

**Oakstead
Community Development District**

October 15, 2019

Agenda Package

Oakstead Community Development District

Inframark • Infrastructure Management Services

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October 8, 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, October 15, 2019 at 6:30 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. Organizational Matters
 - A. Designation of Officers – Resolution 2020-01
4. Consent Agenda:
 - A. Approval of the Minutes of the September 17, 2019 Regular Meeting
 - B. Approval of the Financial Statements for September 2019
5. Attorney's Report
6. Engineer's Report
7. Manager's Report
 - A. Audit Engagement Renewal Letter with Grau & Associates for the FY2019 Audit
 - B. Motion Assigning Fund Balance as of 9/30/19
 - C. Resolution 2020-02 Amending the FY 2019 General Fund Budget
8. Staff Reports
 - A. Site Manager
 - B. Newsletter Committee
9. Supervisors' Reports, Requests and Comments
10. Audience Comments
11. 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.

RESOLUTION 2020-01

**A RESOLUTION DESIGNATING OFFICERS OF OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of Oakstead Community Development District at a regular business meeting following the appointment of a new Supervisor desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF OAKSTEAD COMMUNITY
DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Andrew P. Mendenhall</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Alan Baldwin</u>	Assistant Treasurer
_____	Assistant Secretary(s)

PASSED AND ADOPTED THIS, 15TH DAY OF OCTOBER 2019.

Chairman

Secretary

Fourth Order of Business

4A.

MINUTES OF MEETING **OAKSTEAD** **COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on September 17, 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
Gary Goldstein	Assistant Secretary
Jack Cathcart	Supervisor

Also present were:

Andy Mendenhall	District Manager
Tracy Robin	District Counsel
Nancy Intini	Site Manager
David Wenck	Inframark, Field Manager

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

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

The pledge of allegiance was recited.

Mr. Cathcart being a citizen of the United States and a registered voter of Pasco County, Florida was administered the Oath of Office by Mr. Mendenhall.

THIRD ORDER OF BUSINESS **Consent Agenda**

A. Approval of the Minutes of the August 20, 2019 Regular Meeting

B. Approval of the Financial Statements for August 2019

On MOTION by Ms. Feldman seconded by Mr. Goldstein with all in favor the consent agenda was approved as presented.
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FOURTH ORDER OF BUSINESS **Attorney's Report**

Mr. Robin discussed the request received from residents, Mr. and Mrs. Velez, regarding using a piece of District property that is located behind their home.

Mr. Robin suggested that this discussion continue at another time and no action should be taken today.

Mr. Robin indicated he will look into the statutes regarding this sidewalk maintenance/tree policy.

The record will reflect Mr. Robin left the meeting.

Mr. Krauer paused the regular meeting and noted that Mr. Paradiso, who resigned from the Board last month, was in attendance at today's meeting and he thanked him for all of his efforts concerning the CDD. An appreciation award was presented to Mr. Paradiso from the Board and the community.

FIFTH ORDER OF BUSINESS

Engineer's Report

None.

SIXTH ORDER OF BUSINESS

Manager's Report

None.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Site Manager

Ms. Intini reported:

- Three roof bids were received and forwarded to the Board; Signature Roofing, Bayside and Magnum. The Signature bid was \$17,875 for everything.

Mr. Cascio MOVED seconded by Ms. Feldman to accept the proposal from Signature Roofing for the clubhouse roof in the amount of \$17,875.

On VOICE Vote with all in favor the proposal from Signature Roofing for the clubhouse roof in the amount of \$17,875 was accepted contingent upon District Counsel review.

- Quote from Avit's for replacing shades in the amount of \$8,069.75

On MOTION by Ms. Feldman seconded by Mr. Goldstein with all in favor the proposal from Avit's for replacement shades in the amount of \$8,069.75 was accepted.

- Mr. Goldstein requested to get a quote on four more shade structures = \$10,583.
- Sidewalk grindings – Tim gave a quote for sidewalks, \$40 per slab and more quotes will be obtained.
- Decorating Elves gave a quote for \$6,626. Additional quotes will be obtained.

Mr. Krauer asked to have a workshop agenda item on the next workshop agenda on gate motors and gate cameras.

Mr. Cascio MOVED seconded by Ms. Feldman a 3% salary adjustment for Ms. Intini and also provide a 3% of the total of the staff compensation to be distributed at Ms. Intini's discretion was approved.

On VOICE Vote with all in favor the above motion was approved.

B. Newsletter Committee

Mr. Goldstein noted he needs access to the District's website.

EIGHTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Cascio asked Mr. Krauer to speak to someone at the County to speak to the developer to present the concept of repaving the section of roadway that is adjacent to their parcels.

Mr. Dennis Preeve reported there is a tree near the vacant lot that needs to come down. He also asked about estoppel letters for anyone selling their house.

NINTH ORDER OF BUSINESS

Audience Comments

An audience member asked about the timing on the townhomes up there.

Mr. Krauer responded they purchased the land and said they will be starting the infrastructure within the month.

An audience member asked why the District can't take care of removing the trees that are damaging the roads.

Mr. Krauer responded right now we don't have the funds for that.

