

**Oakstead
Community Development District**

June 16, 2020

Agenda Package

Oakstead Community Development District

Inframark • Infrastructure Management Services

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June 9, 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, June 16, 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 May 19, 2020 Regular Meeting
 - B. Approval of the Financial Statements for May 2020
4. Attorney's Report
5. Engineer's Report
6. Manager's Report
 - A. Discussion of Approved, Proposed Fiscal Year 2021 Budget
7. Supervisor Reports
 - A. MOI Security Quotes for Security System
 - B. MOI Security for Gate Phones
 - C. New Website Discussion
8. Staff Reports
 - A. Site Manager
 - B. Newsletter Committee
9. Supervisors' Requests and Comments
10. Audience Comments
11. Adjournment

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

Sincerely,



Andrew P. Mendenhall/mm
District Manager

Third Order of Business

3A.

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on May 19, 2020 at 1:00 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O' Lakes, Florida with phone-in access using number: (800) 747-5150 Access Code: 2758201#.

Present and constituting a quorum were:

| | |
|-----------------|---------------------|
| Fred Krauer | Chairman |
| Barbara Feldman | Vice Chair |
| Joe Cascio | Assistant Secretary |
| Jack Cathcart | Assistant Secretary |
| Gary Goldstein | Assistant Secretary |

Also present were:

| | |
|--|-------------------------|
| Mark Vega | Acting District Manager |
| Nancy Intini | Site Manager |
| Brightview Landscaping Representatives | |

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 March 17, 2020 Regular Meeting

B. Approval of the Financial Statements for April 2020

On MOTION by Ms. Feldman seconded by Mr. Goldstein with all in favor the consent agenda items were approved as presented.

The meeting was opened for comments and questions from residents and members of the public who accessed the meeting by phone.

A caller inquired about the gates and sidewalk grinding.

Ms. Intini responded to the sidewalk question. She also noted regarding the gates, they were working on them yesterday and today.

FOURTH ORDER OF BUSINESS

Attorney's Report

Mr. Krauer commented on the timeframe for opening the District facilities.

FIFTH ORDER OF BUSINESS

Engineer's Report

Mr. Krauer noted the engineers are going out right now, doing inspections on the property. Their observations are that the cul-de-sacs are not holding up, but not due to trucks but due to cars that are stopped in one place and turning their wheels. Rippa has been contacted and their comments will be reported by the District Engineer at a later date.

Mr. Cascio made inaudible comments regarding a schedule for reopening district facilities.

Mr. Mendenhall responded he will consult with District Counsel for his recommendation regarding the District's reopening.

Mr. Krauer requested to have the District Engineer attend the next workshop meeting.

SIXTH ORDER OF BUSINESS

Manager's Report

B. Notice from Pasco County SOE on the Number of Registered Voters in the District – 2,196

The current number of registered voters in the District is 2,196. This item is reported to the district each year.

A. Distribution of the Proposed Fiscal Year 2021 Budget and Consideration of Resolution 2020-03 Approving the Budget and Setting the Public Hearing

Mr. Mendenhall explained the budget process. The proposed budget approved by the Board will be sent to Pasco County for their records. The final budget will be adopted by the Board at a public hearing that will be set for August 18, 2020 at 6:30 P.M. here, at the Oakstead CDD clubhouse. The status of the budget will be determined today; either the budget will remain flat, increased for some expected expense or decreased.

At this time in the meeting the proposed budget item was tabled for a short time in order to allow representatives from Brightview Landscaping to address the Board.

Ms. Intini explained the reason for the Brightview representative's attendance today; they explained the reason for the cost for cutting certain shrubs in Tuckerman and Manassas. This issue will be discussed again at the next workshop meeting.

71 A lengthy landscaping discussion by the Board, Ms. Intini and Brightview representatives
72 ensued.

73 The Brightview representatives left the meeting.

74 **A. Distribution of the Proposed Fiscal Year 2021 Budget and Consideration of**
75 **Resolution 2020-03 Approving the Budget and Setting the Public Hearing**
76 **(continued)**

77 *The discussion of this item resumed.*

78 At this time the Board needs to make the decision to increase the assessments or not. The
79 public hearing in August will give the Board more time to analyze some financials for the next
80 few months. The proposed budget can be discussed at the next few workshops and regular
81 meetings.

82 Mr. Cascio made comments regarding the Trim Notice, however, they were inaudible due
83 to background noise on the meeting recording.

84
85 Mr. Cascio MOVED seconded by Ms. Feldman for an
86 increase of \$75.

87
88 The motion made above was discussed including discussion of Reserve items which will
89 be discussed again at the next workshop meeting.

90
91 Mr. Cascio MOVED to amend the motion he made above,
92 which was seconded by Ms. Feldman and Ms. Feldman
93 seconding the approval of the amendment to increase the
94 assessments by \$90.

95
96 The amended motion was discussed, and Mr. Mendenhall requested the Board consider a
97 management services increase of 3%.

98 A consensus of the Board was to include a management services fee increase of 3% in the
99 proposed fiscal year 2020-21 budget.

100
101 On VOICE Vote with all in favor the amended motion
102 made above to increase the assessments by \$90 was
103 approved.

104
105 Discussion ensued regarding trees.

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

Ms. Intini discussed the following:

- The playground – quote
- Pool area social distancing – The pool will reopen on June 1st. Further recommendation will be discussed by Ms. Intini, the District Manager, District Counsel coordinating with the Districts insurance representative and resulting recommendations will be followed.

Residents were invited to comment on the pool discussion.

A resident, Holly, who was connected to the meeting via telephone, commented and recommended reaching out to the parks and recreation department of Pasco County to see what they are doing.

Additional alternative pool access ideas and clubhouse hours were discussed.

Posting information to the District website was discussed.

- The playground – quote – continued discussion

On MOTION by Mr. Goldstein seconded by Ms. Feldman with all in favor the playground quote in the amount of \$16,790.03 was accepted.

- Gates - Face recognition – Spectrum will provide a quote.
- Weymouth HOA meetings.
- Election events at the clubhouse in August.

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

Mr. Cathcart reported we need to rescind the motion the Board previously made accepting the RSS Contract. The contract was signed off by the Chair, paper work was sent out and funds were never distributed. The contract was for facial recognition and the alarm system projects. The reason for rescinding is that the RSS financial problems could not be justified.

On MOTION by Mr. Cathcart seconded by Mr. Cascio with all in favor rescinding the previous motion approving a contract with RSS for a facial recognition and alarm system was approved.

Another vendor will attend the next workshop meeting to provide quotes for facial recognition, alarms and other internet options.

Mr. Cascio inquired if the Board would consider approaching the Tampa Bay Times with the idea of continuing the Newsletter if the District would provide some of the costs associated with the production or distribution.

Ms. Intini added the biggest cost for them was the mailing.

Mr. Cascio also expressed his opinion regarding the current pandemic situation with regard to China. He encouraged the district to not buy products from China.

Ms. Feldman thanked the residents in attendance for their patience. She also commented on the nice appearance of the gates.

NINTH ORDER OF BUSINESS

Audience Comments

A resident asked about the schedule for the August 18, 2020 meeting and it was noted the meeting is scheduled for 6:30 P.M. on that date.

The resident also asked if there will be senior hours for the pool when it is re-opened, and the response was that the District did not see that happening.

She also asked if the No Fishing, No Trespassing signs could be on the land instead of in the water.

The sign issue will be discussed at the next workshop meeting.

TENTH ORDER OF BUSINESS

Adjournment

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

Chairman/Secretary

3B.

Oakstead
Community Development District

Financial Report

May 31, 2020



Table of Contents

FINANCIAL STATEMENTS

| | |
|--|-------------|
| Balance Sheet - All Funds | Pages 1 - 2 |
| Statement of Revenues, Expenditures and Changes in Fund Balances | |
| General Fund | Pages 3 - 5 |
| Debt Service Funds | Pages 6 - 7 |

SUPPORTING SCHEDULES

| | |
|--|---------------|
| Non-Ad Valorem Special Assessments | Page 8 |
| Assigned Reserves Report | Page 9 |
| Cash and Investment Report | Page 10 |
| Bank Reconciliation Reports | Pages 11 - 12 |
| Check Register & Invoices | Pages 13 - 16 |

OAKSTEAD
Community Development District

Financial Statements

(Unaudited)

May 31, 2020

Balance Sheet
May 31, 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 | \$ 362,348 | \$ - | \$ - | \$ 362,348 |
| Cash On Hand/Petty Cash | 250 | - | - | 250 |
| Due From Other Funds | - | 2,640 | 2,282 | 4,922 |
| Investments: | | | | |
| Money Market Account | 1,118,431 | - | - | 1,118,431 |
| Reserve Fund (A-2) | - | - | 116,802 | 116,802 |
| Reserve Fund A | - | 133,981 | - | 133,981 |
| Revenue Fund (A-2) | - | - | 79,968 | 79,968 |
| Revenue Fund A | - | 94,192 | - | 94,192 |
| Sinking Fund (A-2) | - | - | 1 | 1 |
| Sinking Fund A | - | 1 | - | 1 |
| Prepaid Items | 7,186 | - | - | 7,186 |
| Deposits | 839 | - | - | 839 |
| TOTAL ASSETS | \$ 1,489,054 | \$ 230,814 | \$ 199,053 | \$ 1,918,921 |
| <u>LIABILITIES</u> | | | | |
| Accounts Payable | \$ 23,687 | \$ - | \$ - | \$ 23,687 |
| Accrued Expenses | 11,560 | - | - | 11,560 |
| Due To Other Funds | 4,922 | - | - | 4,922 |
| TOTAL LIABILITIES | 40,169 | - | - | 40,169 |

