

**Oakstead
Community Development District**

December 17, 2019

Agenda Package

Oakstead Community Development District

Inframark • Infrastructure Management Services

210 North University Drive, Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 603-0033 • Fax: (954) 345-1292

December 11, 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, December 17, 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 November 19, 2019 Regular Meeting
 - B. Approval of the Financial Statements for November 2019
4. Attorney's Report
5. Engineer's Report
6. Manager's Report
7. Staff Reports
 - A. Site Manager
 - Approval of quote from Mozart Gate Repair for Gate Repairs in an amount of Not to Exceed \$81,000
 - B. Newsletter Committee
8. Supervisors' Reports, Requests and Comments
9. Audience Comments
10. Adjournment

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

Sincerely,



Andrew P. Mendenhall/mm
District Manager

Third Order of Business

3A.

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on November 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
Joe Cascio	Assistant Secretary
Gary Goldstein	Assistant Secretary
Jack Cathcart	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Nancy Intini	Site 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.

THIRD ORDER OF BUSINESS **Consent Agenda**

A. Approval of the Minutes of the October 15, 2019 Regular Meeting

B. Approval of the Financial Statements for October 2019

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

None.

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

None.

Ms. Intini noted that the District Engineer previously indicated that Mr. John Bramonte would attend the next workshop meeting to discuss the condition of the roads and she was also going to call the bus company to find out about the buses coming into Oakstead.

The Board requested that the engineer and Mr. Bramonte be invited to attend the next workshop meeting.

Board members consented to continuing today's meeting to a date and time certain for next week for the purpose of discussing a Mozart item.

SIXTH ORDER OF BUSINESS

Manager's Report

Mr. Mendenhall discussed other payment method options for residents who wish to pay the District for services such as room rental fees.

The District Accountant will be notified of the Board's request to pursue utilizing *The Square* as an additional payment method for certain district charges. More information on this item will be forthcoming at the next workshop meeting.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Site Manager

Ms. Intini reported:

- UPS has their container out there and they sent a check for their fee.
- Metro submitted their report; it was not acceptable.
- The company that repaired the bridges has not responded to calls.
- Residents enjoyed the last event.

B. Newsletter Committee

None.

EIGHTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Goldstein noted the following:

- He updated the District website.
- Regarding the HOA, the sheriff patrols will be starting in the villages in January.

NINTH ORDER OF BUSINESS

Audience Comments

A resident discussed Brazillian Peppers

71 **TENTH ORDER OF BUSINESS**

Meeting Continued

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On MOTION by Mr. Cascio seconded by Mr. Goldstein with all in favor the meeting was continued to November 26, 2019 at 10 a.m. to discuss the gates.

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Chairman/Secretary

3B.

**Oakstead
Community Development District**

Financial Report

November 30, 2019



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OAKSTEAD
Community Development District

Financial Statements

(Unaudited)

November 30, 2019

Balance Sheet
November 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	\$ 720,166	\$ -	\$ -	\$ 720,166
Cash On Hand/Petty Cash	250	-	-	250
Accounts Receivable	423	-	-	423
Due From Other Funds	-	116,035	100,297	216,332
Investments:				
Money Market Account	911,769	-	-	911,769
Interest Account A	-	3	-	3
Interest Fund (A-2)	-	-	3	3
Reserve Fund (A-2)	-	-	116,124	116,124
Reserve Fund A	-	133,203	-	133,203
Revenue Fund (A-2)	-	-	18,612	18,612
Revenue Fund A	-	26,958	-	26,958
Sinking Fund (A-2)	-	-	765	765
Sinking Fund A	-	22	-	22
Prepaid Items	16,713	-	-	16,713
Deposits	839	-	-	839
TOTAL ASSETS	\$ 1,650,160	\$ 276,221	\$ 235,801	\$ 2,162,182
<u>LIABILITIES</u>				
Accounts Payable	\$ 18,061	\$ -	\$ -	\$ 18,061
Accrued Expenses	8,795	-	-	8,795
Sales Tax Payable	72	-	-	72
Due To Other Funds	216,332	-	-	216,332
TOTAL LIABILITIES	243,260	-	-	243,260

