

**Oakstead  
Community Development District**

**January 21, 2020**

**Agenda Package**

**Oakstead Community Development District**

**Inframark • Infrastructure Management Services**

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

January 14, 2020

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, January 21, 2020 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. Consent Agenda:
  - A. Approval of the Minutes of the December 17, 2019 Regular Meeting
  - B. Approval of the Financial Statements for December 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 December 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	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 November 19, 2019 Regular Meeting**

**B. Approval of the Financial Statements for November 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**

Mr. Krauer wants to know if writing up a big contract for the gate work can be avoided as the current budget is limited. Mr. Mendenhall responded explaining the pros and cons of having a formal contract prepared by District Counsel.

Mr. Cascio MOVED seconded by Ms. Feldman to accept the Mo'zArt proposal for gate repair in the amount of \$23,000 plus an additional 10% for any additional work that is found.
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On VOICE vote with all in favor the prior motion passed.

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

Mr. Krauer requested that Ms. Stewart be contacted to ask her about the paving company's suggestion to put a slurry down in the parking lot. Ms. Stewart to have a report on this matter to the Board for discussion at the next workshop meeting.

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

Mr. Cascio initiated discussion regarding tree trimming/removal responsibilities.

Mr. Mendenhall will contact District Counsel regarding moving forward with tree issues notification.

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

Ms. Intini reported:

- The shed will be installed Thursday.
  - Sidewalks; Weymouth has been completed, but some sidewalks have rolled.
- We have a quote to have that fixed for another \$6,240.

**B. Newsletter Committee**

None.

**EIGHTH ORDER OF BUSINESS****Supervisors' Reports, Requests and Comments**

Mr. Goldstein indicated he will not be available to attend the January 7<sup>th</sup> workshop meeting.

Mr. Cathcart noted Ms. Intini can set up a Merchant Services Machine for District services payments.

Mr. Cathcart also suggested adding an item on the next workshop meeting agenda regarding PTO.

Ms. Intini discussed construction being done in the front, in the island; the island has been destroyed.

Mr. Krauer noted he wants to let the residents know that the CDD works within the property boundaries and cannot do work outside of District property boundaries. The town houses are private property, nothing to do with Oakstead.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

A resident discussed property between two homes, which belongs to the two property owners.

Mr. Krauer and Mr. Cathcart noted the CDD and the HOA cannot do anything about the hole that was created there in the cul-de-sac by the home owners.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman/Secretary

**3B.**



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

**Financial Report**

*December 31, 2019*



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

**Financial Statements**

(Unaudited)

*December 31, 2019*

**Balance Sheet**  
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 1,781,990	\$ -	\$ -	\$ 1,781,990
Cash On Hand/Petty Cash	250	-	-	250
Accounts Receivable	423	-	-	423
Due From Other Funds	-	392,008	338,840	730,848
Investments:				
Money Market Account	911,769	-	-	911,769
Interest Account A	-	3	-	3
Interest Fund (A-2)	-	-	3	3
Reserve Fund (A-2)	-	-	116,271	116,271
Reserve Fund A	-	133,372	-	133,372
Revenue Fund (A-2)	-	-	18,636	18,636
Revenue Fund A	-	26,992	-	26,992
Sinking Fund (A-2)	-	-	766	766
Sinking Fund A	-	22	-	22
Prepaid Items	15,030	-	-	15,030
Deposits	839	-	-	839
<b>TOTAL ASSETS</b>	<b>\$ 2,710,301</b>	<b>\$ 552,397</b>	<b>\$ 474,516</b>	<b>\$ 3,737,214</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 33,971	\$ -	\$ -	\$ 33,971
Accrued Expenses	7,985	-	-	7,985
Due To Other Funds	730,848	-	-	730,848
<b>TOTAL LIABILITIES</b>	<b>772,804</b>	<b>-</b>	<b>-</b>	<b>772,804</b>

