

# Oakstead Community Development District

## Board of Supervisors

Fred Krauer, Chairman  
 Barbara Feldman, Vice Chairman  
 Norman Keith, Assistant Secretary  
 Dennis Priebe, Assistant Secretary  
 Joe Cascio, Assistant Secretary

## Staff:

Mark Vega, District Manager  
 Kathryn "KC" Hopkinson, District Counsel  
 Stephen Brletic, District Engineer  
 Lynn Tempura, Onsite Manager

## Meeting Agenda

Tuesday, October 16, 2025 – 12:00 p.m.

Phone: 305-224-1968 Meeting ID: 958 231 2252 Passcode: 129733

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments** – *Three- (3) Minute Time Limit*
4. **Staff Reports**
  - A. District Engineer
  - B. District Counsel
  - C. District Manager
  - D. Onsite Manager
5. **Business Items**
  - A. Discussion of Revised Employee Manual Page 2
  - B. Discussion of Room Rental Contract Page 30
6. **Business Administration**
  - A. Consideration of Complete IT Camera Proposal for \$5,588.00 and Monthly Reoccurring Cloud Service for \$172.00 Page 36
  - B. Consideration of Spending Resolution 2026-01 Page 58
  - C. Ratification of LMP Estimates:
    - 363829 for Mulch \$31,900.00
    - 366110 for Palm Tree De-Booting \$900.00
    - 341535 for Center Island Jasmin \$21,960.00 -10%
    - 341528 for Clubhouse Jasmin \$8,385.00 -10%
    - 341516 for Brentford Jasmin \$2,700.00 -10%
  - D. 341522 for Keswick Jasmin \$1,060.00 -10%
  - E. Review of the August 2025 Financials Page 60
  - F. Consideration of Minutes from the Meeting held September 16, 2025
7. **Supervisor Requests**
8. **Adjournment**

*The next workshop is scheduled for Tuesday, November 4, 2025, at 10:00 a.m.  
 The next meeting is scheduled for Thursday, November 20, 2025 at 12:00 p.m.*

Oakstead Community Development District  
Employee Manual  
Approved February 2024

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## **INTRODUCTION**

Oakstead Community Development District, hereafter referenced as the “District,” has a philosophy that each employee is important. Our goal is to treat everyone fairly, while complying with government regulations and providing quality services to the Community.

All personnel contribute to the District’s success and recognizing the importance of these contributions, the District strives to treat all employees fairly in applying its policies. We all live by rules, both formal and written policies, and informal and unwritten standards of courtesy and fairness. When followed, they can help insure our physical and social well being by letting us know what behavior is expected of us in certain situations.

Being familiar with these policies will help you in the daily performance of your duties, and this handbook will serve as an immediate reference when you need information about operating policies or benefits as a District employee.

## **EQUAL OPPORUNTITY POLICY**

It is District policy to select the best-qualified person for each position within the organization. Neither the District nor any employee of the District will discriminate against an applicant for employment of a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any other implemented classes protected by law. Neither the District nor any employee of the District will discriminate against any applicant or fellow employee because of physical or mental handicap or because of the person’s veteran status. This policy applies to all employment practices and personnel actions.

## **DRUG OR ALCOHOL USE PROHIBITION**

The use, sale, purchase, possession, manufacture, distribution, or dispensation of drugs or alcohol on the District’s property or during working time is against District policy and is cause for immediate discipline up to and including discharge from employment.

It is also against District policy to report to work or be at work while under the influence of drugs or alcohol. Being on the District’s property or it being during working hours is also against District policy and is cause for immediate employment discharge. Please note that Doctor prescribed drugs do not pertain. Alcohol is permitted for Oakstead special events.

## **Investigation**

To ensure that illegal drugs and alcohol do not enter or affect the workplace, the District reserves the right to search all vehicles, containers, lockers, or other items on the District’s property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon the District’s request.

Searches will be conducted only where the District has reason to believe that the employee has violated the District's substance abuse policy. Failure to consent to a search or display personal property for visual inspection will be grounds for discharge or denial of access to the District's premises. Searches of an employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration for the employee involved. Individuals may be required to empty their pockets, but under no circumstance will an employee be required to remove articles of clothing or by being physically searched. Because the primary concern is the safety of its employees and their working environments, the District will not normally prosecute the employee in matters involving same.

### **Sexual or Workplace Harassment**

The District will not knowingly allow any form of sexual or work place harassment within the work environment. It is unlawful to harass a person (applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex.

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, or genetic information. Harassment becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

For more information, please visit <https://www.eeoc.gov/harassment>.

### **Employment Classifications**

There are three (3) classifications of employees. These classifications are as follows:

1. Regular full-time;
2. Regular part-time; and,
3. Temporary/Seasonal.

**Regular Full-time:** an employee who works a normal (40 hours) week on a regularly scheduled basis.

**Regular Part-time:** an employee who works less than a normal workweek, either on a regularly scheduled basis or on an irregular basis.

Temporary/Seasonal: an employee hired for a period not exceeding three (3) months and who is not entitled to regular benefits. An extension of a temporary work classification for an additional three-month period, or less, may be granted if upon review by management, the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

All employees are classified as exempt and not exempt according to the following definitions:

Salaried Exempt: Positions of managerial, administrative, or professional nature or for outside positions as proscribed by federal and state labor statutes, which are exempt from mandatory overtime payment, and which includes temporary/seasonal employees.

Salaried Non-exempt: Positions of a clerical, technical, or service nature, as defined by statutes, with provisions for overtime payments.

### **Anniversary Date**

An employee's anniversary date is defined as his or her first day on the job with the district.

### **New Hire**

The Department Supervisor is responsible for having the new employee fill out all enrollment forms (where applicable); on the employee's first day of work, basic information on pay policy, benefits, when applicable and working hours and providing the Personnel Director or District Manager this information within a reasonable amount of time.

### **Relatives**

Relatives of the District may apply and, if qualified, will be considered for employment. Relatives will not be allowed to supervise or evaluate each other. A relative is defined as any person related to the employee by blood, marriage, or adoption in the following degrees: parent, child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin.

### **Return to Work After Serious Injury or Illness**

As a joint protection to the employee and the District, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments prior to returning to regularly scheduled work.

A serious injury or illness is defined as one that results in the employee being absent from work for two (2) or more consecutive weeks, or one which may limit the employee's future performance of regular duties or assignments.

The Doctor's note is to ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job related, the employee's supervisor/manager will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

### **Probation of Employee**

1. **Probation-** If the problem has not been resolved with manager, and/or the circumstances warrant, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance does not occur during the probationary period. The District Manager and the employee's supervisor/manager will determine the length of probation. Typically, the probation period should be at least two (2) weeks and not longer than 60 days, depending on the circumstance. A written probationary notice to the employee is prepared by the supervisor/manager. The letter should include a statement of the following.
  - a. The specific unsatisfactory situation.
  - b. A review of oral and written warnings.
  - c. The length of the probation period.
  - d. The specific behavior modifications or acceptable level of performance expected.
  - e. Suggestions for improvements.
  - f. A statement that further action, including termination, may result if defined improvements or behavior modifications does not result during "Further action" may include, but is not limited to, reassignment, reduction in pay, grade, or demotion.

The supervisor/manager should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the time, date, and location of such delivery. The probationary letter becomes a part of the employee's personnel file subject to a later decision by the District Manager to remove it.

On the defined probation counseling date or dates, the employee and the supervisor/manager will meet to review the employee's progress in correcting the problem, which led to the probation. Brief written summaries of these meetings

should be prepared with copies provided to the employee and the personnel director or District Manager.

At the completion of the probationary period, the District Manager, or his or her representatives, and the supervisor/manager will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

2. **Suspension-** A suspension may be justified when circumstance reasonably requires an investigation of a serious incident in which the employee was allegedly involved with or without cause. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. In addition, and with prior approval of the District Manager, suspension without pay for up to three (3) consecutive working days may be imposed for violation of safety rules, fighting, alcohol or drug use or being intoxicated while on the job. These examples do not limit management's use of suspension with or without pay in other appropriate circumstances, such as need to investigate a serious incident. In implementing a suspension, a written report should set forth the circumstance justifying the suspension. Such as report may become part of the employee's personnel file.

*(NOTE: Suspension is a disciplinary action and is not normally reserved for performance or deficiencies.)*

3. **Involuntary Termination-** The involuntary termination notice is prepared by the supervisor/manager with concurrence of, and review by, the District Manager. The employee is notified of the termination by his or her supervisor/manager.

The following definitions and classifications of violations, for which corrective counseling, performance improvements, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. Violations of other provisions of these Personnel Rules and Procedures are incorporated by references herein. A particular violation may be major or minor depending on the surrounding facts or circumstances.

**Minor Violations-** Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the District. They typically lead to corrective counseling to be repeated or when unrelated incidents occur in rapid succession. Some examples of minor violations are as follow (list not all inclusive):

- Excessive tardiness.
- Unsatisfactory job performance.
- Defacing District property or property with the District.
- Excessive absenteeism.
- Failure to observe working hours such as schedule of starting time, quitting time, rest and/or meal period.
- Performing personal work on District time.
- Failure to notify the supervisor/manager of intended absence two (2) hours prior to designated shift.

- Being under the influence of drugs or alcohol while on District property.
- Use or possession of drugs or alcohol while on District's property.

**Major Violations-** More serious violations. They include any deliberate or willful infraction of District rules and may preclude continued employment of the employee. The following are some examples of major violations (list not all inclusive);

- Fighting on District premises.
- Repeated occurrences of related or unrelated minor violations depending upon the severity of the violation and the circumstances.
- Any act which might endanger the safety of the lives of others.
- Departing District premises during working hours for personal reasons without permission of the supervisor/manager.
- Bringing firearms or weapons onto District premises (as or as not allowed by state and federal laws);
- Deliberately stealing, destroying, abusing, or damaging District property, tools, or equipment, or the property of another employee or visitor.
- Disclosure of confidential District information to unauthorized persons.
- Willfully disregarding District policies and procedures.
- Failing to report to work without excuse or approval of management of three (3) consecutive days.

## **Terminations**

Terminations are to be treated in a professional manner by all concerned. The supervisor, department manager, District Manager and personnel department must assure thorough, consistent, and evenhanded terminations procedures, this policy and its administration will be implemented in accordance with the district's equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including accrued vacation pay. Employment with the District is normally terminated through the following actions:

- Resignations- voluntary termination by the employee.
- Dismissal- involuntary termination for substandard performance or misconduct contrary to the job description.
- Layoff- termination due to the reduction of the workforce or elimination of the job position.

**Resignation-** An employee desiring to terminate employment, regardless of employee classification, is expected to give as much advanced notice as possible. Two (2) weeks or 10 working days is required to give sufficient notice.

**Dismissal-**

- Substandard Performance

An employee may be discharged if his or her performance is unacceptable. The supervisor or department manager shall have counseled the employee concerning performance deficiencies, provided directions for improvement, and warned the employee of possible termination if performance did not improve within a defined period. The supervisor or department manager is expected to be alert to any

underlying reasons for performance deficiencies such as personal problems or substance abuse.

Documentation to be prepared by the supervisor/manager shall include the reason for separation, performance history, corrective efforts taken, alternative explored and any additional pertinent information.

- **Misconduct**

An employee found to be engaged in activities such as, but not limited to, theft of District property, insubordination, conflict of interest, or any other activities showing willful disregard of District interests or policies will be terminated.

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be permitted.

Layoff- When a reduction in labor force is necessary or if one or more positions are eliminated, employees will be indentified for layoff after evaluating the following factors:

- District work requirements.
- Employee's abilities, experiences, and skill.
- Employee's potential for reassignment with the organization.

The immediate supervisor will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff such as the effect the layoff will have on his or her anniversary date at time of callback; the procedure to be followed if time off to seek other employment is granted; and the District's role in assisting employees to find other work. The employee and the personnel director, after consultation with the employee's supervisor/manager will follow on the following procedure:

- The employee will receive at least 2 weeks of advance notice of termination date.

Termination Processing Procedures-

1. The supervisor or department manager must immediately notify the personnel department of the termination so that the termination checklist can be initiated. The personnel department will direct and coordinate the termination procedure.
2. All outstanding advances charged to the employee will be deducted from the final paycheck by the payroll department.
3. On the final day of employment, the personnel department must receive all keys, uniforms, and District property from the employee.
4. The personnel department shall conduct an exit interview with the employee.
5. The employee will pick up his or her final payroll check from the District Manager's office upon the completion of the exit interview. The final check shall include all earned pay and expenses due to the employee.

## **Position Descriptions**

Position descriptions are available in the Personnel Department for all positions in the District. The items included in each position's description are the following:

- a. Job identification.
- b. Job qualifications.
- c. Assigned responsibilities or duties; and
- d. Supervisor.