Balance Sheet
May 31, 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 | 7,186 | - | - | 7,186 |
| Deposits | 839 | - | - | 839 |
| Restricted for: | | | | |
| Debt Service | - | 230,814 | 199,053 | 429,867 |
| Assigned to: | | | | |
| Operating Reserves | 212,255 | - | - | 212,255 |
| Reserves - Asset Replacement | 148,286 | - | - | 148,286 |
| Reserves - Clubhouse | 7,914 | - | - | 7,914 |
| Reserves - Gate | 21,600 | - | - | 21,600 |
| Reserves - Landscape | 30,000 | - | - | 30,000 |
| Reserves - Ponds | 79,385 | - | - | 79,385 |
| Reserves - Tree Removal & Replacement | 12,425 | - | - | 12,425 |
| Reserves - Roadways | 78,600 | - | - | 78,600 |
| Reserves - Sidewalks | 20,945 | - | - | 20,945 |
| Reserve - Wall | 64,575 | - | - | 64,575 |
| Unassigned: | 764,875 | - | - | 764,875 |
| TOTAL FUND BALANCES | \$ 1,448,885 | \$ 230,814 | \$ 199,053 | \$ 1,878,752 |
| TOTAL LIABILITIES & FUND BALANCES | \$ 1,489,054 | \$ 230,814 | \$ 199,053 | \$ 1,918,921 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | MAY-20 ACTUAL |
|--------------------------------|-----------------------------|------------------------|--|------------------|
| REVENUES | | | | |
| Interest - Investments | \$ 16,500 | \$ 9,085 | 55.06% | \$ 250 |
| Room Rentals | 3,000 | 2,203 | 73.43% | 980 |
| Special Events | 1,000 | 2,228 | 222.80% | - |
| Other Charges For Services | 2,500 | 632 | 25.28% | 274 |
| Special Assmnts- Tax Collector | 1,054,718 | 1,045,865 | 99.16% | 6,273 |
| Special Assmnts- Discounts | (42,189) | (39,970) | 94.74% | 26 |
| Other Miscellaneous Revenues | - | 7,360 | 0.00% | 5,000 |
| Gate Bar Code/Remotes | 2,000 | 1,163 | 58.15% | 396 |
| TOTAL REVENUES | 1,037,529 | 1,028,566 | 99.14% | 13,199 |

EXPENDITURES**Administration**

| | | | | |
|--------------------------------|----------------|----------------|---------------|--------------|
| P/R-Board of Supervisors | 19,200 | 9,200 | 47.92% | 1,400 |
| FICA Taxes | 1,469 | 704 | 47.92% | 107 |
| ProfServ-Arbitrage Rebate | 1,200 | 600 | 50.00% | - |
| ProfServ-Engineering | 7,000 | 3,348 | 47.83% | - |
| ProfServ-Legal Services | 14,000 | 8,821 | 63.01% | - |
| ProfServ-Mgmt Consulting Serv | 54,912 | 36,608 | 66.67% | 4,576 |
| ProfServ-Property Appraiser | 150 | 150 | 100.00% | 150 |
| ProfServ-Special Assessment | 12,000 | 12,000 | 100.00% | - |
| ProfServ-Trustee Fees | 5,000 | 5,000 | 100.00% | - |
| ProfServ-Web Site Development | 1,000 | 640 | 64.00% | 80 |
| Auditing Services | 6,700 | 6,700 | 100.00% | - |
| Postage and Freight | 1,500 | 803 | 53.53% | 56 |
| Insurance - General Liability | 3,717 | 2,403 | 64.65% | 300 |
| Printing and Binding | 800 | 464 | 58.00% | - |
| Legal Advertising | 1,900 | 632 | 33.26% | 352 |
| Misc-Bank Charges | 1,500 | 765 | 51.00% | 129 |
| Misc-Assessmnt Collection Cost | 21,095 | 20,118 | 95.37% | 126 |
| Misc-Credit Card Fees | - | 753 | 0.00% | 197 |
| Office Supplies | 50 | 122 | 244.00% | - |
| Annual District Filing Fee | 175 | 175 | 100.00% | - |
| Total Administration | 153,368 | 110,006 | 71.73% | 7,473 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | MAY-20 ACTUAL |
|--|-----------------------------|------------------------|--|------------------|
| <u>Field</u> | | | | |
| Contracts-Landscape | 189,090 | 126,060 | 66.67% | 15,758 |
| Contracts-Landscape Consultant | 19,440 | 12,960 | 66.67% | 1,620 |
| Contracts-Mulch | 30,000 | 30,000 | 100.00% | - |
| Contracts-Lakes | 26,628 | 17,752 | 66.67% | 2,219 |
| Contracts-Florida Hwy Patrol | 23,000 | 16,240 | 70.61% | 1,430 |
| Contracts-Annuaals | 14,380 | 11,200 | 77.89% | - |
| Contracts-Gates | 4,500 | 2,250 | 50.00% | - |
| Communication-Gate Phones | 9,720 | 6,480 | 66.67% | 810 |
| Electricity - Streetlighting | 78,500 | 57,880 | 73.73% | 5,956 |
| Utility - Reclaimed Water | 25,000 | 12,827 | 51.31% | 1,778 |
| Insurance - Property | 16,889 | 10,299 | 60.98% | 1,287 |
| R&M-Gate | 30,000 | 21,285 | 70.95% | 245 |
| R&M-Other Landscape | 5,000 | 6,449 | 128.98% | 1,815 |
| R&M-Irrigation | 22,000 | 19,137 | 86.99% | 1,437 |
| R&M-Sidewalks | 10,000 | 66,206 | 662.06% | 17,740 |
| R&M-Trees and Trimming | 20,000 | 19,940 | 99.70% | - |
| R&M-Roads | 5,000 | 394 | 7.88% | - |
| Miscellaneous Services | 9,000 | 341 | 3.79% | - |
| Misc-Decorative Lighting | 10,000 | 7,375 | 73.75% | - |
| Misc-Property Taxes | 1,900 | 3,602 | 189.58% | - |
| Impr - Bridge | - | 42,200 | 0.00% | 22,200 |
| Reserve - Ponds | - | 2,400 | 0.00% | - |
| Reserve - Roadways | 112,085 | 62,325 | 55.61% | - |
| Reserve - Sidewalks | - | 30,000 | 0.00% | - |
| Reserve-Tree Rem./Replacem. | - | 10,649 | 0.00% | - |
| Reserves - Wall | - | 20,150 | 0.00% | - |
| Total Field | 662,132 | 616,401 | 93.09% | 74,295 |
| <u>Parks and Recreation - General</u> | | | | |
| Payroll-Salaries | 58,787 | 38,226 | 65.02% | 4,358 |
| Payroll-Hourly | 64,818 | 38,485 | 59.37% | 4,700 |
| FICA Taxes | 9,456 | 5,868 | 62.06% | 693 |
| Workers' Compensation | 3,000 | 3,435 | 114.50% | - |
| Unemployment Compensation | 350 | - | 0.00% | - |
| Contracts-Security Services | 2,038 | 1,629 | 79.93% | 95 |
| Contracts-Pools | 16,200 | 10,800 | 66.67% | 1,350 |
| Contracts-Pest Control | 3,100 | 2,040 | 65.81% | 255 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | MAY-20 ACTUAL |
|--|-----------------------------|------------------------|--|------------------|
| Communication - Telephone | 3,000 | 1,957 | 65.23% | 93 |
| Utility - Gas | 310 | 217 | 70.00% | 24 |
| Utility - Refuse Removal | 1,000 | 665 | 66.50% | 83 |
| Utility - Water & Sewer | 5,500 | 1,454 | 26.44% | 172 |
| R&M-Clubhouse | 20,000 | 15,590 | 77.95% | 909 |
| R&M-Pools | 9,000 | 2,886 | 32.07% | 1,081 |
| Miscellaneous Services | 2,200 | 1,122 | 51.00% | - |
| Misc-Public Relations | 7,885 | 7,052 | 89.44% | - |
| Solid Waste Disposal Assessm. | 1,300 | 1,274 | 98.00% | - |
| Office Supplies | 2,500 | 516 | 20.64% | - |
| Cleaning Supplies | 2,250 | 1,155 | 51.33% | 207 |
| Op Supplies - Clubhouse | 2,335 | 642 | 27.49% | 1 |
| Op Supplies - Pool Chemicals | 7,000 | 1,977 | 28.24% | 60 |
| Reserve-Asset Replacements | - | 20,601 | 0.00% | - |
| Reserve - Clubhouse | - | 17,875 | 0.00% | - |
| Total Parks and Recreation - General | 222,029 | 175,466 | 79.03% | 14,081 |
| TOTAL EXPENDITURES | 1,037,529 | 901,873 | 86.93% | 95,849 |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | 126,693 | 0.00% | (82,650) |
| Net change in fund balance | \$ - | \$ 126,693 | 0.00% | \$ (82,650) |
| FUND BALANCE, BEGINNING (OCT 1, 2019) | 1,322,192 | 1,322,192 | | |
| FUND BALANCE, ENDING | \$ 1,322,192 | \$ 1,448,885 | | |

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2020

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | MAY-20 ACTUAL |
|--|-----------------------------|------------------------|--|------------------|
| REVENUES | | | | |
| Interest - Investments | \$ - | \$ 2,738 | 0.00% | \$ 108 |
| Special Assmnts- Tax Collector | 451,062 | 447,276 | 99.16% | 2,683 |
| Special Assmnts- Discounts | (18,042) | (17,094) | 94.75% | 11 |
| TOTAL REVENUES | 433,020 | 432,920 | 99.98% | 2,802 |
| EXPENDITURES | | | | |
| Administration | | | | |
| Misc-Assessmnt Collection Cost | 9,021 | 8,604 | 95.38% | 54 |
| Total Administration | 9,021 | 8,604 | 95.38% | 54 |
| Debt Service | | | | |
| Principal Debt Retirement A-1 | 285,000 | 285,000 | 100.00% | 285,000 |
| Interest Expense Series A-1 | 137,403 | 137,403 | 100.00% | 68,701 |
| Total Debt Service | 422,403 | 422,403 | 100.00% | 353,701 |
| TOTAL EXPENDITURES | 431,424 | 431,007 | 99.90% | 353,755 |
| Excess (deficiency) of revenues Over (under) expenditures | 1,596 | 1,913 | 0.00% | (350,953) |
| 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 | \$ 1,913 | 0.00% | \$ (350,953) |
| FUND BALANCE, BEGINNING (OCT 1, 2019) | 228,901 | 228,901 | | |
| FUND BALANCE, ENDING | \$ 230,497 | \$ 230,814 | | |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2020

