

**Oakstead  
Community Development District**

**March 19, 2019**

**Agenda Package**

**Oakstead Community Development District**

**Inframark • Infrastructure Management Services**

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March 12, 2019

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, March 19, 2019 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 February 19, 2019
  - B. Approval of the Financial Statements for February, 2019
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 February 19, 2019 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

Also present were:

Andy Mendenhall	District Manager
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*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. Four Supervisors were present.

**SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

The pledge of allegiance was recited.

**THIRD ORDER OF BUSINESS** **Consent Agenda**

- A. Approval of the Minutes of the January 15, 2019 Meeting
- B. Approval of the Financial Statements for December, 2018 and January, 2019

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor the consent agenda was approved.

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

None.

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

Mr. Krauer reported on a walk-through he attended today with Ms. Stewart, the District Engineer. The sidewalk grinding areas were reviewed. During the walk-through Ms. Stewart recommended the board consider having a ¾ of an inch grind with a 1 inch blacktop on top of that done instead of a 1 inch grind.

Mr. Paradiso MOVED seconded by Ms. Feldman to accept the recommendation of the District Engineer to grind the sidewalks at  $\frac{3}{4}$  of an inch with 1 inch of blacktop on top.

The District Engineer was contacted and joined the meeting via phone to respond to questions from the Board.

The District Engineer disconnected from the meeting.

On VOICE Vote with all in favor the above motion regarding the recommendation of the District Engineer to grind the sidewalks at  $\frac{3}{4}$  of an inch with 1 inch of blacktop on top was approved.

## SIXTH ORDER OF BUSINESS

### Manager's Report

Mr. Mendenhall discussed a letter from residents of Weymouth District Counsel suggested responding and asking for a specific list of the issues.

Regarding the paving project, the Board discussed the process for moving forward with change situations in the event that immediate responses are required.

Mr. Paradiso MOVED seconded by Mr. Cascio to allow Mr. Krauer and Ms. Intini to make changes with consultation with the District Engineer and then notifying the Board, through the District Manager, of any changes in the paving project.

Mr. Cascio noted regarding the motion above, he makes it a prohibition that if there are any structural changes to the contract in terms of specifications of the job, those only be acknowledged after approval and agreement from the District Engineer.

On VOICE Vote with all in favor the above motion regarding changes to the paving contract was approved.

The Board discussed a recent email sent to them by the District Manager regarding an insurance claim. A representative from the District's insurance company will be asked to attend the next workshop meeting.

## SEVENTH ORDER OF BUSINESS

### Staff Reports

#### A. Site Manager

**i. Three-Year Tree Plan**

Mr. Krauer noted this item will be re-discussed at the next workshop meeting.

**B. Newsletter Committee**

Mr. Paradiso noted he is compiling an electronic list for the newsletter.

Approximately a dozen people have signed up to receive the newsletter electronically.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and  
Comments**

Lights will be discussed at the next workshop meeting.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

None.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Paradiso seconded by Mr. Cascio with all in  
favor the meeting was adjourned.

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Chairman/Secretary

**3B.**



**Oakstead**  
**Community Development District**

**Financial Report**

*February 28, 2019*



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**OAKSTEAD**  
**Community Development District**

**Financial Statements**

(Unaudited)