**Balance Sheet**  
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	TOTAL
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	15,030	-	-	15,030
Deposits	839	-	-	839
<b>Restricted for:</b>				
Debt Service	-	552,397	474,516	1,026,913
<b>Assigned to:</b>				
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
<b>Unassigned:</b>	1,072,232	-	-	1,072,232
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,937,497</b>	<b>\$ 552,397</b>	<b>\$ 474,516</b>	<b>\$ 2,964,410</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,710,301</b>	<b>\$ 552,397</b>	<b>\$ 474,516</b>	<b>\$ 3,737,214</b>

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

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ 16,500	\$ 2,283	13.84%	\$ 9
Room Rentals	3,000	824	27.47%	-
Special Events	1,000	935	93.50%	-
Other Charges For Services	2,500	180	7.20%	-
Special Assmnts- Tax Collector	1,054,718	972,486	92.20%	685,800
Special Assmnts- Discounts	(42,189)	(38,886)	92.17%	(27,323)
Other Miscellaneous Revenues	-	2,360	0.00%	-
Gate Bar Code/Remotes	2,000	235	11.75%	-
<b>TOTAL REVENUES</b>	<b>1,037,529</b>	<b>940,417</b>	<b>90.64%</b>	<b>658,486</b>

**EXPENDITURES****Administration**

P/R-Board of Supervisors	19,200	4,200	21.88%	1,600
FICA Taxes	1,469	321	21.85%	122
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Engineering	7,000	2,329	33.27%	-
ProfServ-Legal Services	14,000	2,420	17.29%	60
ProfServ-Mgmt Consulting Serv	54,912	13,728	25.00%	4,576
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	12,000	12,000	100.00%	12,000
ProfServ-Trustee Fees	5,000	5,000	100.00%	-
ProfServ-Web Site Development	1,000	240	24.00%	80
Auditing Services	6,700	-	0.00%	-
Postage and Freight	1,500	411	27.40%	145
Insurance - General Liability	3,717	901	24.24%	300
Printing and Binding	800	187	23.38%	36
Legal Advertising	1,900	144	7.58%	-
Misc-Bank Charges	1,500	327	21.80%	133
Misc-Assessmnt Collection Cost	21,095	18,672	88.51%	13,170
Office Supplies	50	122	244.00%	58
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>153,368</b>	<b>61,177</b>	<b>39.89%</b>	<b>32,280</b>

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

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
<b>Field</b>				
Contracts-Landscape	189,090	47,273	25.00%	15,758
Contracts-Landscape Consultant	19,440	4,860	25.00%	1,620
Contracts-Mulch	30,000	-	0.00%	-
Contracts-Lakes	26,628	6,657	25.00%	2,219
Contracts-Florida Hwy Patrol	23,000	6,370	27.70%	2,870
Contracts-Annuaals	14,380	5,600	38.94%	5,600
Contracts-Gates	4,500	1,125	25.00%	-
Communication-Gate Phones	9,720	2,430	25.00%	810
Electricity - Streetlighting	78,500	25,676	32.71%	14,289
Utility - Reclaimed Water	25,000	3,871	15.48%	3,871
Insurance - Property	16,889	3,862	22.87%	1,287
R&M-Gate	30,000	5,220	17.40%	4,625
R&M-Other Landscape	5,000	2,649	52.98%	2,202
R&M-Irrigation	22,000	6,133	27.88%	1,681
R&M-Sidewalks	10,000	15,200	152.00%	8,200
R&M-Trees and Trimming	20,000	10,900	54.50%	2,500
R&M-Roads	5,000	394	7.88%	-
Miscellaneous Services	9,000	271	3.01%	68
Misc-Decorative Lighting	10,000	6,215	62.15%	-
Misc-Property Taxes	1,900	3,602	189.58%	-
Storage Facility	-	10,325	0.00%	10,325
Reserve - Roadways	112,085	-	0.00%	-
Reserve-Tree Rem./Replacem.	-	1,013	0.00%	-
Reserves - Wall	-	13,900	0.00%	-
<b>Total Field</b>	<b>662,132</b>	<b>183,546</b>	<b>27.72%</b>	<b>77,925</b>
<b>Parks and Recreation - General</b>				
Payroll-Salaries	58,787	14,254	24.25%	4,655
Payroll-Hourly	64,818	13,823	21.33%	4,180
FICA Taxes	9,456	2,148	22.72%	676
Workers' Compensation	3,000	1,440	48.00%	640
Unemployment Compensation	350	-	0.00%	-
Contracts-Security Services	2,038	285	13.98%	95
Contracts-Pools	16,200	4,050	25.00%	1,350