Balance Sheet
November 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	16,713	-	-	16,713
Deposits	839	-	-	839
Restricted for:				
Debt Service	-	276,221	235,801	512,022
Assigned to:				
Operating Reserves	212,255	-	-	212,255
Reserves - Asset Replacement	211,086	-	-	211,086
Reserves - Clubhouse	7,914	-	-	7,914
Reserves - Gate	21,600	-	-	21,600
Reserves - Landscape	30,000	-	-	30,000
Reserves - Ponds	81,785	-	-	81,785
Reserves - Tree Removal & Replacement	22,061	-	-	22,061
Reserves - Roadways	140,925	-	-	140,925
Reserves - Sidewalks	50,945	-	-	50,945
Reserve - Wall	70,825	-	-	70,825
Unassigned:	539,952	-	-	539,952
TOTAL FUND BALANCES	\$ 1,406,900	\$ 276,221	\$ 235,801	\$ 1,918,922
TOTAL LIABILITIES & FUND BALANCES	\$ 1,650,160	\$ 276,221	\$ 235,801	\$ 2,162,182

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 ACTUAL
REVENUES				
Interest - Investments	\$ 16,500	\$ 2,277	13.80%	\$ 1,010
Room Rentals	3,000	824	27.47%	824
Special Events	1,000	935	93.50%	935
Other Charges For Services	2,500	180	7.20%	180
Special Assmnts- Tax Collector	1,054,718	286,685	27.18%	286,685
Special Assmnts- Discounts	(42,189)	(11,562)	27.41%	(11,562)
Other Miscellaneous Revenues	-	2,360	0.00%	2,360
Gate Bar Code/Remotes	2,000	235	11.75%	235
TOTAL REVENUES	1,037,529	281,934	27.17%	280,667

EXPENDITURES**Administration**

P/R-Board of Supervisors	19,200	2,600	13.54%	1,600
FICA Taxes	1,469	199	13.55%	122
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Engineering	7,000	2,329	33.27%	1,604
ProfServ-Legal Services	14,000	2,360	16.86%	480
ProfServ-Mgmt Consulting Serv	54,912	9,152	16.67%	4,576
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	12,000	-	0.00%	-
ProfServ-Trustee Fees	5,000	5,000	100.00%	5,000
ProfServ-Web Site Development	1,000	160	16.00%	80
Auditing Services	6,700	-	0.00%	-
Postage and Freight	1,500	266	17.73%	136
Insurance - General Liability	3,717	601	16.17%	300
Printing and Binding	800	152	19.00%	91
Legal Advertising	1,900	144	7.58%	-
Misc-Bank Charges	1,500	195	13.00%	105
Misc-Assessmnt Collection Cost	21,095	5,502	26.08%	5,502
Office Supplies	50	63	126.00%	63
Annual District Filing Fee	175	175	100.00%	-
Total Administration	153,368	28,898	18.84%	19,659

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 ACTUAL
Field				
Contracts-Landscape	189,090	31,515	16.67%	15,758
Contracts-Landscape Consultant	19,440	3,240	16.67%	1,620
Contracts-Mulch	30,000	-	0.00%	-
Contracts-Lakes	26,628	4,438	16.67%	2,219
Contracts-Florida Hwy Patrol	23,000	3,500	15.22%	1,270
Contracts-Annuaals	14,380	-	0.00%	-
Contracts-Gates	4,500	1,125	25.00%	1,125
Communication-Gate Phones	9,720	1,620	16.67%	(3,690)
Electricity - Streetlighting	78,500	11,387	14.51%	5,678
Utility - Reclaimed Water	25,000	-	0.00%	-
Insurance - Property	16,889	2,575	15.25%	1,287
R&M-Gate	30,000	595	1.98%	595
R&M-Other Landscape	5,000	447	8.94%	147
R&M-Irrigation	22,000	4,452	20.24%	3,092
R&M-Sidewalks	10,000	7,000	70.00%	7,000
R&M-Trees and Trimming	20,000	8,400	42.00%	900
R&M-Roads	5,000	394	7.88%	394
Miscellaneous Services	9,000	203	2.26%	203
Misc-Decorative Lighting	10,000	6,215	62.15%	465
Misc-Property Taxes	1,900	3,602	189.58%	3,602
Reserve - Roadways	112,085	-	0.00%	-
Reserve-Tree Rem./Replacem.	-	1,013	0.00%	1,013
Reserves - Wall	-	13,900	0.00%	-
Total Field	662,132	105,621	15.95%	42,678
Parks and Recreation - General				
Payroll-Salaries	58,787	9,599	16.33%	4,358
Payroll-Hourly	64,818	9,643	14.88%	4,683
FICA Taxes	9,456	1,472	15.57%	692
Workers' Compensation	3,000	800	26.67%	-
Unemployment Compensation	350	-	0.00%	-
Contracts-Security Services	2,038	190	9.32%	95
Contracts-Pools	16,200	2,700	16.67%	1,350
Contracts-Pest Control	3,100	510	16.45%	255

