

**Oakstead
Community Development District**

March 17, 2020

Agenda Package

Oakstead Community Development District

Inframark • Infrastructure Management Services

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

March 10, 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, March 17, 2020 at 1:00 P.M. in the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O'Lakes, Florida. Following is the advance agenda for this meeting:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consent Agenda:
 - A. Approval of the Minutes of the February 18, 2020 Regular Meeting
 - B. Approval of the Financial Statements for February 2020
 - C. Acceptance of Engagement Letter from LLS Tax Solutions, Inc. for Arbitrage Services
4. Attorney's Report
5. Engineer's Report
6. Manager's Report
7. Staff Reports
 - A. Site Manager
 - Contract from Marine Products, Inc. for Bridge Repairs
 - B. Newsletter Committee
8. Supervisors' Reports, Requests and Comments
9. Audience Comments
10. Adjournment

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

Sincerely,



Andrew P. Mendenhall/mm
District Manager

Third Order of Business

3A.

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

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on February 18, 2020 at 6:30 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
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 January 21, 2020 Regular Meeting**
- B. Approval of the Financial Statements for January 2020**
- C. Gate Refurbishing \$38,000**
- D. Sidewalk Grinding - Ashmonte, Tanglewylde and Ballastone-Site Masters \$17,900**
- E. Benches for the Community - \$12,000**
- F. Acceptance of the Financial Audit for FY2019**

Consent Agenda item E. was pulled from the consent agenda and discussed at length.

The item was tabled to the next workshop agenda.

<p>On MOTION by Mr. Cascio seconded by Mr. Cathcart with all in favor the consent agenda items A, B, C, D & F were approved as presented.</p>

FOURTH ORDER OF BUSINESS

Attorney's Report

None.

FIFTH ORDER OF BUSINESS

Engineer's Report

None.

SIXTH ORDER OF BUSINESS

Manager's Report

○ **\$5,000 Rebate from Insurance Company**

Mr. Mendenhall reported the information he sent to the insurance company regarding their reimbursement program for sidewalk repairs was approved and they will be sending a check to the District for \$5,000, which is the maximum allowed.

Mr. Cathcart initiated a discussion regarding changing the time for future regular and workshop meetings.

The record will reflect Ms. Feldman joined the meeting.

On MOTION by Mr. Cascio seconded by Mr. Cathcart with all in favor changing the daytime meeting schedule to 1:00 P.M. and the workshop meetings to 1:00 P.M. with the evening meetings remaining the same at 6:30 P.M. was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Site Manager

Ms. Intini reported:

- She approved the pond to be fixed in Ballastone for \$2,400 with Site Masters.
- Friday morning playground company coming for the big playground and all the decay.

B. Newsletter Committee

None.

EIGHTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Cathcart commented on the following:

- Facial recognition proposal for access to clubhouse; \$10,960 with a 36-month service contract, renewable annually.

Ms. Feldman MOVED seconded by Mr. Krauer to approve the \$10,960 proposal for facial recognition with a 36-month service contract upon approval of District Counsel.

Discussion ensued.

On VOICE Vote with all in favor the \$10,960 proposal for facial recognition for access to the clubhouse, with a 36-month service contract, was approved pending review of District Counsel.

- Alarm system proposal.
- Cameras will be discussed at the next workshop meeting.

A resident commented on the gate camera issue.

Mr. Cascio commented on the following:

- Sidewalk Survey needs to be dated.
- Invite Mr. Ray Sanna Pieco of the HOA to future Board meetings.
- Irrigation System Performance Assessment. He would like to add this item to the next workshop meeting agenda to discuss how to keep water off our streets.
- Previous issue from the Fire Marshall to trim our trees with regard to the HOA's payment responsibility.

Ms. Feldman commented on the following:

- The HOA and the CDD should try to work together and she agrees, the HOA representative should be invited to the next meeting.

NINTH ORDER OF BUSINESS

Audience Comments

A resident commented on the Townhomes at Oakstead

TENTH ORDER OF BUSINESS

Adjournment

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

Chairman/Secretary

3B.

Oakstead
Community Development District

Financial Report

February 29, 2020



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OAKSTEAD
Community Development District

Financial Statements

(Unaudited)

February 29, 2020

Balance Sheet
February 29, 2020

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	\$ 182,292	\$ -	\$ -	\$ 182,292
Cash On Hand/Petty Cash	250	-	-	250
Due From Other Funds	-	15,810	13,666	29,476
Investments:				
Money Market Account	1,616,338	-	-	1,616,338
Interest Account A	-	3	-	3
Interest Fund (A-2)	-	-	3	3
Reserve Fund (A-2)	-	-	116,563	116,563
Reserve Fund A	-	133,707	-	133,707
Revenue Fund (A-2)	-	-	357,766	357,766
Revenue Fund A	-	419,350	-	419,350
Sinking Fund (A-2)	-	-	768	768
Sinking Fund A	-	23	-	23
Prepaid Items	11,950	-	-	11,950
Deposits	839	-	-	839
TOTAL ASSETS	\$ 1,811,669	\$ 568,893	\$ 488,766	\$ 2,869,328
<u>LIABILITIES</u>				
Accounts Payable	\$ 30,667	\$ -	\$ -	\$ 30,667
Accrued Expenses	10,735	-	-	10,735
Sales Tax Payable	4	-	-	4
Due To Other Funds	29,476	-	-	29,476
TOTAL LIABILITIES	70,882	-	-	70,882