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

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
Contracts-Pest Control	3,100	765	24.68%	255
Communication - Telephone	3,000	801	26.70%	266
Utility - Gas	310	100	32.26%	24
Utility - Refuse Removal	1,000	249	24.90%	83
Utility - Water & Sewer	5,500	228	4.15%	162
R&M-Clubhouse	20,000	8,678	43.39%	3,408
R&M-Pools	9,000	435	4.83%	-
Miscellaneous Services	2,200	310	14.09%	2
Misc-Public Relations	7,885	4,032	51.14%	1,348
Solid Waste Disposal Assessm.	1,300	1,274	98.00%	-
Office Supplies	2,500	159	6.36%	-
Cleaning Supplies	2,250	490	21.78%	-
Op Supplies - Clubhouse	2,335	216	9.25%	79
Op Supplies - Pool Chemicals	7,000	707	10.10%	461
Capital Outlay	-	8,070	0.00%	-
Reserve - Clubhouse	-	17,875	0.00%	-
<b>Total Parks and Recreation - General</b>	<b>222,029</b>	<b>80,389</b>	<b>36.21%</b>	<b>17,684</b>
<b>TOTAL EXPENDITURES</b>	<b>1,037,529</b>	<b>325,112</b>	<b>31.34%</b>	<b>127,889</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	615,305	0.00%	530,597
Net change in fund balance	\$ -	\$ 615,305	0.00%	\$ 530,597
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>1,322,192</b>	<b>1,322,192</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,322,192</b>	<b>\$ 1,937,497</b>		



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

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ 918	0.00%	\$ 204
Special Assmnts- Tax Collector	451,062	415,894	92.20%	293,290
Special Assmnts- Discounts	(18,042)	(16,630)	92.17%	(11,685)
<b>TOTAL REVENUES</b>	<b>433,020</b>	<b>400,182</b>	<b>92.42%</b>	<b>281,809</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	9,021	7,985	88.52%	5,632
<b>Total Administration</b>	<b>9,021</b>	<b>7,985</b>	<b>88.52%</b>	<b>5,632</b>
<b>Debt Service</b>				
Principal Debt Retirement A-1	285,000	-	0.00%	-
Interest Expense Series A-1	137,403	68,701	50.00%	-
<b>Total Debt Service</b>	<b>422,403</b>	<b>68,701</b>	<b>16.26%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>431,424</b>	<b>76,686</b>	<b>17.78%</b>	<b>5,632</b>
Excess (deficiency) of revenues Over (under) expenditures	1,596	323,496	0.00%	276,177
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	1,596	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>1,596</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ 1,596	\$ 323,496	0.00%	\$ 276,177
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>228,901</b>	<b>228,901</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 230,497</b>	<b>\$ 552,397</b>		

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

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ 791	0.00%	\$ 172
Special Assmnts- Tax Collector	389,884	359,487	92.20%	253,511
Special Assmnts- Discounts	(15,595)	(14,374)	92.17%	(10,100)
<b>TOTAL REVENUES</b>	<b>374,289</b>	<b>345,904</b>	<b>92.42%</b>	<b>243,583</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	7,798	6,902	88.51%	4,868
<b>Total Administration</b>	<b>7,798</b>	<b>6,902</b>	<b>88.51%</b>	<b>4,868</b>
<b>Debt Service</b>				
Principal Debt Retirement A-2	240,000	-	0.00%	-
Interest Expense Series A-2	126,423	63,211	50.00%	-
<b>Total Debt Service</b>	<b>366,423</b>	<b>63,211</b>	<b>17.25%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>374,221</b>	<b>70,113</b>	<b>18.74%</b>	<b>4,868</b>
Excess (deficiency) of revenues Over (under) expenditures	68	275,791	0.00%	238,715
<b>OTHER FINANCING SOURCES (USES)</b>				
Interfund Transfer - In	-	1	0.00%	-
Contribution to (Use of) Fund Balance	68	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>68</b>	<b>1</b>	<b>1.47%</b>	<b>-</b>
Net change in fund balance	\$ 68	\$ 275,792	0.00%	\$ 238,715
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>198,724</b>	<b>198,724</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 198,792</b>	<b>\$ 474,516</b>		