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 ACTUAL
Communication - Telephone	3,000	535	17.83%	268
Utility - Gas	310	77	24.84%	25
Utility - Refuse Removal	1,000	166	16.60%	83
Utility - Water & Sewer	5,500	67	1.22%	67
R&M-Clubhouse	20,000	5,270	26.35%	2,999
R&M-Pools	9,000	435	4.83%	-
Miscellaneous Services	2,200	308	14.00%	308
Misc-Public Relations	7,885	2,684	34.04%	891
Solid Waste Disposal Assessm.	1,300	1,274	98.00%	1,274
Office Supplies	2,500	159	6.36%	43
Cleaning Supplies	2,250	490	21.78%	111
Op Supplies - Clubhouse	2,335	137	5.87%	137
Op Supplies - Pool Chemicals	7,000	246	3.51%	-
Capital Outlay	-	8,070	0.00%	-
Reserve - Clubhouse	-	17,875	0.00%	-
Total Parks and Recreation - General	222,029	62,707	28.24%	17,639
TOTAL EXPENDITURES	1,037,529	197,226	19.01%	79,976
Excess (deficiency) of revenues				
Over (under) expenditures	-	84,708	0.00%	200,691
Net change in fund balance	\$ -	\$ 84,708	0.00%	\$ 200,691
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,322,192	1,322,192		
FUND BALANCE, ENDING	\$ 1,322,192	\$ 1,406,900		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 715	0.00%	\$ 342
Special Assmnts- Tax Collector	451,062	122,604	27.18%	122,604
Special Assmnts- Discounts	(18,042)	(4,945)	27.41%	(4,945)
TOTAL REVENUES	433,020	118,374	27.34%	118,001
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	9,021	2,353	26.08%	2,353
Total Administration	9,021	2,353	26.08%	2,353
Debt Service				
Principal Debt Retirement A-1	285,000	-	0.00%	-
Interest Expense Series A-1	137,403	68,701	50.00%	68,701
Total Debt Service	422,403	68,701	16.26%	68,701
TOTAL EXPENDITURES	431,424	71,054	16.47%	71,054
Excess (deficiency) of revenues Over (under) expenditures	1,596	47,320	0.00%	46,947
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	1,596	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	1,596	-	0.00%	-
Net change in fund balance	\$ 1,596	\$ 47,320	0.00%	\$ 46,947
FUND BALANCE, BEGINNING (OCT 1, 2019)	228,901	228,901		
FUND BALANCE, ENDING	\$ 230,497	\$ 276,221		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 620	0.00%	\$ 297
Special Assmnts- Tax Collector	389,884	105,975	27.18%	105,975
Special Assmnts- Discounts	(15,595)	(4,274)	27.41%	(4,274)
TOTAL REVENUES	374,289	102,321	27.34%	101,998
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	7,798	2,034	26.08%	2,034
Total Administration	7,798	2,034	26.08%	2,034
Debt Service				
Principal Debt Retirement A-2	240,000	-	0.00%	-
Interest Expense Series A-2	126,423	63,211	50.00%	63,211
Total Debt Service	366,423	63,211	17.25%	63,211
TOTAL EXPENDITURES	374,221	65,245	17.43%	65,245
Excess (deficiency) of revenues Over (under) expenditures	68	37,076	0.00%	36,753
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	1	0.00%	1
Contribution to (Use of) Fund Balance	68	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	68	1	1.47%	1
Net change in fund balance	\$ 68	\$ 37,077	0.00%	\$ 36,754
FUND BALANCE, BEGINNING (OCT 1, 2019)	198,724	198,724		
FUND BALANCE, ENDING	\$ 198,792	\$ 235,801		