Mr. Casio added the County has already told Mr. Krauer those trees are not District property and the District may not get a permit to remove them.

Mrs. Heather Velez addressed the Board regarding the fence request discussed earlier in the meeting.

TENTH ORDER OF BUSINESS

Adjournment

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

Chairman/Secretary

4B

**Oakstead
Community Development District**

Financial Report

September 30, 2019



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OAKSTEAD
Community Development District

Financial Statements

(Unaudited)

September 30, 2019

Balance Sheet
September 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 243,602	\$ -	\$ -	\$ 243,602
Cash On Hand/Petty Cash	250	-	-	250
Accounts Receivable	423	-	-	423
Investments:				
Money Market Account	1,109,513	-	-	1,109,513
Interest Account A	-	5	-	5
Interest Fund (A-2)	-	-	4	4
Reserve Fund (A-2)	-	-	115,760	115,760
Reserve Fund A	-	132,786	-	132,786
Revenue Fund (A-2)	-	-	81,566	81,566
Revenue Fund A	-	95,358	-	95,358
Sinking Fund (A-2)	-	-	763	763
Sinking Fund A	-	22	-	22
Prepaid Items	740	-	-	740
Deposits	839	-	-	839
TOTAL ASSETS	\$ 1,355,367	\$ 228,171	\$ 198,093	\$ 1,781,631
<u>LIABILITIES</u>				
Accounts Payable	\$ 10,207	\$ -	\$ -	\$ 10,207
Accrued Expenses	8,185	-	-	8,185
Accrued Wages Payable	4,473	-	-	4,473
Sales Tax Payable	48	-	-	48
FICA	342	-	-	342
TOTAL LIABILITIES	23,255	-	-	23,255

Balance Sheet
September 30, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	740	-	-	740
Deposits	839	-	-	839
Restricted for:				
Debt Service	-	228,171	198,093	426,264
Assigned to:				
Operating Reserves	212,255	-	-	212,255
Reserves - Asset Replacement	211,086	-	-	211,086
Reserves - Clubhouse	25,789	-	-	25,789
Reserves - Gate	21,600	-	-	21,600
Reserves - Landscape	30,000	-	-	30,000
Reserves - Ponds	81,785	-	-	81,785
Reserves - Tree Removal & Replacement	23,074	-	-	23,074
Reserves - Roadways	140,925	-	-	140,925
Reserves - Sidewalks	50,945	-	-	50,945
Reserve - Wall	84,725	-	-	84,725
Unassigned:	448,349	-	-	448,349
TOTAL FUND BALANCES	\$ 1,332,112	\$ 228,171	\$ 198,093	\$ 1,758,376
TOTAL LIABILITIES & FUND BALANCES	\$ 1,355,367	\$ 228,171	\$ 198,093	\$ 1,781,631

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-19 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 9,000	\$ 25,336	281.51%	\$ 1,377
Room Rentals	3,000	5,260	175.33%	403
Special Events	1,000	1,713	171.30%	-
Other Charges For Services	2,500	1,411	56.44%	157
Special Assmnts- Tax Collector	1,054,718	1,054,716	100.00%	-
Special Assmnts- Discounts	(42,189)	(39,671)	94.03%	-
Other Miscellaneous Revenues	-	6,812	0.00%	-
Gate Bar Code/Remotes	2,000	3,407	170.35%	303
TOTAL REVENUES	1,030,029	1,058,984	102.81%	2,240

EXPENDITURES**Administration**

P/R-Board of Supervisors	19,200	17,400	90.63%	1,000
FICA Taxes	1,469	1,331	90.61%	77
ProfServ-Arbitrage Rebate	1,200	1,200	100.00%	-
ProfServ-Engineering	7,000	6,646	94.94%	-
ProfServ-Legal Services	14,000	15,609	111.49%	355
ProfServ-Mgmt Consulting Serv	54,912	54,912	100.00%	4,576
ProfServ-Property Appraiser	150	150	100.00%	-
ProfServ-Special Assessment	12,000	12,000	100.00%	-
ProfServ-Trustee Fees	5,000	5,000	100.00%	-
ProfServ-Web Site Development	1,000	999	99.90%	80
Auditing Services	6,500	6,700	103.08%	-
Postage and Freight	1,500	1,041	69.40%	68
Insurance - General Liability	3,875	3,120	80.52%	260
Printing and Binding	800	932	116.50%	86
Legal Advertising	1,900	2,239	117.84%	-
Misc-Bank Charges	1,500	1,176	78.40%	113
Misc-Assessmnt Collection Cost	21,094	20,486	97.12%	-
Office Supplies	50	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	153,325	151,116	98.56%	6,615