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

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ 1	0.00%	\$ -
<b>TOTAL REVENUES</b>	<b>-</b>	<b>1</b>	<b>0.00%</b>	<b>-</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	-	1	0.00%	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfers-Out	-	(1)	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>(1)</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ -	\$ -	0.00%	\$ -
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>-</b>	<b>-</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>		

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

**Supporting Schedules**

*December 31, 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
12/06/19	1,072,283	45,590	21,883	1,139,757	634,143	271,198	234,416
12/13/19	74,188	3,117	1,514	78,819	43,854	18,755	16,211
12/20/19	13,352	402	272	14,026	7,804	3,337	2,885
<b>TOTAL</b>	<b>\$ 1,644,417</b>	<b>\$ 69,890</b>	<b>\$ 33,560</b>	<b>\$ 1,747,867</b>	<b>\$ 972,486</b>	<b>\$ 415,894</b>	<b>\$ 359,487</b>
% Collected				92%	92%	92%	92%
TOTAL O/S				<b>\$ 147,797</b>	<b>\$ 82,232</b>	<b>\$ 35,167</b>	<b>\$ 30,398</b>

**OAKSTEAD**

Community Development District

### Assigned Reserves Report December-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
<b>Total Assigned Reserves</b>		<b>\$849,396</b>	<b>\$2,350,000</b>

**Cash and Investment Report**  
**December 31, 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%	\$ 8,759
Checking Account - Main Op	Hancock Bank	checking account	n/a	0.00%	1,773,231 (1)
			subtotal		<u>\$ 1,781,990</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%	\$ 911,769
			<b>Subtotal-GF</b>		<u><b>\$ 2,694,009</b></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	1.50%	133,372
Ser 2016 A-1 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	26,992
Ser 2016 A-1 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.51%	22
			<b>Subtotal-DS 204</b>		<u><b>\$ 160,389</b></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	1.50%	116,271
Ser 2017 A-2 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	18,636
Ser 2017 A-2 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	766
			<b>Subtotal-DS 205</b>		<u><b>\$ 135,676</b></u>
			<b>Total All Funds</b>		<u><b>\$ 2,990,074</b></u>

**(1) - 1/9/20 > \$1,530,848.33 transferred as follows:**

Bank United MMA	\$800,000.00
Series 2016A1 - Revenue Fund	\$392,008.11
Series 2017A2 - Revenue Fund	\$338,840.22

## Oakstead CDD

### Bank Reconciliation

**Bank Account No.** 5221 SunTrust Bank N.A.  
**Statement No.** 12-19  
**Statement Date** 12/31/2019

<b>G/L Balance (LCY)</b>	8,759.03
<b>G/L Balance</b>	8,759.03
<b>Positive Adjustments</b>	0.00
<hr/>	
<b>Subtotal</b>	8,759.03
<b>Negative Adjustments</b>	0.00
<hr/>	
<b>Ending G/L Balance</b>	8,759.03
<b>Difference</b>	0.00

<b>Statement Balance</b>	8,759.03
<b>Outstanding Deposits</b>	0.00
<hr/>	
<b>Subtotal</b>	8,759.03
<b>Outstanding Checks</b>	0.00
<b>Differences</b>	0.00
<hr/>	
<b>Ending Balance</b>	8,759.03

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.** 12-19  
**Statement Date** 12/31/2019