*February 28, 2019*

**Balance Sheet**  
February 28, 2019

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
<b>ASSETS</b>						
Cash - Checking Account	\$ 139,147	\$ -	\$ -	\$ -	\$ -	\$ 139,147
Cash On Hand/Petty Cash	250	-	-	-	-	250
Due From Other Funds	-	8,485	7,334	-	-	15,819
Investments:						
Certificates of Deposit - 12 Months	211,310	-	-	-	-	211,310
Certificates of Deposit - 18 Months	104,675	-	-	-	-	104,675
Money Market Account	2,031,968	-	-	-	-	2,031,968
Construction Fund A	-	-	-	264,802	277,772	542,574
Interest Account A	-	4	-	-	-	4
Interest Fund (A-2)	-	-	4	-	-	4
Reserve Fund (A-2)	-	-	114,272	-	-	114,272
Reserve Fund A	-	131,079	-	-	-	131,079
Revenue Fund (A-2)	-	-	357,909	-	-	357,909
Revenue Fund A	-	418,850	-	-	-	418,850
Sinking Fund (A-2)	-	-	10	-	-	10
Sinking Fund A	-	12	-	-	-	12
Prepaid Items	12,337	-	-	-	-	12,337
Deposits	839	-	-	-	-	839
<b>TOTAL ASSETS</b>	<b>\$ 2,500,526</b>	<b>\$ 558,430</b>	<b>\$ 479,529</b>	<b>\$ 264,802</b>	<b>\$ 277,772</b>	<b>\$ 4,081,059</b>
<b>LIABILITIES</b>						
Accounts Payable	\$ 356,777	\$ -	\$ -	\$ -	\$ -	\$ 356,777
Accrued Expenses	9,490	-	-	-	-	9,490
Due To Other Funds	15,819	-	-	-	-	15,819
<b>TOTAL LIABILITIES</b>	<b>382,086</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>382,086</b>

**Balance Sheet**  
February 28, 2019

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
<b><u>FUND BALANCES</u></b>						
<b>Nonspendable:</b>						
Prepaid Items	12,337	-	-	-	-	12,337
Deposits	839	-	-	-	-	839
<b>Restricted for:</b>						
Debt Service	-	558,430	479,529	-	-	1,037,959
Capital Projects	-	-	-	264,802	277,772	542,574
<b>Assigned to:</b>						
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 & Replacement	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
<b>Unassigned:</b>	681,129	-	-	-	-	681,129
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,118,440</b>	<b>\$ 558,430</b>	<b>\$ 479,529</b>	<b>\$ 264,802</b>	<b>\$ 277,772</b>	<b>\$ 3,698,973</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,500,526</b>	<b>\$ 558,430</b>	<b>\$ 479,529</b>	<b>\$ 264,802</b>	<b>\$ 277,772</b>	<b>\$ 4,081,059</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending February 28, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ 9,000	\$ 9,725	108.06%	\$ 2,985
Room Rentals	3,000	2,387	79.57%	-
Special Events	1,000	-	0.00%	-
Other Charges For Services	2,500	557	22.28%	-
Special Assmnts- Tax Collector	1,054,718	1,011,716	95.92%	20,680
Special Assmnts- Discounts	(42,189)	(39,949)	94.69%	(435)
Other Miscellaneous Revenues	-	217	0.00%	-
Gate Bar Code/Remotes	2,000	1,441	72.05%	-
<b>TOTAL REVENUES</b>	<b>1,030,029</b>	<b>986,094</b>	<b>95.73%</b>	<b>23,230</b>

**EXPENDITURES****Administration**

P/R-Board of Supervisors	19,200	7,200	37.50%	1,400
FICA Taxes	1,469	551	37.51%	107
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Engineering	7,000	6,345	90.64%	1,388
ProfServ-Legal Services	14,000	4,929	35.21%	-
ProfServ-Mgmt Consulting Serv	54,912	22,880	41.67%	4,576
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	12,000	12,000	100.00%	-
ProfServ-Trustee Fees	5,000	5,000	100.00%	-
ProfServ-Web Site Development	1,000	400	40.00%	80
Auditing Services	6,500	-	0.00%	-
Postage and Freight	1,500	492	32.80%	152
Insurance - General Liability	3,875	1,300	33.55%	260
Printing and Binding	800	361	45.13%	50
Legal Advertising	1,900	148	7.79%	-
Misc-Bank Charges	1,500	572	38.13%	51
Misc-Assessmnt Collection Cost	21,094	19,435	92.14%	405
Office Supplies	50	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>153,325</b>	<b>81,788</b>	<b>53.34%</b>	<b>8,469</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending February 28, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-19 ACTUAL
<b>Field</b>				
Contracts-Landscape	189,090	78,788	41.67%	15,758
Contracts-Landscape Consultant	19,440	8,100	41.67%	1,620
Contracts-Mulch	7,800	23,213	297.60%	-
Contracts-Lakes	26,630	11,095	41.66%	2,219
Contracts-Florida Hwy Patrol	20,000	8,390	41.95%	2,070
Contracts-Annuals	12,500	3,595	28.76%	-
Contracts-Gates	4,500	2,250	50.00%	-
Communication-Gate Phones	9,720	4,050	41.67%	810
Electricity - Streetlighting	76,321	38,279	50.16%	11,384
Utility - Reclaimed Water	20,000	5,587	27.94%	1,463
Insurance - Property	15,586	5,905	37.89%	1,181
R&M-Gate	30,000	16,214	54.05%	1,885
R&M-Irrigation	13,113	15,284	116.56%	2,121
R&M-Sidewalks	2,500	1,250	50.00%	-
R&M-Trees and Trimming	2,500	7,076	283.04%	-
Miscellaneous Services	9,000	7,104	78.93%	6,410
Misc-Decorative Lighting	10,000	6,750	67.50%	125
Misc-Property Taxes	1,900	3,128	164.63%	-
Reserve - Ponds	16,011	-	0.00%	-
Reserve - Roadways	115,000	333,944	290.39%	333,944
Reserves - Wall	50,000	-	0.00%	-
<b>Total Field</b>	<b>651,611</b>	<b>580,002</b>	<b>89.01%</b>	<b>380,990</b>

