

**Oakstead
Community Development District**

December 18, 2018

Agenda Package

Oakstead Community Development District

Inframark • Infrastructure Management Services

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December 11, 2018

Board of Supervisors
Oakstead Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Oakstead Community Development District will be held on Tuesday, December 18, 2018 at 2:00 P.M. in the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O'Lakes, Florida. Following is the advance agenda for this meeting:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consent Agenda:
 - A. Approval of the Minutes of the November 20, 2018 Regular Meeting
 - B. Approval of the Financial Statements through November 30, 2018
 - C. PACA Renewal
4. Attorney's Report
5. Engineer's Report
6. Manager's Report
7. Staff Reports
 - A. Site Manager
 - B. Newsletter Committee
8. Supervisors' Reports, Requests and Comments
9. Audience Comments
10. Adjournment

The balance of the agenda is routine in nature. I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



Andrew P. Mendenhall/mm
District Manager

Third Order of Business

3A.

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on November 20, 2018 at 2:00 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O' Lakes, Florida.

Present and constituting a quorum were:

Fred Krauer	Chairman
Barbara Feldman	Vice Chair
Joe Cascio	Assistant Secretary
Sal Paradiso	Assistant Secretary
Gary Goldstein	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Tracy Robin	District Counsel
Nancy Intini	Site Manager

Residents

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Mendenhall called the meeting to order and the roll was called. All Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The pledge of allegiance was recited.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office of Newly Elected Supervisors (3)

One new Supervisor and two previously seated Supervisors were administered the oath of office prior to the meeting.

B. Election of Officers – Resolution 2019-01

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor Mr. Fred Krauer was nominated to serve as Chairman.

On MOTION by Mr. Krauer seconded by Mr. Paradiso with all in favor Ms. Barbara Feldman was nominated to serve as Vice Chair.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor Mr. Sal Paradiso, Mr. Joe Cascio and Mr. Gary Goldstein were nominated and appointed to serve as Assistant Secretaries, Mr. Stephen Bloom will serve as Treasurer, Mr. Alan Baldwin will serve as Assistant Treasurer and Mr. Andrew P. Mendenhall will serve as Secretary and Resolution 2019-01 was adopted.

FOURTH ORDER OF BUSINESS**Consent Agenda**

- A. **Approval of the Minutes of the October 16, 2018 Regular Meeting**
- B. **Approval of the Financial Statements through October 31, 2018**

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor items A & B of the consent agenda were approved.

FIFTH ORDER OF BUSINESS**Attorney's Report**

Mr. Robin gave an update on items discussed at the last workshop meeting: consideration of the renewal of the landscape contract is sufficient; the agreement with the Weymouth HOA for a former landscaper who damaged the roads, settlement funds are being held by the District in a separate account and are to be used for maintenance repair or replacement of the roads within Weymouth. This agreement can be amended by the District and funds can be used for any purpose that the District and Weymouth agree to, but with some limitations.

This agreement regarding the Weymouth damaged roads settlement will be included for discussion at the next workshop meeting.

SIXTH ORDER OF BUSINESS**Engineers Report**

None.

SEVENTH ORDER OF BUSINESS**Manager's Report**

- A. **Audit Engagement Renewal with Grau & Associates for the FY2018 Audit**

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor the audit engagement renewal with Grau & Associates for the FY 2018 audit was accepted.

B. Paving Proposals

The results of the paving RFP's were discussed.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor selecting option 1 for the road repaving full mill and grinding was approved.

Board members graded and verbalized their grade for each proposal utilizing the Evaluation Criteria Mr. Mendenhall read aloud the grand total: CWR we had 320, for Rose we had 413 for RIPA we had 474, and for Alto we had 367. The highest total was RIPA and the second choice was Rose.

The evaluation criteria sheets were collected and will be made part of the final record.

Mr. Paradiso MOVED seconded by Ms. Feldman to move forward with Ripa & Associates finding them as the lowest, qualified bidder and engaging them to work with District Counsel to formulate a contract for the construction and installation of asphalt pavement milling and re-surfacing project, option 1.

Mr. Krauer requested to invite a representative of Ripa & Associates to the next workshop meeting to discuss the Miami curbs and scheduling logistics.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. Site Manager**

Ms. Intini discussed the following the landscape contract

Mr. Krauer suggested discussing this item at the next workshop meeting.

B. Newsletter Committee

Mr. Paradiso asked to have photos sent to Nancy for the newsletter as fill-in items.

