

**Oakstead
Community Development District**

January 21, 2020

Agenda Package

Oakstead Community Development District

Inframark • Infrastructure Management Services

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

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

January 14, 2020

Board of Supervisors
Oakstead Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Oakstead Community Development District will be held on Tuesday, January 21, 2020 at 6:30 P.M. in the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O'Lakes, Florida. Following is the advance agenda for this meeting:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consent Agenda:
 - A. Approval of the Minutes of the December 17, 2019 Regular Meeting
 - B. Approval of the Financial Statements for December 2019
4. Attorney's Report
5. Engineer's Report
6. Manager's Report
7. Staff Reports
 - A. Site Manager
 - B. Newsletter Committee
8. Supervisors' Reports, Requests and Comments
9. Audience Comments
10. Adjournment

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

Sincerely,



Andrew P. Mendenhall/mm
District Manager

Third Order of Business

3A.

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On VOICE vote with all in favor the prior motion passed.

FIFTH ORDER OF BUSINESS

Engineer’s Report

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

SIXTH ORDER OF BUSINESS

Manager’s Report

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

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

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Site Manager

Ms. Intini reported:

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

B. Newsletter Committee

None.

EIGHTH ORDER OF BUSINESS

Supervisors’ Reports, Requests and Comments

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

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

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

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

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

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79 **NINTH ORDER OF BUSINESS**

Audience Comments

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

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

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85 **TENTH ORDER OF BUSINESS**

Adjournment

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

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Chairman/Secretary

3B.

**Oakstead
Community Development District**

Financial Report

December 31, 2019



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OAKSTEAD
Community Development District

Financial Statements

(Unaudited)

December 31, 2019

Balance Sheet
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	15,030	-	-	15,030
Deposits	839	-	-	839
Restricted for:				
Debt Service	-	552,397	474,516	1,026,913
Assigned to:				
Operating Reserves	212,255	-	-	212,255
Reserves - Asset Replacement	211,086	-	-	211,086
Reserves - Clubhouse	7,914	-	-	7,914
Reserves - Gate	21,600	-	-	21,600
Reserves - Landscape	30,000	-	-	30,000
Reserves - Ponds	81,785	-	-	81,785
Reserves - Tree Removal & Replacement	22,061	-	-	22,061
Reserves - Roadways	140,925	-	-	140,925
Reserves - Sidewalks	50,945	-	-	50,945
Reserve - Wall	70,825	-	-	70,825
Unassigned:	1,072,232	-	-	1,072,232
TOTAL FUND BALANCES	\$ 1,937,497	\$ 552,397	\$ 474,516	\$ 2,964,410
TOTAL LIABILITIES & FUND BALANCES	\$ 2,710,301	\$ 552,397	\$ 474,516	\$ 3,737,214

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

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

EXPENDITURES

Administration

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

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

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

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

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

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 918	0.00%	\$ 204
Special Assmnts- Tax Collector	451,062	415,894	92.20%	293,290
Special Assmnts- Discounts	(18,042)	(16,630)	92.17%	(11,685)
TOTAL REVENUES	433,020	400,182	92.42%	281,809
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	9,021	7,985	88.52%	5,632
Total Administration	9,021	7,985	88.52%	5,632
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	76,686	17.78%	5,632
Excess (deficiency) of revenues Over (under) expenditures	1,596	323,496	0.00%	276,177
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	\$ 323,496	0.00%	\$ 276,177
FUND BALANCE, BEGINNING (OCT 1, 2019)	228,901	228,901		
FUND BALANCE, ENDING	\$ 230,497	\$ 552,397		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 791	0.00%	\$ 172
Special Assmnts- Tax Collector	389,884	359,487	92.20%	253,511
Special Assmnts- Discounts	(15,595)	(14,374)	92.17%	(10,100)
TOTAL REVENUES	374,289	345,904	92.42%	243,583
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	7,798	6,902	88.51%	4,868
Total Administration	7,798	6,902	88.51%	4,868
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	70,113	18.74%	4,868
Excess (deficiency) of revenues Over (under) expenditures	68	275,791	0.00%	238,715
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	\$ 275,792	0.00%	\$ 238,715
FUND BALANCE, BEGINNING (OCT 1, 2019)	198,724	198,724		
FUND BALANCE, ENDING	\$ 198,792	\$ 474,516		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-19 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 1	0.00%	\$ -
TOTAL REVENUES	-	1	0.00%	-
EXPENDITURES				
TOTAL EXPENDITURES	-	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	-	1	0.00%	-
OTHER FINANCING SOURCES (USES)				
Operating Transfers-Out	-	(1)	0.00%	-
TOTAL FINANCING SOURCES (USES)	-	(1)	0.00%	-
Net change in fund balance	\$ -	\$ -	0.00%	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-		
FUND BALANCE, ENDING	\$ -	\$ -		