**Parks and Recreation - General**

Payroll-Salaries	57,075	24,998	43.80%	4,294
Payroll-Hourly	62,930	21,761	34.58%	4,472
FICA Taxes	9,180	3,577	38.97%	671
Workers' Compensation	3,000	1,080	36.00%	-
Unemployment Compensation	350	-	0.00%	-
Contracts-Security Services	2,038	475	23.31%	95
Contracts-Pools	16,200	6,750	41.67%	1,350
Contracts-Pest Control	2,955	1,275	43.15%	255
Communication - Telephone	3,000	1,162	38.73%	248
Utility - Gas	310	129	41.61%	25
Utility - Refuse Removal	1,000	416	41.60%	83
Utility - Water & Sewer	5,500	2,611	47.47%	187

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-19 ACTUAL
R&M-Clubhouse	20,000	9,413	47.07%	958
R&M-Pools	11,870	22,026	185.56%	-
Miscellaneous Services	3,800	722	19.00%	293
Misc-Public Relations	7,885	4,119	52.24%	492
Solid Waste Disposal Assessm.	1,300	1,222	94.00%	-
Office Supplies	2,500	278	11.12%	128
Cleaning Supplies	4,200	580	13.81%	264
Op Supplies - Clubhouse	3,000	235	7.83%	-
Op Supplies - Pool Chemicals	7,000	2,988	42.69%	-
<b>Total Parks and Recreation - General</b>	<b>225,093</b>	<b>105,817</b>	<b>47.01%</b>	<b>13,815</b>
<b>TOTAL EXPENDITURES</b>	<b>1,030,029</b>	<b>767,607</b>	<b>74.52%</b>	<b>403,274</b>
Excess (deficiency) of revenues Over (under) expenditures	-	218,487	0.00%	(380,044)
Net change in fund balance	\$ -	\$ 218,487	0.00%	\$ (380,044)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>1,899,953</b>	<b>1,899,953</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,899,953</b>	<b>\$ 2,118,440</b>		



## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ 1,527	0.00%	\$ 287
Special Assmnts- Tax Collector	451,062	432,671	95.92%	8,844
Special Assmnts- Discounts	(18,042)	(17,085)	94.70%	(186)
<b>TOTAL REVENUES</b>	<b>433,020</b>	<b>417,113</b>	<b>96.33%</b>	<b>8,945</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	9,021	8,312	92.14%	173
<b>Total Administration</b>	<b>9,021</b>	<b>8,312</b>	<b>92.14%</b>	<b>173</b>
<b>Debt Service</b>				
Principal Debt Retirement A-1	280,000	-	0.00%	-
Interest Expense Series A-1	145,943	72,971	50.00%	-
<b>Total Debt Service</b>	<b>425,943</b>	<b>72,971</b>	<b>17.13%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>434,964</b>	<b>81,283</b>	<b>18.69%</b>	<b>173</b>
Excess (deficiency) of revenues Over (under) expenditures	(1,944)	335,830	0.00%	8,772
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(1,944)	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,944)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ (1,944)	\$ 335,830	0.00%	\$ 8,772
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>222,600</b>	<b>222,600</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 220,656</b>	<b>\$ 558,430</b>		