NINTH ORDER OF BUSINESS**Supervisor' Reports, Requests & Comments**

Mr. Cascio discussed the cost of electricity. He also requested to add gate cameras to the next workshop meeting agenda.

Ms. Feldman inquired about the toilet seats in the ladies' room.

Mr. Paradiso reported there will be a rate increase for the trooper's hourly services This matter will be re-discussed at the next workshop meeting.

Mr. Cascio thanked Mr. Norman Keith for his past services to the community and his service as Chairman of the CDD Board. Mr. Gary Goldstein was also welcomed to the Board.

He inquired about a lot in Strathmore which is adjacent to a wildlife conservation area and the wildlife border runs alongside that.

Mr. Robin suggested that the District Engineer look into this Strathmore lot.

TENTH ORDER OF BUSINESS

Audience Comments

Mr. Ross Fischler reported 2 signs were posted on the island in front of his house regarding parking. Mr. Krauer expressed his thanks to Mr. Norman Keith for helping to make Oakstead a better place to live.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cascio seconded by Ms. Feldman with all in favor the meeting was adjourned.
--

Fred Krauer
Chairman

3B.

Oakstead
Community Development District

Financial Report

November 30, 2018



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OAKSTEAD
Community Development District

Financial Statements

(Unaudited)

November 30, 2018

Balance Sheet
November 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	SERIES 2016 A-1 CAPITAL PROJECTS FUND	SERIES 2017 A-2 CAPITAL PROJECTS FUND	TOTAL
ASSETS						
Cash - Checking Account	\$ 281,161	\$ -	\$ -	\$ -	\$ -	\$ 281,161
Cash On Hand/Petty Cash	250	-	-	-	-	250
Due From Other Funds	-	44,730	38,664	-	-	83,394
Investments:						
Certificates of Deposit - 12 Months	210,249	-	-	-	-	210,249
Certificates of Deposit - 18 Months	104,675	-	-	-	-	104,675
Certificates of Deposit - 24 Months	206,347	-	-	-	-	206,347
Money Market Account	1,119,882	-	-	-	-	1,119,882
Construction Fund A	-	-	-	263,363	276,262	539,625
Interest Account A	-	4	-	-	-	4
Interest Fund (A-2)	-	-	4	-	-	4
Reserve Fund (A-2)	-	-	113,651	-	-	113,651
Reserve Fund A	-	130,367	-	-	-	130,367
Revenue Fund (A-2)	-	-	11,651	-	-	11,651
Revenue Fund A	-	18,233	-	-	-	18,233
Sinking Fund (A-2)	-	-	10	-	-	10
Sinking Fund A	-	12	-	-	-	12
Prepaid Items	19,570	-	-	-	-	19,570
Deposits	839	-	-	-	-	839
TOTAL ASSETS	\$ 1,942,973	\$ 193,346	\$ 163,980	\$ 263,363	\$ 276,262	\$ 2,839,924

Balance Sheet
November 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	SERIES 2016 A-1 CAPITAL PROJECTS FUND	SERIES 2017 A-2 CAPITAL PROJECTS FUND	TOTAL
LIABILITIES						
Accounts Payable	\$ 7,477	\$ -	\$ -	\$ -	\$ -	\$ 7,477
Accrued Expenses	11,935	-	-	-	-	11,935
Due To Other Funds	83,394	-	-	-	-	83,394
TOTAL LIABILITIES	102,806	-	-	-	-	102,806
FUND BALANCES						
Nonspendable:						
Prepaid Items	19,570	-	-	-	-	19,570
Deposits	839	-	-	-	-	839
Restricted for:						
Debt Service	-	193,346	163,980	-	-	357,326
Capital Projects	-	-	-	263,363	276,262	539,625
Assigned to:						
Operating Reserves	212,254	-	-	-	-	212,254
Reserves - Asset Replacement	211,086	-	-	-	-	211,086
Reserves - Clubhouse	90,563	-	-	-	-	90,563
Reserves - Landscape	30,000	-	-	-	-	30,000
Reserves - Ponds	65,774	-	-	-	-	65,774
Reserves-Recreation Facilities	21,600	-	-	-	-	21,600
Reserves - Tree Removal & Rplcmnt	25,099	-	-	-	-	25,099
Reserves - Roadways	614,085	-	-	-	-	614,085
Reserves - Sidewalks	50,945	-	-	-	-	50,945
Reserve - Wall	50,000	-	-	-	-	50,000
Reserves - Weymouth	52,729	-	-	-	-	52,729
Unassigned:	395,623	-	-	-	-	395,623
TOTAL FUND BALANCES	\$ 1,840,167	\$ 193,346	\$ 163,980	\$ 263,363	\$ 276,262	\$ 2,737,118
TOTAL LIABILITIES & FUND BALANCES	\$ 1,942,973	\$ 193,346	\$ 163,980	\$ 263,363	\$ 276,262	\$ 2,839,924