OAKSTEAD
Community Development District

Supporting Schedules

December 31, 2019

OAKSTEAD

Community Development District

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

Date Rcvd	Net Amt Rcvd	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND		
					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
TOTAL	\$ 1,644,417	\$ 69,890	\$ 33,560	\$ 1,747,867	\$ 972,486	\$ 415,894	\$ 359,487
% Collected				92%	92%	92%	92%
TOTAL O/S				\$ 147,797	\$ 82,232	\$ 35,167	\$ 30,398

OAKSTEAD

Community Development District

**Assigned Reserves Report
December-19**

		Current Balance	Goal
GL #283010	Operating Reserves	\$212,255	n/a
GL #283070	Reserves - Asset Replacement	\$211,086	\$0
GL #283185	Reserves - Clubhouse	\$7,914	\$90,000
GL #283700	Reserves-Gates (formerly Recreation Facility)	\$21,600	\$10,000
GL #283515	Reserves-Landscape	\$30,000	\$30,000
GL #283685	Reserves - Ponds	\$81,785	\$90,000
GL #283719	Reserves-Tree Removal & Replacement	\$22,061	\$25,000
GL #283760	Reserves-Roadways	\$140,925	\$2,030,000
GL #283790	Reserves-Sidewalks	\$50,945	\$25,000
GL #283880	Reserves-Wall	\$70,825	\$50,000
Total Assigned Reserves		\$849,396	\$2,350,000

Cash and Investment Report
December 31, 2019

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account-Clubhouse	SunTrust Bank	Public Funds NOW	n/a	1.50%	\$ 8,759
Checking Account - Main Op	Hancock Bank	checking account	n/a	0.00%	1,773,231 (1)
				subtotal	<u>\$ 1,781,990</u>
Petty Cash	n/a	n/a	n/a	0.00%	\$ 250
Public Funds MMA	Bank United	Money Market Acct #0682	n/a	1.50%	\$ 911,769
				Subtotal-GF	<u>\$ 2,694,009</u>

Debt Service & Capital Project Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Ser 2016 A-1 Interest Acct	Hancock Bank	Federated Oblig Fund	n/a	1.58%	\$ 3
Ser 2016 A-1 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	133,372
Ser 2016 A-1 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	26,992
Ser 2016 A-1 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.51%	22
				Subtotal-DS 204	<u>\$ 160,389</u>
Ser 2017 A-2 Interest Acct	Hancock Bank	Federated Oblig Fund	n/a	1.37%	\$ 3
Ser 2017 A-2 Reserve Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	116,271
Ser 2017 A-2 Revenue Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	18,636
Ser 2017 A-2 Sinking Fund	Hancock Bank	Federated Oblig Fund	n/a	1.50%	766
				Subtotal-DS 205	<u>\$ 135,676</u>
				Total All Funds	<u><u>\$ 2,990,074</u></u>

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

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

Oakstead CDD

Bank Reconciliation

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

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

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

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

Bank Reconciliation

Bank Account No. 3063 HANCOCK BANK
Statement No. 12-19
Statement Date 12/31/2019

G/L Balance (LCY)	1,773,230.51	Statement Balance	1,793,848.65
G/L Balance	1,773,230.51	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	1,773,230.51	Subtotal	1,793,848.65
Negative Adjustments	0.00	Outstanding Checks	20,618.14
	<hr/>	Differences	0.00
Ending G/L Balance	1,773,230.51	Ending Balance	1,773,230.51
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
12/5/2019	Payment	10715	DAVID ROBBINS	500.00	0.00	500.00
12/9/2019	Payment	10731	NANCY M. INTINI	200.00	0.00	200.00
12/20/2019	Payment	10748	HIMES ELECTRICAL SERVICE, INC.	634.42	0.00	634.42
12/24/2019	Payment	10747	JACK N. SIMPSON	476.58	0.00	476.58
12/31/2019	Payment	10750	BRIGHTVIEW LANDSCAPE SVC	7,802.30	0.00	7,802.30
12/31/2019	Payment	10751	FEDEX	33.53	0.00	33.53
12/31/2019	Payment	10752	FITREV, INC.	660.54	0.00	660.54
12/31/2019	Payment	10753	GULF COAST WATER CONDITIONING, INC	78.50	0.00	78.50
12/31/2019	Payment	10754	JOHN SESSA	160.00	0.00	160.00
12/31/2019	Payment	10755	METRO GATES, INC	3,985.00	0.00	3,985.00
12/31/2019	Payment	10756	OLM	1,620.00	0.00	1,620.00
12/31/2019	Payment	10757	PHOENIX SERVICE SYSTEMS, INC	255.00	0.00	255.00
Total Outstanding Checks.....				20,618.14		20,618.14