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-19 ACTUAL
Field				
Contracts-Landscape	189,090	189,090	100.00%	15,758
Contracts-Landscape Consultant	19,440	19,940	102.57%	1,620
Contracts-Mulch	7,800	23,213	297.60%	-
Contracts-Lakes	26,630	26,628	99.99%	2,219
Contracts-Florida Hwy Patrol	20,000	22,400	112.00%	1,910
Contracts-Annuals	12,500	12,790	102.32%	-
Contracts-Gates	4,500	4,500	100.00%	-
Communication-Gate Phones	9,720	9,720	100.00%	810
Electricity - Streetlighting	76,321	78,335	102.64%	5,167
Utility - Reclaimed Water	20,000	15,562	77.81%	1,361
Insurance - Property	15,586	14,172	90.93%	1,181
R&M-Gate	30,000	27,079	90.26%	1,420
R&M-Irrigation	13,113	28,714	218.97%	1,764
R&M-Sidewalks	2,500	1,250	50.00%	-
R&M-Trees and Trimming	2,500	13,896	555.84%	-
Miscellaneous Services	9,000	7,588	84.31%	47
Misc-Decorative Lighting	10,000	8,080	80.80%	-
Misc-Property Taxes	1,900	3,151	165.84%	-
Storage Facility	-	7,225	0.00%	-
Reserve - Ponds	16,011	-	0.00%	-
Reserve - Roadways	115,000	640,890	557.30%	-
Reserve-Tree Rem./Replacem.	-	2,025	0.00%	-
Reserves - Wall	50,000	15,275	30.55%	-
Total Field	651,611	1,171,523	179.79%	33,257
Parks and Recreation - General				
Payroll-Salaries	57,075	59,353	103.99%	6,442
Payroll-Hourly	62,930	62,337	99.06%	7,127
FICA Taxes	9,180	9,309	101.41%	1,038
Workers' Compensation	3,000	2,000	66.67%	-
Unemployment Compensation	350	-	0.00%	-
Contracts-Security Services	2,038	1,948	95.58%	95
Contracts-Pools	16,200	15,525	95.83%	1,350
Contracts-Pest Control	2,955	3,060	103.55%	255
Communication - Telephone	3,000	3,032	101.07%	268
Utility - Gas	310	314	101.29%	25
Utility - Refuse Removal	1,000	997	99.70%	83
Utility - Water & Sewer	5,500	8,307	151.04%	387

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-19 ACTUAL
R&M-Clubhouse	20,000	27,876	139.38%	606
R&M-Pools	11,870	9,467	79.76%	231
Miscellaneous Services	3,800	1,959	51.55%	108
Misc-Public Relations	7,885	7,268	92.18%	102
Solid Waste Disposal Assessm.	1,300	1,222	94.00%	-
Office Supplies	2,500	410	16.40%	58
Cleaning Supplies	4,200	1,550	36.90%	141
Op Supplies - Clubhouse	3,000	2,831	94.37%	81
Op Supplies - Pool Chemicals	7,000	11,981	171.16%	2,581
Impr - Pool	-	64,774	0.00%	-
Cap Outlay - Pool Filter	-	8,666	0.00%	8,666
Total Parks and Recreation - General	225,093	304,186	135.14%	29,644
TOTAL EXPENDITURES	1,030,029	1,626,825	157.94%	69,516
Excess (deficiency) of revenues				
Over (under) expenditures	-	(567,841)	0.00%	(67,276)
Net change in fund balance	\$ -	\$ (567,841)	0.00%	\$ (67,276)
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,899,953	1,899,953		
FUND BALANCE, ENDING	\$ 1,899,953	\$ 1,332,112		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 6,176	0.00%	\$ 390
Special Assmnts- Tax Collector	451,062	451,061	100.00%	-
Special Assmnts- Discounts	(18,042)	(16,966)	94.04%	-
TOTAL REVENUES	433,020	440,271	101.67%	390
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	9,021	8,761	97.12%	-
Total Administration	9,021	8,761	97.12%	-
Debt Service				
Principal Debt Retirement A-1	280,000	280,000	100.00%	-
Interest Expense Series A-1	145,943	145,943	100.00%	-
Total Debt Service	425,943	425,943	100.00%	-
TOTAL EXPENDITURES	434,964	434,704	99.94%	-
Excess (deficiency) of revenues Over (under) expenditures	(1,944)	5,567	0.00%	390
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	4	0.00%	4
Contribution to (Use of) Fund Balance	(1,944)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(1,944)	4	0.00%	4
Net change in fund balance	\$ (1,944)	\$ 5,571		\$ 394
FUND BALANCE, BEGINNING (OCT 1, 2018)	222,600	222,600		
FUND BALANCE, ENDING	\$ 220,656	\$ 228,171		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 5,308	0.00%	\$ 337
Special Assmnts- Tax Collector	389,884	389,883	100.00%	-
Special Assmnts- Discounts	(15,595)	(14,665)	94.04%	-
TOTAL REVENUES	374,289	380,526	101.67%	337
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	7,798	7,573	97.11%	-
Total Administration	7,798	7,573	97.11%	-
Debt Service				
Principal Debt Retirement A-2	235,000	235,000	100.00%	-
Interest Expense Series A-2	133,590	133,590	100.00%	-
Total Debt Service	368,590	368,590	100.00%	-
TOTAL EXPENDITURES	376,388	376,163	99.94%	-
Excess (deficiency) of revenues Over (under) expenditures	(2,099)	4,363	0.00%	337
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	747	0.00%	747
Contribution to (Use of) Fund Balance	(2,099)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(2,099)	747	0.00%	747
Net change in fund balance	\$ (2,099)	\$ 5,110		\$ 1,084
FUND BALANCE, BEGINNING (OCT 1, 2018)	192,983	192,983		
FUND BALANCE, ENDING	\$ 190,884	\$ 198,093		