Balance Sheet
February 29, 2020

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	11,950	-	-	11,950
Deposits	839	-	-	839
Restricted for:				
Debt Service	-	568,893	488,766	1,057,659
Assigned to:				
Operating Reserves	212,255	-	-	212,255
Reserves - Asset Replacement	211,086	-	-	211,086
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	78,600	-	-	78,600
Reserves - Sidewalks	50,945	-	-	50,945
Reserve - Wall	70,825	-	-	70,825
Unassigned:	948,841	-	-	948,841
TOTAL FUND BALANCES	\$ 1,740,787	\$ 568,893	\$ 488,766	\$ 2,798,446
TOTAL LIABILITIES & FUND BALANCES	\$ 1,811,669	\$ 568,893	\$ 488,766	\$ 2,869,328

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-20 ACTUAL
REVENUES				
Interest - Investments	\$ 16,500	\$ 6,965	42.21%	\$ 1,998
Room Rentals	3,000	1,180	39.33%	-
Special Events	1,000	2,228	222.80%	-
Other Charges For Services	2,500	354	14.16%	54
Special Assmnts- Tax Collector	1,054,718	1,011,197	95.87%	16,403
Special Assmnts- Discounts	(42,189)	(39,874)	94.51%	(326)
Other Miscellaneous Revenues	-	2,360	0.00%	-
Gate Bar Code/Remotes	2,000	637	31.85%	62
TOTAL REVENUES	1,037,529	985,047	94.94%	18,191

EXPENDITURES**Administration**

P/R-Board of Supervisors	19,200	6,200	32.29%	600
FICA Taxes	1,469	474	32.27%	46
ProfServ-Arbitrage Rebate	1,200	600	50.00%	600
ProfServ-Engineering	7,000	2,919	41.70%	386
ProfServ-Legal Services	14,000	4,806	34.33%	-
ProfServ-Mgmt Consulting Serv	54,912	22,880	41.67%	4,576
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	12,000	12,000	100.00%	-
ProfServ-Trustee Fees	5,000	5,000	100.00%	-
ProfServ-Web Site Development	1,000	400	40.00%	80
Auditing Services	6,700	6,700	100.00%	4,700
Postage and Freight	1,500	564	37.60%	82
Insurance - General Liability	3,717	1,502	40.41%	300
Printing and Binding	800	273	34.13%	41
Legal Advertising	1,900	280	14.74%	136
Misc-Bank Charges	1,500	426	28.40%	55
Misc-Assessmnt Collection Cost	21,095	19,426	92.09%	322
Office Supplies	50	122	244.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	153,368	84,747	55.26%	11,924

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-20 ACTUAL
Field				
Contracts-Landscape	189,090	78,788	41.67%	15,758
Contracts-Landscape Consultant	19,440	8,100	41.67%	1,620
Contracts-Mulch	30,000	30,000	100.00%	-
Contracts-Lakes	26,628	11,095	41.67%	2,219
Contracts-Florida Hwy Patrol	23,000	9,390	40.83%	790
Contracts-Annuaals	14,380	5,600	38.94%	-
Contracts-Gates	4,500	1,125	25.00%	-
Communication-Gate Phones	9,720	4,050	41.67%	810
Electricity - Streetlighting	78,500	38,732	49.34%	6,447
Utility - Reclaimed Water	25,000	6,825	27.30%	1,851
Insurance - Property	16,889	6,437	38.11%	1,287
R&M-Gate	30,000	11,270	37.57%	3,575
R&M-Other Landscape	5,000	2,849	56.98%	-
R&M-Irrigation	22,000	13,657	62.08%	3,966
R&M-Sidewalks	10,000	21,520	215.20%	6,320
R&M-Trees and Trimming	20,000	19,940	99.70%	7,750
R&M-Roads	5,000	394	7.88%	-
Miscellaneous Services	9,000	296	3.29%	25
Misc-Decorative Lighting	10,000	7,100	71.00%	885
Misc-Property Taxes	1,900	3,602	189.58%	-
Reserve - Roadways	112,085	62,325	55.61%	62,325
Reserve-Tree Rem./Replacem.	-	1,013	0.00%	-
Reserves - Wall	-	13,900	0.00%	-
Total Field	662,132	358,008	54.07%	115,628
Parks and Recreation - General				
Payroll-Salaries	58,787	22,971	39.07%	4,358
Payroll-Hourly	64,818	22,233	34.30%	4,266
FICA Taxes	9,456	3,458	36.57%	660
Workers' Compensation	3,000	2,795	93.17%	1,355
Unemployment Compensation	350	-	0.00%	-
Contracts-Security Services	2,038	1,344	65.95%	964
Contracts-Pools	16,200	6,750	41.67%	1,350
Contracts-Pest Control	3,100	1,275	41.13%	255