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ 1,305	0.00%	\$ 242
Special Assmnts- Tax Collector	389,884	373,988	95.92%	7,644
Special Assmnts- Discounts	(15,595)	(14,768)	94.70%	(161)
<b>TOTAL REVENUES</b>	<b>374,289</b>	<b>360,525</b>	<b>96.32%</b>	<b>7,725</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	7,798	7,184	92.13%	150
<b>Total Administration</b>	<b>7,798</b>	<b>7,184</b>	<b>92.13%</b>	<b>150</b>
<b>Debt Service</b>				
Principal Debt Retirement A-2	235,000	-	0.00%	-
Interest Expense Series A-2	133,590	66,795	50.00%	-
<b>Total Debt Service</b>	<b>368,590</b>	<b>66,795</b>	<b>18.12%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>376,388</b>	<b>73,979</b>	<b>19.65%</b>	<b>150</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(2,099)	286,546	0.00%	7,575
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(2,099)	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(2,099)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ (2,099)	\$ 286,546	0.00%	\$ 7,575
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>192,983</b>	<b>192,983</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 190,884</b>	<b>\$ 479,529</b>		

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ 2,289	0.00%	\$ 508
<b>TOTAL REVENUES</b>	<b>-</b>	<b>2,289</b>	<b>0.00%</b>	<b>508</b>
<b>EXPENDITURES</b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	-	2,289	0.00%	508
Net change in fund balance	\$ -	\$ 2,289	0.00%	\$ 508
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>-</b>	<b>262,513</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ 264,802</b>		

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ 2,401	0.00%	\$ 533
<b>TOTAL REVENUES</b>	<b>-</b>	<b>2,401</b>	<b>0.00%</b>	<b>533</b>
<b>EXPENDITURES</b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	-	2,401	0.00%	533
Net change in fund balance	\$ -	\$ 2,401	0.00%	\$ 533
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>-</b>	<b>275,371</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ 277,772</b>		

**OAKSTEAD**  
**Community Development District**

**Supporting Schedules**

*February 28, 2019*

**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
12/03/18	1,195,359	50,823	24,395	1,270,577	706,929	302,326	261,321
12/13/18	265,903	11,194	5,427	282,523	157,192	67,225	58,107
12/31/18	21,595	682	441	22,717	12,640	5,405	4,672
01/09/19	12,395	391	253	13,039	7,255	3,103	2,682
02/09/19	35,659	782	728	37,168	20,680	8,844	7,644
<b>TOTAL</b>	<b>\$ 1,711,642</b>	<b>\$ 71,802</b>	<b>\$ 34,931</b>	<b>\$ 1,818,375</b>	<b>\$ 1,011,716</b>	<b>\$ 432,671</b>	<b>\$ 373,988</b>
% Collected				96%	96%	96%	96%
TOTAL O/S				<b>\$ 77,289</b>	<b>\$ 43,002</b>	<b>\$ 18,390</b>	<b>\$ 15,896</b>

**OAKSTEAD**

## Community Development District

### Assigned Reserves Report February-19

		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**	\$1,363,712	\$2,030,000
	** Includes Series A-1 & A-2 Construction Funds		
	** Includes redeemed 24mo CDs 3905 & 3906		
	(\$103,526.64 each deposited to BU MMA)		
GL #283790	Reserves-Sidewalks	\$50,945	\$25,000
GL #283884	Reserves-Wall	\$50,000	\$50,000
GL #283925	Reserves - Weymouth	\$52,729	\$52,729
<b>Total Assigned Reserves</b>		<b>\$2,173,763</b>	<b>\$2,402,729</b>

**Cash and Investment Report**

*February 28, 2019*

**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%	\$10,268
Checking Account - Main Op	Hancock Bank	checking account	n/a	0.00%	128,879
		subtotal			139,147
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%	105,655
CD - 12 Months	Florida Comm Bank	Certificate of Deposit #9900	04/10/19	2.00%	105,655
		subtotal			211,310
CD - 18 Months	Bank United	Certificate of Deposit #1492	04/30/19	1.44%	104,675
		subtotal			104,675
Public Funds MMA	Bank United	Money Market Acct #0682	n/a	1.75%	1,990,177
Public Funds MMA	Florida Comm Bank	Money Market Account	n/a	1.16%	41,791
		subtotal			2,031,968
		<b>Subtotal-GF</b>			<b>\$2,487,350</b>