Position descriptions are used to determine employee selection, job requirements, performance appraisals, organizational structure, and the relative worth of jobs in relation to each other. District management annually reviews all District positions to ensure equity and consistency in our human resources system.

### **Workday, Payday, & Pay Advances**

District employees are paid every two (2) weeks, 26 times annually.

### **Overtime Compensation**

Nonexempt regular (Full & Part-time) employees will be paid at the rate of one and one-half times their regular rate of pay for the following:

1. Hours worked more than 40 hours in a single workweek.

Non-exempt employees will receive double their regular rate of pay for the following.

2. Hours worked on official District Holidays (see Annual Schedule)

Managers are encouraged to recognize necessary EXEMPT overtime by allowing compensatory time off to be taken at a time and under conditions mutually agreed upon between the EXEMPT employee and his or her manager.

EXEMPT= exempt from Mandatory Overtime Payments

NON-EXEMPT= Not exempt from Mandatory Over-Time

### **Performance Review & Salary Merit Increases**

All employees of the District will participate in a performance review with the supervisor/manager based on the following schedule:

1. Once a year during September/October.
2. As often as is warranted by the job situation and the employee's performance.

The performance review will be completed in writing after the completion of an interview between the employee and his or her supervisor/manager. The employee is encouraged to share in the review process by adding written comments to the evaluation form.

The employee is also encouraged to do the following:

1. Inquire about his or her performance from time to time.
2. Accept additional responsibilities and show initiative.
3. Review opportunities for advancement within the department or job classification.
4. Ask for assistance in developing a goal-oriented path for advancement within the department or District; and
5. Learn about training available to assist the employee in skill development, promotion, or lateral transfer.

The supervisor/manager will determine if a merit increase is warranted at the time of the performance review. It is District policy to reward employees with a merit increase in salary for dedication in their work, extra effort, and better-than-average performance. Management does not award merit increases on an automatic basis or at any preset interval. Merit increase recommendations must be approved by the next level of management and submitted to the personnel department. All approved merit increases will be made retroactive to the first workday of the week of performance review or on the first workday of the new fiscal year, to be determined by the department manager.

### **Salary Administration**

The management staff will meet during the second quarter of each fiscal year to budget the District's compensations package for the next fiscal year. They will establish a compensation pool for: 1) pay increases; 2) monies to be budgeted for the addition of new employees.

Pay increases are granted on the basis of demonstrated performance and documented contributions to the District. A performance appraisal is one of several criteria which will be used to support the amount. Other criteria include, but are not limited to, the actual amount of money allocated to the department, survey data, and the impact of an individual on the District. Recommendations will be submitted to the District Manager for final approval and become effective October 1<sup>st</sup>.

### **Payroll Deductions**

The following mandatory deductions will be made from every employee's gross wage: federal income tax, social security tax. Every employee must fill out and sign a federal withholding allowance certificate (IRS Form W-4) on or before his or her first day on the job. This form must be completed in accordance with Federal Regulations. The employee may fill out a new W-4 at anytime when his or her circumstance changes. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exception from Withholding Certificate (IRS Form W-4E).

Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31<sup>st</sup>. Any employee who believe that his or her deductions are incorrect for any pay period, or on the W-2, should check with Payroll Department immediately. Your supervisor/manager will give you time to do this during your workday.

### **Vacation for Full-Time Employee**

Vacation accrual begins with the first month of hire. Monthly accrual rates are determined by the employee's anniversary date, according to the schedule that follows.

A new employee is not entitled to take his or her accrual vacations benefits or to be paid for accrued vacation time until one year after his or her anniversary date of hire. Vacation accrues on the last working day of the month. An employee must be in active pay status on the last working day of the month to accrue vacation for that month.

Vacation time accrues for full-time employees at the rate of 6.67 hours each month of full-time service (10 days for every 12 months) up through the first five (5) years of continuous employment.

Completion of	Hours Accrued per month	Yearly Total
Less than 5 years	6.67	10 days
5 years +	10.00	15 days
15 years and over	13.34	20 days

If the Full-time employee's 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> anniversary date is on or before the last working day of the month, the employee will accrue the high rate for that month. Vacation is not earned while an employee is on a leave of absence.

Full time employees may take total "available" vacation at any time throughout the year. All vacations must be scheduled in advance with the employee's supervisor/manager.

Upon termination, full time employees accrued, but not taken vacation hours will be added to the final paycheck using the employee's then current, straight-time hourly rate for conversions.

## **Holidays**

The following are the current District paid holidays, pursuant to Chapter 110.117, Florida Statutes, and may be changed each year: (see your Human Resource officer for the current year's schedule)

- New Year's Day
- Birthday of Martin Luther King Jr. (3<sup>rd</sup> Monday in January)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

If any of these holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. If any of these falls on a Sunday, then the following Monday shall be observed as a holiday.

Eligibility for Holiday Pay: Full-time employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay (i.e., vacation, sick leave). Only regular full-time employees are eligible for holiday pay. Temporary and Regular Part-Time employees are not eligible for holiday pay.

If a designated holiday falls within a full-time employee's vacation period, the holiday is not considered a vacation day.

Employees may take religious holidays not designated as a District holiday without pay. Prior approval must be obtained in advance from the employee's supervisor/manager.

## **Sick or Personal Time Off**

A regular full-time employee will receive four (4) hours of sick leave after six (6) months of continuous employment. Part-time and temporary employees do not accrue sick or personal time off. Sick leave/ PTO is accrued monthly at a rate of 6.67 hours beginning on day of employment Sick leave is accrued on the last workday of the month. Employees must be in an active pay status on the last day of the month to accrue sick leave/ PTO for that month.

It is in the best interests of an employee who is ill or injured that the employees do not remain at work. It is the supervisor or manager's responsibility to send the employee home if the employee is incapacitated.

Time for routine doctors or dentist appointments shall be charged to sick leave. Employees are encouraged to make such appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor or manager.

The employee must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

All employees are expected to notify his or her supervisor or manager at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period.

A medical release statement is to be submitted to the employee's supervisor/manager for review before the employee returns to work in the following situations:

1. Five or more consecutive workdays of absence due to injury or illness.
2. In all cases of work-related injury when the employee has been unable to work after the time of the injury; or
3. When returning from medical or maternity leave of absence.

In the case of work-related accident or injury, the District will compensate an employee for any lost hours beginning on the date of the accident or injury. This will be accomplished by filing a claim with your supervisor/manager to the worker's compensation carrier. The employee must then use accumulated sick leave in conjunction with worker's compensation or other disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

### **Leave of Absence**

Leave of absence is time off in a non-pay status. An employee must submit a request for a leave of absence in writing to his or her supervisor/manager. The manager will forward the request for final approval to the Personnel Department accompanied by the supervisor's/manager's recommendation. The employee is expected to request a leave of absence with as much advanced notice as possible. Leave of absence will not be granted for a period less than two (2) weeks in duration. Vacation sick leave should be used for such absences. The reason for leave should fall into one of the following categories:

1. Medical (including pregnancy related)
2. Military
3. Personal

The employee has the responsibility to keep the Personnel Department and his or her manager advised of the leave situation and to contact his or her supervisor/manager at least 2 weeks prior to the expiration of the approved leave to discuss a return to work. If the employee desires voluntary termination, this should be reported as soon as possible. The District will make a reasonable effort, consistent with good business practices and District needs, to reinstate the employee to the same position he or she previously occupied, or to a similar position, following a leave of absence. However, in the case of leaves over three (3) months the District cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work or thereafter. IF this situation occurs, the District reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position.

#### Benefit Determination-

1. Holidays- To be paid for a holiday, an employee must be in active pay status the day before and after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.
2. Vacation- No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning a leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning a leave of absence.
3. Sick or Personal Time Off- No sick or personal hours are accumulated during the leave period. Permissive or mandatory use of accumulated sickness or personal leave governed by the rules in paragraph 2 above.

### **Bereavement Leave**

The District will pay for time off in the event of the passing of the following immediate family members:

- Spouse
- Child/Stepchild
- Brother
- Sister
- Parent
- Parent-in-Law
- Grandparent
- Grandchild

The employee and supervisor will determine the amount of time the employee will be absent from work. The maximum paid leave is three (3) days in addition to all other paid leave.

Leave for attendance at the funeral of a non-immediate family member or persons with some especially close relationship may be granted without pay. The employee's supervisor will make the determination.

### **Jury Duty**

District will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear because of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off. The employee is entitled to full pay for each day of jury duty or service as a witness up to a maximum of ten (10) days per year in addition to any other paid leave. However, time off for court appearance as a party to any civil or criminal litigation shall not be compensated by the District, and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.

**Voting:** The District encourages all employees to vote. Employees are encouraged to vote in their own time. If this cannot be arranged, your supervisor will approve time off to vote at either the beginning or end of your workday if you give at least one day's notice to your supervisor.

### **Change in Time-off Policy**

Effective January 1<sup>st</sup> 2011, any time off, such as vacation, sick and/or personal time, will be converted to PTO time (Paid Time OFF). Employees are encouraged to manage this time properly throughout the year.

### **Employee-Incurred Expenses & Reimbursement**

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be approved in advance by the employee's manager unless circumstances prevent advanced approval.
2. All business-related expenditures must be accompanied by a receipt or evidence of expenditures to receive reimbursement.
3. All items purchased or charged by the employee are to be itemized on the approved District expense report. All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of the expenditure must be explained in sufficient detail.
4. Expense reports must be signed and dated by the employee and initialed by the manager showing their approval. Reports are due in the accounting department within thirty (30) days of the expenditure. Reimbursement will be made within (30) thirty days of receipt.

5. Managers are authorized to approve expenditures up to a limit of \$200.00 for non-travel-related items, including local mileage reimbursement and one day trips for conferences, meetings, and alike. The District Manager must approve any amount over this limit. The Department Supervisor must approve all travel-related expense reports.

### **Mileage Reimbursement**

Use of a personal vehicle is never required by the District and is discretionary on the part of the employee. The following information must be submitted with any mileage reimbursement:

- Date of travel;
- Beginning and ending odometer readings for each trip;
- Destination traveled too;
- Number of miles traveled on District busiess; and
- The reason for the District travel.

The reports must be submitted to Accounting and will be processed according to policy.

The employee, in using his or her vehicle for District purpose, assumes liability for his or her vehicle. All employees who desire to use their personal vehicles for District business must sign statements verifying that they have a current driver's license and vehicle liability insurance at least the minimum amounts required by state law. Any unauthorized mileage, which has not been approved by the manager/supervisor, will not be paid.

## **Rules & Procedures, Not an Employment Contract, and Amendments**

These rules and procedures may be amended at any time and apply prospectively to all employees. These rules and procedures do not constitute a contract or offer of employment.

I ALSO UNDERSTAND THAT THE DRUG-FREE WORKPLACE POLICY AND RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN THIS EMPLOYER AND ME.

THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGMENT AND KNOWS THE CONTENTS THEREOF AND SIGNS THE SAME OF HIS OR HER OWN FREE WILL.

---

Printed Employee Name

---

Employee Signature

---

Date

## **Drug-Free Workplace Policy** **Summary**

In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, we have established a Drug-Free Workplace Policy for this Employer. This policy is implemented pursuant to the Drug-free workplace program requirements state in Florida Statutes 440-102 and the rules of the Department of Labor and Employment security, Division of Worker's Compensation. Under this policy it is a condition of employment for employees to refrain from reporting to work or working with the presence of drugs or alcohol in his or her body.

The essential parts of this policy are:

1. This Employer prohibits the illegal use, possession, sale, manufacture, or distribution, or drugs, alcohol, or other controlled substances on its property. It is also against this Employer's policy to report to work under the influence of drugs or alcohol. Any employee who is taking any prescription drug, which might impair safety, performance, or any motor functions must advise his or her supervisor before reporting to work under such medication.
2. Testing of Employees:
  - a. Reasonable-suspicion Drug Testing: Employees will be tested when there is reasonable suspicion that an employee is using or has used drugs.
3. Alcohol and Drug use Prohibitions:
  - a. The use, sale, purchase, possession, distribution, or dispensing of drugs or alcohol on duty or on Employer property is cause for immediate discharge.
  - b. It is against Employer policy to report to work or work under the influence of alcohol or drugs. This includes prescription drugs, which induce an unsafe mental or physical state. Employees who violate this policy are subject to discipline up to and including discharge.
  - c. For the purpose of this policy, an individual is presumed to be under the influence of alcohol or drugs if a confirmed alcohol or drug test is positive.
  - d. The Employer may suspend employees without pay under this policy ending the result of a drug test or investigation.