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | MAY-20 ACTUAL |
|--|-----------------------------|------------------------|--|------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ - | \$ 2,351 | 0.00% | \$ 93 |
| Special Assmnts- Tax Collector | 389,884 | 386,612 | 99.16% | 2,319 |
| Special Assmnts- Discounts | (15,595) | (14,775) | 94.74% | 10 |
| TOTAL REVENUES | 374,289 | 374,188 | 99.97% | 2,422 |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| Misc-Assessmnt Collection Cost | 7,798 | 7,437 | 95.37% | 47 |
| Total Administration | 7,798 | 7,437 | 95.37% | 47 |
| <u>Debt Service</u> | | | | |
| Principal Debt Retirement A-2 | 240,000 | 240,000 | 100.00% | 240,000 |
| Interest Expense Series A-2 | 126,423 | 126,423 | 100.00% | 63,211 |
| Total Debt Service | 366,423 | 366,423 | 100.00% | 303,211 |
| TOTAL EXPENDITURES | 374,221 | 373,860 | 99.90% | 303,258 |
| Excess (deficiency) of revenues Over (under) expenditures | 68 | 328 | 0.00% | (300,836) |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| 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 | \$ 329 | 0.00% | \$ (300,836) |
| FUND BALANCE, BEGINNING (OCT 1, 2019) | 198,724 | 198,724 | | |
| FUND BALANCE, ENDING | \$ 198,792 | \$ 199,053 | | |

OAKSTEAD
Community Development District

Supporting Schedules

May 31, 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 |
| 03/10/20 | 15,607 | 202 | 319 | 16,128 | 8,973 | 3,837 | 3,317 |
| 04/06/20 | 34,194 | 16 | 698 | 34,908 | 19,422 | 8,306 | 7,180 |
| 05/08/20 | 11,095 | (46) | 226 | 11,275 | 6,273 | 2,683 | 2,319 |
| TOTAL | \$ 1,771,756 | \$ 71,839 | \$ 36,158 | \$ 1,879,754 | \$ 1,045,865 | \$ 447,276 | \$ 386,612 |
| % Collected | | | | 99% | 99% | 99% | 99% |
| TOTAL O/S | | | | \$ 15,910 | \$ 8,852 | \$ 3,786 | \$ 3,272 |

OAKSTEAD

Community Development District

Assigned Reserves Report May-20

| | | Current Balance | Goal |
|--------------------------------|---|------------------|--------------------|
| GL #283010 | Operating Reserves | \$212,255 | n/a |
| GL #283070 | Reserves - Asset Replacement | \$148,286 | \$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 | \$79,385 | \$90,000 |
| GL #283719 | Reserves-Tree Removal & Replacement | \$12,425 | \$25,000 |
| GL #283760 | Reserves-Roadways | \$78,600 | \$2,030,000 |
| GL #283790 | Reserves-Sidewalks | \$20,945 | \$25,000 |
| GL #283880 | Reserves-Wall | \$64,575 | \$50,000 |
| Total Assigned Reserves | | \$675,985 | \$2,350,000 |

Cash and Investment Report

May 31, 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 | 0.02% | \$ 15,887 |
| Checking Account - Main Op | Hancock Bank | checking account | n/a | 0.00% | 346,461 |
| | | | subtotal | | <u>\$ 362,348</u> |
| Petty Cash | n/a | n/a | n/a | 0.00% | \$ 250 |
| Public Funds MMA | Bank United | Money Market Acct #0682 | n/a | 0.25% | \$ 1,118,431 |
| | | | Subtotal-GF | | <u>\$ 1,481,029</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 Reserve Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.09% | \$ 133,981 |
| Ser 2016 A-1 Revenue Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.09% | 94,192 |
| Ser 2016 A-1 Sinking Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.00% | 1 |
| | | | Subtotal-DS 204 | | <u>\$ 228,174</u> |
| Ser 2017 A-2 Reserve Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.09% | \$ 116,802 |
| Ser 2017 A-2 Revenue Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.09% | 79,968 |
| Ser 2017 A-2 Sinking Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.00% | 1 |
| | | | Subtotal-DS 205 | | <u>\$ 196,771</u> |
| | | | Total All Funds | | <u>\$ 1,905,974</u> |

Oakstead CDD

Bank Reconciliation

Bank Account No. 5221 SunTrust Bank N.A.
Statement No. 05-2020
Statement Date 5/31/2020

| | | | |
|-----------------------------|-----------|-----------------------------|-----------|
| G/L Balance (LCY) | 15,886.57 | Statement Balance | 15,886.57 |
| G/L Balance | 15,886.57 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | | Subtotal | 15,886.57 |
| Subtotal | 15,886.57 | Outstanding Checks | 0.00 |
| Negative Adjustments | 0.00 | Differences | 0.00 |
| | | | |
| Ending G/L Balance | 15,886.57 | Ending Balance | 15,886.57 |
| | | | |
| Difference | 0.00 | | |

| Posting Date | Document Type | Document No. | Description | Amount | Cleared Amount | Difference |
|--------------|---------------|--------------|-------------|--------|----------------|------------|
|--------------|---------------|--------------|-------------|--------|----------------|------------|

Oakstead CDD

Bank Reconciliation

Agenda Page 26

Bank Account No. 3063 HANCOCK BANK
Statement No. 05-2020
Statement Date 5/31/2020

| | | | |
|----------------------|------------|----------------------|------------|
| G/L Balance (LCY) | 346,461.15 | Statement Balance | 364,903.02 |
| G/L Balance | 346,461.15 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | | Subtotal | 364,903.02 |
| Subtotal | 346,461.15 | Outstanding Checks | 18,441.87 |
| Negative Adjustments | 0.00 | Differences | 0.00 |
| | | | |
| Ending G/L Balance | 346,461.15 | Ending Balance | 346,461.15 |
| | | | |
| 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 |
| 2/13/2020 | Payment | 10825 | MOZART'S ARTISTIC DESIGNS | 12,500.00 | 0.00 | 12,500.00 |
| 5/13/2020 | Payment | 10956 | JACK N. SIMPSON | 419.80 | 0.00 | 419.80 |
| 5/14/2020 | Payment | 10964 | HIMES ELECTRICAL SERVICE, INC. | 655.65 | 0.00 | 655.65 |
| 5/27/2020 | Payment | 10980 | LYNETTE M. TEMPERA | 505.70 | 0.00 | 505.70 |
| 5/27/2020 | Payment | 10981 | LINDA M. KRAUER | 422.31 | 0.00 | 422.31 |
| 5/27/2020 | Payment | 10982 | JACK N. SIMPSON | 419.80 | 0.00 | 419.80 |
| 5/27/2020 | Payment | 10983 | AUSTIN SMITH | 146.83 | 0.00 | 146.83 |
| 5/27/2020 | Payment | 10984 | STEPHEN J. MAPLES | 274.28 | 0.00 | 274.28 |
| 5/28/2020 | Payment | 10988 | PASCO COUNTY PROPERTY APPRAISER | 150.00 | 0.00 | 150.00 |
| 5/28/2020 | Payment | 10985 | AT&T MOBILITY | 92.99 | 0.00 | 92.99 |
| 5/28/2020 | Payment | 10986 | BRIGHTVIEW LANDSCAPE SVC | 2,517.11 | 0.00 | 2,517.11 |
| 5/28/2020 | Payment | 10987 | JOHN SESSA | 160.00 | 0.00 | 160.00 |
| Total Outstanding Checks..... | | | | 18,441.87 | | 18,441.87 |

OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 5/1/20 to 5/31/20
(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 | 10939 | 05/05/20 | JOHN SESSA | 042720 | 04/27/20 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10940 | 05/07/20 | BRIGHTVIEW LANDSCAPE SVC | 6798235 | VALVE REPLACEMENTS | R&M-Irrigation | 546041-53901 | \$1,217.25 |
| 001 | 10940 | 05/07/20 | BRIGHTVIEW LANDSCAPE SVC | 6800783 | MAY LANDSCAPE MAINT | Contracts-Landscape | 534050-53901 | \$15,757.50 |
| 001 | 10941 | 05/07/20 | ELEGANT ACCENTS | 817193304 | Qtrly Lighting Svc/Jan-March 2020 | Misc-Decorative Lighting | 549018-53901 | \$275.00 |
| 001 | 10942 | 05/07/20 | JAMES E. LAROSE JR. | 041520 | 04/15/20 SECURITY | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10942 | 05/07/20 | JAMES E. LAROSE JR. | 040920 | 04/09/20 SECURITY | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10942 | 05/07/20 | JAMES E. LAROSE JR. | 043020 | 04/30/20 SECURITY | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10943 | 05/07/20 | JOHN SESSA | 050120-ADMIN | 05/1/20 ADMIN SERVICE | Contracts-Florida Hwy Patrol | 534101-53901 | \$150.00 |
| 001 | 10944 | 05/07/20 | METRO GATES, INC | 0332 | MARCH 2020 GATE PHONES | Communication-Gate Phones | 541008-53901 | \$810.00 |
| 001 | 10945 | 05/07/20 | MOZART'S ARTISTIC DESIGNS | 20-4789 BALANCE | GATE RESTORATION - BALANCE | Reserve - Roadways | 568138-53901 | \$18,662.40 |
| 001 | 10946 | 05/07/20 | MOZART'S ARTISTIC DESIGNS | 20-4911 | KESWICK-Rplc 2 exit gate operator machines | R&M-Gate | 546034-53901 | \$6,690.00 |
| 001 | 10947 | 05/07/20 | MOZART'S ARTISTIC DESIGNS | 20-4798 | 2/11 Strathmore-Door King 1835 Phone unit board | R&M-Gate | 546034-53901 | \$2,885.00 |
| 001 | 10948 | 05/07/20 | OLM | 36184 | 04/23 LANDSCAPE INSPECT | Contracts-Landscape Consultant | 534062-53901 | \$1,620.00 |
| 001 | 10949 | 05/07/20 | STRALEY ROBIN VERICKER | 18286 | 3/17/20-04/15/20 LEGAL SVCS | ProfServ-Legal Services | 531023-51401 | \$1,770.00 |
| 001 | 10950 | 05/07/20 | TRIANGLE POOL SERVICE | 87183 | REPLACED MOTOR | R&M-Pools | 546074-57201 | \$200.00 |
| 001 | 10951 | 05/07/20 | TWO O EIGHT SECURITY, INC | 041520 | 04/15/20 SECURITY - Hypes | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10951 | 05/07/20 | TWO O EIGHT SECURITY, INC | 042120 | 04/21 SECURITY (J.HYPES) | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10951 | 05/07/20 | TWO O EIGHT SECURITY, INC | 042420 | 04/24 SECURITY (J.HYPES) | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10951 | 05/07/20 | TWO O EIGHT SECURITY, INC | 042720 | 04/27 SECURITY(J.HYPES) | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10951 | 05/07/20 | TWO O EIGHT SECURITY, INC | 042920 | 04/29 SECURITY(J.HYPES) | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10952 | 05/07/20 | VENTURESIN.COM, INC | 45077 | MAY 2020 COMM XS APP HOSTING | ProfServ-Web Site Development | 531047-51301 | \$80.00 |
| 001 | 10953 | 05/07/20 | WASTE CONNECTIONS OF FLORIDA | 4549539 | MAY WASTE REMOVAL | Utility - Refuse Removal | 543020-57201 | \$83.10 |
| 001 | 10957 | 05/14/20 | BRIGHTVIEW LANDSCAPE SVC | 6831204 | Rplc Scrubber 2" valve/soccer field | R&M-Irrigation | 546041-53901 | \$734.65 |
| 001 | 10958 | 05/14/20 | CASTLE VENTURES | 0060200 | EXT SVC PLAN JUNE 20-AUG 20 | HPI Access Control Prepaid | 155000-57201 | \$285.00 |
| 001 | 10959 | 05/14/20 | CLEAN SWEEP SUPPLY CO., INC. | 00209077 | Cleaning Supplies/Covid related | Cleaning Supplies | 551003-57201 | \$207.11 |
| 001 | 10960 | 05/14/20 | FEDEX | 7-002-90579 | 4/27/20 FedEx | Postage and Freight | 541006-51301 | \$21.64 |
| 001 | 10961 | 05/14/20 | FLORIDA DEPT OF HEALTH | 51-BID-4647225 | Zero Entry Activity Pool Permit 51-60-00719 | R&M-Pools | 546074-57201 | \$145.00 |
| 001 | 10962 | 05/14/20 | FLORIDA DEPT OF HEALTH | 51-BID-4646945 | Oakstead Pool Permit 51-60-00566 | R&M-Pools | 546074-57201 | \$280.00 |
| 001 | 10963 | 05/14/20 | GULF COAST WATER | 1000204 | MAY COOLER SERVICE | Op Supplies - Clubhouse | 552003-57201 | \$1.00 |
| 001 | 10963 | 05/14/20 | GULF COAST WATER | 1000190 | APRIL COOLER SERVICE | Op Supplies - Clubhouse | 552003-57201 | \$1.00 |
| 001 | 10964 | 05/14/20 | HIMES ELECTRICAL SERVICE, INC. | 21709 | Rplc bad pool contractor & rewired | Svc call 4/29 and 4/30 | 546074-57201 | \$655.65 |
| 001 | 10965 | 05/14/20 | JOHN SESSA | 051220 | 05/12/20 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10966 | 05/14/20 | MOZART'S ARTISTIC DESIGNS | 20-4942 | Hillington/Keswick - Loop Wire Damage | R&M-Gate | 546034-53901 | \$245.00 |
| 001 | 10967 | 05/14/20 | PHOENIX SERVICE SYSTEMS, INC | 050120 | MAY PEST/RODENT CONTROL | Contracts-Pest Control | 534125-57201 | \$255.00 |
| 001 | 10967 | 05/14/20 | PHOENIX SERVICE SYSTEMS, INC | 040120 | APRIL PEST/RODENT CONTROL | Contracts-Pest Control | 534125-57201 | \$255.00 |
| 001 | 10968 | 05/14/20 | TIMES PUBLISHING COMPANY | 0000080290 | Notice of Telephonic Meetings (5/5 & 5/19) | Legal Advertising | 548002-51301 | \$240.00 |
| 001 | 10969 | 05/21/20 | INFRAMARK, LLC | 51498 | MAY MANAGEMENT SRVCS | Postage and Freight | 541006-51301 | \$13.00 |
| 001 | 10969 | 05/21/20 | INFRAMARK, LLC | 51498 | MAY MANAGEMENT SRVCS | ProfServ-Mgmt Consulting Serv | 531027-51201 | \$4,576.00 |
| 001 | 10969 | 05/21/20 | INFRAMARK, LLC | 51498 | MAY MANAGEMENT SRVCS | SUNTRUST CC late/finance fee reimb | 549009-51301 | (\$36.11) |
| 001 | 10970 | 05/21/20 | JOHN SESSA | 051320 | 05/13/20 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10971 | 05/21/20 | MARINE PRODUCTS, INC. | 050420 | BRIDGE REPAIRS-FINAL | Impr - Bridge | 563002-53901 | \$22,200.00 |

OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

**Payment Register by Fund
For the Period from 5/1/20 to 5/31/20
(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 | 10972 | 05/21/20 | SITE MASTERS OF FLORIDA, LLC | 051320-1 | Hillington Sidewalk Rprs/Partial as of 5/7/20 | R&M-Sidewalks | 546084-53901 | \$5,380.00 |
| 001 | 10973 | 05/21/20 | TIMES PUBLISHING COMPANY | 0000080995 | Notice of Qualifying Period for BOS Candidates | Legal Advertising | 548002-51301 | \$112.40 |
| 001 | 10974 | 05/21/20 | TRIANGLE POOL SERVICE | 102668 | ROCK SALT | Op Supplies-Pool Chemicals | 552009-57201 | \$59.70 |
| 001 | 10985 | 05/28/20 | AT&T MOBILITY | 87276359970X05172020 | 05/10-06/09/20 287276359970 | Communication - Telephone | 541003-57201 | \$92.99 |
| 001 | 10986 | 05/28/20 | BRIGHTVIEW LANDSCAPE SVC | 6837858 | Tuckerman/Lower hedge in front of wall | R&M Other Landscape | 546036-53901 | \$1,815.00 |
| 001 | 10986 | 05/28/20 | BRIGHTVIEW LANDSCAPE SVC | 6837861 | PVC Rpr - Mainline 2-1/2" Oakstead Blvd | R&M-Irrigation | 546041-53901 | \$702.11 |
| 001 | 10987 | 05/28/20 | JOHN SESSA | 052020 | 05/20 SECURITY | Contracts-Florida Hwy Patrol | 534101-53901 | \$160.00 |
| 001 | 10988 | 05/28/20 | PASCO CTY PROPERTY APPRAISER | 040120 | NON-AD VALOREM FEES FY20 | ProfServ-Property Appraiser | 531035-51301 | \$150.00 |
| 001 | 264 | 05/07/20 | OAKSTEAD CDD | 050520-0682 | REPLENISH HANCOCK OP ACCT | Cash with Fiscal Agent | 103000 | \$250,000.00 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 1.AMAZON | 549046-57201 | \$8.97 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 2.CV LINENS | 546015-57201 | \$52.59 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 3.AMAZON | 549046-57201 | \$35.94 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 4.STAPLES | 546015-57201 | \$110.55 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 5.PCLAND | 546015-57201 | \$250.00 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 6.DOLLAR TREE | 549046-57201 | \$8.56 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 7.CHEVRON | 546015-57201 | \$24.52 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 8.WALMART | 549046-57201 | \$14.61 |
| 001 | DD01689 | 05/04/20 | SUNTRUST BANK-8900 | 032620-8900 | CC PURCH 2/26 - 03/26/20 | 9.WALMART | 549046-57201 | \$37.33 |
| 001 | DD03460 | 05/05/20 | DUKE ENERGY-ACH | 041320-4391 ACH | 02/28-04/07/20 ELEC SRVCS | Electricity - Streetlighting | 543013-53901 | \$6,565.63 |
| 001 | DD03476 | 05/21/20 | PASCO COUNTY UTILITIES- ACH | 041720 ACH | 03/18-04/17/20 water, sewer, reclaimed | Utility - Water & Sewer | 543021-57201 | \$272.06 |
| 001 | DD03476 | 05/21/20 | PASCO COUNTY UTILITIES- ACH | 041720 ACH | 03/18-04/17/20 water, sewer, reclaimed | Utility - Reclaimed Water | 543028-53901 | \$2,050.26 |
| 001 | DD03477 | 05/08/20 | SUNTRUST BANK-8900 | 042620-8900 ACH | CC PURCH 4/03 - 04/26/20 | 1.PCLAND - April | 546015-57201 | \$250.00 |
| 001 | DD03477 | 05/08/20 | SUNTRUST BANK-8900 | 042620-8900 ACH | CC PURCH 4/03 - 04/26/20 | 2.ACTION LOCK AND SAFE | 546015-57201 | \$389.48 |
| 001 | DD03477 | 05/08/20 | SUNTRUST BANK-8900 | 042620-8900 ACH | CC PURCH 4/03 - 04/26/20 | 3.EVERGLADES | 546015-57201 | \$61.16 |
| 001 | DD03477 | 05/08/20 | SUNTRUST BANK-8900 | 042620-8900 ACH | CC PURCH 4/03 - 04/26/20 | 4.EVERGLADES | 546015-57201 | \$208.05 |
| 001 | DD03477 | 05/08/20 | SUNTRUST BANK-8900 | 042620-8900 ACH | CC PURCH 4/03 - 04/26/20 | 5.LATE CHARGE-reimbursed | 549009-51301 | \$29.00 |
| 001 | DD03477 | 05/08/20 | SUNTRUST BANK-8900 | 042620-8900 ACH | CC PURCH 4/03 - 04/26/20 | 6.FINANCE CHARGE-reimbursed | 549009-51301 | \$7.11 |
| 001 | DD03478 | 05/27/20 | TECO PEOPLES GAS - ACH | 050120-2101 ACH | 03/28/20-04/27/20 GAS SERVICE ACH | Utility - Gas | 543019-57201 | \$23.73 |
| 001 | | MAY-2020 | | PAYROLL | May 2020 Payroll Posting | | | \$8,769.89 |
| Fund Total | | | | | | | | \$359,680.83 |

| | |
|------------------------|---------------------|
| Total Chks Paid | \$359,680.83 |
|------------------------|---------------------|