OAKSTEAD
Community Development District

Payment Register by Fund
For the Period from 12/1/19 to 12/31/19
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
GENERAL FUND - 001								
001	009116	12/02/19	PETTY CASH	101819	04/19/18-10/18/19 PETTY CASH EXP	Misc-Public Relations	549046-57201	\$187.36
001	009116	12/02/19	PETTY CASH	101819	04/19/18-10/18/19 PETTY CASH EXP	TOOLS/WOOD/GAS SIPHON	546015-57201	\$59.95
001	10712	12/05/19	AMERICAN ECOSYSTEMS, INC.	1912349	12/19 WATER MANAGEMENT TREATMENT	Contracts-Lakes	534084-53901	\$2,219.00
001	10713	12/05/19	BRIGHTVIEW LANDSCAPE SVC	6603730	DEC LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$15,757.50
001	10713	12/05/19	BRIGHTVIEW LANDSCAPE SVC	6618225	YR 1-NOV 2019/3-YR TREE PLAN	Reserve-Tree Rem./Replacem.	568179-53901	\$1,012.50
001	10713	12/05/19	BRIGHTVIEW LANDSCAPE SVC	6623696	Tanglewyldc Ent-Rpr 2 Valves/Boxes	R&M-Irrigation	546041-53901	\$1,440.90
001	10714	12/05/19	CLEAN SWEEP SUPPLY CO., INC.	00206525	GLOVES; HAND TOWELS	Cleaning Supplies	551003-57201	\$111.00
001	10715	12/05/19	DAVID ROBBINS	041419 BALANCE	NEW YEAR'S EVE EVENT-BALANCE	Misc-Public Relations	549046-57201	\$500.00
001	10716	12/05/19	FEDEX	6-842-13998	11/11 & 11/12 FEDEX	Postage and Freight	541006-51301	\$33.53
001	10717	12/05/19	HIMES ELECTRICAL SERVICE, INC.	21186	11/22 Rpr outlet/rplc J-box @ Monument	R&M-Clubhouse	546015-57201	\$206.47
001	10717	12/05/19	HIMES ELECTRICAL SERVICE, INC.	21183	Rprs 11/11 & 11/20-Clbhse Sign, Hillington	R&M-Clubhouse	546015-57201	\$544.14
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,576.00
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	Printing and Binding	547001-51301	\$91.30
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	Postage and Freight	541006-51301	\$16.00
001	10718	12/05/19	INFRAMARK, LLC	46499	NOV 2019 MNGT FEES	SUPERVISOR RTRMT PLAQUE	551002-51301	\$63.32
001	10719	12/05/19	JACK SIMPSON	111619	5/10/19-11/16/19 MILEAGE	Miscellaneous Services	549001-53901	\$176.58
001	10720	12/05/19	JAMES E. LAROSE JR.	111319	11/13/19 SECURITY(J.LAROSE)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10720	12/05/19	JAMES E. LAROSE JR.	111819	11/18/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10720	12/05/19	JAMES E. LAROSE JR.	113019	11/30/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10721	12/05/19	JOHN SESSA	112719	11/27/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10721	12/05/19	JOHN SESSA	120119-ADMIN	DEC ADMIN FEES	Contracts-Florida Hwy Patrol	534101-53901	\$150.00
001	10722	12/05/19	NANCY M INTINI	113019	5/21-11/30/19 MILEAGE	Miscellaneous Services	549001-57201	\$305.64
001	10723	12/05/19	OLM	35600	11/21/19 LANDSCP INSPECTION	Contracts-Landscape Consultant	534062-53901	\$1,620.00
001	10724	12/05/19	STANTEC CONSULTING SERVICES	1591892	GEN ENGINEERING THRU 11/15/19	ProfServ-Engineering	531013-51501	\$1,604.00
001	10725	12/05/19	STRALEY ROBIN VERICKER	17668	10/15/19-11/15/19 LEGAL SRVCS	ProfServ-Legal Services	531023-51401	\$480.00
001	10726	12/05/19	VENTURESIN.COM, INC	44924	DEC 2019 COMMUNITY XS APP	ProfServ-Web Site Development	531047-51301	\$80.00
001	10727	12/05/19	WASTE CONNECTIONS OF FLORIDA	4324792	DEC WASTE REMOVAL 6425-020889	Utility - Refuse Removal	543020-57201	\$83.10
001	10732	12/12/19	A-Z TREE SERVICE	101819 CO	Brenford Invasive Plant Rmvl	R&M-Trees and Trimming	546099-53901	\$2,500.00
001	10733	12/12/19	FEDEX	6-856-72258	NOV POSTAGE	Postage and Freight	541006-51301	\$19.83
001	10734	12/12/19	FRONTIER	120119-6591	DEC SERVICE 813-949-6591	Communication - Telephone	541003-57201	\$172.50
001	10735	12/12/19	JOHN SESSA	120319	12/3/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10735	12/12/19	JOHN SESSA	120519	12/5 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10736	12/12/19	PREFERRED GOVT'L INS TRUST	COM 61155-1-01/2020	WC FL 1 0514004 19-14 1/20	Workers' Compensation	524001-57201	\$640.00
001	10737	12/12/19	SITE MASTERS OF FLORIDA, LLC	120319-1	WEYMOUTH SDWLK RPLCMNT	R&M-Sidewalks	546084-53901	\$8,200.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	110519	11/5/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	110819	11/8/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	111219	11/12/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	112119	11/21/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10738	12/12/19	TWO O EIGHT SECURITY, INC	112619	11/26/19 SECURITY (J.HYPES)	Contracts-Florida Hwy Patrol	534101-53901	\$160.00