## **APPENDIX B**

### **PROCEDURE TO FOLLOW FOR EMPLOYEES WHO ARE BELIEVED TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL OR TO HAVE CONSUMED DRUGS OR ALCOHOL ON EMPLOYER'S PREMISE**

There may be instances when Supervisors have reasonable cause to believe that an employee has consumed drugs and/or alcohol on this Employer's premises or has reported to work under the influence of one or both and request a blood or urine screen even through the employee is not believed to be impaired. The Employer's policy does not require impairment in order to prove violation: drugs and alcohol are controlled substances and their use on or off Employers property can violate our policy, whether or not impairment is suspected. If you have reason to consider requiring a drug or alcohol screen, use the following process to validate your reason for considering testing:

1. Escort the employee personally to your office or other private area. Have another supervisor present as a witness, if possible.
2. Confront the employee with your reasons for suspecting drug and/or alcohol policy violation. Use the attached checklist to question and document information for the employee. Complete the form. From the form and your conversation with the employee determine whether you believe the employee has either consumed drugs or alcohol on Employer premises during work duty or is under the influence of either.
3. If after you have discussed this matter with your supervisor and you both conclude that the employee does not appear to be under the influence of alcohol or drugs, including controlled substances and prescription drugs, and the employee is able to perform regular work duties, have him or her return to the work unit and resume work.
4. If you and your supervisor believe that the employee is under the influence of or has consumed drugs and/or alcohol on this Employer's premises or during work duty, reports this to the General Manager. Upon approval, advise the employee that our rules may have been violated and that he/she is being requested to provide urine or blood samples for testing. Personally drive or have someone drive the employee (with the other Supervisor still present) to an approved drug-testing site.
5. Require the employee to read and sign a consent form, available at the testing location, agreeing to the urinalysis or blood test. Advise the employee that refusal to sign the form or give a specimen will be treated as a refusal to obey a direct order and will constitute grounds for termination. Once the specimen is taken and initialed by the employee, suspend him/her pending the test results and a review of the circumstance.
6. If the employee is impaired, make arrangements to have the employee taken home. Do not permit him/her to leave the premises or drive alone. If the employee refuses any assistance, make sure the witnessing Supervisor can verify that the employee refused such assistance. If the employee cannot control his/her behavior and actions and departs without assistance, you

must call the local police or law enforcement agency to inform them of the employee's condition and refusal of assistance immediately. Tell the law enforcement agency the employee's name, and a description of the automobile including license number.

7. After any drug test, which is based on reasonable suspicion, the supervisor should complete the Drug Abuse Investigation Report. This must be done within seven (7) days of the test.

## **Problem Indicators for Supervisors**

1. Pattern of declining overall performance/productivity
  - a. Decreased work efficiency (rate and accuracy) as compared to past satisfactory performance.
  - b. Inconsistent work patterns
  - c. Avoidance of assignment or responsibilities
2. Pattern of poor or declining attitude towards job
  - a. Isolation from co-workers and/or supervisors
  - b. Increasingly negative comments about supervisors, employee, employment, management, organization, etc.
  - c. Blaming others for change in personal work performance
  - d. Increased incidents of hostility toward fellow workers not previously shown
  - e. Increased need for disciplinary action
  - f. Decreased interest in the job.
  - g. Persistent requests for job transfer
  - h. Overreaction to real or imagined criticism.
3. Lapses in Concentration
  - a. Difficulty recalling instructions.
  - b. "Forgetting" usual routine.
  - c. Drowsiness or sleeping on the job.
  - d. Declining accuracy of decisions
  - e. Pattern of poor or slow reactions
4. Reduced work Hours
  - a. Increased absenteeism, especially on Mondays, after holidays, and after paydays
  - b. Increased tardiness or unexplained absences from the workstation
  - c. Increased or frequent use of sick leave
  - d. Increasingly longer lunch hours, and increased length and/or number of work breaks
  - e. Early departures
5. Reduced Productivity
  - a. Increased incidents of equipment damage
  - b. Decreased quality or work produced.
  - c. Missed deadlines.
  - d. Decreased quality control standards as the work shift progresses.
  - e. Increased time necessary to produce the same amount of work.
6. Health Problems
  - a. Increased or frequent complaints about health
  - b. Increased use of medical benefits
  - c. Increased sick days.
  - d. Noticeable change in physical/personal appearance (e.g., weight gain, weight loss, poor grooming)
7. Safety Accident Record
  - a. Increased accidents or injuries

- b. Increased risk-taking behavior.
  - c. Failure to use safety equipment.
8. Behavior Changes
- a. Increased aggressiveness or defensiveness
  - b. Decreased ability to receive constructive criticism.
  - c. Encounters with police
  - d. Calls from creditors, letter of indebtedness
  - e. Frequent mood changes or mood swings
  - f. Increased isolation from other employees



**Appendix D**

**Last Chance Testing Agreement**

I acknowledge violation of the Employer’s substance abuse policy and/or controlled substance testing policy. I agree to maintain abstinence from any controlled substance unless medically prescribed. In addition, I agree to participate in and successfully complete any substance abuse evaluation, counseling, or rehabilitation program required by this Employer. I understand that failure to successfully participate in or complete such a program will result in discharge.

Further, I agree, when requested by this Employer’s officials, to submit to periodic, unannounced drug test for a period of two (2) years from \_\_\_\_\_ to \_\_\_\_\_.

I understand that refusal or failure to submit to a drug test or a positive finding on that test shall be cause for immediate discharge from employment for failure to meet this Employer’s standards.

\_\_\_\_\_  
Employee (Printed Name)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## **Appendix E**

### **Notification of Positive Test Results** **Job Applicant**

Date:

Dear (Job Applicant):

This is to inform you that you have tested positive in your recent drug test. Your (urine or blood) was tested by the laboratory to ensure the accuracy of the test. You have five (5) working days to contest or explain the test results to our Medical Review Officer, (Name, Address, and Telephone Number or MRO). You may submit information explaining or contesting the test results to the MRO or explain why the results why the result does not constitute a violation of the policy. You will be given a written explanation of the results of your appeal along with a report of the positive results.

Because of the positive test results, in accordance with our Drug-Free Workplace Policy, you are not eligible to hire.

You have the right to take any administrative or legal challenge to this decision. This includes the right, within the next 180 days, to have a portion of the sample re-analyzed, at your expense, at another qualified laboratory chosen by you.

---

Employer Official

## **Appendix F**

### **Notification of Denial of Medical Indemnity Benefits to Employers' Workers' Compensation Carrier or Self-Insurer**

Date:

**Employee Name:**

**Social Security Number**

Dear Workers' Compensation Carrier:

This is to advise you that the above-named employee, who suffered an on-the-job accident, has tested positive for drugs pursuant to our Drug-Free Workplace Policy. The sample was collected by an independent Medical Review Officer to ensure the accuracy of the test. Copies of the test results are enclosed for your files.

We are requesting that you give reasonable notice, immediately, to all affected health care providers that the payment for treatment, care, and attendance provided to the above employee will be denied. After notice is given, we expect, and are requesting, that you deny payment for any other medical or indemnity benefits to the above-name employee.

Pursuant to Florida Statutes 440.102(5), you are required to give "reasonable notice" to all affected health care providers that payment for treatment, care, and attendance provided to the above-named employee after a future date certain will be denied. Thank you very much for your assistance in this matter.

Sincerely,

---

Employer Official

**Appendix H**

**Consent Form: Release of Confidential Drug Test**

I \_\_\_\_\_, hereby give my voluntary consent to release all documents in the possession of the laboratory and the Medical Review Officer (MRO) concerning the results of my drug test, including all chain of custody documents, laboratory records, analysis reports, forms and correspondence in the possession of **(Name of Laboratory)** \_\_\_\_\_ and **(Name of Medical Review Officer)** \_\_\_\_\_ to \_\_\_\_\_.

The purpose of the disclosure is \_\_\_\_\_.  
The duration of the consent is for/until \_\_\_\_\_.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature, Authorizing Release

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



## OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

### Gathering Room Rental Usage Policies

1. \_\_\_\_\_ All persons using the Gathering Room do so at their own risk.
2. \_\_\_\_\_ Children under the age of sixteen must be accompanied by an adult over the age of 18 at all times while in the Gathering Room.
3. \_\_\_\_\_ Alcohol is **NOT** permitted in the Gathering Room – presence of alcohol, whether open or otherwise, will **AUTOMATICALLY FORFEIT THE RENTAL FEE AND THE SECURITY DEPOSIT (NO EXCEPTIONS)**.
4. \_\_\_\_\_ Glass containers, of any kind, are **NOT** permitted in the Gathering Room.
5. \_\_\_\_\_ Furniture shall **NOT** be removed from the Gathering Room at any time.
6. \_\_\_\_\_ All equipment, furnishings, and property of the District shall be found in the same condition after use of the Gathering Room.
7. \_\_\_\_\_ It shall be the responsibility of any resident renting the Gathering Room to remove food and/or other items brought in during the event.
8. \_\_\_\_\_ Non-perishable items left in the Gathering Room after use will be kept for a period of “One Week.” Items not claimed by the end of that period will be discarded.
9. \_\_\_\_\_ All persons renting and utilizing the Gathering Room shall obey the Pasco County Noise Ordinance as set by the Fire Marshall. **Capacity Limit is 40 people.**
10. \_\_\_\_\_ Glitter and Confetti are **NOT** allowed in Gathering Room.
11. \_\_\_\_\_ Residents wishing to reserve the Gathering Room shall contact District staff no later than two (2) weeks prior to the date of intended reservation request. District staff will then review a list of policies and procedures for the reserved special event at the Gathering Room with the applicant. Use of the Gathering Room for parties or other group functions will require the execution of an indemnification agreement and a security deposit.
12. \_\_\_\_\_ Use of the Gathering Room is **STRICTLY** limited to the confines of the Gathering Room within the Clubhouse. Use of the Pool and/or the Pool Patio is **STRICTLY PROHIBITED** and will result in the **FORFEITURE OF THE SECURITY DEPOSIT**.
13. \_\_\_\_\_ Use of tape, push pins, etc. on the walls and/or ceiling of the Gathering Room is **STRICTLY PROHIBITED**.
14. \_\_\_\_\_ The Gathering Room, including but not limited to, ALL surfaces, walls, floors, etc. are to be **thoroughly cleaned** upon the completion of the rental event before leaving the Gathering Room. Failure to adequately clean will result in **FORFEITURE OF THE SECURITY DEPOSIT**. The depositor letter of explanation concerning the withholding of any funds shall be forwarded within 10 days.
  - i. **Please Note:** the District will provide the cleaning products.
15. \_\_\_\_\_ **ALL CLEANING MUST BE COMPLETED**, and the Gathering Room locked up securely (all windows and doors closed and locked) by the ending time of the reservation; persons in the Gathering Room **AFTER** ending time of the reservation will be considered as **TRESPASSING** and **NOT ONLY** will the **SECURITY DEPOSIT BE AUTOMATICALLY FORFEITED** but the Trespassers will be subject to arrest by patrolling legal entities (Security and/or Pasco County Sheriff’s Office).
16. \_\_\_\_\_ No person may use the Gathering Room in such a manner as to interfere with the rights, comforts, conveniences, or peaceful enjoyment of the adjoining areas within the District by other residents. Specifically, no person may use the Gathering Room in such a manner that creates excessive noise, profanity, or boisterous action.
17. \_\_\_\_\_ Approval of all events is subject to the discretion of the District Representative, District Manager, and/or the District’s Board of Supervisors. The District Manager has, within his/her sole discretion, the authority to reduce or waive rental fees for Community Service functions

**OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

and events.

- 18. \_\_\_\_\_ No pets shall be allowed at any time in the Gathering Room except for service animals as defined by Florida Statutes.
- 19. \_\_\_\_\_ All exterior doors and windows must be closed when the air conditioning or heat is on and temperatures reset to original settings.
- 20. \_\_\_\_\_ Per Florida’s Clean Air Act (FCAA), codified in Chapter 386 of the Florida Statutes, prohibits **smoking and vaping** in most public places.
- 21. \_\_\_\_\_ Call 911 in the event of an emergency or any safety concerns.
- 22. \_\_\_\_\_ PLEASE NOTE: violations of these Policies will not only be immediate grounds for Forfeiture of the Security Deposit but will also be subject to possible suspension of Amenity Center Access as deemed appropriate by the District’s Board of Supervisors.

I, the renter, have read, initialed, and understand the Gathering Room Reservation Policies listed above.