<b>G/L Balance (LCY)</b>	1,773,230.51	<b>Statement Balance</b>	1,793,848.65
<b>G/L Balance</b>	1,773,230.51	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	1,793,848.65
<b>Subtotal</b>	1,773,230.51	<b>Outstanding Checks</b>	20,618.14
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	1,773,230.51	<b>Ending Balance</b>	1,773,230.51
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
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
12/5/2019	Payment	10715	DAVID ROBBINS	500.00	0.00	500.00
12/9/2019	Payment	10731	NANCY M. INTINI	200.00	0.00	200.00
12/20/2019	Payment	10748	HIMES ELECTRICAL SERVICE, INC.	634.42	0.00	634.42
12/24/2019	Payment	10747	JACK N. SIMPSON	476.58	0.00	476.58
12/31/2019	Payment	10750	BRIGHTVIEW LANDSCAPE SVC	7,802.30	0.00	7,802.30
12/31/2019	Payment	10751	FEDEX	33.53	0.00	33.53
12/31/2019	Payment	10752	FITREV, INC.	660.54	0.00	660.54
12/31/2019	Payment	10753	GULF COAST WATER CONDITIONING, INC	78.50	0.00	78.50
12/31/2019	Payment	10754	JOHN SESSA	160.00	0.00	160.00
12/31/2019	Payment	10755	METRO GATES, INC	3,985.00	0.00	3,985.00
12/31/2019	Payment	10756	OLM	1,620.00	0.00	1,620.00
12/31/2019	Payment	10757	PHOENIX SERVICE SYSTEMS, INC	255.00	0.00	255.00
<b>Total Outstanding Checks.....</b>				<b>20,618.14</b>		<b>20,618.14</b>