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-20 ACTUAL
Communication - Telephone	3,000	1,336	44.53%	266
Utility - Gas	310	146	47.10%	24
Utility - Refuse Removal	1,000	416	41.60%	83
Utility - Water & Sewer	5,500	270	4.91%	131
R&M-Clubhouse	20,000	12,678	63.39%	865
R&M-Pools	9,000	771	8.57%	336
Miscellaneous Services	2,200	310	14.09%	-
Misc-Public Relations	7,885	4,535	57.51%	40
Solid Waste Disposal Assessm.	1,300	1,274	98.00%	-
Office Supplies	2,500	419	16.76%	159
Cleaning Supplies	2,250	767	34.09%	277
Op Supplies - Clubhouse	2,335	360	15.42%	98
Op Supplies - Pool Chemicals	7,000	1,113	15.90%	406
Capital Outlay	-	8,070	0.00%	-
Reserve - Clubhouse	-	30,406	0.00%	-
Total Parks and Recreation - General	222,029	123,697	55.71%	15,893
TOTAL EXPENDITURES	1,037,529	566,452	54.60%	143,445
Excess (deficiency) of revenues Over (under) expenditures	-	418,595	0.00%	(125,254)
Net change in fund balance	\$ -	\$ 418,595	0.00%	\$ (125,254)
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,322,192	1,322,192		
FUND BALANCE, ENDING	\$ 1,322,192	\$ 1,740,787		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-20 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 1,604	0.00%	\$ 482
Special Assmnts- Tax Collector	451,062	432,450	95.87%	7,015
Special Assmnts- Discounts	(18,042)	(17,053)	94.52%	(140)
TOTAL REVENUES	433,020	417,001	96.30%	7,357
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	9,021	8,308	92.10%	138
Total Administration	9,021	8,308	92.10%	138
Debt Service				
Principal Debt Retirement A-1	285,000	-	0.00%	-
Interest Expense Series A-1	137,403	68,701	50.00%	-
Total Debt Service	422,403	68,701	16.26%	-
TOTAL EXPENDITURES	431,424	77,009	17.85%	138
Excess (deficiency) of revenues Over (under) expenditures	1,596	339,992	0.00%	7,219
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	\$ 339,992	0.00%	\$ 7,219
FUND BALANCE, BEGINNING (OCT 1, 2019)	228,901	228,901		
FUND BALANCE, ENDING	\$ 230,497	\$ 568,893		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 29, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-20 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 1,376	0.00%	\$ 413
Special Assmnts- Tax Collector	389,884	373,797	95.87%	6,063
Special Assmnts- Discounts	(15,595)	(14,740)	94.52%	(121)
TOTAL REVENUES	374,289	360,433	96.30%	6,355
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	7,798	7,181	92.09%	119
Total Administration	7,798	7,181	92.09%	119
Debt Service				
Principal Debt Retirement A-2	240,000	-	0.00%	-
Interest Expense Series A-2	126,423	63,211	50.00%	-
Total Debt Service	366,423	63,211	17.25%	-
TOTAL EXPENDITURES	374,221	70,392	18.81%	119
Excess (deficiency) of revenues Over (under) expenditures	68	290,041	0.00%	6,236
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	1	0.00%	-
Contribution to (Use of) Fund Balance	68	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	68	1	1.47%	-
Net change in fund balance	\$ 68	\$ 290,042	0.00%	\$ 6,236
FUND BALANCE, BEGINNING (OCT 1, 2019)	198,724	198,724		
FUND BALANCE, ENDING	\$ 198,792	\$ 488,766		

OAKSTEAD
Community Development District

Supporting Schedules

February 29, 2020

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
01/10/20	38,127	1,191	778	40,096	22,309	9,540	8,247
02/10/20	28,316	586	578	29,481	16,403	7,015	6,063
TOTAL	\$ 1,710,860	\$ 71,667	\$ 34,916	\$ 1,817,443	\$ 1,011,197	\$ 432,450	\$ 373,797
% Collected					96%	96%	96%
TOTAL O/S					\$ 78,221	\$ 43,521	\$ 18,612
						\$ 16,088	

OAKSTEAD

Community Development District

Assigned Reserves Report February-20

		Current Balance	Goal
GL #283010	Operating Reserves	\$212,255	n/a
GL #283070	Reserves - Asset Replacement	\$211,086	\$0
GL #283185	Reserves - Clubhouse	\$0	\$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	\$78,600	\$2,030,000
GL #283790	Reserves-Sidewalks	\$50,945	\$25,000
GL #283880	Reserves-Wall	\$70,825	\$50,000
Total Assigned Reserves		\$779,157	\$2,350,000