**Oakstead  
Community Development District**

\_\_\_\_\_  
 District Representative Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date of Signature: \_\_\_\_\_

**Renter** (Resident/Non-Resident) *(please circle one)*

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Date of Signature: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

**Permission to use Gathering Room, Release of Liability, and Indemnification Agreement**

1. The District is the owner of the Gathering Room.
2. The District is a residential development.
3. Upon request, the District, while it is the owner of the Gathering Room, will consider the use of the Gathering Room by groups and other entities for limited purposes.
4. The "Renter," has applied to the District to use the Gathering Room.
5. The District, by its execution of this Agreement, has approved the use of the Gathering Room, as described herein, subject to all applicable laws, rules, and regulations, and subject to the District's receipt of a Rental Fee of \$150.00 for Residents and \$300.00 for Non-Residents for rentals up to six (6) hours. Every rental will require the receipt of a Security Deposit of \$350.00 for Residents and \$500.00 for Non-Residents. All monies must be in the form of U.S. Bank Check. Please make two separate checks, one each for the Rental Fee and the Security Deposit. Checks should be made payable to: Oakstead CDD.
6. The District has consented to the above use by the Renter, its agents, employees, and invitees.
7. In consideration of the District's permission to the Renter, its agents, employees, and invitees to use the Gathering Room, the Renter, for itself, its agents, employees, and invitees, and any other person or entity claiming by or through them, releases, discharges and acquits the District, its agents or employees, for any and all claims for loss, damage, or injury of any nature whatsoever to person (including but not limited to personal injury and death) or property resulting in any way from, or in any fashion arising from, connected with, or resulting in any way from the use of the Gathering in whatever manner the loss, damage, or injury may be cause and whether or not the loss, damage, or injury may be caused, occasioned, or contributed to by the negligence, sole or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this release of liability applies to any and all claims for loss, injury, or damage caused solely or partially by the negligence of the District, its agents or employees.
8. As further consideration for the District's permission to the Renter, its agents, employees, and invitees to use the Gathering Room, the Renter, for itself, its representatives and assigns, agrees to defend, indemnify, and hold harmless the District, its agents or employees, from any and all claims for loss, damage, or injury of any nature whatsoever to person (including, but not limited to, personal injury and death) or property resulting in any way from or in any fashion arising from, connected with or resulting from the use of the Gathering Room in whatever manner the loss, damage, or injury may be caused and whether or not the loss, damage, or injury may be caused, occasioned, or contributed to by the negligence, sole, or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this Agreement to defend, indemnify, and hold harmless applies to any and all claims for loss, injury, or damage caused solely or partially by the negligence of the District, their agents, or employees.
9. Should any provision of this Agreement be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal part, term, or provisions shall be deemed not a part of this Agreement.

---

**Renter's Printed Name and Signature**

**Date**

---

**District Representative Name and Signature**

**Date**

**OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

**CHECK PAYMENT FORM**

*This form must be completed by **each individual** issuing a check to the Oakstead Community Development District as payment for Gathering Room rentals, keys, or any other products/services. A copy of the check issuer's driver's license and/or valid ID **MUST** be obtained **for each individual occurrence.***

**TODAY'S DATE:** \_\_\_\_\_

**NAME OF ISSUER:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**DRIVER LICENSE NUMBER:** \_\_\_\_\_

**Please attach a copy of Driver's license.**

**PLACE OF EMPLOYMENT:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_

**AMOUNT OF CHECK:** \_\_\_\_\_

**REASON FOR CHECK:** \_\_\_\_\_

***Non-Sufficient Funds (NSF) Policy:***

***In the event that a check is sent back to the Oakstead Community Development District (the "District") for non-sufficient funds, the check writer must make payment within 30 days of receipt of a demand letter. Payment may be made by cashier's check, money order or cash at a cost of \$25.00 in addition to the original check amount.***

**OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

**Check List for Gathering Room Rental Deposit Return**

*(for use by District Representative ONLY)*

- Room was swept clean of all debris
- Chairs stacked and returned to storage room (chairs to be stacked eight (8) high, facing forward)
- All tables washed and returned to storage room upright and correctly, to avoid sliding
- All decorations removed, including from ceiling
- Windows wiped clean from fingerprints and/or food
- All trash bagged and taken to the dumpster for disposal
- All refrigerator/freezer items removed
- If kitchen used, must be wiped down
- Party stayed within allotted time as signed to in Contract

All items have been completed and Deposit returned \_\_\_\_\_  
(Resident Signature / Date)

Oakstead CDD Representative has checked all items above as completed \_\_\_\_\_  
(CDD Representative Signature)

REASON, IF Security Deposit was not returned (attach pictures):



# Clubhouse Camera System

Revised 10/10/25

Prepared for: Oakstead CDD

***Created by:*** Thomas Giella | CEO of Complete I.T. Corp

***Email:*** [Thomas@completeit.io](mailto:Thomas@completeit.io)

***Phone:*** (813) 444-4355 Ext 203

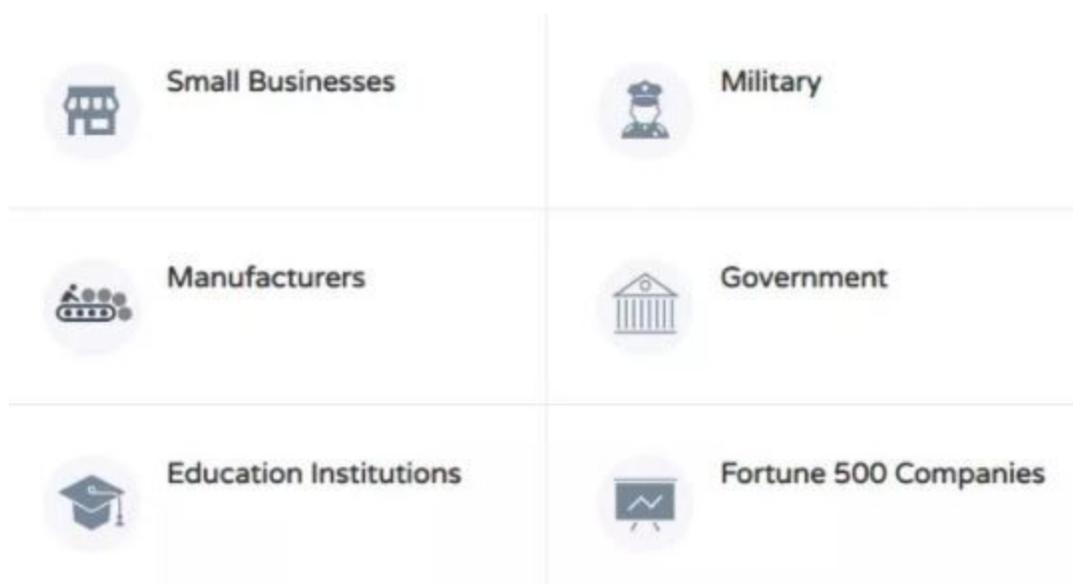


- Your Technology Professionals -  
Sales, Training, & Support

Hi Oakstead CDD,

Complete I.T. has worked with small businesses, CDD's & HOA's, all the way up to Fortune 500 companies. No job is too big or too small. Complete I.T. Specialty Electrical License ES12001800.

Complete I.T. uses high quality products for one reason—quality makes a happy customer. We understand how inferior products, that may cost less in the beginning, can cost you much more in the end. Products chosen by Complete I.T. are often of superior craftsmanship and practical pricing than competitors.



All products sold by Complete I.T. hold a minimum 1-year manufacturer warranty. You as the client never have to worry about the warranties. If a product fails within a specified warranty period,

Complete I.T. can take care of the exchange or replacement. By allowing Complete I.T. to take care of your technology solutions, you can tend to what you do best, your company.



## Networks Infrastructure (Wi-Fi)

**Security. Access. Backbone. Up-time.**

Complete I.T. designs, installs, and manages efficient network backbones. Whether you are a one-man show, or an fortune 500 company, your employees and clients deserve easy accessibility and a impeccable up-time.



## Camera Systems (CCTV)

**Up To 4K Resolution. Night Vision. Digital. PTZ.**

Our digital solutions will capture video at your office, allowing you to review footage from any computer or mobile device with an internet connection. Crisp clear video, with audio capture being optional. Large assortment of cameras for any project. Local and cloud recording available.



## Access Control Systems (ACS)

**Cloud Based. Secure. Affordable. Easy To Use.**

Have you pondered what would happen if the computer or server running your access control system crashed? By going with our Cloud solution, you won't have too. No large up-front software licensing fees.



## Worry-Free Cloud Video Surveillance for Your Business

Make your business more efficient and the world a safer place – all on the only video management platform robust and flexible enough to power the future of video surveillance.



# Eagle Eye Cloud Video Management System



### CAMERA COMPATIBILITY

Use existing cameras or purchase from hundreds of the world's leading camera manufacturers, as Eagle Eye allows for the greatest choice and flexibility of any system on the market.



### TRUE CLOUD

Benefit from easily deployed cloud technology that provides you with infinite scalability, flexibility, accessibility, and reliability.



### CYBER SECURE

Protect your data with a system built by experts in cybersecurity who know how to prevent, detect, and respond to attacks, so you don't have to.



### OPEN PLATFORM

Integrate seamlessly with other mission-critical applications, such as access control, smart sensors, and point-of-sale.



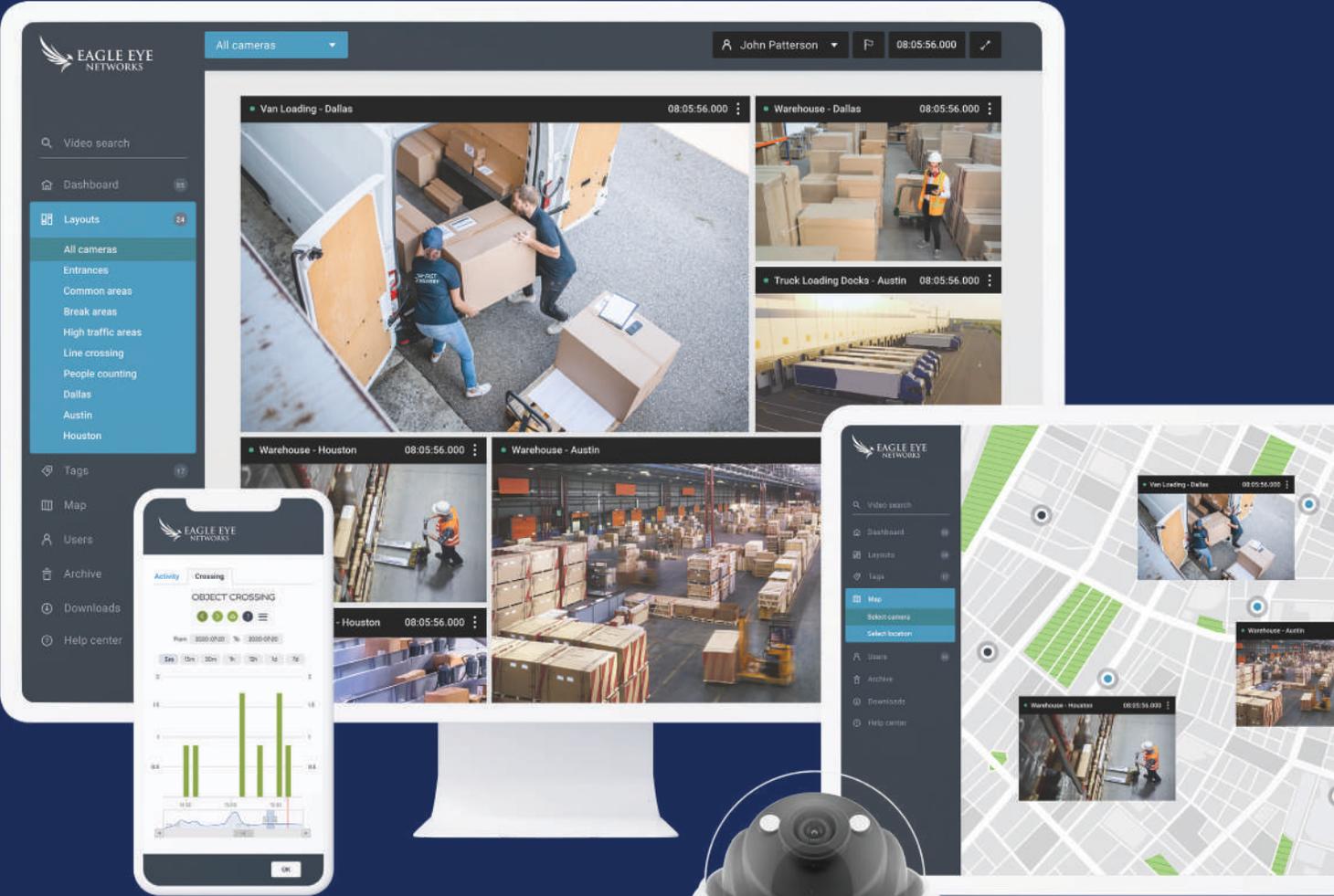
### AI & ANALYTICS

Move beyond monitoring by leveraging data to identify threats; inform responses; and improve business operations, efficiency, and service.



THE EAGLE EYE CLOUD VMS

# Smart Video Surveillance





# Smart, Simple, Secure Cloud Video Surveillance for Your Business

Your security system should not only protect your people and property, it should also provide insight to help your business grow and thrive. It's Eagle Eye Networks mission to help you do just that.

We're leaders in delivering the power, flexibility, and cost-savings of cloud technology to the video surveillance market, helping you improve operations and enhance customer service, all while keeping an eye on what truly matters.