# OAKSTEAD

## Community Development District

### Payment Register by Fund For the Period from 12/1/19 to 12/31/19 (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	009116	12/02/19	PETTY CASH	101819	04/19/18-10/18/19 PETTY CASH EXP	Misc-Public Relations	549046-57201	\$187.36
001	009116	12/02/19	PETTY CASH	101819	04/19/18-10/18/19 PETTY CASH EXP	TOOLS/WOOD/GAS SIPHON	546015-57201	\$59.95
001	10712	12/05/19	AMERICAN ECOSYSTEMS, INC.	1912349	12/19 WATER MANAGEMENT TREATMENT	Contracts-Lakes	534084-53901	\$2,219.00
001	10713	12/05/19	BRIGHTVIEW LANDSCAPE SVC	6603730	DEC LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$15,757.50
001	10713	12/05/19	BRIGHTVIEW LANDSCAPE SVC	6618225	YR 1-NOV 2019/3-YR TREE PLAN	Reserve-Tree Rem./Replacem.	568179-53901	\$1,012.50
001	10713	12/05/19	BRIGHTVIEW LANDSCAPE SVC	6623696	Tanglewylde Ent-Rpr 2 Valves/Boxes	R&M-Irrigation	546041-53901	\$1,440.90
001	10714	12/05/19	CLEAN SWEEP SUPPLY CO., INC.	00206525	GLOVES; HAND TOWELS	Cleaning Supplies	551003-57201	\$111.00
001	10715	12/05/19	DAVID ROBBINS	041419 BALANCE	NEW YEAR'S EVE EVENT-BALANCE	Misc-Public Relations	549046-57201	\$500.00
001	10716	12/05/19	FEDEX	6-842-13998	11/11 & 11/12 FEDEX	Postage and Freight	541006-51301	\$33.53
001	10717	12/05/19	HIMES ELECTRICAL SERVICE, INC.	21186	11/22 Rpr outlet/rplc J-box @ Monument	R&M-Clubhouse	546015-57201	\$206.47
001	10717	12/05/19	HIMES ELECTRICAL SERVICE, INC.	21183	Rprs 11/11 & 11/20-Cibhse Sign, Hillington	R&M-Clubhouse	546015-57201	\$544.14
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,576.00
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	Printing and Binding	547001-51301	\$91.30
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	Postage and Freight	541006-51301	\$16.00
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	SUPERVISOR RTRMT PLAQUE	551002-51301	\$63.32
001	10719	12/05/19	JACK SIMPSON	111619	5/10/19-11/16/19 MILEAGE	Miscellaneous Services	549001-53901	\$176.58
001	10720	12/05/19	JAMES E. LAROSE JR.	111319	11/13/19 SECURITY(J.LAROSE)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10720	12/05/19	JAMES E. LAROSE JR.	111819	11/18/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10720	12/05/19	JAMES E. LAROSE JR.	113019	11/30/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10721	12/05/19	JOHN SESSA	112719	11/27/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10721	12/05/19	JOHN SESSA	120119-ADMIN	DEC ADMIN FEES	Contracts-Florida Hwy Patrol	534101-53901	\$150.00
001	10722	12/05/19	NANCY M INTINI	113019	5/21-11/30/19 MILEAGE	Miscellaneous Services	549001-57201	\$305.64
001	10723	12/05/19	OLM	35600	11/21/19 LANDSCP INSPECTION	Contracts-Landscape Consultant	534062-53901	\$1,620.00
001	10724	12/05/19	STANTEC CONSULTING SERVICES	1591892	GEN ENGINEERING THRU 11/15/19	ProfServ-Engineering	531013-51501	\$1,604.00
001	10725	12/05/19	STRALEY ROBIN VERICKER	17668	10/15/19-11/15/19 LEGAL SRVCS	ProfServ-Legal Services	531023-51401	\$480.00
001	10726	12/05/19	VENTURESIN.COM, INC	44924	DEC 2019 COMMUNITY XS APP	ProfServ-Web Site Development	531047-51301	\$80.00
001	10727	12/05/19	WASTE CONNECTIONS OF FLORIDA	4324792	DEC WASTE REMOVAL 6425-020889	Utility - Refuse Removal	543020-57201	\$83.10
001	10732	12/12/19	A-Z TREE SERVICE	101819 CO	Brenford Invasive Plant Rmvl	R&M-Trees and Trimming	546099-53901	\$2,500.00
001	10733	12/12/19	FEDEX	6-856-72258	NOV POSTAGE	Postage and Freight	541006-51301	\$19.83
001	10734	12/12/19	FRONTIER	120119-6591	DEC SERVICE 813-949-6591	Communication - Telephone	541003-57201	\$172.50
001	10735	12/12/19	JOHN SESSA	120319	12/3/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10735	12/12/19	JOHN SESSA	120519	12/5 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10736	12/12/19	PREFERRED GOVT'L INS TRUST	COM 61155-1-01/2020	WC FL1 0514004 19-14 1/20	Workers' Compensation	524001-57201	\$640.00
001	10737	12/12/19	SITE MASTERS OF FLORIDA, LLC	120319-1	WEYMOUTH SDWLK RPLCMNT	R&M-Sidewalks	546084-53901	\$8,200.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	110519	11/5/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	110819	11/8/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	111219	11/12/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	112119	11/21/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	112619	11/26/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00