OAKSTEAD
Community Development District

Supporting Schedules

November 30, 2019

OAKSTEAD

Community Development District

**Non-Ad Valorem Special Assessments
(Pasco County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2020**

					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
2019 Assmnts				\$1,895,664	\$1,054,718	\$451,062	\$389,884
Allocation %				100%	56%	24%	21%
11/08/19	\$ 16,681	\$ 902	\$ 340	\$ 17,924	\$ 9,973	\$ 4,265	\$ 3,686
11/15/19	110,087	4,681	2,247	117,014	65,105	27,843	24,067
11/22/19	239,081	10,150	4,879	254,110	141,383	60,464	52,263
11/25/19	118,745	5,049	2,423	126,217	70,225	30,032	25,959
TOTAL	\$ 484,594	\$ 20,781	\$ 9,890	\$ 515,265	\$ 286,685	\$ 122,604	\$ 105,975
% Collected					27%	27%	27%
TOTAL O/S					\$ 1,380,399	\$ 768,032	\$ 283,909

OAKSTEAD

Community Development District

Assigned Reserves Report November-19

		Current Balance	Goal
GL #283010	Operating Reserves	\$212,255	n/a
GL #283070	Reserves - Asset Replacement	\$211,086	\$0
GL #283185	Reserves - Clubhouse	\$7,914	\$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	\$22,061	\$25,000
GL #283760	Reserves-Roadways	\$140,925	\$2,030,000
GL #283790	Reserves-Sidewalks	\$50,945	\$25,000
GL #283880	Reserves-Wall	\$70,825	\$50,000
Total Assigned Reserves		\$849,396	\$2,350,000

Cash and Investment Report
November 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	1.50%	\$ 9,123
Checking Account - Main Op	Hancock Bank	checking account	n/a	0.00%	711,043
			subtotal		<u>\$ 720,166</u>
Petty Cash	n/a	n/a	n/a	0.00%	\$ 250
Public Funds MMA	Bank United	Money Market Acct #0682	n/a	1.34%	\$ 911,769
			Subtotal-GF		<u>\$ 1,632,185</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	1.58%	\$ 3
Ser 2016 A-1 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	1.53%	133,203
Ser 2016 A-1 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.53%	26,958
Ser 2016 A-1 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.52%	22
			Subtotal-DS 204		<u>\$ 160,186</u>
Ser 2017 A-2 Interest Acct	Hancock Bank	Federated Oblig Fund	n/a	1.37%	\$ 3
Ser 2017 A-2 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	1.53%	116,123
Ser 2017 A-2 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.53%	18,612
Ser 2017 A-2 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.53%	765
			Subtotal-DS 205		<u>\$ 135,503</u>
			Total All Funds		<u><u>\$ 1,927,874</u></u>

Oakstead CDD

Bank Reconciliation

Bank Account No. 5221 SunTrust Bank N.A.
Statement No. 11-19
Statement Date 11/30/2019

G/L Balance (LCY)	9,122.54	Statement Balance	9,122.54
G/L Balance	9,122.54	Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	9,122.54	Subtotal	9,122.54
Negative Adjustments	0.00	Outstanding Checks	0.00
		Differences	0.00
Ending G/L Balance	9,122.54	Ending Balance	9,122.54
Difference	0.00		

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

Bank Reconciliation

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Bank Account No. 3063 HANCOCK BANK
Statement No. 11-19
Statement Date 11/30/2019