Whether you run a small business, global enterprise, or something in-between, you need a video solution capable of adapting to your needs – today and tomorrow. The Eagle Eye Cloud Video Management System (VMS) simplifies video surveillance through the flexibility of cloud paired with the convenience of easy, affordable installation and remote management.

# The Eagle Eye Cloud VMS Equips You With:

## True Cloud Technology

With a true cloud video solution, the video is processed and managed in the cloud, which offers users countless benefits.

- Scalability, so the system easily grows with your business
- Flexibility, enabling you to use the cameras and cabling in which you've already invested
- Accessibility, meaning you can view video from anywhere, on any device
- Reliability, regardless of your bandwidth limitations

## Ease of Use

Eagle Eye provides easy installation, simple setup, an attractive and intuitive interface, central management, multisite viewing, on-the-fly camera sharing, storage retention flexibility, and much more.

## Cybersecurity

The Eagle Eye VMS is built and maintained by cybersecurity experts who are laser-focused on protecting the confidentiality, integrity, and availability of your systems and the valuable data they contain.

Among other leading cybersecurity best practices, the Eagle Eye VMS offers secure encryption to buffered and locally-recorded video, constant monitoring against potential cyber threats, no vulnerable open ports or onsite firewalls, no onsite software to patch, triple redundant video storage, and two-factor authentication.





## Open Platform

Closed systems can be problematic and costly to upgrade or add new technologies. Eagle Eye's open architecture gives you the power to choose from unlimited integrations, giving you the freedom to add new applications as your business needs evolve, ultimately increasing the value of your system. Easily integrate access control, point-of-sale, and license plate recognition to name just a few, for a single view of your operations.

Our open API platform offers:

- Greater customization
- Lower total cost of ownership (with no vendor lock-in and no additional licensing fees)
- Stronger cybersecurity
- A future-proofed investment (allowing you to incorporate tools for future needs)
- Speed to market (applications can be built in hours, not months, and updated in minutes, not weeks)

## Artificial Intelligence and Analytics

Create long-term strategies based on the insights gained from your video analytics. For example, easily determine the number of people entering and exiting your property at any given time. Monitoring customer traffic flow and patterns is crucial to operations and marketing, allowing for better planning around staffing, floor displays, and store layouts.

Video analytics also provide insight into employee behaviors, ensuring procedures are being properly followed, customer interactions are positive, and training is appropriate and effective.

## Clubhouse Camera Proposal

Description	Price
Clubhouse Camera Solution - Takeover current cameras <ul style="list-style-type: none"> <li>• EEN CMVR 620 onsite record with cloud backup</li> <li>• EEN Encoder for analog cameras converting to IP</li> <li>• Reuse 12 Hikvision analog cameras already installed at clubhouse, and a few IP cameras</li> <li>• Tech Time</li> </ul>	\$5,588.00

**Estimated Project Total     \$5,588.00**

### Monthly:

Description	Price	QTY
Eagle Eye VMS PR1 30 Days Cloud Recording Monthly <ul style="list-style-type: none"> <li>• Minimum 30 Days onsite and 30-days backup preview stream cloud recording</li> </ul>	\$9.50	16

**Estimated Monthly License     \$152.00**

## Payment and Service Agreement Terms

### **1. Project-Based Services & Payment Terms**

Before initiating any requested service on a project basis, Vendor shall provide a written proposal outlining the scope of work and associated fees. While an estimated completion timeframe may be included, it is not guaranteed and may be omitted depending on the nature of the project. The Customer agrees to remit a non-refundable deposit equal to 50% of the total proposed cost prior to the commencement of any work. Once the 50% deposit is received, the Vendor will order all required products and add the project to the schedule. The Vendor will then begin work on the requested service. The Customer acknowledges that some equipment may be subject to shipping delays, and the Vendor is not responsible for delays caused by product availability or delivery timelines. The remaining 50% balance is due within fourteen (14) calendar days of project completion.

### **2. Estimated Timeline for Completion**

While most services are typically completed within thirty (30) calendar days from the time the Vendor begins the project, the Customer acknowledges that completion times may vary due to factors beyond the Vendor's control. The estimated timeline, if provided, is only a guideline and not a guaranteed deadline. If the Customer requests a postponement or causes a delay in the progress of the work, such request must be made in writing. In the event that the Customer delay exceeds fifteen (15) calendar days, the Vendor may invoice for all services rendered and materials purchased up to that date. The Customer agrees to pay the invoiced amount within fifteen (15) calendar days of receipt. Additional charges may apply for delays initiated by the Customer.

### **3. Price Adjustments**

Vendor reserves the right to adjust project or service pricing in the event of changes in manufacturer licensing fees or other direct vendor-related costs. The Customer will be notified of any such adjustments prior to being invoiced for the remaining balance.

### **4. Non-Payment & Late Fees**

Failure to make timely payments constitutes a material breach of this Agreement. A monthly service charge of 1.5%, or the highest amount allowed under Florida law, will be applied to any past due balances. Payments will be applied to the oldest outstanding invoices unless otherwise specified. The Customer is responsible for all costs associated with collection, including attorney's fees.

### **5. Service Contract Duration & Termination**

This agreement is for a 12-month term, beginning on the 1st day of the month in which the equipment is installed. The contract automatically renews annually unless terminated with a 60-day written notice prior to the renewal date.

### **6. Supplemental & Emergency Services**

Supplemental services include, but are not limited to, on-site visits, remote support (via phone, email, or screen sharing), travel time, and meetings (in-person or virtual). These services will be billed separately from standard project or service fees. Support requests submitted outside of standard business hours or on holidays will be billed at 1.5 times the normal technician labor rate with a 2-hour minimum, plus travel. Emergency service will be clearly labeled on both the support ticket and final invoice.

### **7. Technician Time Rates**

- Standard Business Hours: \$165/hour (2-hour minimum, plus travel)
- Emergency Hours (After-Hours, Holidays, Urgent Support): \$247.50/hour (2-hour minimum, plus travel)

## **8. Support Request Methods**

Customers may submit support requests by:

- Calling (813) 444-4355
- Emailing [support@completeit.io](mailto:support@completeit.io)

Support requests made outside of these methods (e.g., text, voicemail, social media) may result in delayed response times from the Complete I.T. support team.

## **9. Refund Policy**

Vendor maintains a strict NO REFUNDS policy on deposits, project totals, or any monetary exchanges related to services rendered or contracted.

## **10. Manufacturer Warranties & Exclusions**

Any manufacturer warranties associated with equipment or products provided by the Vendor are limited to the terms and conditions set forth by the respective manufacturer. The Vendor does not offer any separate or extended warranty beyond what is provided by the manufacturer. Manufacturer warranties do not cover damage resulting from misuse, abuse, negligence, vandalism, theft, power surges, acts of God (including but not limited to lightning, flood, fire, or storm), or improper installation or handling by parties other than the Vendor or its authorized agents. The Customer acknowledges that any such damages are not covered under warranty and may require additional service, replacement, and/or labor at the Customer's expense.



# Clubhouse Camera System

Prepared for: Oakstead CDD

***Created by:*** Thomas Giella | CEO of Complete I.T. Corp

***Email:*** [Thomas@completeit.io](mailto:Thomas@completeit.io)

***Phone:*** (813) 444-4355 Ext 203

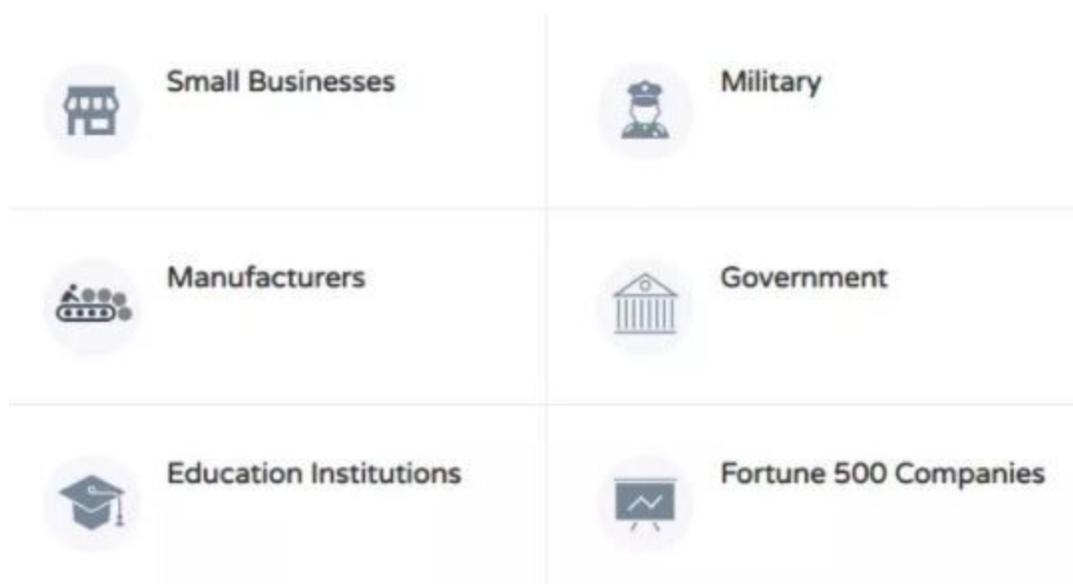


- Your Technology Professionals -  
Sales, Training, & Support

Hi Oakstead CDD,

Complete I.T. has worked with small businesses, CDD's & HOA's, all the way up to Fortune 500 companies. No job is too big or too small. Complete I.T. Specialty Electrical License ES12001800.

Complete I.T. uses high quality products for one reason—quality makes a happy customer. We understand how inferior products, that may cost less in the beginning, can cost you much more in the end. Products chosen by Complete I.T. are often of superior craftsmanship and practical pricing than competitors.



All products sold by Complete I.T. hold a minimum 1-year manufacturer warranty. You as the client never have to worry about the warranties. If a product fails within a specified warranty period,

Complete I.T. can take care of the exchange or replacement. By allowing Complete I.T. to take care of your technology solutions, you can tend to what you do best, your company.



## Networks Infrastructure (Wi-Fi)

**Security. Access. Backbone. Up-time.**

Complete I.T. designs, installs, and manages efficient network backbones. Whether you are a one-man show, or an fortune 500 company, your employees and clients deserve easy accessibility and a impeccable up-time.



## Camera Systems (CCTV)

**Up To 4K Resolution. Night Vision. Digital. PTZ.**

Our digital solutions will capture video at your office, allowing you to review footage from any computer or mobile device with an internet connection. Crisp clear video, with audio capture being optional. Large assortment of cameras for any project. Local and cloud recording available.



## Access Control Systems (ACS)

**Cloud Based. Secure. Affordable. Easy To Use.**

Have you pondered what would happen if the computer or server running your access control system crashed? By going with our Cloud solution, you won't have too. No large up-front software licensing fees.



## Worry-Free Cloud Video Surveillance for Your Business

Make your business more efficient and the world a safer place – all on the only video management platform robust and flexible enough to power the future of video surveillance.



# Eagle Eye Cloud Video Management System



### CAMERA COMPATIBILITY

Use existing cameras or purchase from hundreds of the world's leading camera manufacturers, as Eagle Eye allows for the greatest choice and flexibility of any system on the market.



### TRUE CLOUD

Benefit from easily deployed cloud technology that provides you with infinite scalability, flexibility, accessibility, and reliability.



### CYBER SECURE

Protect your data with a system built by experts in cybersecurity who know how to prevent, detect, and respond to attacks, so you don't have to.



### OPEN PLATFORM

Integrate seamlessly with other mission-critical applications, such as access control, smart sensors, and point-of-sale.



