setting Meeting Schedule for Fiscal 162 163 Year 2022-2023 to the Board. 164 On a Motion by Mr. Graff, seconded by Mr. Grace, with all in favor, the Board adopted Resolution 2022-06, Setting Meeting Schedule for Fiscal Year 2022-2023, for the Seven Oaks Community Development District. 165 166 167 Consideration of Minutes of the TWELFTH ORDER OF BUSINESS Board Supervisors' Meeting held on 168 July 13, 2022 and O&M Enterprise 169 170 Fund for June 2022 & O&M General 171 Fund for June 2022 172 173 Mr. Nielsen presented the Minutes of the Board of Supervisors' Meeting held on 174 July 13, 2022 and the O&M Enterprise Fund for June 2022 and the O&M General Fund 175 for June 2022 to the Board to the Board. 176 On a Motion by Mr. Christensen, seconded by Ms. O'Donnell, with all in favor, the Board approved the Minutes of the Board Supervisors' Meeting held on July 13, 2022 and the O&M Enterprise Fund for June 2022 (\$11,223.83) and the O&M General Fund for June 2022 (\$317,599.08), for the Seven Oaks Community Development District. 177 178 179 THIRTEENTH ORDER OF BUSINESS Supervisor Requests 180 181 The Board requested the current HR policies for the District be distributed to the 182 Board for review, and we locate another District with similar policies to review and 183 compare. 184 185

The Board requested District Counsel draft an agreement between the District and SOPOA, designating SOPOA to be responsible for maintenance of the District owned gates.

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The Board requested District Staff to start obtaining proposals for the Capital Outlay projects discussed for next Fiscal Year.

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197	FOURTEENTH ORDER OF	BUSINESS Adjournment
198	Ma Nieleen nemmete	d a marking frame that Daniel to a discourt that marking
199 200	ivir. ivielsen requeste	d a motion from the Board to adjourn the meeting.
200		seconded by Mr. Christensen, with all in favor, the Board the meeting at 7:58 p.m. for Seven Oaks Community
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203 204		
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206	Assistant Secretary	Chairman/Vice Chairman

Operations and Maintenance Expenditures for Enterprise Fund July 2022 For Board Approval

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

The total items being presented:	\$9,956.39
Approval of Expenditures:	
Chairperson	
Vice Chairperson	
Assistant Secretary	

Seven Oaks Enterprise Fund Community Development District

Paid Operation & Maintenance Expenditures

Vendor Name	Check Numbe	r Invoice Number	Invoice Description	Invoi	ice Amount
Coffee International, Inc	001516	38703	Beverages 06/22	\$	318.00
Coffee International, Inc	001519	38722	Beverages 07/22	\$	208.50
Coffee International, Inc	001519	38723	Beverages 07/22	\$	6.95
Florida Department of Revenue	001517	61-8012757892-0 06/22	Sales and Use Tax 06/22	\$	1,571.84
Mike Fasano, Pasco County Tax	001522	Occ License 22/23	Acct #049297 County Reg License	\$	18.75
Collector Seven Oaks	CD3388	DC Replenishment	#SEA6112850 2022/2023 DC Replenishment	\$	2,540.61
Seven Oaks	CD3389	DC Replenishment	DC Replenishment	\$	3,001.26
Sweetheart Ice Cream, Inc.	001515	15010376	Cafe Food 06/22	\$	592.74
Sweetheart Ice Cream, Inc.	001520	15010502	Cafe Food 07/22	\$	272.79
Sysco Food Services West Coast	001518	437664828	Food/ Beverages/ Supplies 06/22	\$	774.88
Florida Inc. Sysco Food Services West Coast Florida Inc.	001521	437683099	Food/ Beverages/ Supplies 07/22	\$	650.07
Report Total				\$	9,956.39

Operations and Maintenance Expenditures July 2022 For Board Approval

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

The total	\$297,413.15	
Approva	l of Expenditures:	
	Chairperson	
	Vice Chairperson	
	Assistant Secretary	

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	oice Amount
Allsteel Buildings Inc.	001736	1904	25% Progress Payment - Maintenance Shed Project 06/22	\$	14,507.58
Andrew P Mendenhall	001751	AM060822	Board of Supervisors Meeting 06/08/2022	\$	200.00
Andrew P Mendenhall	001768	AM071322	Board of Supervisors Meeting 07/13/2022	\$	200.00
Bright House	001755	048356001071122	Bundled Cable Services Clubhouse 07/22	\$	530.37
Chong Bartley	001760	072022 Bartley	Cancelled Gathering Room 07/22	\$	95.00
Cintas Corporation Loc #074	001728	4122630880	Cafe/Cleaning Supplies Acct #70271 06/22	\$	329.45
Cintas Corporation Loc #074	001737	4124013246	Cleaning & Facility Supplies Acct #70271 06/22	\$	329.45
CMH Exteriors, LLC	001747	107131	Trimmed Palm Trees 06/22	\$	4,500.00
Complete IT Corp	001763	9024	Brivo Tier Monthly Reader and Data Plan 07/22	\$	150.50
Cooper Pools, Inc.	001764	5805	Monthly Commercial Pool Service 07/22	\$	17,852.00
Cooper Pools, Inc.	001764	5825	Fountain Service 07/22	\$	350.00
Cooper Pools, Inc.	001738	5838	Fountain Service 06/22	\$	700.00
Cooper Pools, Inc.	001738	5839	Fountain Service 06/22	\$	423.45
Cory N Carter	001761	011 071022	Commercial Cleaning Service 07/22	\$	2,200.00
Foliage Design Systems	001765	07CF9575	Clubhouse Plant Maintenance 07/22	\$	125.00
Howard Anthony Frostman	001773	20220806B	Remaining Balance- Balloon Artist 08/22	\$	325.00