G/L Balance (LCY)	711,043.42	Statement Balance	720,648.45
G/L Balance	711,043.42	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	720,648.45
Subtotal	711,043.42	Outstanding Checks	9,605.03
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	711,043.42	Ending Balance	711,043.42
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
10/11/2019	Payment	10634	ABBOTTS ACCURATE AWNINGS	4,034.87	0.00	4,034.87
10/24/2019	Payment	10651	ZACH HORL'S PAINTING SVC, LLC	1,400.00	0.00	1,400.00
11/22/2019	Payment	10694	FEDEX	47.56	0.00	47.56
11/22/2019	Payment	10695	GULF COAST WATER CONDITIONING, INC	53.00	0.00	53.00
11/22/2019	Payment	10696	JOHN SESSA	160.00	0.00	160.00
11/26/2019	Payment	10705	BRIGHTVIEW LANDSCAPE SVC	2,697.89	0.00	2,697.89
11/26/2019	Payment	10706	ELEGANT ACCENTS	465.00	0.00	465.00
11/26/2019	Payment	10707	JAMES E. LAROSE JR.	160.00	0.00	160.00
11/27/2019	Payment	10704	JACK N. SIMPSON	409.31	0.00	409.31
Total Outstanding Checks.....				9,605.03		9,605.03

OAKSTEAD

Community Development District

Payment Register by Fund
For the Period from 11/1/19 to 11/30/19
(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	10665	11/05/19	AMERICAN ECOSYSTEMS, INC.	1911247	11/19 WATER MANAGEMENT TREATMENT	Contracts-Lakes	534084-53901	\$2,219.00
001	10665	11/05/19	AMERICAN ECOSYSTEMS, INC.	1910556	Add'l cut back areat treatment	R&M Other Landscape	546036-53901	\$300.00
001	10666	11/05/19	CLEAN SWEEP SUPPLY CO., INC.	00206202	TOWELS & HAND SANTZR	Cleaning Supplies	551003-57201	\$82.50
001	10666	11/05/19	CLEAN SWEEP SUPPLY CO., INC.	00206233	4 BOTTLES HAND SANITZER	Cleaning Supplies	551003-57201	\$88.50
001	10667	11/05/19	INFRAMARK, LLC	45721	OCT 2019 MNGT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,576.00
001	10667	11/05/19	INFRAMARK, LLC	45721	OCT 2019 MNGT FEES	Printing and Binding	547001-51301	\$60.65
001	10667	11/05/19	INFRAMARK, LLC	45721	OCT 2019 MNGT FEES	Postage and Freight	541006-51301	\$19.50
001	10668	11/05/19	JAMES E. LAROSE JR.	101219	10/12/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10668	11/05/19	JAMES E. LAROSE JR.	100519	10/5/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10668	11/05/19	JAMES E. LAROSE JR.	102719	10/27/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10669	11/05/19	TRIANGLE POOL SERVICE	741	POOL CHEMICALS	Op Supplies-Pool Chemicals	552009-57201	\$112.65
001	10670	11/05/19	WILLIECMUSIC, LLC	504502	FRANKI VALLI IMPERSONATOR	Misc-Public Relations	549046-57201	\$550.00