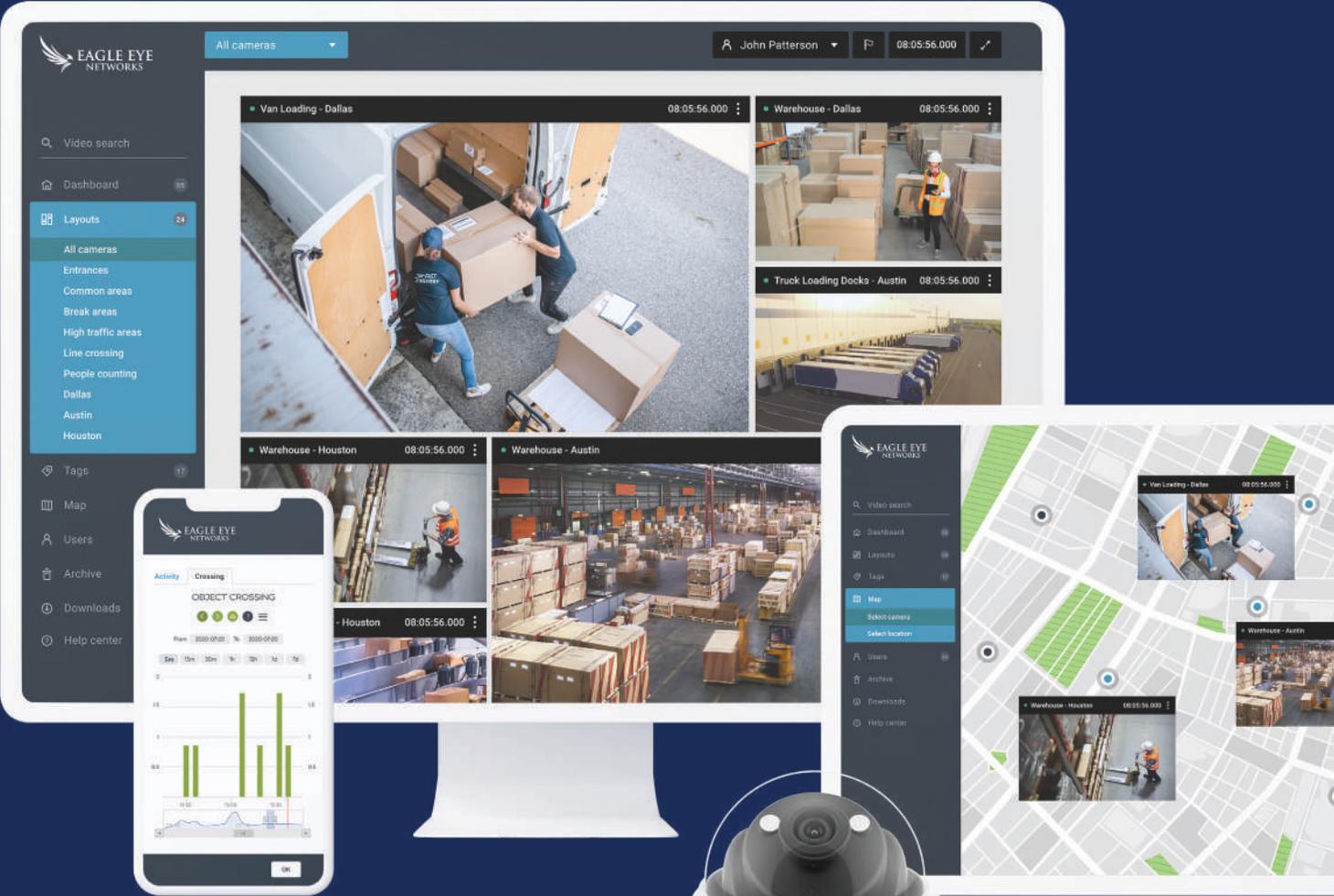
### AI & ANALYTICS

Move beyond monitoring by leveraging data to identify threats; inform responses; and improve business operations, efficiency, and service.



THE EAGLE EYE CLOUD VMS

# Smart Video Surveillance





# Smart, Simple, Secure Cloud Video Surveillance for Your Business

Your security system should not only protect your people and property, it should also provide insight to help your business grow and thrive. It's Eagle Eye Networks mission to help you do just that.

We're leaders in delivering the power, flexibility, and cost-savings of cloud technology to the video surveillance market, helping you improve operations and enhance customer service, all while keeping an eye on what truly matters.

Whether you run a small business, global enterprise, or something in-between, you need a video solution capable of adapting to your needs – today and tomorrow. The Eagle Eye Cloud Video Management System (VMS) simplifies video surveillance through the flexibility of cloud paired with the convenience of easy, affordable installation and remote management.

# The Eagle Eye Cloud VMS Equips You With:

## True Cloud Technology

With a true cloud video solution, the video is processed and managed in the cloud, which offers users countless benefits.

- Scalability, so the system easily grows with your business
- Flexibility, enabling you to use the cameras and cabling in which you've already invested
- Accessibility, meaning you can view video from anywhere, on any device
- Reliability, regardless of your bandwidth limitations

## Ease of Use

Eagle Eye provides easy installation, simple setup, an attractive and intuitive interface, central management, multisite viewing, on-the-fly camera sharing, storage retention flexibility, and much more.

## Cybersecurity

The Eagle Eye VMS is built and maintained by cybersecurity experts who are laser-focused on protecting the confidentiality, integrity, and availability of your systems and the valuable data they contain.

Among other leading cybersecurity best practices, the Eagle Eye VMS offers secure encryption to buffered and locally-recorded video, constant monitoring against potential cyber threats, no vulnerable open ports or onsite firewalls, no onsite software to patch, triple redundant video storage, and two-factor authentication.





## Open Platform

Closed systems can be problematic and costly to upgrade or add new technologies. Eagle Eye's open architecture gives you the power to choose from unlimited integrations, giving you the freedom to add new applications as your business needs evolve, ultimately increasing the value of your system. Easily integrate access control, point-of-sale, and license plate recognition to name just a few, for a single view of your operations.

Our open API platform offers:

- Greater customization
- Lower total cost of ownership (with no vendor lock-in and no additional licensing fees)
- Stronger cybersecurity
- A future-proofed investment (allowing you to incorporate tools for future needs)
- Speed to market (applications can be built in hours, not months, and updated in minutes, not weeks)

## Artificial Intelligence and Analytics

Create long-term strategies based on the insights gained from your video analytics. For example, easily determine the number of people entering and exiting your property at any given time. Monitoring customer traffic flow and patterns is crucial to operations and marketing, allowing for better planning around staffing, floor displays, and store layouts.

Video analytics also provide insight into employee behaviors, ensuring procedures are being properly followed, customer interactions are positive, and training is appropriate and effective.

## Clubhouse Camera Proposal

- District would have direct access to the camera system without requiring special software for computers.

Description	Price
Clubhouse Camera Solution - Takeover current cameras <ul style="list-style-type: none"> <li>• EEN CMVR 620 onsite record with cloud backup</li> <li>• EEN Encoder for analog cameras converting to IP</li> <li>• Reuse 12 Hikvision analog cameras already installed at clubhouse, and a few IP cameras</li> <li>• Tech Time</li> </ul>	\$5,588.00
<input type="checkbox"/> Optional: Replace Clubhouse Cameras <ul style="list-style-type: none"> <li>• Replace and install 16 new IP 4MP cameras                             <ul style="list-style-type: none"> <li>• (16) EEN Cameras</li> </ul> </li> <li>• Installation of EEN managed POE port switch</li> <li>• Installation of 16 CAT6 for cameras</li> <li>• Installation of AXIS PA (pool deck) and CAT6 cable for pool deck</li> <li>• Ditek surge for CAT6 cameras</li> <li>• Ditek UPS Battery Backup</li> <li>• Labor</li> </ul>	\$15,666.00

**Estimated Project Total     \$5,588.00**

### Monthly:

Description	Price	QTY
Eagle Eye VMS PR1 30 Days Cloud Recording Monthly <ul style="list-style-type: none"> <li>• Minimum 30 Days onsite and 30-days backup preview stream cloud recording</li> </ul>	\$9.50	16
EEN Intercom PA	\$20.00	1

**Estimated Monthly License     \$172.00**

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**A RESOLUTION OF THE BOARD OF SUPERVISORS OF OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE DISBURSEMENT OF FUNDS FOR PAYMENT OF CERTAIN CONTINUING EXPENSES WITHOUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; AUTHORIZING THE DISBURSEMENT OF FUNDS FOR PAYMENT OF CERTAIN NON-CONTINUING EXPENSES WITH-OUT PRIOR APPROVAL OF THE BOARD OF SUPERVISORS; PROVIDING FOR A MONETARY THRESHOLD; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Oakstead Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, Section 190.011(5), Florida Statutes, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors of the District (the "Board") typically meet monthly to conduct the business of the District, including authorizing the payment of District operating and maintenance expenses; and

WHEREAS, the Board may establish bi-monthly, quarterly or other meeting dates not on a monthly basis, or may cancel regularly scheduled monthly meetings from time to time; and

WHEREAS, to conduct the business of the District in an efficient manner, recurring, nonrecurring and other disbursements for goods and services must be processed and paid in a timely manner; and

WHEREAS, establishing meeting schedules outside of monthly meetings may interfere with the timely approval of disbursements and payment of expenses; and

WHEREAS, the Board determines this Resolution is in the best interest of the District and is necessary for the efficient conduct of District business; the health, safety, and welfare of the residents within the District; and the preservation of District assets or facilities; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Continuing Expenses: The Board hereby authorizes the payment of invoices of continuing expenses, which meet the following requirements:

1. The invoice must be pursuant to a contract, recurring payment (i.e. utility bill), agreement or direction of the Board.

- 2. The total amount paid under such contract or agreement, including the current invoice, must be equal to or less than the amount specified in the contract or agreement.

Section 2. Non-Continuing Expenses: The Board hereby authorizes entering into non-continuing agreements and disbursement of funds for payment of invoices on non-continuing expenses which are required for the health, safety and welfare of the residents within the District and or such repair, control or maintenance of a District facility or asset required to protect the facility or assets, pursuant to the following schedule:

- 1. Non-continuing not exceeding \$3,000 with approval of the Onsite Manager.
- 2. Non-continuing emergency expenses exceeding \$5,000 but not exceeding \$10,000 with approval of the Chairman and the Vice Chairman in the Chair’s absence and notification of the Board of Supervisors by e-mail, telephone and any other means practical. If any Board member objects to an emergency expense under this provision, then an emergency meeting of the Board may be called.

Section 3. Any payment made pursuant to this Resolution shall be submitted to the Board at the next scheduled meeting for approval and ratification as part of the financial report and noted in the District Manager’s report.

Section 4. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 16<sup>th</sup> DAY OF OCTOBER, 2025.**

**Attest:**

**Oakstead Community Development District**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Chair / Vice- Chairman Board of Supervisors

Name: \_\_\_\_\_  
Secretary/Assistant Secretary

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

**Financial Report**

*August 31, 2025*



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

**(Unaudited)**

***August 31, 2025***

**OAKSTEAD**

Community Development District

**Governmental Funds****Balance Sheet**  
August 31, 2025

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2016 A-1 DEBT SERVICE FUND</b>	<b>SERIES 2017 A-2 DEBT SERVICES FUND</b>	<b>TOTAL</b>
<b>ASSETS</b>				
Cash - Checking Account	\$ 293,152	\$ -	\$ -	\$ 293,152
Cash On Hand/Petty Cash	250	-	-	250
Investments:				
Money Market Account	925,350	-	-	925,350
Interest Account A	-	5	-	5
Interest Fund (A-2)	-	-	5	5
Reserve Fund (A-2)	-	-	134,427	134,427
Reserve Fund A	-	154,198	-	154,198
Revenue Fund (A-2)	-	-	119,372	119,372
Revenue Fund A	-	140,793	-	140,793
Sinking Fund (A-2)	-	-	33	33
Sinking Fund A	-	40	-	40
Prepaid Items	3,485	-	-	3,485
Deposits	13,420	-	-	13,420
<b>TOTAL ASSETS</b>	<b>\$ 1,235,657</b>	<b>\$ 295,036</b>	<b>\$ 253,837</b>	<b>\$ 1,784,530</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 4,038	\$ -	\$ -	\$ 4,038
Accrued Expenses	10,796	-	-	10,796
Sales Tax Payable	230	-	-	230
<b>TOTAL LIABILITIES</b>	<b>15,064</b>	<b>-</b>	<b>-</b>	<b>15,064</b>
<b>FUND BALANCES</b>				
<b>Nonspendable:</b>				
Prepaid Items	3,485	-	-	3,485
Deposits	13,420	-	-	13,420
<b>Restricted for:</b>				
Debt Service	-	295,036	253,837	548,873
<b>Assigned to:</b>				
Operating Reserves	279,882	-	-	279,882
Reserves - Clubhouse	19,508	-	-	19,508
Reserves - Gate	10,000	-	-	10,000
Reserves - Landscape	40,000	-	-	40,000
Reserves - Ponds	79,385	-	-	79,385
Reserves - Tree Removal & Replacement	27,425	-	-	27,425
Reserves - Roadways	103,179	-	-	103,179
Reserves - Sidewalks	30,728	-	-	30,728
Reserves - Wall	49,251	-	-	49,251
<b>Unassigned:</b>	<b>564,330</b>	<b>-</b>	<b>-</b>	<b>564,330</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,220,593</b>	<b>\$ 295,036</b>	<b>\$ 253,837</b>	<b>\$ 1,769,466</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,235,657</b>	<b>\$ 295,036</b>	<b>\$ 253,837</b>	<b>\$ 1,784,530</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending August 31, 2025