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
REVENUES				
Interest - Investments	\$ 9,000	\$ 2,718	30.20%	\$ 1,327
Room Rentals	3,000	1,695	56.50%	-
Special Events	1,000	-	0.00%	-
Other Charges For Services	2,500	212	8.48%	-
Special Assmnts- Tax Collector	1,054,718	107,021	10.15%	107,021
Special Assmnts- Discounts	(42,189)	(4,412)	10.46%	(4,412)
Gate Bar Code/Remotes	2,000	726	36.30%	-
TOTAL REVENUES	1,030,029	107,960	10.48%	103,936

EXPENDITURES**Administration**

P/R-Board of Supervisors	19,200	2,600	13.54%	1,400
FICA Taxes	1,469	199	13.55%	107
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Engineering	7,000	363	5.19%	363
ProfServ-Legal Services	14,000	2,201	15.72%	1,570
ProfServ-Mgmt Consulting Serv	54,912	9,152	16.67%	4,576
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	12,000	-	0.00%	-
ProfServ-Trustee Fees	5,000	-	0.00%	-
ProfServ-Web Site Development	1,000	160	16.00%	80
Auditing Services	6,500	-	0.00%	-
Postage and Freight	1,500	173	11.53%	78
Insurance - General Liability	3,875	520	13.42%	260
Printing and Binding	800	209	26.13%	58
Legal Advertising	1,900	148	7.79%	-
Misc-Bank Charges	1,500	355	23.67%	161
Misc-Assessmnt Collection Cost	21,094	2,052	9.73%	2,052
Office Supplies	50	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	153,325	18,307	11.94%	10,705

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
<u>Field</u>				
Contracts-Landscape	189,090	31,515	16.67%	15,758
Contracts-Landscape Consultant	19,440	3,240	16.67%	1,620
Contracts-Mulch	7,800	23,213	297.60%	23,213
Contracts-Lakes	26,630	4,438	16.67%	2,219
Contracts-Florida Hwy Patrol	20,000	2,540	12.70%	1,550
Contracts-Annuaals	12,500	-	0.00%	-
Contracts-Gates	4,500	1,125	25.00%	-
Communication-Gate Phones	9,720	1,620	16.67%	810
Electricity - Streetlighting	76,321	13,198	17.29%	6,698
Utility - Reclaimed Water	20,000	-	0.00%	-
Insurance - Property	15,586	2,362	15.15%	1,181
R&M-Gate	30,000	3,610	12.03%	-
R&M-Irrigation	13,113	7,100	54.14%	2,518
R&M-Sidewalks	2,500	-	0.00%	-
R&M-Trees and Trimming	2,500	7,076	283.04%	-
Miscellaneous Services	9,000	207	2.30%	207
Misc-Decorative Lighting	10,000	5,065	50.65%	4,470
Misc-Property Taxes	1,900	3,128	164.63%	3,128
Reserve - Ponds	16,011	-	0.00%	-
Reserve - Roadways	115,000	-	0.00%	-
Reserves - Wall	50,000	-	0.00%	-
Total Field	651,611	109,437	16.79%	63,372

Parks and Recreation - General

Payroll-Salaries	57,075	11,818	20.71%	4,294
Payroll-Hourly	62,930	9,342	14.85%	4,735
FICA Taxes	9,180	1,619	17.64%	691
Workers' Compensation	3,000	620	20.67%	-
Unemployment Compensation	350	-	0.00%	-
Contracts-Security Services	2,038	190	9.32%	95
Contracts-Pools	16,200	2,700	16.67%	1,350
Contracts-Pest Control	2,955	510	17.26%	255
Communication - Telephone	3,000	416	13.87%	247
Utility - Gas	310	53	17.10%	26
Utility - Refuse Removal	1,000	166	16.60%	83
Utility - Water & Sewer	5,500	1,023	18.60%	723

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
R&M-Clubhouse	20,000	3,354	16.77%	3,064
R&M-Pools	11,870	2,976	25.07%	1,849
Miscellaneous Services	3,800	429	11.29%	429
Misc-Public Relations	7,885	870	11.03%	20
Solid Waste Disposal Assessm.	1,300	1,222	94.00%	1,222
Office Supplies	2,500	82	3.28%	37
Cleaning Supplies	4,200	120	2.86%	-
Op Supplies - Clubhouse	3,000	105	3.50%	39
Op Supplies - Pool Chemicals	7,000	2,387	34.10%	1,318
Total Parks and Recreation - General	225,093	40,002	17.77%	20,477