Cash and Investment Report

February 29, 2020

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	1.26%	\$ 10,661
Checking Account - Main Op	Hancock Bank	checking account	n/a	0.00%	171,632
			subtotal		<u>\$ 182,292</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%	\$ 1,616,338
			Subtotal-GF		<u>\$ 1,798,880</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	1.46%	133,707
Ser 2016 A-1 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.46%	419,350
Ser 2016 A-1 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.47%	23
			Subtotal-DS 204		<u>\$ 553,083</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	1.46%	116,563
Ser 2017 A-2 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.46%	357,766
Ser 2017 A-2 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.46%	768
			Subtotal-DS 205		<u>\$ 475,100</u>
			Total All Funds		<u>\$ 2,827,063</u>

Oakstead CDD

Bank Reconciliation

Bank Account No. 5221 SunTrust Bank N.A.
Statement No. 02-20
Statement Date 2/29/2020

G/L Balance (LCY)	10,660.90	Statement Balance	10,909.58
G/L Balance	10,660.90	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	10,909.58
Subtotal	10,660.90	Outstanding Checks	248.68
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	10,660.90	Ending Balance	10,660.90
Difference	0.00		

Posting Date	Document Type	Document No.	Description		Amount	Cleared Amount	Difference
Deposits							
2/23/2020		DEP00299	Clover Sale - Michelle Bestor	G/L	20.00	20.00	0.00
2/25/2020		DEP00300	Benny Beltre-Remotes & Keys	G/L	51.00	51.00	0.00
2/26/2020		DEP00301	Alicia Bradshaw - Gate Remote	G/L	15.00	15.00	0.00
2/28/2020		DEP00302	Nhayda Torres - No details	G/L	34.00	34.00	0.00

Total Deposits

Outstanding Checks

2/19/2020	Payment	009117	PETTY CASH		248.68	0.00	248.68
Total Outstanding Checks.....					248.68		248.68

Oakstead CDD

Bank Reconciliation

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Bank Account No. 3063 HANCOCK BANK GF
Statement No. 02-2020
Statement Date 2/29/2020

G/L Balance (LCY)	171,631.54	Statement Balance	200,142.18
G/L Balance	171,631.54	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	200,142.18
Subtotal	171,631.54	Outstanding Checks	28,510.64
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	171,631.54	Ending Balance	171,631.54
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
2/5/2020	Payment	10804	JACK N. SIMPSON	427.43	0.00	427.43
2/13/2020	Payment	10825	MOZART'S ARTISTIC DESIGNS	12,500.00	0.00	12,500.00
2/21/2020	Payment	DD03412	JOSEPH N. CASCIO	159.70	0.00	159.70
2/21/2020	Payment	DD03413	JOHN R. CATHCART, JR	180.53	0.00	180.53
2/21/2020	Payment	DD03414	BARBARA A. FELDMAN	184.70	0.00	184.70
2/25/2020	Payment	10841	BRIGHTVIEW LANDSCAPE SVC	3,966.11	0.00	3,966.11
2/25/2020	Payment	10842	JOHN SESSA	160.00	0.00	160.00
2/27/2020	Payment	10843	CLEAN SWEEP SUPPLY CO., INC.	147.60	0.00	147.60
2/27/2020	Payment	10844	INFRAMARK, LLC	4,617.30	0.00	4,617.30
2/27/2020	Payment	10845	LLS TAX SOLUTIONS INC.	600.00	0.00	600.00
2/27/2020	Payment	10846	PREFERRED GOVT'L INS TRUST	1,355.00	0.00	1,355.00
Total Outstanding Checks.....				28,510.64		28,510.64

OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund For the Period from 2/1/20 to 2/29/20 (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	009117	02/19/20	PETTY CASH	021320	PETTY CASH REIMB(SUNTRUST ACCT)	Office Supplies	551002-57201	\$159.12
001	009117	02/19/20	PETTY CASH	021320	PETTY CASH REIMB(SUNTRUST ACCT)	SR COFFEE	549046-57201	\$39.56
001	009117	02/19/20	PETTY CASH	021320	PETTY CASH REIMB(SUNTRUST ACCT)	GATOR GAS	549001-53901	\$25.00
001	009117	02/19/20	PETTY CASH	021320	PETTY CASH REIMB(SUNTRUST ACCT)	LIGHT INSTALLATION	546015-57201	\$25.00
001	10805	02/04/20	AMERICAN ECOSYSTEMS, INC.	2002242	FEB WATER MANAGEMENT	Contracts-Lakes	534084-53901	\$2,219.00
001	10806	02/04/20	BRIGHTVIEW LANDSCAPE SVC	6681399	2/20 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$15,757.50
001	10806	02/04/20	BRIGHTVIEW LANDSCAPE SVC	6698085	LAKE PATIENCE PVC RPR	R&M-Irrigation	546041-53901	\$659.30
001	10806	02/04/20	BRIGHTVIEW LANDSCAPE SVC	6695025	TREE PRUNING & REMOVAL	R&M-Trees and Trimming	546099-53901	\$1,290.00
001	10807	02/04/20	JACK CATHCART	01242020	REIMB FOR SHED RAMP	Reserve - Clubhouse	568046-57201	\$100.00
001	10808	02/04/20	METRO GATES, INC	0060	DEC 2019 GATE PHONES	Communication-Gate Phones	541008-53901	\$810.00
001	10808	02/04/20	METRO GATES, INC	0081	1/25 WEYMOUTH RESET GATE SYSTEM	R&M-Gate	546034-53901	\$170.00
001	10809	02/04/20	TWO O EIGHT SECURITY, INC	010620	1/06/20 SECURITY (J. HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10809	02/04/20	TWO O EIGHT SECURITY, INC	011020	01/10/20 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10809	02/04/20	TWO O EIGHT SECURITY, INC	012020	01/20/20 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10809	02/04/20	TWO O EIGHT SECURITY, INC	012220	01/22/20 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10809	02/04/20	TWO O EIGHT SECURITY, INC	012820	01/28/20 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10810	02/06/20	BRIGHTVIEW LANDSCAPE SVC	6700229	1/14/20 INSTALL MULCH	Contracts-Mulch	534065-53901	\$30,000.00
001	10811	02/06/20	FEDEX	6-910-30997	1/17/20 FEDEX	Postage and Freight	541006-51301	\$17.78
001	10812	02/06/20	JAMES E. LAROSE JR.	012520	01/25/20 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10812	02/06/20	JAMES E. LAROSE JR.	010920	01/09/20 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10813	02/06/20	JOHN SESSA	020120-ADMIN	FEB/20 SECURITY ADMIN FEES	Contracts-Florida Hwy Patrol	534101-53901	\$150.00
001	10814	02/06/20	OLM	35822	1/30/20 LANDSCAPE INSPECTION	Contracts-Landscape Consultant	534062-53901	\$1,620.00
001	10815	02/06/20	VENTURESIN.COM, INC	44985	FEB 2020 COMM XS APP	ProfServ-Web Site Development	531047-51301	\$80.00
001	10816	02/06/20	WASTE CONNECTIONS	4384788	FEB WASTE SERVICE	Utility-Refuse Removal	543020-57201	\$83.10
001	10817	02/06/20	SUNTRUST BANK-8900	012620-8900	SunTrust CC purch 12/27/19-1/15/2020	1.YA YA FAVOR MART	549046-57201	\$48.88
001	10817	02/06/20	SUNTRUST BANK-8900	012620-8900	SunTrust CC purch 12/27/19-1/15/2020	2.PUBLIX	549046-57201	\$153.09
001	10817	02/06/20	SUNTRUST BANK-8900	012620-8900	SunTrust CC purch 12/27/19-1/15/2020	3.TEXAS ROADHOUSE	546015-57201	\$651.00
001	10817	02/06/20	SUNTRUST BANK-8900	012620-8900	SunTrust CC purch 12/27/19-1/15/2020	4.HOBBY-LOBBY	549046-57201	\$22.98
001	10817	02/06/20	SUNTRUST BANK-8900	012620-8900	SunTrust CC purch 12/27/19-1/15/2020	5.PCLAND	546015-57201	\$250.00
001	10817	02/06/20	SUNTRUST BANK-8900	012620-8900	SunTrust CC purch 12/27/19-1/15/2020	6.GOOGLE	546015-57201	\$1.99
001	10817	02/06/20	SUNTRUST BANK-8900	012620-8900	SunTrust CC purch 12/27/19-1/15/2020	7.GAS N GRILLS	546015-57201	\$773.96
001	10818	02/13/20	CASTLE VENTURES	0059838	EXT SVC PLAN MAR 20 - MAY 20	HPI Access Control Prepaid	155000	\$285.00
001	10819	02/13/20	FRONTIER	020120-6591	FEB SERVICE 813-949-6591	Communication - Telephone	541003-57201	\$172.88
001	10820	02/13/20	GRAU & ASSOCIATES	19087	AUDIT FYE 09/30/19	Auditing Services	532002-51301	\$4,700.00
001	10821	02/13/20	LOWE'S COMPANIES	020220-8450	LOWES: JAN 2020 PURCHASES	R&M-Clubhouse	546015-57201	\$907.08
001	10822	02/13/20	METRO GATES, INC	0078	1/23/20 KESWICK - phone entry svc call	R&M-Gate	546034-53901	\$170.00
001	10822	02/13/20	METRO GATES, INC	0099	2/4/20 HILLINGTON - Reinstall hardware	R&M-Gate	546034-53901	\$170.00

OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 2/1/20 to 2/29/20
(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	10823	02/13/20	MOZART'S ARTISTIC DESIGNS	20-4785	1/30/20 Keswick-Phone Entry Repair	R&M-Gate	546034-53901	\$2,485.00
001	10824	02/13/20	MOZART'S ARTISTIC DESIGNS	20-4786	1/30/20 Weymouth-Gate leaf welding rprs	R&M-Gate	546034-53901	\$750.00
001	10825	02/13/20	MOZART'S ARTISTIC DESIGNS	20-4777 BAL	Community gates Overhaul-50% Balance Due	Reserve - Roadways	568138-53901	\$12,500.00
001	10826	02/13/20	MOZART'S ARTISTIC DESIGNS	20-4777 DEP	Community gates Overhaul-50% Deposit	Reserve - Roadways	568138-53901	\$12,500.00
001	10827	02/13/20	STANTEC CONSULTING SERVICES	1618343	GEN ENGINEERING THRU 01/24/20	ProfServ-Engineering	531013-51501	\$385.55
001	10831	02/18/20	CLEAN SWEEP SUPPLY CO., INC.	00207271	HAND TOWELS & SOAP	Cleaning Supplies	551003-57201	\$81.40
001	10832	02/18/20	ELEGANT ACCENTS	817193259	Rplc damaged/bad fixtures, various locations	Misc-Decorative Lighting	549018-53901	\$760.00
001	10832	02/18/20	ELEGANT ACCENTS	817193260	Red/Green Light Bulbs Change Out	Misc-Decorative Lighting	549018-53901	\$125.00
001	10833	02/18/20	GULF COAST WATER	61558	11 WATER BOTTLES & 5 CUPS	Op Supplies - Clubhouse	552003-57201	\$97.00
001	10833	02/18/20	GULF COAST WATER	1000165	02/01-02/29/20 COOLER SRVC	Op Supplies - Clubhouse	552003-57201	\$1.00
001	10834	02/18/20	JOHN SESSA	021220	02/12/20 SECURITY PATROL	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10835	02/18/20	PHOENIX SERVICE SYSTEMS, INC	020320	FEB PEST CONTROL	Contracts-Pest Control	534125-57201	\$255.00
001	10836	02/19/20	A-Z TREE SERVICE	021320	TREE/STUMP REMOVALS	R&M-Trees and Trimming	546099-53901	\$4,550.00
001	10836	02/19/20	A-Z TREE SERVICE	011420	1.14.20 PINES & SHRUB REMOVALS	R&M-Trees and Trimming	546099-53901	\$3,200.00
001	10837	02/19/20	FEDEX	6-924-10838	SRVCS THRU 02/11/20	Postage and Freight	541006-51301	\$32.24
001	10838	02/19/20	JOHN SESSA	021420	02/14/20 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10839	02/19/20	JOHNSON CONTROLS SECURITY	33837447	3/1/20-02/28/21 security 01300 117426767	Contracts-Security Services	534037-57201	\$869.03
001	10840	02/19/20	MOZART'S ARTISTIC DESIGNS	20-4789 DEP	GATE RESTORATION-DEPOSIT	Reserve - Roadways	568138-53901	\$18,662.40
001	10841	02/25/20	BRIGHTVIEW LANDSCAPE SVC	6713378	PVC Rpr- MAINLINE	R&M-Irrigation	546041-53901	\$329.00
001	10841	02/25/20	BRIGHTVIEW LANDSCAPE SVC	6713476	Valve Rplcmnt & 2" Diaphragm	R&M-Irrigation	546041-53901	\$789.65
001	10841	02/25/20	BRIGHTVIEW LANDSCAPE SVC	6714040	PVC Rpr Mainline/Manassas Lift Station	R&M-Irrigation	546041-53901	\$834.61
001	10841	02/25/20	BRIGHTVIEW LANDSCAPE SVC	6715628	February Inspection/Irrigation Rprs	R&M-Irrigation	546041-53901	\$2,012.85
001	10842	02/25/20	JOHN SESSA	021920	Security Patrol 2/19/20	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10843	02/27/20	CLEAN SWEEP SUPPLY CO., INC.	00206990	TP;SOAP;PPR TWLS;POLISH	Cleaning Supplies	551003-57201	\$147.60
001	10844	02/27/20	INFRAMARK, LLC	49003	FEB MNGT SRVCS	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,576.00
001	10844	02/27/20	INFRAMARK, LLC	49003	FEB MNGT SRVCS	Printing and Binding	547001-51301	\$41.30
001	10845	02/27/20	LLS TAX SOLUTIONS INC.	001937	SERIES 2016A THRU 12/14/19	ProfServ-Arbitrage Rebate	531002-51301	\$600.00
001	10846	02/27/20	PREFERRED GOV'TL INS TRUST	61844	10/1/18-10/1/19 WRKRS COMP	Workers' Compensation	524001-57201	\$1,355.00
001	261	02/18/20	OAKSTEAD CDD	021220-0682	DEPOSIT TO HANCOCK from BU MMA	Cash with Fiscal Agent	131000	\$100,000.00
001	DD03415	02/27/20	SAM'S CLUB - ACH	020720-6821 ACH	SAMS CC PURCH 1/10-1/30	R&M-Clubhouse	546015-57201	\$182.62
001	DD03416	02/24/20	TECO PEOPLES GAS - ACH	020320-2101 ACH	12/31/19-1/28/20 GAS ACH	Utility - Gas	543019-57201	\$23.76
001	DD03417	02/03/20	DUKE ENERGY-ACH	011020-4391 ACH	11/25/19-1/8/20 ELECTRIC SRVCS	Electricity - Streetlighting	543013-53901	\$6,609.20
001	DD03422	02/26/20	PASCO COUNTY UTILITIES	020720 ACH	12/19/19-01/17/20 Reclaimed Water	Utility - Reclaimed Water	543028-53901	\$1,850.54
001		Feb 2020		PAYROLL	February 2020 Payroll Posting			\$7,680.09
Fund Total								\$247,398.06
Total Cks Paid								\$247,398.06