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

April 24, 2020

Client: 001011

Matter: 000001

Invoice #: 18286

Page: 1

RE: General Matters

For Professional Services Rendered Through April 15, 2020

SERVICES

| Date | Person | Description of Services | Hours |
|-----------|--------|---|-------|
| 3/17/2020 | TJR | TELEPHONE CALL FROM J. CATHCART RE SECURITY CONTRACT ISSUES; TELEPHONE CALL FROM M. VEGA RE MEETING AGENDA AND CONTACT ISSUES. | 0.6 |
| 3/18/2020 | TJR | TELEPHONE CONFERENCE WITH S. PALEY AT RAPID SECURITY RE ADDENDUM TO CONTRACT. | 0.3 |
| 3/19/2020 | TJR | REVIEW COMMUNICATION FROM M. VEGA RE LOT LOCATED ON SHEEHAN DRIVE; REVIEW AVAILABLE RECORDS FROM PROPERTY APPRAISER; REVIEW DISTRICT FILES AND RECORDS; CONTACT M. VEGA RE IDENTIFICATION PROPERTY OR REQUESTED CONVEYANCES; REVIEW DM MEETING NOTES AND PROPOSED MARINE CONTRACT. | 0.9 |
| 3/24/2020 | TJR | REVIEW COMMUNICATION FROM M. VEGA RE OWNERSHIP OF SHEEHAN DRIVE LOT; REVIEW PROPERTY APPRAISER'S SITE; CONTACT M. VEGA, ET AL RE ABSENCE OF AVAILABLE INFORMATION; CONTACT A. MENDENHALL AND M. VEGA RE REQUEST FOR INTERLOCAL AGREEMENT WITH HOA; REVIEW COMMUNICATION FROM N. INTINI; CONTACT MARINE CONTRACTOR RE SCOPE OF WORK AND MATERIALS DESCRIPTION. | 0.8 |
| 3/25/2020 | TJR | REVIEW AND RESPOND TO COMMUNICATION FROM M. VEGA RE HOA FUNDED SHERIFF PATROLS; REVIEW COMMUNICATIONS FROM N. INTINI AND MARINE CONTRACTOR; DRAFT ADDENDUM TO MARINE CONTRACT; EXCHANGE COMMUNICATIONS WITH A. MENDENHALL; CONTACT N. INTINI AND MARINE CONTRACTOR RE ADDENDUM. | 1.5 |

SERVICES

| Date | Person | Description of Services | Hours | |
|-----------------------------|--------|---|-------|------------|
| 3/27/2020 | TJR | TELEPHONE CONFERENCE WITH A. MENDENHALL RE APRIL MEETINGS AND WORKSHOP; REVIEW PASCO COUNTY EMERGENCY ORDERS; TELEPHONE CONFERENCE WITH F. KRAUER RE CANCELLATION OF MEETINGS, ETC.; TELEPHONE CONFERENCE WITH A. MENDENHALL. | 1.1 | |
| 4/1/2020 | TJR | TELEPHONE CALL FROM J. CATHCART RE MARINE CONTRACT, SECURITY CONTRACT, AND ISSUES WITH METRO GATE CONTRACT; CONTACT A. MENDENHALL RE COPY OF METRO CONTRACT. | 0.5 | |
| 4/2/2020 | TJR | EXCHANGE COMMUNICATIONS WITH N. INTINI RE METRO CONTRACT AND PROTECTING DISTRICT COMPUTER FILES. | 0.2 | |
| Total Professional Services | | | 5.9 | \$1,770.00 |

PERSON RECAP

| Person | Hours | Amount |
|-----------------------|-------|------------|
| TJR Tracy J. Robin | 5.9 | \$1,770.00 |
| Total Services | | \$1,770.00 |
| Total Disbursements | | \$0.00 |
| Total Current Charges | | \$1,770.00 |

PAY THIS AMOUNT

\$1,770.00

Please Include Invoice Number on all Correspondence

Sixth Order of Business

OAKSTEAD
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2021

Version 4 - Modified Approved Budget
(Printed 6/5/20)

Prepared by:



Table of Contents

| | <u>Page #</u> |
|--|---------------|
| <u>OPERATING BUDGET</u> | |
| General Fund | |
| Summary of Revenues, Expenditures and Changes in Fund Balances | 1-3 |
| Budget Narrative | 4-8 |
| Exhibit A - Allocation of Fund Balances | 9 |
| <u>DEBT SERVICE BUDGETS</u> | |
| Series 2016 A-1 | |
| Summary of Revenues, Expenditures and Changes in Fund Balances | 10 |
| Amortization Schedule | 11 |
| Series 2017 A-2 | |
| Summary of Revenues, Expenditures and Changes in Fund Balances | 12 |
| Amortization Schedule | 13 |
| Budget Narrative | 14 |
| <u>SUPPORTING BUDGET SCHEDULES</u> | |
| 2021-2020 Non-Ad Valorem Assessment Summary | 15 |

Oakstead
Community Development District

Operating Budget
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Modified Approved Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2018 | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU MAY - 2020 | PROJECTED JUNE- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|--------------------------------|-------------------|-------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------|
| REVENUES | | | | | | | |
| Interest - Investments | \$ 24,664 | \$ 25,337 | \$ 16,500 | \$ 9,085 | \$ 752 | \$ 9,837 | \$ 16,500 |
| Room Rentals | 2,706 | 5,260 | 3,000 | 2,203 | 1,000 | 3,203 | 3,000 |
| Special Events | 2,250 | 1,713 | 1,000 | 2,228 | - | 2,228 | 1,000 |
| Other Charges For Services | 822 | 1,411 | 2,500 | 632 | 250 | 882 | 2,500 |
| Special Assmnts- Tax Collector | 1,054,720 | 1,054,716 | 1,054,718 | 1,045,865 | 8,853 | 1,054,718 | 1,163,510 |
| Special Assmnts- Delinquent | 883 | - | - | - | - | - | - |
| Special Assmnts- Discounts | (39,398) | (39,671) | (42,189) | (39,970) | - | (39,970) | (46,540) |
| Other Miscellaneous Revenues | 63,429 | 6,812 | - | 7,360 | - | 7,360 | - |
| Gate Bar Code/Remotes | 3,486 | 3,407 | 2,000 | 1,163 | 1,337 | 2,500 | 2,000 |
| TOTAL REVENUES | 1,113,562 | 1,058,985 | 1,037,529 | 1,028,566 | 12,192 | 1,040,758 | 1,141,970 |
| EXPENDITURES | | | | | | | |
| <i>Administrative</i> | | | | | | | |
| P/R-Board of Supervisors | 18,200 | 17,400 | 19,200 | 9,200 | 6,400 | 15,600 | 19,200 |
| FICA Taxes | 1,392 | 1,331 | 1,469 | 704 | 490 | 1,194 | 1,469 |
| ProfServ-Arbitrage Rebate | 1,200 | 1,200 | 1,200 | 600 | 600 | 1,200 | 1,200 |
| ProfServ-Engineering | 1,096 | 6,646 | 7,000 | 3,348 | 3,348 | 6,696 | 7,000 |
| ProfServ-Legal Services | 19,137 | 15,609 | 14,000 | 8,821 | 6,301 | 15,122 | 14,000 |
| ProfServ-Mgmt Consulting Serv | 54,912 | 54,912 | 54,912 | 36,608 | 18,304 | 54,912 | 56,559 |
| ProfServ-Property Appraiser | 150 | 150 | 150 | 150 | - | 150 | 150 |
| ProfServ-Special Assessment | 12,000 | 12,000 | 12,000 | 12,000 | - | 12,000 | 12,000 |
| ProfServ-Trustee Fees | 5,000 | 5,000 | 5,000 | 5,000 | - | 5,000 | 5,000 |
| ProfServ-Web Site Development | 996 | 999 | 1,000 | 640 | 320 | 960 | 1,000 |
| Auditing Services | 6,500 | 6,700 | 6,700 | 6,700 | - | 6,700 | 6,700 |
| Postage and Freight | 1,685 | 1,041 | 1,500 | 803 | 402 | 1,205 | 1,500 |
| Insurance - General Liability | 3,522 | 3,120 | 3,717 | 2,403 | 1,202 | 3,605 | 3,966 |
| Printing and Binding | 603 | 932 | 800 | 464 | 232 | 696 | 800 |
| Legal Advertising | 1,463 | 2,239 | 1,900 | 632 | 1,268 | 1,900 | 1,900 |
| Misc-Bank Charges | 1,504 | 1,176 | 1,500 | 765 | 460 | 1,225 | 1,500 |
| Misc-Assessmnt Collection Cost | 16,288 | 18,781 | 21,095 | 20,118 | 177 | 20,295 | 23,270 |
| Misc-Credit Card Fees | - | - | - | 753 | 2,700 | 3,453 | 3,000 |
| Office Supplies | 1,924 | - | 50 | 122 | 50 | 172 | 50 |
| Annual District Filing Fee | 175 | 175 | 175 | 175 | - | 175 | 175 |
| Total Administrative | 147,747 | 149,411 | 153,368 | 110,006 | 42,253 | 152,259 | 160,439 |

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Modified Approved Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2018 | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU MAY - 2020 | PROJECTED JUNE- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|---|-------------------|-------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------|
| Field | | | | | | | |
| Contracts-Landscape | 189,090 | 189,090 | 189,090 | 126,060 | 63,030 | 189,090 | 189,090 |
| Contracts-Landscape Consultant | 19,440 | 19,940 | 19,440 | 12,960 | 6,480 | 19,440 | 19,440 |
| Contracts-Mulch (Landscape Reserves FY21) | - | 23,213 | 30,000 | 30,000 | - | 30,000 | - |
| Contracts-Lakes | 26,628 | 26,628 | 26,628 | 17,752 | 8,876 | 26,628 | 26,628 |
| Contracts-Florida Hwy Patrol | 21,810 | 23,360 | 23,000 | 16,240 | 8,120 | 24,360 | 23,000 |
| Contracts-Annuaals | 14,279 | 18,390 | 14,380 | 11,200 | 3,595 | 14,795 | 14,380 |
| Contracts-Gates | 4,500 | 4,500 | 4,500 | 2,250 | 2,250 | 4,500 | 4,500 |
| Communication-Gate Phones | 9,720 | 9,720 | 9,720 | 6,480 | 3,240 | 9,720 | 9,720 |
| Electricity - Streetlighting | 80,059 | 78,335 | 78,500 | 57,880 | 28,940 | 86,820 | 78,500 |
| Utility - Reclaimed Water | 23,525 | 18,617 | 25,000 | 12,827 | 7,500 | 20,327 | 25,000 |
| Insurance - Property | 14,173 | 14,172 | 16,889 | 10,299 | 5,150 | 15,449 | 16,994 |
| R&M-Gate | 31,975 | 27,079 | 30,000 | 21,285 | 8,715 | 30,000 | 30,000 |
| R&M-Other Landscape | - | - | 5,000 | 6,449 | 3,225 | 9,674 | 29,000 |
| R&M-Irrigation | 28,796 | 28,714 | 22,000 | 19,137 | 9,569 | 28,706 | 22,000 |
| R&M-Other Field | - | - | - | - | - | - | 15,000 |
| R&M-Sidewalks | 8,169 | 1,250 | 10,000 | 66,206 | 6,820 | 73,026 | 10,000 |
| R&M-Trees and Trimming | 51,484 | 13,896 | 20,000 | 19,940 | 1,614 | 21,554 | 20,000 |
| R&M-Roads | - | - | 5,000 | 394 | 4,606 | 5,000 | 5,000 |
| Miscellaneous Services | 3,579 | 7,612 | 9,000 | 341 | 8,659 | 9,000 | - |
| Misc-Decorative Lighting | 10,775 | 8,080 | 10,000 | 7,375 | 2,625 | 10,000 | 10,000 |
| Misc-Property Taxes | 6,665 | 3,151 | 1,900 | 3,602 | - | 3,602 | 3,602 |
| Impr-Bridge | - | - | - | 42,200 | - | 42,200 | - |
| Reserve - Landscaping | 17,847 | - | - | - | - | - | 10,000 |
| Reserve - Ponds | 4,250 | - | - | 2,400 | - | 2,400 | - |
| Reserve - Roadways | 7,136 | 640,890 | 112,085 | 62,325 | - | 62,325 | 50,000 |
| Misc - Contingency | - | - | - | - | - | - | 147,648 |
| Reserve - Sidewalks | - | - | - | 30,000 | - | 30,000 | - |
| Reserve-Tree Rem./Replacem. | 21,758 | 2,025 | - | 10,649 | - | 10,649 | - |
| Reserves - Wall | 2,488 | 15,275 | - | 20,150 | - | 20,150 | - |
| Total Field | 598,146 | 1,173,937 | 662,132 | 616,401 | 183,013 | 799,414 | 759,502 |