OAKSTEAD
Community Development District

Supporting Schedules

September 30, 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
03/09/19	15,035	155	307	15,497	8,622	3,687	3,187
04/10/19	38,737	-	791	39,528	21,993	9,405	8,130
05/08/19	1,963	(46)	40	1,957	1,089	466	402
06/11/19	6,389	(190)	130	6,330	3,522	1,506	1,302
06/13/19 *	13,773	(419)	621	13,974	7,775	3,325	2,874
TOTAL	\$ 1,787,539	\$ 71,301	\$ 36,820	\$ 1,895,660	\$ 1,054,716	\$ 451,061	\$ 389,883
% Collected				100%	100%	100%	100%
TOTAL O/S				\$ 0	\$ 0	\$ 0	\$ 0

* Tax Certificate Sale

OAKSTEAD

Community Development District

Assigned Reserves Report September-19

		Current Balance	Goal
GL #283010	Operating Reserves	\$212,255	n/a
GL #283070	Reserves - Asset Replacement	\$211,086	\$0
GL #283185	Reserves - Clubhouse	\$25,789	\$90,000
GL #283700	Reserves-Gates (formerly Recreation Facility)	\$21,600	\$10,000
GL #283515	Reserves-Landscape	\$30,000	\$30,000
GL #283685	Reserves - Ponds	\$81,785	\$90,000
GL #283719	Reserves-Tree Removal & Replacement	\$23,074	\$25,000
GL #283760	Reserves-Roadways**	\$140,925	\$2,030,000
	** Series A-1 & A-2 Construction Funds used for project		
GL #283790	Reserves-Sidewalks	\$50,945	\$25,000
GL #283880	Reserves-Wall	\$84,725	\$50,000
Total Assigned Reserves		\$882,184	\$2,350,000

Cash and Investment Report
September 30, 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	1.76%	\$4,645
Checking Account - Main Op	Hancock Bank	checking account	n/a	0.00%	238,957
			subtotal		<u>243,602</u>
Petty Cash	n/a	n/a	n/a	0.00%	250
Public Funds MMA	Bank United	Money Market Acct #0682	n/a	1.50%	1,109,513
			Subtotal-GF		<u>\$1,353,365</u>

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	1.86%	\$ 5
Ser 2016 A-1 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	1.83%	132,786
Ser 2016 A-1 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.83%	95,358
Ser 2016 A-1 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.83%	22
			Subtotal-DS 204		<u>\$ 228,171</u>
Ser 2017 A-2 Interest Acct	Hancock Bank	Federated Oblig Fund	n/a	1.80%	\$ 4
Ser 2017 A-2 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	1.83%	115,760
Ser 2017 A-2 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.83%	81,566
Ser 2017 A-2 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.83%	763
			Subtotal-DS 205		<u>\$198,093</u>
			Total All Funds		<u><u>\$1,779,629</u></u>

Oakstead CDD

Bank Reconciliation

Bank Account No. 5221 SunTrust Bank N.A.
Statement No. 09-19
Statement Date 9/30/2019

G/L Balance (LCY)	4,644.97	Statement Balance	4,644.97
G/L Balance	4,644.97	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	4,644.97
Subtotal	4,644.97	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	4,644.97	Ending Balance	4,644.97
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. 09-2019
Statement Date 9/30/2019

G/L Balance (LCY)	238,957.49	Statement Balance	246,654.75
G/L Balance	238,957.49	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	246,654.75
Subtotal	238,957.49	Outstanding Checks	7,697.26
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	238,957.49	Ending Balance	238,957.49
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
6/13/2019	Payment	DD03223	Payment of Invoice 012736	177.40	0.00	177.40
9/4/2019	Payment	10571	DAVID ROBBINS	500.00	0.00	500.00
9/18/2019	Payment	10594	JACK N. SIMPSON	373.51	0.00	373.51
9/24/2019	Payment	10600	INFRAMARK, LLC	4,689.60	0.00	4,689.60
9/26/2019	Payment	10603	AT&T MOBILITY	93.19	0.00	93.19
9/26/2019	Payment	10604	BRIGHTVIEW LANDSCAPE SVC	1,763.78	0.00	1,763.78
9/26/2019	Payment	10605	FEDEX	19.93	0.00	19.93
9/26/2019	Payment	10606	GULF COAST WATER CONDITIONING, INC	79.85	0.00	79.85
Total Outstanding Checks.....				7,697.26		7,697.26