TOTAL EXPENDITURES	1,030,029	167,746	16.29%	94,554
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Excess (deficiency) of revenues				
Over (under) expenditures	-	(59,786)	0.00%	9,382
Net change in fund balance	\$ -	\$ (59,786)	0.00%	\$ 9,382
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,899,953	1,899,953		
FUND BALANCE, ENDING	\$ 1,899,953	\$ 1,840,167		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 713	0.00%	\$ 377
Special Assmnts- Tax Collector	451,062	45,769	10.15%	45,769
Special Assmnts- Discounts	(18,042)	(1,887)	10.46%	(1,887)
TOTAL REVENUES	433,020	44,595	10.30%	44,259
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	9,021	878	9.73%	878
Total Administration	9,021	878	9.73%	878
Debt Service				
Principal Debt Retirement A-1	280,000	-	0.00%	-
Interest Expense Series A-1	145,943	72,971	50.00%	72,971
Total Debt Service	425,943	72,971	17.13%	72,971
TOTAL EXPENDITURES	434,964	73,849	16.98%	73,849
Excess (deficiency) of revenues Over (under) expenditures	(1,944)	(29,254)	0.00%	(29,590)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(1,944)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(1,944)	-	0.00%	-
Net change in fund balance	\$ (1,944)	\$ (29,254)	0.00%	\$ (29,590)
FUND BALANCE, BEGINNING (OCT 1, 2018)	222,600	222,600		
FUND BALANCE, ENDING	\$ 220,656	\$ 193,346		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 621	0.00%	\$ 327
Special Assmnts- Tax Collector	389,884	39,561	10.15%	39,561
Special Assmnts- Discounts	(15,595)	(1,631)	10.46%	(1,631)
TOTAL REVENUES	374,289	38,551	10.30%	38,257
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	7,798	759	9.73%	759
Total Administration	7,798	759	9.73%	759
Debt Service				
Principal Debt Retirement A-2	235,000	-	0.00%	-
Interest Expense Series A-2	133,590	66,795	50.00%	66,795
Total Debt Service	368,590	66,795	18.12%	66,795
TOTAL EXPENDITURES	376,388	67,554	17.95%	67,554
Excess (deficiency) of revenues Over (under) expenditures	(2,099)	(29,003)	0.00%	(29,297)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(2,099)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(2,099)	-	0.00%	-
Net change in fund balance	\$ (2,099)	\$ (29,003)	0.00%	\$ (29,297)
FUND BALANCE, BEGINNING (OCT 1, 2018)	192,983	192,983		
FUND BALANCE, ENDING	\$ 190,884	\$ 163,980		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 850	0.00%	\$ 449
TOTAL REVENUES	-	850	0.00%	449
EXPENDITURES				
TOTAL EXPENDITURES	-	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	-	850	0.00%	449
Net change in fund balance	\$ -	\$ 850	0.00%	\$ 449
FUND BALANCE, BEGINNING (OCT 1, 2018)	-	262,513		
FUND BALANCE, ENDING	\$ -	\$ 263,363		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 891	0.00%	\$ 471
TOTAL REVENUES	-	891	0.00%	471
EXPENDITURES				
TOTAL EXPENDITURES	-	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	-	891	0.00%	471
Net change in fund balance	\$ -	\$ 891	0.00%	\$ 471
FUND BALANCE, BEGINNING (OCT 1, 2018)	-	275,371		
FUND BALANCE, ENDING	\$ -	\$ 276,262		

OAKSTEAD
Community Development District

Supporting Schedules

November 30, 2018

Non-Ad Valorem Special Assessments
(Pasco County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2019

					ALLOCATION BY FUND		
Date Rcvd	Net Amt Rcvd	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Ser 2016A1 Debt Service Fund	Ser 2017A2 Debt Service Fund
2018 Assmnts				\$1,895,664	\$1,054,718	\$451,062	\$389,884
Allocation %				100%	56%	24%	21%
11/09/18	\$ 17,565	\$ 993	\$ 358	\$ 18,917	\$ 10,525	\$ 4,501	\$ 3,891
11/16/18	102,302	4,350	2,088	108,739	60,501	25,874	22,365
11/23/18	60,865	2,588	1,242	64,695	35,995	15,394	13,306
TOTAL	\$ 180,732	\$ 7,930	\$ 3,688	\$ 192,350	\$ 107,021	\$ 45,769	\$ 39,561
% Collected				10%	10%	10%	10%
TOTAL O/S				\$ 1,703,314	\$ 947,697	\$ 405,293	\$ 350,323