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Modified Approved Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2018 | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU MAY - 2020 | PROJECTED JUNE- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|--|---------------------|---------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------|
| <i>Parks and Recreation</i> | | | | | | | |
| Payroll-Salaries | 57,349 | 59,353 | 58,787 | 38,226 | 20,561 | 58,787 | 58,787 |
| Payroll-Hourly | 59,099 | 62,337 | 64,818 | 38,485 | 26,333 | 64,818 | 64,818 |
| FICA Taxes | 8,908 | 9,309 | 9,456 | 5,868 | 3,587 | 9,455 | 9,456 |
| Workers' Compensation | 3,605 | 2,000 | 3,000 | 3,435 | - | 3,435 | 3,000 |
| Unemployment Compensation | - | - | 350 | - | - | - | 350 |
| Contracts-Security Services | 2,427 | 1,948 | 2,038 | 1,629 | 319 | 1,948 | 2,038 |
| Contracts-Pools | 14,850 | 15,525 | 16,200 | 10,800 | 5,400 | 16,200 | 16,200 |
| Contracts-Pest Control | 3,095 | 3,060 | 3,100 | 2,040 | 1,020 | 3,060 | 3,100 |
| Communication - Telephone | 2,961 | 3,032 | 3,000 | 1,957 | 1,056 | 3,013 | 3,000 |
| Utility - Gas | 316 | 289 | 310 | 217 | 100 | 317 | 310 |
| Utility - Refuse Removal | 997 | 997 | 1,000 | 665 | 324 | 989 | 1,000 |
| Utility - Water & Sewer | 4,811 | 6,868 | 5,500 | 1,454 | 520 | 1,974 | 5,500 |
| R&M-Clubhouse | 18,700 | 28,295 | 20,000 | 15,590 | 7,795 | 23,385 | 20,000 |
| R&M-Pools | 9,064 | 9,467 | 9,000 | 2,886 | 6,114 | 9,000 | 9,000 |
| Miscellaneous Services | 3,210 | 2,401 | 2,200 | 1,122 | 561 | 1,683 | 2,200 |
| Misc-Public Relations | 7,383 | 9,332 | 7,885 | 7,052 | 833 | 7,885 | 7,885 |
| Solid Waste Disposal Assessm. | 1,270 | 1,222 | 1,300 | 1,274 | - | 1,274 | 1,300 |
| Office Supplies | 1,822 | 936 | 2,500 | 516 | 1,984 | 2,500 | 2,500 |
| Cleaning Supplies | 2,250 | 1,550 | 2,250 | 1,155 | 1,035 | 2,190 | 2,250 |
| Op Supplies - Clubhouse | 2,837 | 2,831 | 2,335 | 642 | 455 | 1,097 | 2,335 |
| Op Supplies - Pool Chemicals | 10,139 | 11,981 | 7,000 | 1,977 | 1,309 | 3,286 | 7,000 |
| Impr - Pool | - | 64,774 | - | - | - | - | - |
| Cap Outlay - Pool Filter | - | 8,666 | - | - | - | - | - |
| Reserve - Asset Replacement | - | - | - | 20,601 | - | 20,601 | - |
| Reserve - Clubhouse | - | 7,225 | - | 17,875 | - | 17,875 | - |
| <i>Total Parks and Recreation</i> | 215,093 | 313,398 | 222,029 | 175,466 | 79,306 | 254,772 | 222,029 |
| TOTAL EXPENDITURES | 960,986 | 1,636,746 | 1,037,529 | 901,873 | 304,572 | 1,206,445 | 1,141,970 |
| Net change in fund balance | 152,576 | (577,761) | - | 126,693 | (292,380) | (165,687) | - |
| FUND BALANCE, BEGINNING | 1,747,377 | 1,899,953 | 1,322,192 | 1,322,192 | - | 1,322,192 | 1,156,505 |
| FUND BALANCE, ENDING | \$ 1,899,953 | \$ 1,322,192 | \$ 1,322,192 | \$ 1,448,885 | \$ (292,380) | \$ 1,156,505 | \$ 1,156,505 |

Budget Narrative
Fiscal Year 2021

REVENUES

Interest - Investments

The District earns interest income on the operating checking account and investments accounts.

Special Assessment - Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessment - Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Amenities Revenue

The District will earn revenue through clubhouse room rentals, gate remote sales & various commissions.

EXPENDITURES

Expenditures - Administrative

P/R-Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending all 12 meetings and workshops.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services-Arbitrage Rebate Calculation

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Series of Benefit Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services-Engineering

The District's engineer will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc. Fees are based on prior year activity.

Professional Services-Legal Services

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for monthly meetings, review of operating and maintenance contracts, and other specifically requested assignments.

Professional Services- Management Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement with a 3% increase proposed for FY21.

Professional Services-Property Appraiser

The District contracts with the Pasco County Property Appraiser for the purpose of placing the District's non-ad valorem tax assessments on the Notice of Proposed Property Taxes, thereby allowing the Tax Collector to collect such assessments. The District will fund the Property Appraiser's general budget in the amount of \$150 for the annual inclusion of Notice of Proposed Property Taxes.

Budget Narrative
Fiscal Year 2021

Expenditures - Administrative (continued)

Professional Services-Special Assessment

Inframark charges administration fees to prepare the District's Special Assessment Roll.

Professional Services-Trustee

The District refunded Series 2006 Bonds with Series 2016A-1 & Series 2017A-2 Bonds that are managed by Hancock Whitney Bank as Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out of pockets expenses.

Professional Service-Web Site Development

The District incurs fees as they relate to the development and ongoing maintenance of its own website and BOS email accounts.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on the current engagement fee with the audit firm Grau & Associates.

Postage & Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance – General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Agency which specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus any anticipated market adjustments.

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous-Bank Charges

Bank Fees charged by SunTrust and Hancock Whitney on the main operating accounts.

Misc – Assessment Collection Cost

The District reimburses the Pasco County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Miscellaneous-Credit Card Fees

Service fees charged by Clover for the use of on-site credit card purchases.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity Division of Community Development.

Oakstead

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2021**Expenditures - Field****Contracts-Landscape**

The District has contracted with Brightview Landscape Service to provide landscaping services for the District. These services include monthly grounds maintenance, fertilizer and pesticide applications.

Contracts-Landscape Consultant

The District currently has a contract with OLM to provide monthly landscaping inspections throughout the District.

Contracts –Mulch

The District has contracted with Brightview Landscape Service to apply mulch throughout the District.

Contracts –Lakes

The District has contracted with American EcoSystems to maintain the lakes located within the District.

Contracts – Florida Highway Patrol

The District has contracted with the state of Florida to patrol the neighborhoods.

Contracts –Annuals

The District has contracted with Brightview Landscape Service to install annuals each season throughout the District.

Contracts –Gates

The District has contracted with Metro Gates to provide quarterly maintenance for nine gate locations.

Communication-Gate Phone

Metro Gates provides internet and phone services to nine security gates for the common area.

Electricity - Streetlighting

Services are provided by Duke for streetlighting as well as Common Area & Clubhouse.

Utility – Reclaimed Water

Water irrigation usage for District facilities and assets as calculated by Pasco County Utilities.

Insurance - Property

Property Insurance is provided by PGIT and includes coverage of the clubhouse, guard house, pools, irrigation, and pool pumps. A projected 10% increase included.

R&M-Gate

The District has several entry gates that require periodic repairs.

R&M-Other Landscape

The District occasionally incurs landscape expenses that do not fall under the agreed contract amount.

R&M-Roads

The District may incur costs to repair minor pot hole and curb expenditures.

R&M-Irrigation

Includes the cost of monthly inspections and repairs to the District's extensive irrigation system.

R&M-Other Field

The District incurs expenses to operate and maintain the Mule vehicle. Miscellaneous Services also includes the monthly reimbursement of miles/tolls expenses incurred by the field staff and other expenses specific to field operations.

Budget Narrative
Fiscal Year 2021

Expenditures - Field (continued)

R&M-Sidewalks

Includes expenses incurred for the maintenance of District sidewalks.

R&M-Trees & Trimming

The District has designated an expense item dedicated to the costs related to tree trimming and maintenance.

Miscellaneous – Decorative Lighting

The District's Common Area is decorated during the Holiday season. Entry feature lights require periodic repairs.

Miscellaneous – Property Taxes

Pasco County Non-Ad Valorem Stormwater annual Assessment.

Reserve - Landscaping

This allocation of funds is to be used for future landscape improvements and/or the use of previously assigned reserves per board direction.

Reserve Ponds

This allocation of funds is to be used for future pond improvements and/or the use of previously assigned reserves per board direction.

Reserve – Roadways

This allocation of funds is to be used for future road improvements and/or the use of previously assigned reserves per board direction.

Reserve –Tree Replacement

This allocation of funds is to be used for future tree replacement and/or the use of previously assigned reserves per board direction.

Reserve –Wall

This allocation of funds is to be used for future wall improvements and/or the use of previously assigned reserves per board direction.

Miscellaneous – Contingency

The District anticipates implementing numerous improvements throughout the district.