## OAKSTEAD Community Development District

### Payment Register by Fund For the Period from 12/1/19 to 12/31/19 (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	10739	12/13/19	GOLF CARS OF TAMPA LLC	121319	FINAL PYMT FOR STORAGE SHED	Storage Facility	562015-53901	\$9,475.00
001	10740	12/18/19	FLORIDA SHED MOVERS INC.	1	SHED SETUP	Storage Facility	562015-53901	\$850.00
001	10741	12/19/19	AT&T MOBILITY	87276359970X12172019	12/10-01/09/20 287276359970	Communication - Telephone	541003-57201	\$93.15
001	10742	12/19/19	METRO GATES, INC	91158	OCT 2019 GATE PHONES	Communication-Gate Phones	541008-53901	\$810.00
001	10743	12/19/19	STACY CURRAN	121019	HOLIDAY LIGHT CONTEST PRIZES	Misc-Public Relations	549046-57201	\$175.87
001	10744	12/19/19	TRIANGLE POOL SERVICE	691	ACCUTABS	Op Supplies-Pool Chemicals	552009-57201	\$299.90
001	10748	12/20/19	HIMES ELECTRICAL SERVICE, INC.	21208	RPLC METERS AND 11/15.12/3,12/5 SRVC CALLS	R&M-Clubhouse	546015-57201	\$634.42
001	10749	12/20/19	JOHN SESSA	121819	12/18/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10750	12/31/19	BRIGHTVIEW LANDSCAPE SVC	6638135	INSTALL ANNUALS-DEC 2019	Contracts-Annals	534117-53901	\$5,600.00
001	10750	12/31/19	BRIGHTVIEW LANDSCAPE SVC	6641637	Car Accident/Rmv & replace plants	R&M Other Landscape	546036-53901	\$2,202.30
001	10751	12/31/19	FEDEX	6-869-51717	SERVICE FOR 12/9-12/10/19	Postage and Freight	541006-51301	\$33.53
001	10752	12/31/19	FITREV, INC.	20029	KETTLEBELLS & DUMB BELLS	R&M-Clubhouse	546015-57201	\$660.54
001	10753	12/31/19	GULF COAST WATER	1000138	12/1/19-12/31/19 COOLER SRVC	Op Supplies - Clubhouse	552003-57201	\$1.00
001	10753	12/31/19	GULF COAST WATER	60229	8 BOTTLED WATERS/5 CUPS	Op Supplies - Clubhouse	552003-57201	\$77.50
001	10754	12/31/19	JOHN SESSA	121919	12/19/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10755	12/31/19	METRO GATES, INC	91039	10/30 MARCHMONT/Rplc Backup Batteries	R&M-Gate	546034-53901	\$1,070.00
001	10755	12/31/19	METRO GATES, INC	91038	10/30 TANGLEWYLDE/Rplc Battery Backup	R&M-Gate	546034-53901	\$535.00
001	10755	12/31/19	METRO GATES, INC	91036	10/30 BALLASTONE/Rplc Battery Back up	R&M-Gate	546034-53901	\$535.00
001	10755	12/31/19	METRO GATES, INC	91037	10/30 HILLINGTON-Rplc Battery Backup & Arm	R&M-Gate	546034-53901	\$775.00
001	10755	12/31/19	METRO GATES, INC	91035	10/30 WEYMOUTH/Rplc Battery Backup	R&M-Gate	546034-53901	\$535.00
001	10755	12/31/19	METRO GATES, INC	91034	10/30 ASHMONT/Rplc Battery Backup	R&M-Gate	546034-53901	\$535.00
001	10756	12/31/19	OLM	35708	12/19 LANDSCAPE INSPECTION	Contracts-Landscape Consultant	534062-53901	\$1,620.00
001	10757	12/31/19	PHOENIX SERVICE SYSTEMS, INC	120219	DEC PEST CONTROL	Contracts-Pest Control	534125-57201	\$255.00
001	DD03358	12/02/19	DUKE ENERGY-ACH	110819-14391 ACH	9/27-11/06/19 ELEC ACH	Electricity - Streetlighting	543013-53901	\$5,677.77
001	DD03371	12/16/19	HOME DEPOT	120519-8698 ACH	HD CC PURCH THRU 12/05/19	R&M-Clubhouse	546015-57201	\$708.00
001	DD03372	12/27/19	SAM'S CLUB - ACH	120719-6821 ACH	SAMS CC PURCH 11/6-11/27	11/27/19	546015-57201	\$44.27
001	DD03372	12/27/19	SAM'S CLUB - ACH	120719-6821 ACH	SAMS CC PURCH 11/6-11/27	11/06/19	549046-57201	\$176.38
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	RACETRAC-GAS	549001-53901	\$25.39
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	GEORGIA EXPO	549001-53901	\$42.77
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	COSTCO	549046-57201	\$258.43
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	DOLLAR TREE	549046-57201	\$29.00
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	PARTY CITY	549046-57201	\$10.82
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	PC LAND	546015-57201	\$250.00
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	GOOGLE	549001-57201	\$1.99
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	TARGET	546015-57201	\$95.81
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	BIG LOTS	549046-57201	\$107.00
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	BEALLS OUTLET	549046-57201	\$37.98
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	ROSS STORES	549046-57201	\$52.96
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	Misc-Bank Charges	549009-51301	\$21.28