OAKSTEAD

Community Development District

Assigned Reserves Report November-18

		Current Balance	Goal
GL #283010	Operating Reserves	\$212,254	n/a
GL #283070	Reserves - Asset Replacement	\$211,086	\$0
GL #283185	Reserves - Clubhouse	\$90,563	\$90,000
GL #283515	Reserves-Landscape	\$30,000	\$30,000
GL #283685	Reserves - Ponds	\$65,774	\$90,000
GL #283700	Reserves-Recreation Facilities	\$21,600	\$10,000
GL #283719	Reserves-Tree Removal & Replacement	\$25,099	\$25,000
GL #283760	Reserves-Roadways**	\$1,153,710	\$2,030,000
	** Includes Series A-1 & A-2 Construction Funds		
GL #283790	Reserves-Sidewalks	\$50,945	\$25,000
GL #283884	Reserves-Wall	\$50,000	\$50,000
GL #283925	Reserves - Weymouth	\$52,729	\$52,729
Total Assigned Reserves		\$1,963,760	\$2,402,729

Cash and Investment Report
November 30, 2018

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account-Clubhouse	SunTrust Bank	Public Funds NOW	n/a	1.51%	\$8,947
Checking Account - Main Op	Hancock Bank	checking account	n/a	0.00%	272,214
		subtotal			281,161
Petty Cash	n/a	n/a	n/a	0.00%	250
CD - 12 Months	Florida Comm Bank	Certificate of Deposit #6800	04/10/19	2.00%	105,124
CD - 12 Months	Florida Comm Bank	Certificate of Deposit #9900	04/10/19	2.00%	105,124
		subtotal			210,249
CD - 18 Months	Bank United	Certificate of Deposit #1492	04/30/19	1.44%	104,675
		subtotal			104,675
CD - 24 Months	Bank United	Certificate of Deposit-#3905	01/08/19	1.25%	103,174
CD - 24 Months	Bank United	Certificate of Deposit-#3906	01/08/19	1.25%	103,174
		subtotal			206,347
Public Funds MMA	Bank United	Money Market Acct #0682	n/a	1.30%	1,078,209
Public Funds MMA	Florida Comm Bank	Money Market Account	n/a	1.15%	41,673
		subtotal			1,119,882
		Subtotal-GF			\$1,922,562

Debt Service & Capital Project Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Ser 2016 A-1 Interest Acct	Hancock Bank	Federated Oblig Fund	n/a	2.20%	4
Ser 2016 A-1 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	2.08%	130,367
Ser 2016 A-1 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	2.08%	18,233
Ser 2016 A-1 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	2.12%	12
		Subtotal-DS 204			\$148,616
Ser 2017 A-2 Interest Acct	Hancock Bank	Federated Oblig Fund	n/a	2.13%	4
Ser 2017 A-2 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	2.08%	113,651
Ser 2017 A-2 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	2.08%	11,651
Ser 2017 A-2 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	2.04%	10
		Subtotal-DS 205			\$125,316
Ser 2016 A-1 Construction Fund	Hancock Bank	Federated Oblig Fund	n/a	2.08%	263,363
Ser 2017 A-2 Construction Fund	Hancock Bank	Federated Oblig Fund	n/a	2.08%	276,262
		Total All Funds			\$2,736,119

Oakstead CDD

Bank Reconciliation

Bank Account No. 5221 SunTrust Bank N.A.
Statement No. 11-18
Statement Date 11/30/2018

G/L Balance (LCY)	8,947.25	Statement Balance	8,947.25
G/L Balance	8,947.25	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	8,947.25
Subtotal	8,947.25	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	8,947.25	Ending Balance	8,947.25
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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Oakstead CDD