<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>AUG-25 ACTUAL</u>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 20,000	\$ 41,369	206.85%	\$ 3,438
Room Rentals	6,000	5,916	98.60%	866
Special Events	1,000	1,647	164.70%	-
Other Charges For Services	2,500	2,354	94.16%	85
Special Assmnts- Tax Collector	1,162,979	1,162,982	100.00%	-
Special Assmnts- Discounts	(46,519)	(43,496)	93.50%	-
Other Miscellaneous Revenues	500	1,768	353.60%	985
Non-Resident Members	-	6,475	0.00%	1,592
Gate Bar Code/Remotes	5,000	4,523	90.46%	918
Insurance Reimbursements	-	624	0.00%	-
<b>TOTAL REVENUES</b>	<b>1,151,460</b>	<b>1,184,162</b>	<b>102.84%</b>	<b>7,884</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	24,000	19,600	81.67%	1,000
FICA Taxes	1,836	1,423	77.51%	77
ProfServ-Arbitrage Rebate	1,200	1,200	100.00%	-
ProfServ-Engineering	7,000	9,900	141.43%	2,670
ProfServ-Legal Services	10,000	5,273	52.73%	488
ProfServ-Mgmt Consulting	58,821	53,919	91.67%	4,902
ProfServ-Property Appraiser	150	150	100.00%	-
ProfServ-Special Assessment	12,000	12,000	100.00%	-
ProfServ-Trustee Fees	5,000	5,000	100.00%	-
ProfServ-Web Site Development	1,553	-	0.00%	-
Auditing Services	7,200	7,200	100.00%	-
Postage and Freight	1,200	773	64.42%	2
Insurance - General Liability	5,608	5,564	99.22%	-
Printing and Binding	800	-	0.00%	-
Legal Advertising	1,347	320	23.76%	-
Misc-Bank Charges	850	2,156	253.65%	447
Misc-Assessment Collection Cost	23,260	22,390	96.26%	-
Misc-Credit Card Fees	600	693	115.50%	57
Office Supplies	100	92	92.00%	8
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>162,700</b>	<b>147,828</b>	<b>90.86%</b>	<b>9,651</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-25 ACTUAL
<b>Field</b>				
Contracts-Landscape	251,854	229,295	91.04%	20,845
Contracts-Landscape Consultant	19,440	17,820	91.67%	1,620
Contracts-Mulch	31,900	-	0.00%	-
Contracts-Lakes	30,348	28,417	93.64%	2,450
Contracts-Florida Hwy Patrol	24,840	18,850	75.89%	1,550
Contracts-Annuals	25,200	13,170	52.26%	-
Contracts-Gate Wi-Fi	6,000	7,808	130.13%	965
Contracts-Gate CCTV	8,580	7,371	85.91%	342
Contracts-Gate Cloud Lift Master	4,572	5,565	121.72%	510
Electricity - Streetlights	93,600	73,276	78.29%	6,133
Utility - Reclaimed Water	15,500	11,437	73.79%	1,366
Insurance - Property	23,587	22,258	94.37%	-
R&M-Electrical	1,500	310	20.67%	310
R&M-Gate	10,000	15,371	153.71%	1,650
R&M-Other Landscape	10,000	2,974	29.74%	-
R&M-Irrigation	22,000	2,400	10.91%	-
R&M-Other Field	13,813	10,004	72.42%	658
R&M-Sidewalks	10,000	-	0.00%	-
R&M-Trees and Trimming	16,000	650	4.06%	-
R&M-Roads	2,500	-	0.00%	-
R&M-Pressure Washing	6,000	-	0.00%	-
R&M-Landscape Lighting	2,000	4,695	234.75%	-
Misc-Holiday Lighting	8,500	11,181	131.54%	-
Misc-Property Taxes	3,200	3,356	104.88%	-
Misc-Hurricane Expense	-	30,211	0.00%	-
Misc-Contingency	36,985	6,718	18.16%	-
Reserve - Landscaping	10,000	-	0.00%	-
Reserve - Roadways	3,750	-	0.00%	-
Reserve - Sidewalks	8,000	18,217	227.71%	-
Reserve-Tree Rem./Replacem.	5,000	-	0.00%	-
<b>Total Field</b>	<b>704,669</b>	<b>541,354</b>	<b>76.82%</b>	<b>38,399</b>

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For the Period Ending August 31, 2025

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<b><u>Parks and Recreation</u></b>				
Payroll-Salaries	68,264	55,392	81.14%	4,616
Payroll-Hourly	72,952	92,339	126.58%	8,159
FICA Taxes	10,803	11,384	105.38%	977
Workers' Compensation	4,500	1,211	26.91%	-
Contracts-Security Services	480	640	133.33%	65
Contracts-Pools	17,820	43,360	243.32%	3,940
Contracts-Computer Support	3,000	5,565	185.50%	335
Contracts-Pest Control	3,060	2,805	91.67%	255
Communication - Telephone	3,420	3,515	102.78%	208
Utility - Gas	528	495	93.75%	45
Utility - Refuse Removal	2,760	2,941	106.56%	285
Utility - Water & Sewer	7,000	18,890	269.86%	2,023
R&M-Clubhouse	30,000	82,100	273.67%	2,924
R&M-Pools	9,000	3,058	33.98%	-
Miscellaneous Services	3,458	11,950	345.58%	-
Misc-Public Relations	10,000	7,617	76.17%	-
Solid Waste Disposal Assessm.	1,920	2,072	107.92%	-
Newsletter Printing/Supplies	17,826	11,884	66.67%	-
Office Supplies	1,900	3,935	207.11%	-
Cleaning Supplies	1,700	1,778	104.59%	-
Op Supplies - Clubhouse	1,700	2,974	174.94%	152
Op Supplies - Pool Chemicals	7,000	295	4.21%	-
Reserve - Clubhouse	5,000	4,465	89.30%	4,465
<b>Total Parks and Recreation</b>	<b>284,091</b>	<b>370,665</b>	<b>130.47%</b>	<b>28,449</b>
<hr/>				
<b>TOTAL EXPENDITURES</b>	<b>1,151,460</b>	<b>1,059,847</b>	<b>92.04%</b>	<b>76,499</b>
<hr/>				
Excess (deficiency) of revenues				
Over (under) expenditures	-	124,315	0.00%	(68,615)
Net change in fund balance	\$ -	\$ 124,315	0.00%	\$ (68,615)
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>	<b>1,096,278</b>	<b>1,096,278</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,096,278</b>	<b>\$ 1,220,593</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-25 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 15,143	0.00%	\$ 1,034
Special Assmnts- Tax Collector	451,062	451,062	100.00%	-
Special Assmnts- Discounts	(18,042)	(16,870)	93.50%	-
<b>TOTAL REVENUES</b>	<b>433,020</b>	<b>449,335</b>	<b>103.77%</b>	<b>1,034</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	9,021	8,684	96.26%	-
<b>Total Administration</b>	<b>9,021</b>	<b>8,684</b>	<b>96.26%</b>	<b>-</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement A-1	335,000	335,000	100.00%	-
Interest Expense Series A-1	90,890	90,890	100.00%	-
<b>Total Debt Service</b>	<b>425,890</b>	<b>425,890</b>	<b>100.00%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>434,911</b>	<b>434,574</b>	<b>99.92%</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	(1,891)	14,761	0.00%	1,034
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(1,891)	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,891)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ (1,891)	\$ 14,761	0.00%	\$ 1,034
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>	<b>280,275</b>	<b>280,275</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 278,384</b>	<b>\$ 295,036</b>		

**OAKSTEAD**

Community Development District

**Series 2017 A-2 Debt Services Fund****Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending August 31, 2025

<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>AUG-25 ACTUAL</u>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 12,928	0.00%	\$ 890
Special Assmnts- Tax Collector	389,884	389,884	100.00%	-
Special Assmnts- Discounts	(15,595)	(14,582)	93.50%	-
<b>TOTAL REVENUES</b>	<b>374,289</b>	<b>388,230</b>	<b>103.72%</b>	<b>890</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessment Collection Cost	7,798	7,506	96.26%	-
<b>Total Administration</b>	<b>7,798</b>	<b>7,506</b>	<b>96.26%</b>	<b>-</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement A-2	280,000	280,000	100.00%	-
Interest Expense Series A-2	87,383	87,383	100.00%	-
<b>Total Debt Service</b>	<b>367,383</b>	<b>367,383</b>	<b>100.00%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>375,181</b>	<b>374,889</b>	<b>99.92%</b>	<b>-</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(892)	13,341	0.00%	890
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	(892)	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(892)</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ (892)	\$ 13,341	0.00%	\$ 890
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>	<b>240,496</b>	<b>240,496</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 239,604</b>	<b>\$ 253,837</b>		

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

**Supporting Schedules**

*August 31, 2025*

**OAKSTEAD**

Community Development District

**Non-Ad Valorem Special Assessments  
(Pasco County Tax Collector - Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2025**

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
24-25 Assmnts				<b>\$2,003,928</b>	<b>\$1,162,982</b>	<b>\$451,062</b>	<b>\$389,884</b>
Allocation %				100%	58%	23%	19%
11/06/24	\$ 28,645	\$ 1,532	\$ 585	\$ 30,762	\$ 17,853	\$ 6,924	\$ 5,985
11/14/24	143,785	6,099	2,934	152,819	88,688	34,398	29,732
11/20/24	78,126	3,306	1,594	83,026	48,184	18,688	16,154
11/27/24	99,194	4,217	2,024	105,436	61,190	23,732	20,514
12/09/24	1,316,118	55,922	26,860	1,398,900	811,853	314,877	272,170
12/16/24	62,522	2,420	1,276	66,218	38,430	14,905	12,883
01/08/25	50,918	1,607	1,039	53,564	31,086	12,057	10,421
02/12/25	28,088	585	573	29,246	16,973	6,583	5,690
03/11/25	15,867	163	324	16,354	9,491	3,681	3,182
04/09/25	36,546	-	746	37,292	21,642	8,394	7,255
05/13/25	9,090	(270)	186	9,005	5,226	2,027	1,752
06/11/25	8,588	(255)	175	8,508	4,938	1,915	1,655
06/16/25*	12,914	(379)	264	12,799	7,428	2,881	2,490
<b>TOTAL</b>	<b>\$ 1,890,403</b>	<b>\$ 74,947</b>	<b>\$ 38,580</b>	<b>\$ 2,003,928</b>	<b>\$ 1,162,982</b>	<b>\$ 451,062</b>	<b>\$ 389,884</b>

% Collected 100% 100% 100% 100%

TOTAL O/S	\$ -	\$ -	\$ -	\$ -
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\* Tax Certificate Sale

**OAKSTEAD**

Community Development District

**Assigned Reserves Report  
August-25**

		<b>Current Balance</b>	<b>Goal</b>
GL #283010	<b>Operating Reserves - FY2025</b>	<b>\$279,882</b>	<b>n/a</b>
GL #283185	<b>Reserves - Clubhouse</b>	<b>\$19,508</b>	<b>\$90,000</b>
GL #283410	<b>Reserves-Gates</b>	<b>\$10,000</b>	<b>\$10,000</b>
GL #283515	<b>Reserves-Landscape</b>	<b>\$40,000</b>	<b>\$30,000</b>
GL #283685	<b>Reserves - Ponds</b>	<b>\$79,385</b>	<b>\$90,000</b>
GL #283719	<b>Reserves-Tree Removal &amp; Replacement</b>	<b>\$27,425</b>	<b>\$25,000</b>
GL #283760	<b>Reserves-Roadways</b>	<b>\$103,179</b>	<b>\$2,030,000</b>
GL #283790	<b>Reserves-Sidewalks</b>	<b>\$30,728</b>	<b>\$25,000</b>
GL #283880	<b>Reserves-Wall</b>	<b>\$49,251</b>	<b>\$50,000</b>
<b>Total Assigned Reserves</b>		<b>\$639,358</b>	<b>\$2,350,000</b>

**Cash and Investment Report**  
**August 31, 2025**

**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	TRUIST Bank	Public Funds NOW	n/a	0.00%	\$ 12,884
Checking Account - Operating	Hancock Whitney Bank	Checking Account-1859	n/a	0.00%	280,268
			subtotal		<u>\$ 293,152</u>
Petty Cash	n/a	n/a	n/a	0.00%	250
Public Funds MMA	Bank United	Money Market Acct #0682	n/a	4.07%	925,350
			<b>Subtotal-GF</b>		<u><b>\$ 1,218,752</b></u>

**Debt Service 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 Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.10%	\$ 5
Ser 2016 A-1 Reserve Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.18%	154,198
Ser 2016 A-1 Revenue Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.18%	140,793
Ser 2016 A-1 Sinking Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.17%	40
			<b>Subtotal-DS 204</b>		<u><b>\$ 295,036</b></u>
Ser 2017 A-2 Interest Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.10%	\$ 5
Ser 2017 A-2 Reserve Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.18%	134,427
Ser 2017 A-2 Revenue Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.18%	119,372
Ser 2017 A-2 Sinking Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.17%	33
			<b>Subtotal-DS 205</b>		<u><b>\$253,837</b></u>
			<b>Total All Funds</b>		<u><u><b>\$ 1,767,625</b></u></u>