Paid Operation & Maintenance Expenditures

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Cooper Pools, Inc.	001738	5839	Fountain Service 06/22	\$	423.45
Cory N Carter	001761	011 071022	Commercial Cleaning Service 07/22	\$	2,200.00
Foliage Design Systems	001765	07CF9575	Clubhouse Plant Maintenance 07/22	\$	125.00
Howard Anthony Frostman	001773	20220806B	Remaining Balance- Balloon Artist 08/22	\$	325.00

Paid Operation & Maintenance Expenditures

Vendor Name Check Number Invoice Number		Invoice Description	Invo	oice Amount	
Joe's Tree Service & Landscaping, Inc.	001777	072122	Tree Removals 07/22	\$	12,700.00
Joel Ellis	001729	3777	DJ Services 08/22	\$	300.00
John Christensen	001746	JC060822	Board of Supervisors Meeting 06/08/2022	\$	200.00
John Christensen	001762	JC071322	Board of Supervisors Meeting 07/13/2022	\$	200.00
Juniper Landscaping of Florida LLC	001750	168349	Fertilizer Application 06/22	\$	2,842.00
Juniper Landscaping of Florida LLC	001750	168376	Plant Material 06/22	\$	56,987.67
Juniper Landscaping of Florida LLC	001750	168657	Fertilizer Application 06/22	\$	5,840.10
Juniper Landscaping of Florida LLC	001750	169337	Pest Control 06/22	\$	1,170.00
Juniper Landscaping of Florida LLC	001750	169345	Plant Material 06/22	\$	2,976.54
Juniper Landscaping of Florida LLC	001767	169610	Monthly Grounds Maintenance 07/22	\$	61,491.00
Juniper Landscaping of Florida LLC	001767	171018	Fertilizer Application 07/22	\$	4,729.76
Juniper Landscaping of Florida LLC	001767	171503	Fertilizer Application 07/22	\$	2,245.40
Lauren O'Donnell	001752	LO060822	Board of Supervisors Meeting 06/08/2022	\$	200.00
Lauren O'Donnell	001769	LO071322	Board of Supervisors Meeting 07/13/2022	\$	200.00
Lee Electric, Inc.	001739	2203683	Commercial Service 06/22	\$	6,052.00
My Tampa IT	001740	17-3680	Monthly Computer Maintenace & Repairs 07/22	\$	300.00

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	oice Amount
Pasco County Utilities	001730	Pasco Water Summary 06/22	Pasco Water Summary 06/22	\$	6,048.20
Pasco County Utilities	001770	Pasco Water Summary 07/22	Pasco Water Summary 07/22	\$	7,103.16
PFI-CON, LLC	001753	10105	Deposit for Job # 2241024 06/22	\$	10,970.00
Professional Green Cleaners, LLC	001741	25020	Restroom & Cafe Floor Scrub, Odor Control Service 06/22	\$	470.00
Professional Green Cleaners, LLC	001756	25040	Restroom Floor Scrub 07/22	\$	150.00
Rizzetta & Company, Inc.	001731	INV0000069375	District Management Fees 07/22	\$	7,424.58
Sabine Saintelmy	001732	062922 Saintelmy	Deposit 06/22	\$	25.00
Sean Grace	001748	SG060822	Board of Supervisors Meeting 06/08/2022	\$	200.00
Seven Oaks	CD3390	DC Replenishment	DC Replenishment	\$	2,649.26
SiteOne Landscape Supply Holdings, LLC	001742	121133970-001	Irrigation Supplies 07/22	\$	146.48
Solitude Lake Management LLC	001771	PI-A00851497	Monthly Aquatic Service 07/22	\$	4,450.00
Storage Center in Wesley Chapel	001757	13811	Storage Unit 1112 08/22	\$	272.00
Straley Robin Vericker	001758	21746	General Legal Services 06/22	\$	5,191.60
Tampa Fence LLC	001754	INV22-00350	Project S022-00115 06/22	\$	13,979.00
Teco People Gas	001733	211003718858 06/22	2910 Sports Core Circle 06/22	\$	44.77
Teco People Gas	001772	211003718858 07/22	2910 Sports Core Circle 07/22	\$	44.78

Paid Operation & Maintenance Expenditures

Vendor Name	Check Numbe	r Invoice Number	Invoice Description	Inv	oice Amount
Thomas Graff	001749	TG060822	Board of Supervisors Meeting 06/08/2022	\$	200.00
Thomas Graff	001766	TG071322	Board of Supervisors Meeting 07/13/2022	\$	200.00
UniFirst Corporation	001743	163 0142258	Deep Clean Bathroom Floors 06/22	\$	1,411.26
US Bank	001774	6503526	Trustee Fees Series 2016B 04/01/22 - 03/31/23	\$	3,232.50
Verizon Wireless	001734	9909076551	Summary For 7987, 1688, 9101 06/22	\$	124.55
Verizon Wireless	001775	9911394133	Summary For 7987, 1688, 9101 07/22	\$	124.90
Waste Connections of Florida	001744	1198829W426	2910 Sports Core Circle 06/22	\$	387.08
Waste Connections of Florida	001776	1217734W426	2910 Sports Core Circle 08/22	\$	442.86
Welch Tennis Courts, Inc.	001745	67412	Tennis Court Supplies 06/22	\$	983.04
Welch Tennis Courts, Inc.	001759	67619	Net Post Reel 07/22	\$	216.94
Welch Tennis Courts, Inc.	001759	67623	Clean Court Complete 07/22	\$	220.29
Withlacoochee River Electric Cooperative, Inc.	001735	Electric Summary 06/22	Electric Summary 06/22	\$	29,448.63
Report Total				\$	297,413.15