**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	2.18%	4
Ser 2016 A-1 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	2.27%	131,079
Ser 2016 A-1 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	2.27%	418,850
Ser 2016 A-1 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	2.28%	12
		<b>Subtotal-DS 204</b>			<b>\$549,945</b>
Ser 2017 A-2 Interest Acct	Hancock Bank	Federated Oblig Fund	n/a	2.38%	4
Ser 2017 A-2 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	2.27%	114,272
Ser 2017 A-2 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	2.27%	357,909
Ser 2017 A-2 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	2.23%	10
		<b>Subtotal-DS 205</b>			<b>\$472,195</b>
Ser 2016 A-1 Construction Fund	Hancock Bank	Federated Oblig Fund	n/a	2.27%	264,802
Ser 2017 A-2 Construction Fund	Hancock Bank	Federated Oblig Fund	n/a	2.27%	277,772
		<b>Total All Funds</b>			<b>\$4,052,064</b>



## Oakstead CDD

### Bank Reconciliation

**Bank Account No.** 5221 SunTrust Bank N.A.  
**Statement No.** 02-19  
**Statement Date** 2/28/2019

<b>G/L Balance (LCY)</b>	10,267.96	<b>Statement Balance</b>	10,267.96
<b>G/L Balance</b>	10,267.96	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	10,267.96
<b>Subtotal</b>	10,267.96	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	10,267.96	<b>Ending Balance</b>	10,267.96
<b>Difference</b>	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.** 02-19  
**Statement Date** 2/28/2019

<b>G/L Balance (LCY)</b>	128,878.87	<b>Statement Balance</b>	131,692.23
<b>G/L Balance</b>	128,878.87	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	131,692.23
<b>Subtotal</b>	128,878.87	<b>Outstanding Checks</b>	2,813.36
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	128,878.87	<b>Ending Balance</b>	128,878.87
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
2/15/2019	Payment	10258	STANTEC CONSULTING SERVICES INC.	1,387.50	0.00	1,387.50
2/20/2019	Payment	10261	JACK N. SIMPSON	416.88	0.00	416.88
2/25/2019	Payment	10263	JOHN SESSA	160.00	0.00	160.00
2/25/2019	Payment	10264	NANCY M INTINI	208.98	0.00	208.98
2/25/2019	Payment	10265	TWO O EIGHT SECURITY, INC	640.00	0.00	640.00
<b>Total Outstanding Checks.....</b>				<b>2,813.36</b>		<b>2,813.36</b>