001	10672	11/08/19	BRIGHTVIEW LANDSCAPE SVC	6557254	NOV 2019 LAND MAINT	Contracts-Landscape	534050-53901	\$15,757.50
001	10673	11/08/19	JOHN SESSA	110119 ADMIN	NOV 2019 ADMIN FEES	Contracts-Florida Hwy Patrol	534101-53901	\$150.00
001	10674	11/08/19	PHOENIX SERVICE SYSTEMS, INC	100119	OCT 2019 PEST/RODENT CONTROL	Contracts-Pest Control	534125-57201	\$255.00
001	10675	11/08/19	STANTEC CONSULTING SERVICES	1580705	GEN ENGINEERING THRU 10/18/19	ProfServ-Engineering	531013-51501	\$725.00
001	10676	11/08/19	STRALEY ROBIN VERICKER	17647	09/16/19-10/15/19 LEGAL SVCS	ProfServ-Legal Services	531023-51401	\$1,880.00
001	10677	11/08/19	TRIANGLE POOL SERVICE	6207	8 qty/ 40 lb SALT	Op Supplies-Pool Chemicals	552009-57201	\$87.60
001	10677	11/08/19	TRIANGLE POOL SERVICE	5298	OCT 2019 POOL CLEANING	Contracts-Pool	534078-57201	\$1,350.00
001	10678	11/08/19	TWO O EIGHT SECURITY, INC	103019	10/30/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10678	11/08/19	TWO O EIGHT SECURITY, INC	102719	10/27 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10678	11/08/19	TWO O EIGHT SECURITY, INC	102819	10/28/19 SECURITY(J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10678	11/08/19	TWO O EIGHT SECURITY, INC	102219	10/22/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10678	11/08/19	TWO O EIGHT SECURITY, INC	102119	10/21 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10679	11/08/19	VENTURESIN.COM, INC	44894	NOV 2019 COMMUNITY XS APP	ProfServ-Web Site Development	531047-51301	\$80.00
001	10684	11/12/19	GULF COAST WATER CONDITIONING	58941	10/14/19 9-WATER BOTTLES/5-CUPS	Op Supplies - Clubhouse	552003-57201	\$84.00
001	10685	11/12/19	HANCOCK WHITNEY BANK	34811	11/2/19-11/1/20 2016A TRUSTEE FEES	ProfServ-Trustee Fees	531045-51301	\$3,000.00
001	10685	11/12/19	HANCOCK WHITNEY BANK	34809	SERIES 2017-A2 11/2/19-11/1/20	ProfServ-Trustee Fees	531045-51301	\$2,000.00
001	10686	11/12/19	WASTE CONNECTIONS	4319271	NOV WASTE REMOVAL 6425-020889	Utility - Refuse Removal	543020-57201	\$83.10
001	10687	11/15/19	Board of County Commissioners	00040-103119	2019 SOLID WASTE ASSESSMENT	Solid Waste Disposal Assessm.	549094-57201	\$1,273.76
001	10688	11/15/19	CASTLE VENTURES	0059420	EXT SVC PLAN DEC 19-FEB 20	Prepaid Items	155000	\$285.00
001	10689	11/15/19	FEDEX	6-829-19938	OCT POSTAGE	Postage and Freight	541006-51301	\$39.26
001	10690	11/15/19	FRONTIER	110119-6591	NOV SERVICE 813-949-6591	Communication - Telephone	541003-57201	\$174.59
001	10691	11/15/19	JOHN SESSA	111219	11/11/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00