Bank Reconciliation

Bank Account No. 3063 HANCOCK BANK
Statement No. 11-18
Statement Date 11/30/2018

G/L Balance (LCY)	272,213.72	Statement Balance	305,744.88
G/L Balance	272,213.72	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	305,744.88
Subtotal	272,213.72	Outstanding Checks	33,531.16
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	272,213.72	Ending Balance	272,213.72
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
10/5/2018	Payment	10026	JOSEPH N. CASCIO	159.70	0.00	159.70
11/14/2018	Payment	10104	JACK N. SIMPSON	481.57	0.00	481.57
11/16/2018	Payment	10120	SAM'S CLUB	45.00	0.00	45.00
11/28/2018	Payment	10125	JACK N. SIMPSON	373.12	0.00	373.12
11/28/2018	Payment	10126	ANDREW T. THOMAS	127.57	0.00	127.57
11/29/2018	Payment	10127	BRIGHTVIEW LANDSCAPE SVC	23,212.50	0.00	23,212.50
11/29/2018	Payment	10128	DECORATING ELVES, INC	4,470.00	0.00	4,470.00
11/29/2018	Payment	10129	INFRAMARK, LLC	4,661.70	0.00	4,661.70
Total Outstanding Checks.....				33,531.16		33,531.16

OAKSTEAD Community Development District

Payment Register by Fund For the Period from 11/1/18 to 11/30/18 (Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	10089	11/01/18	AMERICAN ECOSYSTEMS, INC.	1811250	NOV 2018 WATER MNGMT	Contracts-Lakes	534084-53901	\$2,219.00
001	10090	11/01/18	BRIGHTVIEW LANDSCAPE SVC	6008535	NOV 2018 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$15,757.50
001	10091	11/01/18	FEDEX	6-346-32723	10/12/18 POSTAGE	Postage and Freight	541006-51301	\$18.22
001	10092	11/06/18	BRIGHT HOUSE NETWORKS	102518-7101	10/30-11/29/18 0034601171-01	R&M-Clubhouse	546015-57201	\$39.28
001	10093	11/06/18	FEDEX	6-354-05951	10/23/18 FEDEX	Postage and Freight	541006-51301	\$16.04
001	10094	11/06/18	JAMES E. LAROSE JR.	102718	10/27/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10095	11/06/18	JOHN SESSA	102418	10/24/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10095	11/06/18	JOHN SESSA	110118-ADMIN	NOV 2018 ADMINISTRATIVE FEE	Contracts-Florida Hwy Patrol	534101-53901	\$150.00
001	10095	11/06/18	JOHN SESSA	103018	10/30/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10096	11/06/18	METRO GATES, INC	81131	SEPT 2018 GATE PHONES	Communication-Gate Phones	541008-53901	\$810.00
001	10096	11/06/18	METRO GATES, INC	81115	10/19 BALLASTONE RPR CABLE	R&M-Gate	546034-53901	\$150.00
001	10097	11/06/18	PASCO COUNTY UTILITIES SERVICE	102918	8/30/18-9/27/18 RECLAIMED WTR	Utility - Reclaimed Water	543028-53901	\$1,537.83
001	10098	11/06/18	VENTURESIN.COM, INC	44130	NOV 2018 COMMXS APP HOSTING	ProfServ-Web Site Development	531047-51301	\$80.00
001	10099	11/06/18	WASTE CONNECTIONS OF FLORIDA	3923529	NOV 2018 TRASH PICKUP	Utility - Refuse Removal	543020-57201	\$83.10
001	10105	11/15/18	BOARD OF COUNTY COMMISSIONERS	18132702	2018 SOLID WASTE ASSESSMENT	22-26-18-0000-00100-0040	549094-57201	\$1,221.72
001	10106	11/15/18	CULLIGAN WATER CONDITIONING	50864TH	11/1-11/30/18 COOLER SRVC	Op Supplies - Clubhouse	552003-57201	\$1.00
001	10107	11/15/18	FRONTIER	110118-6591	11/1/18-11/30/18 813-949-6591	Communication - Telephone	541003-57201	\$167.72
001	10108	11/15/18	JAMES E. LAROSE JR.	110318	11/3/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10109	11/15/18	MIKE FASANO	110718	2018 STORMWATER ASSESSMENT	22-26-18-0000-00100-0040	549044-53901	\$3,128.16
001	10110	11/15/18	PHOENIX SERVICE SYSTEMS, INC	110118	NOV 2018 PEST/RODENT CONTROL	Contracts-Pest Control	534125-57201	\$255.00
001	10111	11/15/18	STANTEC CONSULTING SERVICES	1430491	GEN ENGINEERING P/E 10/19/18	ProfServ-Engineering	531013-51501	\$362.50
001	10112	11/15/18	TRIANGLE POOL SERVICE	72279	SPLASH PAD SEMI-ANNL FLTR CLN	R&M-Pools	546074-57201	\$111.45
001	10112	11/15/18	TRIANGLE POOL SERVICE	72000	POOL SEMI-ANNUAL FILTER CLEAN	R&M-Pools	546074-57201	\$222.90
001	10112	11/15/18	TRIANGLE POOL SERVICE	2882	NOV 2018 POOL CLEANING	Contracts-Pool	534078-57201	\$1,350.00
001	10112	11/15/18	TRIANGLE POOL SERVICE	869	ACCUTABS;ROCK SALT;CHLORINE	Op Supplies-Pool Chemicals	552009-57201	\$431.60
001	10113	11/16/18	CASTLE VENTURES	0057887	EXT SVC PLAN DEC2018-FEB2019	Prepaid Items	155000-57201	\$285.00
001	10114	11/16/18	CULLIGAN WATER CONDITIONING	51440	5 BOTTLED WATERS	Op Supplies - Clubhouse	552003-57201	\$37.50
001	10115	11/16/18	FEDEX	6-361-03921	10/29/18 FEDEX	Postage and Freight	541006-51301	\$18.22
001	10116	11/16/18	JAMES E. LAROSE JR.	111018	11/10/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10116	11/16/18	JAMES E. LAROSE JR.	111518	11/15/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10117	11/16/18	JOHN SESSA	111418	11/14/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10117	11/16/18	JOHN SESSA	110818	11/8/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00
001	10117	11/16/18	JOHN SESSA	111218	11/12/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$140.00