# OAKSTEAD

## Community Development District

### Payment Register by Fund For the Period from 2/1/19 to 2/28/19 (Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	10231	02/01/19	AMERICAN ECOSYSTEMS, INC.	1902258	FEB 2019 WATER MANAGEMENT	Contracts-Lakes	534084-53901	\$2,219.00
001	10232	02/01/19	BRIGHTVIEW LANDSCAPE SVC	6139758	FEB 2019 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$15,757.50
001	10234	02/01/19	OAKSTEAD CDD	012919-3063	TRF TO BU MMA	Cash with Fiscal Agent	103000	\$700,000.00
001	10235	02/01/19	STRALEY ROBIN VERICKER	16687	12/17 - 1/15/19 Legal Svcs	ProfServ-Legal Services	531023-51401	\$1,600.00
001	10236	02/01/19	WASTE CONNECTIONS OF FLORIDA	3992552	2/1/19-2/28/19 WASTE REMOVAL	Utility - Refuse Removal	543020-57201	\$83.10
001	10241	02/06/19	JOHN SESSA	020119-ADMIN	FEB 2019 ADMIN FEES	Contracts-Florida Hwy Patrol	534101-53901	\$150.00
001	10242	02/06/19	KERRI LALANE	013119	2/15/19 PATSY CLINE SHOW	Misc-Public Relations	549046-57201	\$400.00
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	10.FOREIGN TRANS FEE	549046-57201	\$1.72
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	1.LUTZ-ROCKER SWITCH	546015-57201	\$7.58
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	2.RACETRAC	549001-53901	\$21.57
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	3.SHERWIN WILLIAMS	546015-57201	\$94.71
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	4.COSTCO-RETURN OF TAX	546015-57201	(\$15.61)
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	5.COSTCO	546015-57201	\$358.58
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	6.PCLAND-JAN	546015-57201	\$250.00
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	7.PARTY CITY-NEIL DIAMOND	549046-57201	\$45.96
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	8.DOLLAR TREE-NEIL DIAMOND	549046-57201	\$48.00
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	9.GLADSBUY-EGG HUNT BACKDROP	549046-57201	\$171.86
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	11.BANNERS-PATSY CLINE	549046-57201	\$91.79
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	12.COSTCO-STRATHMORE LIGHTS	549018-53901	\$59.98
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	12.COSTCO	549046-57201	\$100.68
001	10243	02/06/19	SUNTRUST BANK-8900	012619-8900	Suntrust 1/08-1/26 Purchases	13.DOLLAR TREE-NEIL DIAMOND	549046-57201	\$24.61
001	10244	02/06/19	VENTURESIN.COM, INC	44322	FEB 2019 COMMXS APP HOSTING	ProfServ-Web Site Development	531047-51301	\$80.00
001	10245	02/12/19	BRIGHTVIEW LANDSCAPE SVC	6157506	CAR ACCIDENT-RPLC HEDGE & IRRIG	Miscellaneous Services	549001-53901	\$2,061.82
001	10245	02/12/19	BRIGHTVIEW LANDSCAPE SVC	6157507	IRR RPRS DUE TO SAND TRUCK	R&M-Irrigation	546041-53901	\$501.23
001	10245	02/12/19	BRIGHTVIEW LANDSCAPE SVC	6157510	ACCDNT RPR-FRONT ENTRANCE	Miscellaneous Services	549001-53901	\$4,316.69
001	10246	02/12/19	ELEGANT ACCENTS	23-2920	INSTALL XMAS LGHTS & REPLC JAN	Misc-Decorative Lighting	549018-53901	\$125.00
001	10247	02/12/19	FEDEX	6-444-21919	1/21/19 SRVCS	Postage and Freight	541006-51301	\$19.60
001	10247	02/12/19	FEDEX	6-450-73525	1/29/19 FedEx Svc	Postage and Freight	541006-51301	\$16.50
001	10248	02/12/19	INFRAMARK, LLC	37631	JAN 2019 MANANAGEMENT FEES	Postage and Freight	541006-51301	\$21.15
001	10248	02/12/19	INFRAMARK, LLC	37631	JAN 2019 MANANAGEMENT FEES	Printing and Binding	547001-51301	\$31.10
001	10248	02/12/19	INFRAMARK, LLC	37631	JAN 2019 MANANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,576.00
001	10249	02/12/19	JAMES E. LAROSE JR.	020919	2/9/18 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10249	02/12/19	JAMES E. LAROSE JR.	020219	2/2/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10249	02/12/19	JAMES E. LAROSE JR.	020319	2/3/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10250	02/12/19	JOHN SESSA	020519	2/5/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10251	02/12/19	METRO GATES, INC	81340	NOV 2018 GATE PHONES	Communication-Gate Phones	541008-53901	\$810.00
001	10252	02/12/19	PASCO COUNTY UTILITIES SERVICE	012919	11/29-12/28/18 RECLAIMED WTR	Utility - Reclaimed Water	543028-53901	\$1,462.50
001	10253	02/12/19	TWO O EIGHT SECURITY, INC	011419	01/14/19 SECURITY(JACK HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10254	02/15/19	FRONTIER	020119-6591	2/1/19-2/28/19 813-949-6591	Communication - Telephone	541003-57201	\$168.49