OAKSTEAD
Community Development District

Payment Register by Fund
For the Period from 12/1/19 to 12/31/19
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
001	10739	12/13/19	GOLF CARS OF TAMPA LLC	121319	FINAL PYMT FOR STORAGE SHED	Storage Facility	562015-53901	\$9,475.00
001	10740	12/18/19	FLORIDA SHED MOVERS INC.	1	SHED SETUP	Storage Facility	562015-53901	\$850.00
001	10741	12/19/19	AT&T MOBILITY	87276359970X12172019	12/10-01/09/20 287276359970	Communication - Telephone	541003-57201	\$93.15
001	10742	12/19/19	METRO GATES, INC	91158	OCT 2019 GATE PHONES	Communication-Gate Phones	541008-53901	\$810.00
001	10743	12/19/19	STACY CURRAN	121019	HOLIDAY LIGHT CONTEST PRIZES	Misc-Public Relations	549046-57201	\$175.87
001	10744	12/19/19	TRIANGLE POOL SERVICE	691	ACCUTABS	Op Supplies-Pool Chemicals	552009-57201	\$299.90
001	10748	12/20/19	HIMES ELECTRICAL SERVICE, INC.	21208	RPLC METERS AND 11/15.12/3,12/5 SRVC CALLS	R&M-Clubhouse	546015-57201	\$634.42
001	10749	12/20/19	JOHN SESSA	121819	12/18/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10750	12/31/19	BRIGHTVIEW LANDSCAPE SVC	6638135	INSTALL ANNUALS-DEC 2019	Contracts-Annuaals	534117-53901	\$5,600.00
001	10750	12/31/19	BRIGHTVIEW LANDSCAPE SVC	6641637	Car Accident/Rmv & replace plants	R&M Other Landscape	546036-53901	\$2,202.30
001	10751	12/31/19	FEDEX	6-869-51717	SERVICE FOR 12/9-12/10/19	Postage and Freight	541006-51301	\$33.53
001	10752	12/31/19	FITREV, INC.	20029	KETTLEBELLS & DUMB BELLS	R&M-Clubhouse	546015-57201	\$660.54
001	10753	12/31/19	GULF COAST WATER	1000138	12/1/19-12/31/19 COOLER SRVC	Op Supplies - Clubhouse	552003-57201	\$1.00
001	10753	12/31/19	GULF COAST WATER	60229	8 BOTTLED WATERS/5 CUPS	Op Supplies - Clubhouse	552003-57201	\$77.50
001	10754	12/31/19	JOHN SESSA	121919	12/19/19 SECURITY	Contracts-Florida Hwy Patrol	534101-53901	\$160.00
001	10755	12/31/19	METRO GATES, INC	91039	10/30 MARCHMONT/Rplc Backup Batteries	R&M-Gate	546034-53901	\$1,070.00
001	10755	12/31/19	METRO GATES, INC	91038	10/30 TANGLEWYLDE/Rplc Battery Backup	R&M-Gate	546034-53901	\$535.00
001	10755	12/31/19	METRO GATES, INC	91036	10/30 BALLASTONE/Rplc Battery Back up	R&M-Gate	546034-53901	\$535.00
001	10755	12/31/19	METRO GATES, INC	91037	10/30 HILLINGTON-Rplc Battery Backup & Arm	R&M-Gate	546034-53901	\$775.00
001	10755	12/31/19	METRO GATES, INC	91035	10/30 WEYMOUTH/Rplc Battery Backup	R&M-Gate	546034-53901	\$535.00
001	10755	12/31/19	METRO GATES, INC	91034	10/30 ASHMONT/Rplc Battery Backup	R&M-Gate	546034-53901	\$535.00
001	10756	12/31/19	OLM	35708	12/19 LANDSCAPE INSPECTION	Contracts-Landscape Consultant	534062-53901	\$1,620.00
001	10757	12/31/19	PHOENIX SERVICE SYSTEMS, INC	120219	DEC PEST CONTROL	Contracts-Pest Control	534125-57201	\$255.00
001	DD03358	12/02/19	DUKE ENERGY-ACH	110819-14391 ACH	9/27-11/06/19 ELEC ACH	Electricity - Streetlighting	543013-53901	\$5,677.77
001	DD03371	12/16/19	HOME DEPOT	120519-8698 ACH	HD CC PURCH THRU 12/05/19	R&M-Clubhouse	546015-57201	\$708.00