Invoice Number	1618343
Invoice Date	February 5, 2020
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	January 24, 2020
Current Invoice Total (USD)	385.55		

Prepare for and attend January CDD meeting

Top Task 2020 2020 FY General Consulting
Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Stewart, Tonja L	2.00	183.00	366.00
	Subtotal Professional Services	<u>2.00</u>		<u>366.00</u>

Disbursements

Direct - Vehicle (mileage)	19.55
Subtotal Disbursements	<u>19.55</u>

Top Task Subtotal	2020 FY General Consulting	385.55
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Total Fees & Disbursements	<u>385.55</u>
INVOICE TOTAL (USD)	385.55

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.

3C.



Agenda Page 29
LLS Tax Solutions Inc.
2172 W. Nine Mile Rd.
#352
Pensacola, FL 32534
Telephone: 850-754-0311
Email: liscott@llstax.com

February 20, 2020

Oakstead Community Development District
c/o Inframark Infrastructure Management Services
210 N. University Dr., Ste. 702
Coral Springs, FL 33071

Thank you for choosing LLS Tax Solutions Inc. (“LLS Tax”) to provide arbitrage services to Oakstead Community Development District (“Client”) for the following bond issues. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$5,335,000 Oakstead Community Development District Special Assessment Revenue Refunding and Improvement Bonds, Series 2016A

SCOPE OF SERVICES

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service (“IRS”) forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

TAX POSITIONS AND REPORTABLE TRANSACTIONS

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to

certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

PROFESSIONAL FEES AND EXPENSES

Our professional fees for services listed above for the three bond years ended December 14, 2020, December 14, 2021, and December 14, 2022 is \$1,800, which is \$600 for each year. We will bill you upon completion of our services or on a monthly basis. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

ACCEPTANCE

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:
Oakstead Community Development District

By: Linda L. Scott
Linda L. Scott, CPA

By: _____
Print Name _____
Title _____
Date: _____

Seventh Order of Business

7A

Marine Products Inc.
Marine & General Contractor

Providing Quality Service For **ALL** Your Construction Needs

Office# 727-943-0033 Cell# 727-638-2104 License # CGC1507397
dockguy1@verizon.net Fax#727-857-7559

Contract

Date: 03/03/2020

Name: Oakstead Att: Nancy Intini – Director, Oakstead Park	Phone# 813-949-6591
Address: 3038 Oakstead Blvd. Land O Lakes Fl.34638	
Email Address: oaksteadparkdirector@gmail.com	

I/We the owner(s) of the premises described above (herein after referred to as “Purchaser(s)”) offer to contract with MARINE PRODUCTS INC. to furnish, deliver and arrange for installation of all materials necessary to the below specifications. **THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE CONTAINED ON BOTH SIDES OF THIS FORM.**

Scope of Work: Bridge Repairs

Bridge #1 Repairs

Remove and Replace 690 ft. of Handrail.
4” x 6” Posts PTSYP.
Railings – (2) 2” x 6”, (1) 2” x 4” PTSYP.
Top Rail Cap – 2” x 6” Structural Plastic.
Structural Hardware to be HDG.
Screws to be SS.

Bridge #2 Repairs

Replace (2) 2” x 6” Railing Boards.
Replace (2) 2” x 4” Railing Boards.
Replace (1) “X” Picket.
Re-plumb Post.
Screws to be SS.

Bridge #3 Repairs

Materials and Labor.
Dumpster.

Total = \$41,900.00

MARINE PRODUCTS INC. takes no responsibility for identification nor removal nor disturbance of existing environmental problems or hazards. If it is determined that any of the material or jobsites are an environmental hazard, the purchaser must arrange (at the purchaser’s sole additional expense) for removal, haul- away, and dumping of material. According to existing local, State and Federal Law. _____ initials	MARNE PRODUCTS INC, cannot identify all hidden conditions which may require drilling, extra equipment or additional coasts. These changes will be brought to the purchaser’s immediate attention and a change order will drafted and billed as an extra. The purchaser agrees to pay upon completion. _____ initials.
---	---

PURCHASER’S SIGNATURE: _____ Down Payment \$

Contractor to Purchaser(s) shall furnish the above – described goods and services for the sum of:

SUBMITTED BY _____ Partial payment \$

REPRESENTATIVE: Darin Halfmann
The parties have hereunto set their hands this Month of ____ day of ____ 2020 Upon Completion \$

ESTIMATE AND PORPOSAL - MARINE PRODUCTS INC. offers to furnish the materials and arrange for their delivery and installation as specified on the reverse side and / or on attached sketches and specification sheet and obtain all the proper permits for the total sum shown and any additional charges thereto.