**OAKSTEAD**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 2/1/19 to 2/28/19**  
**(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	10255	02/15/19	LOWE'S COMPANIES	020219-8450	LOWES:JAN 2019 PURCHASES	SIGNS CEMENT	546015-57201	\$14.00
001	10255	02/15/19	LOWE'S COMPANIES	020219-8450	LOWES:JAN 2019 PURCHASES	DECAL;CSTRS;LGHTBLBS	546015-57201	\$51.91
001	10255	02/15/19	LOWE'S COMPANIES	020219-8450	LOWES:JAN 2019 PURCHASES	KEYS	549001-57201	\$22.60
001	10255	02/15/19	LOWE'S COMPANIES	020219-8450	LOWES:JAN 2019 PURCHASES	LGHTBULBS;CONDUIT;U-POST	546015-57201	\$54.57
001	10256	02/15/19	METRO GATES, INC	9132	2/6 WEYMOUTH-RPLCD BELT	R&M-Gate	546034-53901	\$25.00
001	10256	02/15/19	METRO GATES, INC	9133	2/6 STRATHMOR-RPLCD DC MTR&BLT	R&M-Gate	546034-53901	\$420.00
001	10256	02/15/19	METRO GATES, INC	9140	MARCHMONT DC MOTOR/BELT	R&M-Gate	546034-53901	\$420.00
001	10257	02/15/19	PASCO COUNTY UTILITIES SERVICE	11523494	12/21/18-1/22/19 WATER/SEWER	Utility - Water & Sewer	543021-57201	\$386.53
001	10258	02/15/19	STANTEC CONSULTING SERVICES INC.	1469361	GEN ENGINEERING P/E 1.25.19	ProfServ-Engineering	531013-51501	\$1,387.50
001	10263	02/25/19	JOHN SESSA	021319	2/13/19 TROOPER SRV	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10264	02/25/19	NANCY M INTINI	021319	10/4/18-2/13/19 MILEAGE	Miscellaneous Services	549001-57201	\$208.98
001	10265	02/25/19	TWO O EIGHT SECURITY, INC	011619	01/16/19 (J.HYPES) SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10265	02/25/19	TWO O EIGHT SECURITY, INC	012519	1/25/19 (J.HYPES) SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10265	02/25/19	TWO O EIGHT SECURITY, INC	013119	1/31/19 (J.HYPES) SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10265	02/25/19	TWO O EIGHT SECURITY, INC	012219	01/22/19 (J.HYPES) SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	DD03115	02/01/19	DUKE ENERGY-ACH	010119-14391 ACH	11/28-12/27/18 ELEC ACH	45529-14391	543019-53901	\$6,945.41
001	DD03125	02/26/19	TECO PEOPLES GAS - ACH	020519-2101 ACH	12/28/18-1/29/19 GAS UTILITY	Utility - Gas	543019-57201	\$25.06
001	DD03133	02/26/19	SAM'S CLUB	020719-6821	Sam's:1/8-2/07/19 PURCHASES	NEIL DIAMOND	549046-57201	\$81.69
001	DD03133	02/26/19	SAM'S CLUB	020719-6821	Sam's:1/8-2/07/19 PURCHASES	TENNIS/BBall EQUIPMENT	546015-57201	\$158.70
001	DD03133	02/26/19	SAM'S CLUB	020719-6821	Sam's:1/8-2/07/19 PURCHASES	NEIL DIAMOND	549046-57201	\$9.88
001	DD03133	02/26/19	SAM'S CLUB	020719-6821	Sam's:1/8-2/07/19 PURCHASES	CLEANING SUPPLIES	551003-57201	\$157.07
001	DD03133	02/26/19	SAM'S CLUB	020719-6821	Sam's:1/8-2/07/19 PURCHASES	OFFICE SUPPLIES	551002-57201	\$127.90
001	DD03134	02/11/19	LOWE'S COMPANIES	010219-8450 ACH	LOWES:DEC 2018 PURCHASES	KEYS;FLRSNT ORANGE	549001-57201	\$61.17
001	DD03134	02/11/19	LOWE'S COMPANIES	010219-8450 ACH	LOWES:DEC 2018 PURCHASES	GLOVES;CABLE TIES	549001-53901	\$31.85
001	DD03134	02/11/19	LOWE'S COMPANIES	010219-8450 ACH	LOWES:DEC 2018 PURCHASES	BATTERIES;KEYS;PADLOCK	546015-57201	\$55.83
001		FEB-2019		PAYROLL	PAYROLL - FEB 2019			\$8,508.32
<b>Fund Total</b>								<b>\$756,415.08</b>