Expenditures – Parks and Recreation

Payroll-Salaried (Clubhouse)

Payroll for the Activities Director who oversees the day to day operations of Clubhouse & Recreation facilities & organizes special events.

Payroll-Hourly (Clubhouse)

Includes the recreational staff's payroll.

Workers' Compensation

The District has contracted with PGIT to provide annual Worker's Compensation coverage for its employees. Includes annual audits.

Contracts-Security Services

The District has contracted with HPI (Castle Ventures) for the access control system and TYCO's alarm system for clubhouse security.

Contracts-Pools

The District has contracted with Triangle Pool to service the District's pools.

Contracts-Pest Control

The District has contracted with Phoenix Service System for monthly exterminating services.

Budget Narrative
Fiscal Year 2021

| |
|--|
| Expenditures – Parks and Recreation (continued) |
|--|

Communications-Telephone

Includes telephone expenses incurred by the District as they relate to the recreational facilities including Activities Director's cell phone.

Utility – Gas

Includes natural gas usage for the District's facilities and assets provided by TECO.

Utility – Refuse Removal

Refuse removal for District facilities provided by Waste Services of Florida.

Utility – Water & Sewer

Includes water usage for the District's recreational facilities including the pools provided by Pasco County Utilities.

R&M-Clubhouse

The District incurs expenses from various vendors to maintain its recreational facilities and clubhouse. Google Storage and Brighthouse Internet are two regular monthly expenses.

R&M-Pools

The District incurs expenses related to the repair & maintenance of swimming pools, equipment and decking.

Miscellaneous Services

The District purchases remote transmitters that are subsequently sold to the homeowners for a small fee. Included are the monthly reimbursements of miles/tolls expenses incurred by the Park Manager & staff for District use. Includes other Park expenses that do not fall under other categories.

Misc – Public Relations

Included are the expenses related to District's social functions.

Solid Waste Disposal Assessments

An annual assessment by the Board of County Commissioners as it relates to the District's waste disposal.

Office Supplies

The clubhouse manager will purchase necessary office supplies as needed to maintain the clubhouse's administrative offices.

Cleaning Supplies

Expenses related to the cleaning of the recreational facility and related supplies.

Op Supplies - Clubhouse

Expenses related to the day to day operation of the facility.

Operating Supplies-Pool Chemicals

The District incurs chemical expenses to maintain the cleanliness and safety of all pools.

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

| | <u>Amount</u> |
|--|---------------------|
| Beginning Fund Balance - Fiscal Year 2021 | \$ 1,156,505 |
| Net Change in Fund Balance - Fiscal Year 2021 | - |
| Reserves - Fiscal Year 2021 Additions | 60,000 |
| Total Funds Available (Estimated) - 9/30/2021 | \$ 1,216,505 |

ALLOCATION OF AVAILABLE FUNDS**Assigned Fund Balance**

| | | |
|---|---------------------------|----------------|
| Operating Reserve - First Quarter Operating Capital | \$ 270,492 ⁽¹⁾ | |
| Reserves - Asset Replacement at FY19 | \$ 211,086 | |
| Reserves - Asset Replacement (projected FY20) | (62,801) | |
| Reserves - Asset Replacement (proposed FY21) | 0 | \$ 148,285 |
| Reserves - Wall at FY19 | \$ 84,725 | |
| Reserves - Wall (projected FY20) | (20,150) | |
| Reserves - Wall (proposed FY21) | 0 | \$ 64,575 |
| Reserves - Clubhouse at FY19 | \$ 25,789 | |
| Reserves - Clubhouse (projected FY20) | (17,875) | |
| Reserves - Clubhouse (proposed FY21) | 0 | \$ 7,914 |
| Reserves - Landscape at FY19 | \$ 30,000 | |
| Reserves - Landscape-(projected FY20) | 0 | |
| Reserves - Landscape-mulch (proposed FY21) | 10,000 | \$ 40,000 |
| Reserves - Ponds at FY19 | \$ 81,785 | |
| Reserves - Ponds (projected FY20) | (2,400) | |
| Reserves - Ponds (proposed FY21) | 0 | \$ 79,385 |
| Reserves - Gates at FY19 | \$ 21,600 | |
| Reserves - Tree Removal & Replacement at FY19 | \$ 23,074 | |
| Reserves - Tree Removal & Replacement (FY20) | (10,649) | |
| Reserves - Tree Removal & Replacement (FY21) | - | \$ 12,425 |
| Reserves - Roadways at FY19 | \$ 140,925 | |
| Reserves - Roadways (projected FY20) | 49,760 | |
| Reserves - Roadways (proposed FY21) | 50,000 | \$ 240,685 |
| Reserves - Sidewalks at FY19 | \$50,945 | |
| Reserves - Sidewalks (projected FY20) | (30,000) | |
| Reserves - Sidewalks (proposed FY21) | - | \$ 20,945 |
| Subtotal | \$ | 906,306 |
| Total Allocation of Available Funds | \$ | 906,306 |
| Total Unassigned (undesignated) Cash | \$ | 310,197 |

Notes

(1) Represents approximately 3 months of operating expenditures

Oakstead
Community Development District

Debt Service Budgets
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Modified Approved Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU MAY - 2020 | PROJECTED JUNE- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|--|-------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------|
| REVENUES | | | | | | |
| Interest - Investments | \$ 6,177 | \$ - | \$ 2,738 | \$ 432 | \$ 3,170 | \$ - |
| Special Assmnts- Tax Collector | 451,061 | 451,062 | 447,276 | 3,785 | 451,061 | 451,062 |
| Special Assmnts- Discounts | (16,966) | (18,042) | (17,094) | - | (17,094) | (18,042) |
| TOTAL REVENUES | 440,272 | 433,020 | 432,920 | 4,217 | 437,137 | 433,020 |
| EXPENDITURES | | | | | | |
| <i>Administrative</i> | | | | | | |
| Misc-Assessmnt Collection Cost | 8,032 | 9,021 | 8,604 | 76 | 8,680 | 9,021 |
| Total Administrative | 8,032 | 9,021 | 8,604 | 76 | 8,680 | 9,021 |
| <i>Debt Service</i> | | | | | | |
| Principal Debt Retirement A-1 | 280,000 | 285,000 | 285,000 | - | 285,000 | 295,000 |
| Interest Expense Series A-1 | 145,943 | 137,403 | 137,403 | - | 137,403 | 128,710 |
| Total Debt Service | 425,943 | 422,403 | 422,403 | - | 422,403 | 423,710 |
| TOTAL EXPENDITURES | 433,975 | 431,424 | 431,007 | 76 | 431,083 | 432,731 |
| Excess (deficiency) of revenues Over (under) expenditures | 6,297 | 1,596 | 1,913 | 4,141 | 6,054 | 289 |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Interfund Transfer - In | 4 | - | - | - | - | - |
| Contribution to (Use of) Fund Balance | - | 1,596 | - | - | - | 289 |
| TOTAL OTHER SOURCES (USES) | 4 | 1,596 | - | - | - | 289 |
| Net change in fund balance | 6,301 | 1,596 | 1,913 | 4,141 | 6,054 | 289 |
| FUND BALANCE, BEGINNING | 222,600 | 228,901 | 228,901 | - | 228,901 | 234,955 |
| FUND BALANCE, ENDING | \$ 228,901 | \$ 230,497 | \$ 230,814 | \$ 4,141 | \$ 234,955 | \$ 235,244 |

SPECIAL ASSESSEMENT REVENUE & REFUNDING BOND BONDS SERIES 2016A-1

| <u>MATURITY DATE</u> | <u>PRINCIPAL OUTSTANDING</u> | <u>PRINCIPAL MATURING</u> | <u>INTEREST MATURING</u> | <u>TOTAL MATURING</u> |
|--------------------------|----------------------------------|-------------------------------|------------------------------|---------------------------|
| 11/01/20 | 4,220,000.00 | 0.00 | 64,355.00 | 64,355.00 |
| 05/01/21 | 4,220,000.00 | 295,000.00 | 64,355.00 | 359,355.00 |
| 11/01/21 | 3,925,000.00 | 0.00 | 59,856.25 | 59,856.25 |
| 05/01/22 | 3,925,000.00 | 305,000.00 | 59,856.25 | 364,856.25 |
| 11/01/22 | 3,620,000.00 | 0.00 | 55,205.00 | 55,205.00 |
| 05/01/23 | 3,620,000.00 | 315,000.00 | 55,205.00 | 370,205.00 |
| 11/01/23 | 3,305,000.00 | 0.00 | 50,401.25 | 50,401.25 |
| 05/01/24 | 3,305,000.00 | 325,000.00 | 50,401.25 | 375,401.25 |
| 11/01/24 | 2,980,000.00 | 0.00 | 45,445.00 | 45,445.00 |
| 05/01/25 | 2,980,000.00 | 335,000.00 | 45,445.00 | 380,445.00 |
| 11/01/25 | 2,645,000.00 | 0.00 | 40,336.25 | 40,336.25 |
| 05/01/26 | 2,645,000.00 | 345,000.00 | 40,336.25 | 385,336.25 |
| 11/01/26 | 2,300,000.00 | 0.00 | 35,075.00 | 35,075.00 |
| 05/01/27 | 2,300,000.00 | 355,000.00 | 35,075.00 | 390,075.00 |
| 11/01/27 | 1,945,000.00 | 0.00 | 29,661.25 | 29,661.25 |
| 05/01/28 | 1,945,000.00 | 365,000.00 | 29,661.25 | 394,661.25 |
| 11/01/28 | 1,580,000.00 | 0.00 | 24,095.00 | 24,095.00 |
| 05/01/29 | 1,580,000.00 | 375,000.00 | 24,095.00 | 399,095.00 |
| 11/01/29 | 1,205,000.00 | 0.00 | 18,376.25 | 18,376.25 |
| 05/01/30 | 1,205,000.00 | 390,000.00 | 18,376.25 | 408,376.25 |
| 11/01/30 | 815,000.00 | 0.00 | 12,428.75 | 12,428.75 |
| 05/01/31 | 815,000.00 | 400,000.00 | 12,428.75 | 412,428.75 |
| 11/01/31 | 415,000.00 | 0.00 | 6,328.75 | 6,328.75 |
| 05/01/32 | 415,000.00 | 415,000.00 | 6,328.75 | 421,328.75 |
| | | 4,220,000.00 | 883,127.50 | 5,103,127.50 |