OAKSTEAD

Community Development District

Payment Register by Fund For the Period from 11/1/19 to 11/30/19 (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	10692	11/22/19	AT&T MOBILITY	87276359970X11172019	11/10-12/09/19 813-944-0120	Communication - Telephone	541003-57201	\$93.15
001	10693	11/22/19	FAB TECHNOLOGIES LLC	2160-3086	2 STREET SIGNS & 10 MPH SIGN	R&M-Roads	546139-53901	\$393.65
001	10694	11/22/19	FEDEX	6-739-21813	9/10/19 FEDEX	Postage and Freight	541006-51301	\$13.66
001	10694	11/22/19	FEDEX	6-835-66328	NOV POSTAGE	Postage and Freight	541006-51301	\$33.90
001	10695	11/22/19	GULF COAST WATER CONDITIONING	1000126	11/1/19-11/30/19 WTR COOLER	Op Supplies - Clubhouse	552003-57201	\$1.00
001	10695	11/22/19	GULF COAST WATER CONDITIONING	59569	8 BOTTLES OF WATER	Op Supplies - Clubhouse	552003-57201	\$52.00
001	10696	11/22/19	JOHN SESSA	111919	11/19/19 PATROL	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10697	11/22/19	METRO GATES, INC	9999	SEPT 2019 GATE PHONES	Communication-Gate Phones	541008-53901	\$810.00
001	10697	11/22/19	METRO GATES, INC	91051	11/5 KESWICK gate/rplc SOS op system	R&M-Gate	546034-53901	\$595.00
001	10697	11/22/19	METRO GATES, INC	9959REVISED	1st Qtr-Gate Maint for 9 Sites	Contracts-Gates	534140-53901	\$1,125.00
001	10698	11/22/19	MIKE FASANO	110819-0040	2019 STORMWATER ASSESSMENT	Misc-Property Taxes	549044-53901	\$3,602.40
001	10699	11/22/19	PHOENIX SERVICE SYSTEMS	110119	NOV 2019 PEST/RODENT CONTROL	Contracts-Pest Control	534125-57201	\$255.00
001	10700	11/22/19	SITE MASTERS OF FLORIDA, LLC	111219-1	Weymouth Sidewalk Grinds/175 locations	R&M-Sidewalks	546084-53901	\$7,000.00
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	1.RACETRAC-gas	549001-53901	\$26.24
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	2.OFFICE DEPOT	551002-57201	(\$136.19)
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	3.OFFICE DEPOT	551002-57201	\$81.99
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	4.AMAZON	546015-57201	\$160.49
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	5.AMAZON	546015-57201	\$361.98
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	6.AMAZON	546015-57201	\$79.98
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	7.AMAZON	546015-57201	\$246.09
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	8.BIG LOTS	546015-57201	\$124.49
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	9.GOOGLE	549001-57201	\$1.99
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	10.PCLAND	546015-57201	\$250.00
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	11.EVERGLADES	546015-57201	\$727.95
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	12.GOLF CARS	546015-57201	\$246.10
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	13.HOMEGOODS	549046-57201	\$235.91
001	10701	11/22/19	SUNTRUST BANK-8900	102619-8900 ACH	Suntrust 9/27-10/26/19 Purchases	14.AMAZON	546015-57201	\$31.70
001	10705	11/26/19	BRIGHTVIEW LANDSCAPE SVC	6599605	Install Arbs in front of clubhouse	R&M Other Landscape	546036-53901	\$147.14
001	10705	11/26/19	BRIGHTVIEW LANDSCAPE SVC	6600690	Nov 2019 Inspection/Irr Rprs	R&M-Irrigation	546041-53901	\$1,046.10
001	10705	11/26/19	BRIGHTVIEW LANDSCAPE SVC	6600691	Clock B Zone #10-valve rplcd	R&M-Irrigation	546041-53901	\$604.65
001	10705	11/26/19	BRIGHTVIEW LANDSCAPE SVC	6600692	Relocate 3 Trees, add bubblers/Center Island	R&M-Trees and Trimming	546099-53901	\$900.00
001	10706	11/26/19	ELEGANT ACCENTS	81719281	Qtrly Lighting Maint/Flag light Rpr	qtrly service visit	549018-53901	\$275.00
001	10706	11/26/19	ELEGANT ACCENTS	81719281	Qtrly Lighting Maint/Flag light Rpr	rplc bad fixture at flag	549018-53901	\$190.00
001	10707	11/26/19	JAMES E. LAROSE JR.	110719	11/7/19 PATROL SERVICE	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	260	11/05/19	OAKSTEAD CDD	110119-0682	REPLENISH OPER ACCT	Cash with Fiscal Agent	103000	\$200,000.00
001	DD03337	11/01/19	DUKE ENERGY-ACH	101019-14391 ACH	8/28/19-10/07/19 ELECTRIC SVCS	Electricity - Streetlighting	543013-53901	\$5,709.35

OAKSTEAD
Community Development District

Payment Register by Fund
For the Period from 11/1/19 to 11/30/19
(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	DD03352	11/20/19	LOWE'S COMPANIES	110219-8450 ACH	LOWES: OCT 2019 PURCHASES	R&M-Clubhouse	546015-57201	\$85.05
001	DD03353	11/27/19	SAM'S CLUB - ACH	110719-6821 ACH	Sam's: 10/9-10/31/19 PURCHASES	Office Supplies	551002-57201	\$96.98
001	DD03353	11/27/19	SAM'S CLUB - ACH	110719-6821 ACH	Sam's: 10/9-10/31/19 PURCHASES	Misc-Public Relations	549046-57201	\$468.10
001	DD03353	11/27/19	SAM'S CLUB - ACH	110719-6821 ACH	Sam's: 10/9-10/31/19 PURCHASES	R&M-Clubhouse	546015-57201	\$86.03
001	DD03354	11/21/19	SPECTRUM - ACH	103119-7101 ACH	10/30/19-11/29/19 0034601171-01	R&M-Clubhouse	546015-57201	\$39.00
001	DD03355	11/22/19	TECO PEOPLES GAS - ACH	110119-2101 ACH	9/27/19-10/29/19 GAS SRVCS	Utility - Gas	543019-57201	\$25.09
001	DD03356	11/15/19	PASCO COUNTY UTILITIES - ACH	102919-ACH	8/29-9/27/19 RECLAIMED WATER	Utility - Reclaimed Water	543028-53901	\$1,219.40
001		Nov-2019		PAYROLL	Total of November 2019 Payroll Posting			\$8,903.51
Fund Total								\$273,202.49