DELAYS IN INSTALLATION - Purchaser agrees that MARINE PRODUCTS INC. is not responsible for delays in delivery or installation due to weather, sea conditions, strikes, war, government regulations or any causes beyond its control.

ORAL AGREEMENTS AND CHANGES IN PROPOSAL - Purchaser understands there are no oral agreements. Everything purchaser expects MARINE PRODUCTS INC. to do has been included in writing in this contract. Nothing can be changed in this contract unless it is in writing on a separate form accepted by purchaser and MARINE PRODUCTS INC.

PAYMENT - Purchaser agrees to pay MARINE PRODUCTS INC. the sum price that covers the price of materials and installation as shown on the reverse side. Including any change orders or extras by hidden conditions or requests of purchaser. Purchaser agrees to pay MARINE PRODUCTS INC. reasonable cost of enforcement or collection in the event it is necessary for MARINE PRODUCTS INC. or the installer to retain an attorney to initiate legal proceedings. Purchaser agrees to pay reasonable attorney’s fee and costs incurred, whether or not proceedings are instigated, in addition to other sums.

STAISFACTION CERTIFICATE - Upon completion of installation of materials, purchaser agrees to sign a standard certificate indicating Purchaser’s satisfaction with the job. MARINE PRODUCTS INC. upon receipt of the signed certificate and payment in-full agrees that no liens will be placed upon the property.

WARRANTY INFORMATION - Upon payment in full and receipt by MARINE PRODUCTS INC. of the purchaser’s satisfaction certificate, MARINE PRODUCTS INC. will arrange for a limited manufacture’s warranty (if applicable to the job) and two (2) year limited installer’s labor warranty. If Purchaser does not make payment in full within twenty – one (21) days of completion of job all warranties will be considered null and void. However, Purchaser will still be responsible for full payment.

EXCLUSIVE REMEDY – Purchaser agrees that MARINE PROCUTS INC. and the installer shall not be liable for any acts of negligence or malfeasance arising out of the services, sale, materials, dock, seawall, lifts, remodels, home improvements, job, installation, or work performed in connection with this contract. The limited warranties provided by the manufacture and the installer shall be the purchaser’s exclusive and sole remedy with respect to the services, sale, materials, dock , seawall, lift, remodels, home improvements, job, installation, or work performed in connection with the job. MARINE PROCUTS INC. and the installer shall not be liable for any damages of any kind whatsoever including but not limited to property damages, personal property damages, loss of use, damages for delay, consequential damages or incidental damages.

CONTRACT FOR SERVICES - Purchaser agrees that this is a contract for the performance of services and all payments made pursuant to this contract are for services rendered. Purchaser agrees that this contract is not a contract for sale of goods. in any event THERE ARE NOT WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION IN THE LIMITED WARRANTIES PROVIDED BY THE MANUFACTURES AND THE INSTALLER (THE LIMITED WARRANTIES). THE LIMITED WARRANTIES SUPERCEDE AND ARE PROVIDED IN LIEU OF ALL OTHER WARRANTIES OR GUARANTEES WETHER EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.

IN – HOME SALE OR SERVICE NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE (3) BUSINESS DAYS FROM THE DATE ON THE REVERSE SIDE.

IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN (10) BUSINESS DAYS FOLLOWING RECEIPT BY SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WIL BE CANCELLED.

IF YOU CANCEL,YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE, IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE, OR YOU MAY IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OS THE SELLER REGARDING THE RETURN OF THE SHIPMENTS OF THE GOODS AT THE SELLER’S EXPENSE AND RISK.

IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY (20) DAYS OF THE DATE OF YOUR NOTICE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREE TO RETURN THE GOODS TO THE SELLER AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT.

TO CANCEL THIS TRANSACTION, FAX OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, TO MARINE PRODUCTS INC. TO THE FAX NUMBER ON THE REVERSE SIDE.

NOT LATER THAN MIDNIGHT OF _____, 20____

**I HEREBY CANCEL THIS TRANSACTION _____
DATE PURCHASER’S SIGNATURE**

**FLORIDA HOMEOWNER’S CONSTRUCTION
RECOVERY FUND**

PAYMENT MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNER’S CONSTRUCTION RECOVERY FUND YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATION OF FLORIDA LAW BY A LICENSED CONTRACTOR, FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS:
Construction Industry Licensing Board – 1940 North Monroe Street, Suite 42 – Tallahassee, Florida 32339-2202- phone# 850-487-1395