OAKSTEAD

Community Development District

Payment Register by Fund
For the Period from 9/1/19 to 9/30/19
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	10569	09/04/19	AMERICAN ECOSYSTEMS, INC.	1909262	SEPT 2019 WATER MNGMT	Contracts-Lakes	534084-53901	\$2,219.00
001	10570	09/04/19	BRIGHTVIEW LANDSCAPE SVC	6465104	SEPT LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$15,757.50
001	10570	09/04/19	BRIGHTVIEW LANDSCAPE SVC	6485128	AUG INSPECT & IRR REPAIRS	R&M-Irrigation	546041-53901	\$713.11
001	10570	09/04/19	BRIGHTVIEW LANDSCAPE SVC	6490646	Rpr Lake Patience Mainline Leak	R&M-Irrigation	546041-53901	\$427.50
001	10570	09/04/19	BRIGHTVIEW LANDSCAPE SVC	6490602	WEYMOUTH CLOCK VALVE RPLC	R&M-Irrigation	546041-53901	\$604.65
001	10571	09/04/19	DAVID ROBBINS	041419	New Year's Eve Entertainment	Mirror of Johnny Mathis	155000	\$500.00
001	10572	09/04/19	FEDEX	6-719-28554	8/19/19 FedEx	Postage and Freight	541006-51301	\$19.78
001	10573	09/04/19	JOHN SESSA	082819	8/28 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10574	09/04/19	METRO GATES, INC	9797	JULY 2019 GATE PHONES	Communication-Gate Phones	541008-53901	\$810.00
001	10575	09/04/19	OLM	35148	8/22/19 LANDSCAPE INSPECTION	Contracts-Landscape Consultant	534062-53901	\$1,620.00
001	10576	09/04/19	TWO O EIGHT SECURITY, INC	080919	8/9 SECURITY (JACK HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10576	09/04/19	TWO O EIGHT SECURITY, INC	081519	8/15 SECURITY(JACK HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10576	09/04/19	TWO O EIGHT SECURITY, INC	082119	8/21 SECURITY (JACK HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10576	09/04/19	TWO O EIGHT SECURITY, INC	082719	8/27 SECURITY(JACK HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10576	09/04/19	TWO O EIGHT SECURITY, INC	082819	8/28 SECURITY(JACK HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10580	09/09/19	JAMES E. LAROSE JR.	081719	8/17 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10580	09/09/19	JAMES E. LAROSE JR.	081119	08/11 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10580	09/09/19	JAMES E. LAROSE JR.	080519	8/5/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10581	09/09/19	JOHN SESSA	090119-ADMIN	9/1 ADMINISTRATION FEE	Contracts-Florida Hwy Patrol	534101-53901	\$150.00
001	10582	09/09/19	MR GERALD D LYNN, PACA TREASURER	090419	10/2/19-10/1/20 PACA membership	Prepaid Items	155000	\$50.00
001	10583	09/09/19	STRALEY ROBIN VERICKER	17432	7/17-8/15/19 LEGAL SVCS	ProfServ-Legal Services	531023-51401	\$630.30
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	1.RACETRAC-GAS	549001-53901	\$24.60
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	6.PCLAND	546015-57201	\$250.00
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	4.RACETRAC	549001-53901	\$22.23
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	9.KIRKLANDS	549001-57201	\$102.22
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	7.DUNKIN	549046-57201	\$20.58
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	3.WALMART	551002-57201	\$23.73
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	2.WALMART	551002-57201	\$6.84
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	8.MARSHALLS	549046-57201	\$21.29
001	10584	09/09/19	SUNTRUST BANK-8900	082619-8900	Suntrust 7/26-8/26/19 Purchases	5.HARBOR FREIGHT TOOLS	549001-57201	\$6.21
001	10585	09/09/19	TRIANGLE POOL SERVICE	3229	SEPT 2019 POOL CLEANING	Contracts-Pool	534078-57201	\$1,350.00
001	10585	09/09/19	TRIANGLE POOL SERVICE	4128	8/23/19 POOL CHEMICALS	Op Supplies-Pool Chemicals	552009-57201	\$392.15
001	10586	09/09/19	VENTURESIN.COM, INC	44811	SEPT 2019 COMMUNITY XS APP	ProfServ-Web Site Development	531047-51301	\$80.00
001	10587	09/09/19	WASTE CONNECTIONS OF FLORIDA	4258213	9/1-9/30/19 WASTE REMOVAL	Utility - Refuse Removal	543020-57201	\$83.10
001	10588	09/12/19	FRONTIER	090119-6591	9/1-9/30/19 8139496591	Communication - Telephone	541003-57201	\$174.39