Total Cks Paid	\$273,202.49
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Invoice Number	1580705
Invoice Date	October 30, 2019
Purchase Order	215600243
Customer Number	83340
Project Number	215600243

Bill To

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

Please Remit To

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

Project Oakstead CDD General Consultation

Project Manager	Stewart, Tonja L	For Period Ending	October 18, 2019
Current Invoice Total (USD)	725.00		

Prepare certificate of completion for District Manager's office for Trustee; paving observations; initiate SWFWMD inspection documentation

Top Task **2020** **2020 FY General Consulting**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Nurse, Vanessa M	6.25	116.00	725.00
Subtotal Professional Services	<u>6.25</u>		<u>725.00</u>

Top Task Subtotal	2020 FY General Consulting	725.00
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Total Fees & Disbursements	<u>725.00</u>
INVOICE TOTAL (USD)	725.00

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) 985 - 5515 [E-mail: Summer.Fillinger@Stantec.com](mailto:Summer.Fillinger@Stantec.com)

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

Thank you.

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

October 31, 2019

Client: 001011

Matter: 000001

Invoice #: 17647

Page: 1

RE: General Matters

For Professional Services Rendered Through October 15, 2019

SERVICES

Date	Person	Description of Services	Hours	
9/16/2019	TJR	REVIEW PUBLIC RECORDS REQUEST FOR EMPLOYEE RELATED INFORMATION; CONTACT A. MENDENHALL RE RECORDS REQUEST; TELEPHONE CONFERENCE WITH A. MENDENHALL RE RESIDENT REQUEST FOR FENCE ON DISTRICT PROPERTY; REVIEW AERIAL MAPS, AFFECTED AREA, REQUEST, ETC.; IDENTIFY ISSUES FOR LICENSE AGREEMENT; TELEPHONE CONFERENCE WITH T. STEWART RE AREA AFFECTED BY FENCE REQUEST, ADJACENT WETLAND, AND CERTIFICATE OF COMPLETION FOR PAVING PROJECT; PREPARE EXHIBITS FOR MEETING.	1.9	
9/17/2019	TJR	PREPARE FOR AND ATTEND BOARD MEETING; REVIEW RIPA PAY REQUEST, WARRANTY LETTER, SPECIFICATIONS, ETC.; CONTACT T. STEWART RE CERTIFICATE OF COMPLETION.	3.1	
9/18/2019	TJR	PREPARE TERM SHEET FOR REVOCABLE FENCE LICENSE AGREEMENT; CONTACT A. MENDENHALL RE TERM SHEET ETC.	0.5	
9/20/2019	TJR	REVIEW RECORDS REQUEST AND RESPOND; CONTACT S. DEMARCO RE ADDITIONAL INFORMATION TO BE PROVIDED TO REQUESTER.	0.3	
10/4/2019	LB	REVIEW DEO'S FISCAL YEAR 2019/2020 SPECIAL DISTRICT FEE INVOICE AND UPDATE FORM.	0.2	
10/14/2019	VKB	REVIEW AGENDA PACKAGE; TELEPHONE CALL TO A. MENDENHALL RE: BOARD MEETING.	0.4	
Total Professional Services			6.4	\$1,880.00

PERSON RECAP

Person		Hours	Amount
TJR	Tracy J. Robin	5.8	\$1,740.00
VKB	Vivek K. Babbar	0.4	\$110.00
LB	Lynn Butler	0.2	\$30.00
Total Services			\$1,880.00
Total Disbursements			\$0.00
Total Current Charges			\$1,880.00

PAY THIS AMOUNT

\$1,880.00

Please Include Invoice Number on all Correspondence