OAKSTEAD

Community Development District

Payment Register by Fund For the Period from 11/1/18 to 11/30/18 (Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	10118	11/16/18	MOZART'S ARTISTIC DESIGNS	18-3526	Storage Container Hinge Rpr	R&M-Gate	546034-53901	\$565.00
001	10119	11/16/18	PASCO COUNTY UTILITIES SERVICE	11167375	9/25-10/24/18 WTR UTILITY	Utility - Water & Sewer	543021-57201	\$723.35
001	10120	11/16/18	SAM'S CLUB	101118-Renewal	11/18/18 SAMS RENEWAL	NANCY INTINI	551002-57201	\$45.00
001	10121	11/16/18	TRIANGLE POOL SERVICE	74224	INSTALL 3 LED POOL LIGHTS	R&M-Pools	546074-57201	\$1,849.00
001	10121	11/16/18	TRIANGLE POOL SERVICE	3754	SODIUM BICARBONATE	Op Supplies-Pool Chemicals	552009-57201	\$22.95
001	10122	11/16/18	ZACH HORL'S PAINTING SVC, LLC	Q-1005	REPAIR & PAINT EXT & INT DOORS	R&M-Clubhouse	546015-57201	\$1,350.00
001	10127	11/29/18	BRIGHTVIEW LANDSCAPE SVC	6044611	600 YARDS OF PINE BARK MULCH	Contracts-Mulch	534065-53901	\$23,212.50
001	10128	11/29/18	DECORATING ELVES, INC	10033	HOLIDAY DECOR-FINAL PYMT	Misc-Decorative Lighting	549018-53901	\$4,470.00
001	10129	11/29/18	INFRAMARK, LLC	35945	NOV 2018 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,576.00
001	10129	11/29/18	INFRAMARK, LLC	35945	NOV 2018 MANAGEMENT FEES	Printing and Binding	547001-51301	\$57.50
001	10129	11/29/18	INFRAMARK, LLC	35945	NOV 2018 MANAGEMENT FEES	Postage and Freight	541006-51301	\$28.20
001	DD03058	11/01/18	DUKE ENERGY-ACH	101018-4391 ACH	8/28/18-9/27/18 ELEC ACH 11.1	Electricity - Streetlighting	543013-53901	\$6,848.65
001	DD03068	11/26/18	TECO PEOPLES GAS - ACH	110118-2101 ACH	9/28/18-10/26/18 GAS UTILITY	Utility - Gas	543019-57201	\$26.32
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	1.RACETRAC	549001-53901	\$25.56
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	2.WALMART	549001-53901	\$15.44
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	3.SMARTSIGN	546015-57201	\$175.75
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	4.JOANN-GATOR RAIN SHIELD	546015-57201	\$41.75
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	5.TIME CLOCKS-NEW TIME CLOCK	551002-57201	\$185.49
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	6.TIME CLOCKS-TAX	551002-57201	(\$10.50)
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	7.PCLAND	552003-57201	\$250.00
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	8.ETSY-GYM DECOR	546015-57201	\$101.50
001	DD03069	11/05/18	SUNTRUST BANK-8900	092618-8900 ACH	Suntrust 8/29-9/26/18 Purchses	9.TAMPA BAY LOCK-2 levers; 4 locks	549001-53901	\$353.10
001	DD03070	11/01/18	SUNTRUST BANK-8900	102618-8900 ACH	Suntrust 10/3-10/26 Purchses	4.PCLAND 10/19/18	546015-57201	\$250.00
001	DD03070	11/01/18	SUNTRUST BANK-8900	102618-8900 ACH	Suntrust 10/3-10/26 Purchses	3.OFFICE DEPOT/INK	551002-57201	\$36.99
001	DD03070	11/01/18	SUNTRUST BANK-8900	102618-8900 ACH	Suntrust 10/3-10/26 Purchses	5.DUNKIN DONUTS	549046-57201	\$19.98
001	DD03070	11/01/18	SUNTRUST BANK-8900	102618-8900 ACH	Suntrust 10/3-10/26 Purchses	2.RACETRAC	549001-53901	\$26.99
001	DD03070	11/01/18	SUNTRUST BANK-8900	102618-8900 ACH	Suntrust 10/3-10/26 Purchses	1.BASS PRO-FIELD CAMERA	549001-53901	\$179.97
001	DD03080	11/30/18	DUKE ENERGY-ACH	110818-4391 ACH	9/27-11/05/18 ELEC ACH 11.30	Electricity - Streetlighting	543013-53901	\$6,697.53
001		NOV-18		PAYROLL	NOVEMBER 2018 PAYROLL TOTALS			\$8,703.00
Fund Total								\$90,540.76