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Modified Approved Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU MAY - 2020 | PROJECTED JUNE- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|--|-------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------|
| REVENUES | | | | | | |
| Interest - Investments | \$ 5,308 | \$ - | \$ 2,351 | \$ 372 | \$ 2,723 | \$ - |
| Special Assmnts- Tax Collector | 389,883 | 389,884 | 386,612 | 3,271 | 389,883 | 389,884 |
| Special Assmnts- Discounts | (14,665) | (15,595) | (14,775) | - | (14,775) | (15,595) |
| TOTAL REVENUES | 380,526 | 374,289 | 374,188 | 3,643 | 377,831 | 374,289 |
| EXPENDITURES | | | | | | |
| <i>Administrative</i> | | | | | | |
| Misc-Assessmnt Collection Cost | 6,943 | 7,798 | 7,437 | 65 | 7,502 | 7,798 |
| Total Administrative | 6,943 | 7,798 | 7,437 | 65 | 7,502 | 7,798 |
| <i>Debt Service</i> | | | | | | |
| Principal Debt Retirement A-2 | 235,000 | 240,000 | 240,000 | - | 240,000 | 250,000 |
| Interest Expense Series A-2 | 133,590 | 126,423 | 126,423 | - | 126,423 | 119,103 |
| Total Debt Service | 368,590 | 366,423 | 366,423 | - | 366,423 | 369,103 |
| TOTAL EXPENDITURES | 375,533 | 374,221 | 373,860 | 65 | 373,925 | 376,901 |
| Excess (deficiency) of revenues Over (under) expenditures | 4,993 | 68 | 328 | 3,578 | 3,906 | (2,612) |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Interfund Transfer - In | 747 | - | 1 | - | 1 | - |
| Contribution to (Use of) Fund Balance | - | 68 | - | - | - | (2,612) |
| TOTAL OTHER SOURCES (USES) | 747 | 68 | 1 | - | 1 | (2,612) |
| Net change in fund balance | 5,740 | 68 | 329 | 3,578 | 3,907 | (2,612) |
| FUND BALANCE, BEGINNING | 192,984 | 198,724 | 198,724 | - | 198,724 | 202,631 |
| FUND BALANCE, ENDING | \$ 198,724 | \$ 198,792 | \$ 199,053 | \$ 3,578 | \$ 202,631 | \$ 200,018 |

SPECIAL ASSESSEMENT REVENUE & REFUNDING BOND BONDS SERIES 2017A-2

| <u>MATURITY DATE</u> | <u>PRINCIPAL OUTSTANDING</u> | <u>PRINCIPAL MATURING</u> | <u>INTEREST MATURING</u> | <u>TOTAL MATURING</u> |
|--------------------------|----------------------------------|-------------------------------|------------------------------|---------------------------|
| 11/01/20 | 3,905,000.00 | 0.00 | 59,551.25 | 59,551.25 |
| 05/01/21 | 3,905,000.00 | 250,000.00 | 59,551.25 | 309,551.25 |
| 11/01/21 | 3,655,000.00 | 0.00 | 55,738.75 | 55,738.75 |
| 05/01/22 | 3,655,000.00 | 255,000.00 | 55,738.75 | 310,738.75 |
| 11/01/22 | 3,400,000.00 | 0.00 | 51,850.00 | 51,850.00 |
| 05/01/23 | 3,400,000.00 | 265,000.00 | 51,850.00 | 316,850.00 |
| 11/01/23 | 3,135,000.00 | 0.00 | 47,808.75 | 47,808.75 |
| 05/01/24 | 3,135,000.00 | 270,000.00 | 47,808.75 | 317,808.75 |
| 11/01/24 | 2,865,000.00 | 0.00 | 43,691.25 | 43,691.25 |
| 05/01/25 | 2,865,000.00 | 280,000.00 | 43,691.25 | 323,691.25 |
| 11/01/25 | 2,585,000.00 | 0.00 | 39,421.25 | 39,421.25 |
| 05/01/26 | 2,585,000.00 | 290,000.00 | 39,421.25 | 329,421.25 |
| 11/01/26 | 2,295,000.00 | 0.00 | 34,998.75 | 34,998.75 |
| 05/01/27 | 2,295,000.00 | 300,000.00 | 34,998.75 | 334,998.75 |
| 11/01/27 | 1,995,000.00 | 0.00 | 30,423.75 | 30,423.75 |
| 05/01/28 | 1,995,000.00 | 310,000.00 | 30,423.75 | 340,423.75 |
| 11/01/28 | 1,685,000.00 | 0.00 | 25,696.25 | 25,696.25 |
| 05/01/29 | 1,685,000.00 | 315,000.00 | 25,696.25 | 340,696.25 |
| 11/01/29 | 1,370,000.00 | 0.00 | 20,892.50 | 20,892.50 |
| 05/01/30 | 1,370,000.00 | 325,000.00 | 20,892.50 | 345,892.50 |
| 11/01/30 | 1,045,000.00 | 0.00 | 15,936.25 | 15,936.25 |
| 05/01/31 | 1,045,000.00 | 335,000.00 | 15,936.25 | 350,936.25 |
| 11/01/31 | 710,000.00 | 0.00 | 10,827.50 | 10,827.50 |
| 05/01/32 | 710,000.00 | 350,000.00 | 10,827.50 | 360,827.50 |
| 11/01/32 | 360,000.00 | 0.00 | 5,490.00 | 5,490.00 |
| 05/01/33 | 360,000.00 | 360,000.00 | 5,490.00 | 365,490.00 |
| | | 3,905,000.00 | 884,652.50 | 4,789,652.50 |

Budget Narrative
Fiscal Year 2021

REVENUES

Interest - Investments

The District earns interest income on their trust accounts with Hancock Whitney Bank.

Special Assessment – Tax Collector

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the debt service expenditures during the Fiscal Year.

Special Assessment – Discounts

Per Section 197.3632 and Section 197.162 of the Florida Statutes, discounts are allowed for early payment of assessments collected by the Tax Collector and only when the Tax Collector is using the uniform methodology. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Expenditures - Administrative

Misc – Assessment Collection Cost

The District reimburses the Pasco County Tax Collector for necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Expenditures – Debt Service

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt.

Interest Expense

The District pays interest expense on the debt twice during the fiscal year.

Oakstead
Community Development District

Supporting Budget Schedules
Fiscal Year 2021

**Comparison of Assessment Rates
Fiscal Year 2021 vs. Fiscal Year 2020**

| Parcel | General Fund 001 (O&M) | | | Debt Service 2016 A-1 | | | Debt Service 2017 A-2 | | | Total Assessments per Unit | | | Units | Prepaid |
|-----------------------|------------------------|------------|----------------|-----------------------|----------|----------------|-----------------------|------------|----------------|----------------------------|------------|----------------|-----------------|-------------|
| | FY 2021 | FY 2020 | Percent Change | FY 2021 | FY 2020 | Percent Change | FY 2021 | FY 2020 | Percent Change | FY 2021 | FY 2020 | Percent Change | | Units |
| PHASE I | | | | | | | | | | | | | | |
| Strathmore | \$973.21 | \$883.21 | 10.2% | \$871.81 | \$871.81 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,845.02 | \$1,755.02 | 5.1% | 70.00 | 1.00 |
| Hillington | \$973.21 | \$883.21 | 10.2% | \$659.92 | \$659.92 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,633.13 | \$1,543.13 | 5.8% | 164.00 | |
| Hillington | \$973.21 | \$883.21 | 10.2% | \$118.87 | \$118.87 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,092.09 | \$1,002.09 | 9.0% | 1.00 | |
| Weymouth | \$973.21 | \$883.21 | 10.2% | \$527.93 | \$527.93 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,501.14 | \$1,411.14 | 6.4% | 103.00 | |
| Weymouth | \$973.21 | \$883.21 | 10.2% | \$95.10 | \$95.10 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,068.31 | \$978.31 | 9.2% | 1.00 | |
| Ashmonte | \$973.21 | \$883.21 | 10.2% | \$791.90 | \$791.90 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,765.11 | \$1,675.11 | 5.4% | 71.00 | |
| Kinswick | \$973.21 | \$883.21 | 10.2% | \$659.92 | \$659.92 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,633.13 | \$1,543.13 | 5.8% | 109.00 | |
| Benford | \$973.21 | \$883.21 | 10.2% | \$712.89 | \$712.89 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,686.10 | \$1,596.10 | 5.6% | 140.00 | |
| Benford | \$973.21 | \$883.21 | 10.2% | \$128.38 | \$128.38 | 0.0% | \$0.00 | \$0.00 | n/a | \$1,101.59 | \$1,011.59 | 8.9% | 1.00 | |
| Total Phase I | | | | | | | | | | | | | 660.00 | 1.00 |
| PHASE 2 | | | | | | | | | | | | | | |
| Ballastone | \$973.21 | \$883.21 | 10.2% | \$0.00 | \$0.00 | n/a | \$1,529.21 | \$1,529.21 | 0.0% | \$2,502.42 | \$2,412.42 | 3.7% | 44.00 | |
| Marchmont | \$973.21 | \$883.21 | 10.2% | \$0.00 | \$0.00 | n/a | \$764.13 | \$764.13 | 0.0% | \$1,737.34 | \$1,647.34 | 5.5% | 206.00 | |
| Weymouth | \$973.21 | \$883.21 | 10.2% | \$0.00 | \$0.00 | n/a | \$610.92 | \$610.92 | 0.0% | \$1,584.13 | \$1,494.13 | 6.0% | 128.00 | |
| Tanglewyld | \$973.21 | \$883.21 | 10.2% | \$0.00 | \$0.00 | n/a | \$610.92 | \$610.92 | 0.0% | \$1,584.13 | \$1,494.13 | 6.0% | 142.00 | |
| Tanglewyld | \$973.21 | \$883.21 | 10.2% | \$0.00 | \$0.00 | n/a | \$109.92 | \$109.92 | 0.0% | \$1,083.14 | \$993.14 | 9.1% | 1.00 | |
| Tanglewyld | \$973.21 | \$883.21 | 10.2% | \$0.00 | \$0.00 | n/a | \$43.36 | \$43.36 | 0.0% | \$1,016.57 | \$926.57 | 9.7% | 3.00 | |
| Total Phase II | | | | | | | | | | | | | 524.00 | 0.00 |
| Tract 5 | \$2,244.92 | \$1,975.39 | 13.6% | \$0.00 | \$0.00 | n/a | \$0.00 | \$0.00 | n/a | \$2,244.92 | \$1,975.39 | 13.6% | 5.00 | |
| | | | | | | | | | | | | | 1,189.00 | |