**SERIES 2016 A-1 DEBT SERVICE FUND - 204**

204	10233	02/01/19	OAKSTEAD C/O WHITNEY BANK	020119-A1	SER 2016 A-1 FY19 ASSMNTS	Due from other funds	131000	\$400,516.47
<b>Fund Total</b>								<b>\$400,516.47</b>

**SERIES 2017 A-2 DEBT SERVICES FUND - 205**

205	10233	02/01/19	OAKSTEAD C/O WHITNEY BANK	020119-A2	SER 2017 A-2 FY19 ASSMNTS	Due from other funds	131000	\$346,194.23
<b>Fund Total</b>								<b>\$346,194.23</b>

<b>Total Checks Paid</b>	<b>\$1,503,125.78</b>
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**Straley Robin Vericker**

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 \* Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Oakstead Community Development District  
 ATTN: INFRAMARK - ACCTS PAYABLE  
 210 N. UNIVERSITY DRIVE, SUITE 702  
 CORAL SPRINGS, FL 33071

January 24, 2019

Client: 001011

Matter: 000001

Invoice #: 16687

Page: 1

RE: General Matters

For Professional Services Rendered Through January 15, 2019

**SERVICES**

Date	Person	Description of Services	Hours
12/17/2018	KMS	REVISE RIPA PAVING CONTRACT TO STATE INSURANCE REQUIREMENTS.	0.2
12/18/2018	TJR	REVIEW AND ASSEMBLE PAVING CONTRACT AND EXHIBITS; PREPARE FOR AND ATTEND BOS MEETING; REVIEW AND ANALYZE TOWING REQUIREMENTS FOR REMOVAL OF VEHICLES FROM DISTRICT ROADS.	4.2
12/18/2018	KMS	PREPARE FINALIZED PAVING CONTRACT FOR BOARD OF SUPERVISORS MEETING; REVISE EXHIBIT A SPECIFICATIONS.	0.2
1/9/2019	TJR	REVIEW EMAIL CHAIN RE REMOVAL OF TREE; EXCHANGE COMMUNICATIONS WITH A. MENDENHALL RE OWNERSHIP AND REMOVAL OF TREE.	0.3
1/15/2019	TJR	EXCHANGE COMMUNICATIONS WITH A. MENDENHALL RE CDD AND LUKE BROS SETTLEMENT; TELEPHONE CALL FROM A. MENDENHALL RE MEETING; TELEPHONE CONFERENCE WITH A. MENDENHALL AND T. STEWART RE STATUS ON PAVING CONTRACT CHANGE ORDER.	0.5
Total Professional Services			5.4
			\$1,600.00

PERSON RECAP

Person		Hours	Amount
TJR	Tracy J. Robin	5.0	\$1,500.00
KMS	Kristen M. Schalter	0.4	\$100.00

Total Services	\$1,600.00
Total Disbursements	\$0.00
Total Current Charges	\$1,600.00

PAY THIS AMOUNT	\$1,600.00
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*Please Include Invoice Number on all Correspondence*

<b>Invoice Number</b>	1469361
<b>Invoice Date</b>	February 5, 2019
<b>Purchase Order</b>	215600243
<b>Customer Number</b>	83340
<b>Project Number</b>	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

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**Project Oakstead CDD General Consultation**

Project Manager	Stewart, Tonja L	For Period Ending	<b>January 25, 2019</b>
Current Invoice Total (USD)	1,387.50		

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Follow up regarding roadway milling and resurfacing; contract; prepare for and attend January workshop

**Top Task 219 2019 FY General Consulting**
**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Nurse, Vanessa M	0.25	110.00	27.50
	Stewart, Tonja L	8.00	170.00	1,360.00
	<b>Subtotal Professional Services</b>	<u>8.25</u>		<u>1,387.50</u>
Top Task Subtotal	2019 FY General Consulting			1,387.50
	<b>Total Fees &amp; Disbursements</b>			<u>1,387.50</u>
	<b>INVOICE TOTAL (USD)</b>			<b>1,387.50</b>

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**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.