Total Cks Paid	\$90,540.76
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Invoice Number	1430491
Invoice Date	November 2, 2018
Purchase Order	215600243
Customer Number	83340
Project Number	215600243

Bill To

Oakstead CDD
Accounts Payable
Inframark
210 North University Drive, Suite 702
Coral Springs FL 33071
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States

Project Oakstead CDD General Consultation

Project Manager	Stewart, Tonja L	Contract Upset	230,679.58
Current Invoice Total (USD)	362.50	Amount Billed to Date	196,200.59
		For Period Ending	October 19, 2018

Follow up regarding road resurfacing proposals

Top Task 219 2019 FY General Consulting

Professional Services

Billing Level		Current Hours	Rate	Current Amount
Computer Technician 1	Nurse, Vanessa M	1.75	110.00	192.50
Prof. Consultant Level 7	Stewart, Tonja L	1.00	170.00	170.00
	Subtotal Professional Services	<u>2.75</u>		<u>362.50</u>

Top Task Subtotal	2019 FY General Consulting	362.50
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Total Fees & Disbursements	<u>362.50</u>
INVOICE TOTAL (USD)	362.50

Due upon receipt or in accordance with terms of the contract

Please contact Summer Fillinger if you have any questions concerning this invoice.

Phone: (239) 939-1020 [E-mail: Summer.Fillinger@Stantec.com](mailto:Summer.Fillinger@Stantec.com)

**** PLEASE SEND AN INVOICE # WITH PAYMENT ****

Thank you.

3C

Pasco Alliance of Community Associations

Application: ☐ Initial ☒ Renewal from 06-01-18 to 05-31-19

Mail application with checks payable to:

Mr. Gerald D. Lynn, PACA Treasurer, 30407 Lettingwell Circle, Wesley Chapel, FL 33543

Membership Classes: ☒ A-1 (\$50) ☐ A-2 (\$25) ☐ A-3 (\$25) ☐ B (\$10)

ORGANIZATIONAL MEMBER (Class A): **Please Complete**

No. Residential Units

Oakstead CDD

Name of Organization

Inframark

Name of Property Manager

2654 Cypress Ridge Blvd Suite 101

Billing Address

Wesley Chapel

City

FL

State

33544

Zip Code

1. _____	_____	_____
Chairperson / President of Board	Email Address	Telephone Number
2. _____	_____	_____
Vice Chairperson / President of Board	Email Address	Telephone Number
3. _____	_____	_____
Secretary of Board	Email Address	Telephone Number
4. _____	_____	_____
Treasurer of Board	Email Address	Telephone Number
5. _____	_____	_____
Director / Supervisor of Board	Email Address	Telephone Number
6. _____	_____	_____
Director / Supervisor of Board	Email Address	Telephone Number
7. _____	_____	_____
Director / Supervisor of Board	Email Address	Telephone Number
_____	_____	_____
Primary Representative to PACA	Email Address	Telephone Number

Signature of President / Chairperson of Board

Date

INDIVIDUAL MEMBER Class B):

Name of the Development

Individual's Street Address

City

FL

State

Zip Code

Individual's Email

Telephone Number

Signature of Individual

Printed Name of Individual

Date