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

Payment Register by Fund  
For the Period from 12/1/19 to 12/31/19  
(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	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	HOLIDAY DECOR	546015-57201	\$518.60
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	HOLIDAY DECOR	546015-57201	\$277.38
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 907874	546015-57201	\$17.92
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 907396	546015-57201	\$46.58
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 906544	546015-57201	\$41.99
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 906195	546015-57201	\$73.88
001	DD03384	12/23/19	PASCO COUNTY UTILITIES SERVICE	120619 ACH	9/27-11/20/19 RECLAIMED WATER	Utility - Reclaimed Water	543028-53901	\$3,870.59
001	DD03359	Dec 2019		PAYROLL	December 2019 Payroll Posting			\$8,721.35
<b>Fund Total</b>								<b>\$92,811.97</b>

<b>Total Cks Paid</b>	<b>\$92,811.97</b>
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<b>Invoice Number</b>	1591892
<b>Invoice Date</b>	November 25, 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>November 15, 2019</b>
Current Invoice Total (USD)	1,604.00		

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Site visits and prepare for and attend workshop to discuss pavement; research entry developments

**Top Task 2020 2020 FY General Consulting**
**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Nurse, Vanessa M	0.25	116.00	29.00
	Stewart, Tonja L	9.00	175.00	1,575.00
	<b>Subtotal Professional Services</b>	<u>9.25</u>		<u>1,604.00</u>

Top Task Subtotal	2020 FY General Consulting	1,604.00
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<b>Total Fees &amp; Disbursements</b>	<u>1,604.00</u>
<b>INVOICE TOTAL (USD)</b>	<b>1,604.00</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) 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

November 22, 2019  
Client: 001011  
Matter: 000001  
Invoice #: 17668

Page: 1

RE: General Matters

For Professional Services Rendered Through November 15, 2019

## SERVICES

Date	Person	Description of Services	Hours	
10/19/2019	TJR	REVIEW AND RESPOND TO ATTORNEY M. JOWANNA RE ADVERTISING INFORMATION FOR NEWSLETTER; CONTACT A. MENDENHALL.	0.2	
10/24/2019	TJR	REVIEW AND FINALIZE APPLICATION FOR ANNUAL REGISTRATION OF DISTRICT TO FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY; REVIEW FACILITIES REPORT RECEIVED FROM T. STEWART AND RESPONSE LETTER.	0.4	
10/25/2019	LB	PREPARE CORRESPONDENCE TO DISTRICT MANAGER TRANSMITTING THE DEO'S FY 2019/2020 SPECIAL DISTRICT FEE INVOICE AND UPDATE FORM.	0.2	
10/28/2019	TJR	REVIEW AND COMPLETE SURVEY RECEIVED FROM FLORIDA DEPARTMENT OF RETIREMENT SERVICES; CONTACT DISTRICT MANAGER RE SOCIAL SECURITY CONTRIBUTIONS FOR EMPLOYEES.	0.3	
11/1/2019	TJR	REVIEW AND EXCHANGE COMMUNICATIONS WITH T. STEWART RE DRAINAGE ISSUES ON TOWNHOME AND COMMERCIAL PROJECTS.	0.2	
11/1/2019	TJR	TELEPHONE CALL FROM T. STEWART RE DRAINAGE FROM NEW DEVELOPMENT, REPORTING THE BOARD AND MONITORING.	0.2	
11/12/2019	TJR	REVIEW AGENDA PACKET FOR NOVEMBER BOS MEETING.	0.2	
Total Professional Services			1.7	\$480.00

PERSON RECAP

Person		Hours	Amount
TJR	Tracy J. Robin	1.5	\$450.00
LB	Lynn Butler	0.2	\$30.00
Total Services			\$480.00
Total Disbursements			\$0.00
Total Current Charges			\$480.00

PAY THIS AMOUNT	\$480.00
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*Please Include Invoice Number on all Correspondence*