OAKSTEAD
Community Development District

Payment Register by Fund
For the Period from 9/1/19 to 9/30/19
(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	10589	09/12/19	JOHN SESSA	090619	9/6 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10589	09/12/19	JOHN SESSA	091019	09/10 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10590	09/12/19	METRO GATES, INC	9824	8/27 Tanglewylde-battery backup rpcl	R&M-Gate	546034-53901	\$705.00
001	10591	09/12/19	TRIANGLE POOL SERVICE	81216	NEW CHLORKING CHLOR/salt cell	R&M-Pools	546074-57201	\$8,666.00
001	10595	09/17/19	CLEAN SWEEP SUPPLY CO., INC.	00205684	Multi-fold Twls;Gloves:Liners	Cleaning Supplies	551003-57201	\$140.90
001	10596	09/17/19	GULF COAST WATER CONDITIONING, INC	57686T1	9/1-9/30/19 COOLER SRVC	Op Supplies - Clubhouse	552003-57201	\$1.00
001	10597	09/17/19	PHOENIX SERVICE SYSTEMS, INC	090319	SEPT 2019 PEST/RODENT CONTROL	Contracts-Pest Control	534125-57201	\$255.00
001	10598	09/19/19	JOHN SESSA	091619	9/16 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10599	09/19/19	TRIANGLE POOL SERVICE	81408	MURIATIC ACID	Op Supplies-Pool Chemicals	552009-57201	\$379.20
001	10600	09/24/19	INFRAMARK, LLC	44595	SEPT 2019 MNGT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,576.00
001	10600	09/24/19	INFRAMARK, LLC	44595	SEPT 2019 MNGT FEES	Printing and Binding	547001-51301	\$85.60
001	10600	09/24/19	INFRAMARK, LLC	44595	SEPT 2019 MNGT FEES	Postage and Freight	541006-51301	\$28.00
001	10601	09/24/19	PASCO COUNTY UTILITIES SERVICE - ACH	082819-0565	6/28/19-7/29/19 UTILITY SRVCS	Utility - Reclaimed Water	543028-53901	\$387.47
001	10602	09/24/19	PASCO COUNTY UTILITIES SERVICE - ACH	072619-0565	05/31/19-06/28/19 SRVC	Utility - Water & Sewer	543021-57201	\$26.65
001	10603	09/26/19	AT&T MOBILITY	87276359970X09172019	09/10-10/09/19 813-944-0120	Communication - Telephone	541003-57201	\$93.19
001	10604	09/26/19	BRIGHTVIEW LANDSCAPE SVC	6508552	SEPT INSPECT;IRRIG RPRS	R&M-Irrigation	546041-53901	\$1,763.78
001	10605	09/26/19	FEDEX	6-627-36361	7/22/19 FEDEX	Postage and Freight	541006-51301	\$19.93
001	10606	09/26/19	GULF COAST WATER CONDITIONING, INC	58298	BOTTLED WATER & CUPS	Op Supplies - Clubhouse	552003-57201	\$79.85
001	10607	09/26/19	TRIANGLE POOL SERVICE	299	POOL CHEMICALS	Op Supplies-Pool Chemicals	552009-57201	\$574.45
001	10607	09/26/19	TRIANGLE POOL SERVICE	628.	POOL CHEMICALS	Op Supplies-Pool Chemicals	552009-57201	\$516.05
001	10607	09/26/19	TRIANGLE POOL SERVICE	80341	RPR POOL ACID STENNER FEEDER	R&M-Pools	546074-57201	\$230.85
001	DD03296	09/03/19	DUKE ENERGY-ACH	081219-14391 ACH	6/11-8/7/19 ELECTRIC UTILITY	45529-14391	543013-53901	\$5,667.18
001	DD03299	09/16/19	PASCO COUNTY UTILITIES SERVICE - ACH	12364474 ACH	6/28-7/29/19 RECLAIMED WATER	Utility - Reclaimed Water	543028-53901	\$224.25
001	DD03308	09/10/19	LOWE'S COMPANIES	090219-8450 ACH	LOWES: AUG 2019 PURCHASES	R&M-Clubhouse	546015-57201	\$316.79
001	DD03309	09/16/19	SAM'S CLUB - ACH	090719-6821 ACH		Cleaning Supplies	551003-53901	\$87.01
001	DD03310	09/16/19	SPECTRUM - ACH	083119-7101 ACH	8/30-9/29/19 Internet 0034601171-01	R&M-Clubhouse	546015-57201	\$39.00
001	DD03316	09/16/19	PASCO COUNTY UTILITIES SERVICE - ACH	082819 ACH	6/28-7/29/19 RECLAIMED WATER	Utility - Reclaimed Water	543028-53901	\$1,110.20
001		SEPT '19		PAYROLL	SEPT '19 Payroll Posting			\$8,478.89
Fund Total								\$62,431.42

Total Checks Paid	\$62,431.42
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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

August 29, 2019

Client: 001011

Matter: 000001

Invoice #: 17432

Page: 1

RE: General Matters

For Professional Services Rendered Through August 15, 2019

SERVICES

Date	Person	Description of Services	Hours	
7/17/2019	TJR	REVIEW COMMUNICATION FROM A. MENDENHALL RE EFFECT OF RECENT TREE LEGISLATION; REVIEW LEGISLATION AND ADVISE RE IMPACT ON DISTRICT.	0.5	
7/18/2019	TJR	TELEPHONE CONFERENCE WITH A. MENDENHALL RE 19909 ELLENDALE DRIVE AND PROPOSED FENCE ENCROACHMENT; REVIEW PROPERTY APPRAISER'S MAPS.	0.4	
7/19/2019	TJR	CONTACT A. MENDENHALL RE REQUEST FROM J. CASIO FOR SIMPLIFIED AGREEMENT WITH RESIDENT TO REDUCE COSTS, AND ISSUES ON IMPROPER USE OF A CONSERVATION AREA OR PART OF THE WILDLIFE CORRIDOR.	0.3	
7/29/2019	TJR	REVIEW NOTICE LETTERS FOR INSURANCE COVERAGE AND PRESERVATION OF RECORDS FROM ATTORNEY FOR J. MANDERVILLE ON SLIP AND FALL CASE; CONTACT A. MENDENHALL; CONTACT J. BRAMONTE.	0.3	
7/30/2019	TJR	TELEPHONE CALL FROM T. STEWART HOLDBACK OF CONSTRUCTION FINDS AND SLIP AND FALL CLAIM.	0.2	
8/8/2019	TJR	REVIEW AND RESPOND TO COMMUNICATION FROM N. INTINI RE DEVELOPMENT OF GENERIC LETTER PERMITTING RESIDENT USE OF DISTRICT PROPERTY; TELEPHONE CALL FROM A. MENDENHALL RE POTENTIAL VACANCY ON THE BOARD AND ADMINISTRATIVE ISSUES.	0.4	
Total Professional Services			2.1	\$630.00