001	DD03372	12/27/19	SAM'S CLUB - ACH	120719-6821 ACH	SAMS CC PURCH 11/6-11/27	11/27/19	546015-57201	\$44.27
001	DD03372	12/27/19	SAM'S CLUB - ACH	120719-6821 ACH	SAMS CC PURCH 11/6-11/27	11/06/19	549046-57201	\$176.38
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	RACETRAC-GAS	549001-53901	\$25.39
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	GEORGIA EXPO	549001-53901	\$42.77
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	COSTCO	549046-57201	\$258.43
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	DOLLAR TREE	549046-57201	\$29.00
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	PARTY CITY	549046-57201	\$10.82
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	PC LAND	546015-57201	\$250.00
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	GOOGLE	549001-57201	\$1.99
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	TARGET	546015-57201	\$95.81
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	BIG LOTS	549046-57201	\$107.00
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	BEALLS OUTLET	549046-57201	\$37.98
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	ROSS STORES	549046-57201	\$52.96
001	DD03373	12/21/19	SUNTRUST BANK-8900	112619-8900 ACH	Suntrust 10/28-11/26/19 Purchases	Misc-Bank Charges	549009-51301	\$21.28

OAKSTEAD
Community Development District

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For the Period from 12/1/19 to 12/31/19
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Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	HOLIDAY DECOR	546015-57201	\$518.60
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	HOLIDAY DECOR	546015-57201	\$277.38
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 907874	546015-57201	\$17.92
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 907396	546015-57201	\$46.58
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 906544	546015-57201	\$41.99
001	DD03383	12/09/19	LOWE'S COMPANIES	120219-8450 ACH	LOWES: NOV 2019 PURCHASES	Inv 906195	546015-57201	\$73.88
001	DD03384	12/23/19	PASCO COUNTY UTILITIES SERVICE	120619 ACH	9/27-11/20/19 RECLAIMED WATER	Utility - Reclaimed Water	543028-53901	\$3,870.59
001	DD03359	Dec 2019		PAYROLL	December 2019 Payroll Posting			\$8,721.35
Fund Total								\$92,811.97

Total Cks Paid	\$92,811.97
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Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Oakstead Community Development District
ATTN: INFRAMARK - ACCTS PAYABLE
210 N. UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FL 33071

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

Page: 1

RE: General Matters

For Professional Services Rendered Through November 15, 2019

SERVICES

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

PERSON RECAP

Person		Hours	Amount
TJR	Tracy J. Robin	1.5	\$450.00
LB	Lynn Butler	0.2	\$30.00

Total Services	\$480.00
Total Disbursements	\$0.00
Total Current Charges	\$480.00

PAY THIS AMOUNT **\$480.00**

Please Include Invoice Number on all Correspondence