PERSON RECAP

Person	Hours	Amount
TJR Tracy J. Robin	2.1	\$630.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
8/15/2019	Photocopies (2 @ \$0.15)	\$0.30

Total Disbursements	\$0.30
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Total Services	\$630.00
Total Disbursements	\$0.30
Total Current Charges	\$630.30

PAY THIS AMOUNT	\$630.30
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Please Include Invoice Number on all Correspondence

Seventh Order of Business

7A



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
 Boca Raton, Florida 33431
 (561) 994-9299 • (800) 299-4728
 Fax (561) 994-5823
 www.graucpa.com

September 13, 2019

To Board of Supervisors
 Oakstead Community Development District
 210 N. University Drive, Suite 702
 Coral Springs, FL 33071

We are pleased to confirm our understanding of the services we are to provide Oakstead Community Development District, Pasco County, Florida ("the District") for the fiscal year ended September 30, 2019. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Oakstead Community Development District as of and for the fiscal year ended September 30, 2019. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2019 audit.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$6,700 for the September 30, 2019 audit. The fee for each annual renewal will be agreed upon separately.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement is automatically renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Oakstead Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



(Antonio J. Grau)

RESPONSE:

This letter correctly sets forth the understanding of Oakstead Community Development District.

By: _____

Title: _____

Date: _____



PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Anita Ford, Chair
AICPA Peer Review Board
2016

7B

OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

Motion: Assigning Fund Balance as of 9/30/19

The Board hereby assigns the FY2019 Reserves per the September 30, 2019 Balance Sheet as follows:

Operating Reserve	\$212,255
Reserves - Asset Replacement	\$211,086
Reserves - Clubhouse	\$ 25,789
Reserves - Gate	\$ 21,600
Reserves - Landscape	\$ 30,000
Reserves - Ponds	\$ 81,785 (1)
Reserves - Tree Removal and Replacement	\$ 23,074
Reserves - Roadways	\$140,925 (2)
Reserves - Sidewalks	\$ 50,945
Reserves – Wall	\$ 84,725 (3)

Increased as follows:

- (1) FY19 Budget \$ 16,011
- (2) FY19 Budget \$115,000
- (3) FY19 Budget \$ 50,000

7C.

OAKSTEAD
Community Development District
210 N. University Drive, Suite 702
Coral Springs, Florida 33071
(954) 753-5841

RESOLUTION 2020-02

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of the Oakstead Community Development District, hereinafter referred to as "District", adopted a General Fund Budget for fiscal year 2019 and

WHEREAS, the Board desires to reallocate funds budgeted to reappropriate Expenses approved during the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT TO THE FOLLOWING:

1. The General Fund Budget is hereby amended in accordance with Exhibit "A" attached.
2. This resolution shall become effective this 15th day of October, 2019 and be reflected in the monthly and fiscal Year End 9/30/19 Financial Statements and Audit Report of the District

Oakstead
Community Development District

By: _____

Attest:

Chairman

By: _____

Secretary

Proposed Budget Amendment
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES					
Interest - Investments	\$ 9,000	\$ -	\$ 9,000	\$ 25,336	\$ 16,336
Room Rentals	3,000	-	3,000	5,260	2,260
Special Events	1,000	-	1,000	1,713	713
Other Charges For Services	2,500	-	2,500	1,411	(1,089)
Special Assmnts- Tax Collector	1,054,718	-	1,054,718	1,054,716	(2)
Special Assmnts- Discounts	(42,189)	-	(42,189)	(39,671)	2,518
Other Miscellaneous Revenues	-	-	-	6,812	6,812
Gate Bar Code/Remotes	2,000	-	2,000	3,407	1,407
TOTAL REVENUES	1,030,029	-	1,030,029	1,058,984	28,955
EXPENDITURES					
Administration					
P/R-Board of Supervisors	19,200	-	19,200	17,400	1,800
FICA Taxes	1,469	-	1,469	1,331	138
ProfServ-Arbitrage Rebate	1,200	-	1,200	1,200	-
ProfServ-Engineering	7,000	-	7,000	6,646	354
ProfServ-Legal Services	14,000	-	14,000	15,609	(1,609)
ProfServ-Mgmt Consulting Serv	54,912	-	54,912	54,912	-
ProfServ-Property Appraiser	150	-	150	150	-
ProfServ-Special Assessment	12,000	-	12,000	12,000	-
ProfServ-Trustee Fees	5,000	-	5,000	5,000	-
ProfServ-Web Site Development	1,000	-	1,000	999	1
Auditing Services	6,500	-	6,500	6,700	(200)
Postage and Freight	1,500	-	1,500	1,041	459
Insurance - General Liability	3,875	-	3,875	3,120	755
Printing and Binding	800	-	800	932	(132)
Legal Advertising	1,900	-	1,900	2,239	(339)
Misc-Bank Charges	1,500	-	1,500	1,176	324
Misc-Assessmnt Collection Cost	21,094	-	21,094	20,486	608
Office Supplies	50	-	50	-	50
Annual District Filing Fee	175	-	175	175	-
Total Administration	153,325	-	153,325	151,116	2,209
Field					
Contracts-Landscape	189,090	-	189,090	189,090	-
Contracts-Landscape Consultant	19,440	-	19,440	19,940	(500)
Contracts-Mulch	7,800	16,000	23,800	23,213	587
Contracts-Lakes	26,630	-	26,630	26,628	2
Contracts-Florida Hwy Patrol	20,000	-	20,000	22,400	(2,400)
Contracts-Annuaals	12,500	-	12,500	12,790	(290)
Contracts-Gates	4,500	-	4,500	4,500	-
Communication-Gate Phones	9,720	-	9,720	9,720	-
Electricity - Streetlighting	76,321	-	76,321	78,335	(2,014)
Utility - Reclaimed Water	20,000	-	20,000	15,562	4,438
Insurance - Property	15,586	-	15,586	14,172	1,414

Proposed Budget Amendment
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
R&M-Gate	30,000	-	30,000	27,079	2,921
R&M-Irrigation	13,113	16,000	29,113	28,714	399
R&M-Sidewalks	2,500	-	2,500	1,250	1,250
R&M-Trees and Trimming	2,500	-	2,500	13,896	(11,396)
Miscellaneous Services	9,000	-	9,000	7,588	1,412
Misc-Decorative Lighting	10,000	-	10,000	8,080	1,920
Misc-Property Taxes	1,900	-	1,900	3,151	(1,251)
Storage Facility	-	-	-	7,225	(7,225)
Cap Outlay-Roads	-	641,000	641,000	-	641,000
Reserve - Ponds	16,011	-	16,011	-	16,011
Reserve - Roadways	115,000	-	115,000	640,890	(525,890)
Reserve-Tree Rem./Replacem.	-	-	-	2,025	(2,025)
Reserves - Wall	50,000	-	50,000	15,275	34,725
Total Field	651,611	673,000	1,324,611	1,171,523	153,088
<u>Parks and Recreation - General</u>					
Payroll-Salaries	57,075	-	57,075	59,353	(2,278)
Payroll-Hourly	62,930	-	62,930	62,337	593
FICA Taxes	9,180	-	9,180	9,309	(129)
Workers' Compensation	3,000	-	3,000	2,000	1,000
Unemployment Compensation	350	-	350	-	350
Contracts-Security Services	2,038	-	2,038	1,948	90
Contracts-Pools	16,200	-	16,200	15,525	675
Contracts-Pest Control	2,955	-	2,955	3,060	(105)
Communication - Telephone	3,000	-	3,000	3,032	(32)
Utility - Gas	310	-	310	314	(4)
Utility - Refuse Removal	1,000	-	1,000	997	3
Utility - Water & Sewer	5,500	-	5,500	8,307	(2,807)
R&M-Clubhouse	20,000	10,000	30,000	27,876	2,124
R&M-Pools	11,870	-	11,870	9,467	2,403
Miscellaneous Services	3,800	-	3,800	1,959	1,841
Misc-Public Relations	7,885	-	7,885	7,268	617
Solid Waste Disposal Assessm.	1,300	-	1,300	1,222	78
Office Supplies	2,500	-	2,500	410	2,090
Cleaning Supplies	4,200	-	4,200	1,550	2,650
Op Supplies - Clubhouse	3,000	-	3,000	2,831	169
Op Supplies - Pool Chemicals	7,000	7,000	14,000	11,981	2,019
Impr - Pool	-	-	-	64,774	(64,774)
Cap Outlay - Pool Filter	-	-	-	8,666	(8,666)
Total Parks and Recreation - General	225,093	17,000	242,093	304,186	(62,093)
TOTAL EXPENDITURES	1,030,029	690,000	1,720,029	1,626,825	93,204
Excess (deficiency) of revenues	-	-	-	-	-
Over (under) expenditures	-	(690,000)	(690,000)	(567,841)	122,159

Proposed Budget Amendment
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	-	690,000	690,000	-	(690,000)
TOTAL FINANCING SOURCES (USES)	-	690,000	690,000	-	(690,000)
Net change in fund balance	-	-	-	(567,841)	(567,841)
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,899,953	-	1,899,953	1,899,953	-
FUND BALANCE, ENDING	\$ 1,899,953	\$ -	\$ 1,899,953	\$ 1,332,112	\$ (567,841)