# Bank Account Statement

Oakstead CDD

**Bank Account No.** 5221  
**Statement No.** 08-25

**Statement Date** 08/31/2025

<b>G/L Account No. 101000 Balance</b>	12,883.70	<b>Statement Balance</b>	12,853.70
		<b>Outstanding Deposits</b>	30.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	12,883.70
<b>Subtotal</b>	12,883.70	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00		
		<b>Ending Balance</b>	12,883.70
<b>Ending G/L Balance</b>	12,883.70		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
<b>Outstanding Deposits</b>							
08/31/2025		CLOVER 17		CLOVER SALES 8/31/25			30.00
<b>Total Outstanding Deposits</b>							<u>30.00</u>

# Bank Account Statement

Oakstead CDD

**Bank Account No.** 1859  
**Statement No.** 08-25

**Statement Date** 08/31/2025

<b>G/L Account No. 101004 Balance</b>	280,267.94	<b>Statement Balance</b>	287,869.25
		<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	287,869.25
<b>Subtotal</b>	280,267.94	<b>Outstanding Checks</b>	-7,601.31
<b>Negative Adjustments</b>	0.00		
		<b>Ending Balance</b>	280,267.94
<b>Ending G/L Balance</b>	280,267.94		

Posting Date	Document Type	Document No.	Vendor	Description	Amount
<b>Outstanding Checks</b>					
08/22/2025	Payment	13898	IERNAS HEATING,	Check for Vendor V00409	-89.00
08/26/2025	Payment	13900	AT&T MOBILITY -	Check for Vendor V00392	-95.21
08/26/2025	Payment	100302	COMPLETE I.T.	Inv: 17341, Inv: 17398, Inv:	-990.00
08/28/2025	Payment	13902	ZACH HORL'S	Check for Vendor V00249	-2,337.50
08/28/2025	Payment	100305	CULLIGAN GULF	Inv: 32519TO, Inv: 1003799,	-152.20
08/28/2025	Payment	100307	OLM	Inv: 45678	-1,620.00
08/28/2025	Payment	100308	PHOENIX SERVICE	Inv: 79-524	-255.00
08/28/2025	Payment	100310	COMPLETE I.T.	Inv: 17340	-330.00
08/28/2025	Payment	100311	IERNAS HEATING,	Inv: 3118538	-262.40
08/28/2025	Payment	100312	BRLETIC DVORAK,	Inv: 2054	-1,470.00
<b>Total Outstanding Checks</b>					<u>-7,601.31</u>

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

**Payment Register by Bank Account**

For the Period from 8/1/25 to 8/31/25

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>HANCOCK WHITNEY BANK - (ACCT#XXXXX1859)</b>								
<b>ACH #100296</b>								
08/04/25	Vendor	STRALEY ROBIN VERICKER	26858	Legal Service Through 6/30/25	ProfServ-Legal Services	001-531023-51401	\$1,407.50	
							<b>ACH Total</b>	<b>\$1,407.50</b>
<b>ACH #100297</b>								
08/06/25	Vendor	FLORIDA SEATING, INC.	8744908	12 Side chairs - 50% deposit	R&M-Clubhouse	001-546015-57201	\$1,182.46	
							<b>ACH Total</b>	<b>\$1,182.46</b>
<b>ACH #100298</b>								
08/08/25	Vendor	BIG DOG LEO SERVICES, LLC	080125-ADMIN	FHP ADMIN FEE 08/01/25	Contracts-FI Hwy Patrol	001-534101-53901	\$150.00	
							<b>ACH Total</b>	<b>\$150.00</b>
<b>ACH #100299</b>								
08/08/25	Vendor	COOPER POOLS, INC.	2025-1010	August 25 Pool Maintenance	Contracts-Pools	001-534078-57201	\$3,940.00	
							<b>ACH Total</b>	<b>\$3,940.00</b>
<b>ACH #100300</b>								
08/08/25	Vendor	COMPLETE I.T.	17268	AUGUST '25 GOOGLE EMAIL (10) WITH VAULT	Contracts-Computer Support	001-534124-57201	\$165.00	
08/08/25	Vendor	COMPLETE I.T.	17267	AUGUST '25 MSP PLAN & CLOUD BACKUP	Contracts-Computer Support	001-534124-57201	\$170.00	
08/08/25	Vendor	COMPLETE I.T.	17287	August 2025 Eagle Eye Camera-30 day cloud	Contracts-Gate CCTV	001-534142-53901	\$342.00	
08/08/25	Vendor	COMPLETE I.T.	17288	AUG '25 Liftmaster VOIP & Cloud Hosting	Contracts-Gate Cloud Lift Master	001-534143-53901	\$510.00	
08/08/25	Vendor	COMPLETE I.T.	17286	August Monitored Burglar Alarm Sys	Contracts-Security Services	001-534037-57201	\$65.00	
08/08/25	Vendor	COMPLETE I.T.	F98A9F41-0014	August 25 Voip Seats, Phone #, Phone rentals	Communication-Telephone	001-541003-57201	\$207.62	
							<b>ACH Total</b>	<b>\$1,459.62</b>
<b>ACH #100301</b>								
08/08/25	Vendor	CLEARVUE ENVIROMENTAL LLC	1015	August Aquatic Services	Contract-Lakes	001-534084-53901	\$2,450.00	
							<b>ACH Total</b>	<b>\$2,450.00</b>
<b>ACH #100302</b>								
08/26/25	Vendor	COMPLETE I.T.	17341	2 Hrs Labor Service 8/05/25-Network Issues at Clubhouse	R&M-Gate	001-546034-53901	\$330.00	
08/26/25	Vendor	COMPLETE I.T.	17398	2 Hrs SVC Tanglewyled & Brentford	R&M-Gate	001-546034-53901	\$330.00	
08/26/25	Vendor	COMPLETE I.T.	17426	2 hours tech service on Gates Keswick, Strathmore, Hillington	R&M-Gate	001-546034-53901	\$330.00	
							<b>ACH Total</b>	<b>\$990.00</b>
<b>ACH #100303</b>								
08/28/25	Vendor	DECORATING ELVES, INC	1231826542	Deposit-HOLIDAY LIGHTING (FY26 Expense)	Prepaid Items	155000	\$3,200.38	
							<b>ACH Total</b>	<b>\$3,200.38</b>
<b>ACH #100304</b>								
08/28/25	Vendor	LANDSCAPE MAINTENANCE PROFESSIONALS	349983	August Landscape Maintenance	Contracts-Landscape	001-534050-53901	\$20,844.97	
							<b>ACH Total</b>	<b>\$20,844.97</b>
<b>ACH #100305</b>								
08/28/25	Vendor	CULLIGAN GULF COAST WATER CONDITIONING, INC	32519TO	7/17/25 Bottled Water & Aug Cooler Rental	Op Supplies-Clubhouse	001-552003-57201	\$70.00	
08/28/25	Vendor	CULLIGAN GULF COAST WATER CONDITIONING, INC	35369TO	8/14/25 Bottled Water, Sleeve Cups	Op Supplies-Clubhouse	001-552003-57201	\$75.20	
08/28/25	Vendor	CULLIGAN GULF COAST WATER CONDITIONING, INC	1003799	July 2025 Cooler Rental Fee	Op Supplies-Clubhouse	001-552003-57201	\$7.00	
							<b>ACH Total</b>	<b>\$152.20</b>
<b>ACH #100306</b>								
08/28/25	Vendor	INFRAMARK LLC	155272	AUGUST 2025 MGMT SVCS	ProfServ-Mgmt Consulting	001-531027-51201	\$4,901.75	
08/28/25	Vendor	INFRAMARK LLC	155272	AUGUST 2025 MGMT SVCS	RECORD STORAGE FEE	001-551002-51301	\$8.33	
							<b>ACH Total</b>	<b>\$4,910.08</b>

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

**Payment Register by Bank Account**

For the Period from 8/1/25 to 8/31/25

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>ACH #100307</b>							
08/28/25	Vendor	OLM	45678	8/11/25 Landscape Inspection	Contracts-Landscape Consultant	001-534062-53901	\$1,620.00
							<b>ACH Total</b>
							<u>\$1,620.00</u>
<b>ACH #100308</b>							
08/28/25	Vendor	PHOENIX SERVICE SYSTEMS, INC	79-524	8/1/25 Pest & Rodent Control	Contracts-Pest Control	001-534125-57201	\$255.00
							<b>ACH Total</b>
							<u>\$255.00</u>
<b>ACH #100309</b>							
08/28/25	Vendor	HIMES ELECTRICAL SERVICE, INC.	25016	Replace GFCI Marchmont, tested Hillington	R&M-Electrical	001-546020-53901	\$309.84
							<b>ACH Total</b>
							<u>\$309.84</u>
<b>ACH #100310</b>							
08/28/25	Vendor	COMPLETE I.T.	17340	Tanglewylde, Ballastone & Strathmore	R&M-Gate	001-546034-53901	\$330.00
							<b>ACH Total</b>
							<u>\$330.00</u>
<b>ACH #100311</b>							
08/28/25	Vendor	IERNAS HEATING, COOLING & PLMBG	3118538	July 2025 AC Repair	R&M-Clubhouse	001-546015-57201	\$262.40
							<b>ACH Total</b>
							<u>\$262.40</u>
<b>ACH #100312</b>							
08/28/25	Vendor	BRLETIC DVORAK, INC.	2054	July 2025 Engineering Services	ProfServ-Engineering	001-531013-51501	\$1,470.00
							<b>ACH Total</b>
							<u>\$1,470.00</u>
<b>CHECK # 13897</b>							
08/22/25	Vendor	FLORIDA SEATING, INC.	8744908-FINAL	07/30/25 -Side chair UPHOLSTERED CHAIRS	R&M-Clubhouse	001-546015-57201	\$1,182.46
							<b>Check Total</b>
							<u>\$1,182.46</u>
<b>CHECK # 13898</b>							
08/22/25	Vendor	IERNAS HEATING, COOLING & PLMBG	3112106	Diagnostic Fee 5/11/25	R&M-Clubhouse	001-546015-57201	\$89.00
							<b>Check Total</b>
							<u>\$89.00</u>
<b>CHECK # 13899</b>							
08/26/25	Vendor	AMERICAN FENCE AT TAMPA BAY LLC	2-FINALPAYMENT	Final payment for fence repairs	R&M-Other Field	001-546063-53901	\$658.00
							<b>Check Total</b>
							<u>\$658.00</u>
<b>CHECK # 13900</b>							
08/26/25	Vendor	AT&T MOBILITY - ACH	6359970X01172025	1/10-2/09/25 813-944-0120 FINAL AT&T	Communication-Telephone	001-541003-57201	\$95.21
							<b>Check Total</b>
							<u>\$95.21</u>
<b>CHECK # 13902</b>							
08/28/25	Vendor	ZACH HORN'S PAINTING SVC, LLC	O-908-25	REPAINT PLAYGROUND EQUIPMENT	R&M-Clubhouse	001-546015-57201	\$2,337.50
							<b>Check Total</b>
							<u>\$2,337.50</u>
<b>ACH #300040</b>							
08/21/25	Vendor	PASCO COUNTY UTILITIES SERVICE - ACH	08/04/25	6/18/25-7/17/25 WTR/RCLMD WTR	Utility - Water & Sewer	001-543021-57201	\$2,023.29
08/21/25	Vendor	PASCO COUNTY UTILITIES SERVICE - ACH	08/04/25	6/18/25-7/17/25 WTR/RCLMD WTR	Utility - Reclaimed Water	001-543028-53901	\$1,365.66
							<b>ACH Total</b>
							<u>\$3,388.95</u>
<b>ACH #300041</b>							
08/22/25	Vendor	TECO PEOPLES GAS - ACH	080125-211000802101	07/2/25-7/29/25 Gas Utility	Utility - Gas	001-543019-57201	\$44.52
							<b>ACH Total</b>
							<u>\$44.52</u>
<b>ACH #DD05700</b>							
08/08/25	Vendor	CHARTER COMMUNICATIONS - ACH	0030738072125-1	SVCS PRD 6/29-7/28/25	Contracts-Gate Wi-Fi	001-534141-53901	\$295.00
							<b>ACH Total</b>
							<u>\$295.00</u>

**OAKSTEAD  
Community Development District**

**Payment Register by Bank Account**  
For the Period from 8/1/25 to 8/31/25  
(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>ACH #DD05701</b>								
08/08/25	Vendor	DUKE ENERGY-ACH	071625-93000007010	06/4/25-7/8/25 Duke Streetlighting	Electricity - Streetlights	001-543013-53901	\$6,133.28	
							<b>ACH Total</b>	<u>\$6,133.28</u>
<b>ACH #DD05702</b>								
08/18/25	Vendor	WASTE CONNECTIONS OF FL - ACH	8367534W425 ACH	9/1/2025-9/30/2025 Trash Pick-up	Utility - Refuse Removal	001-543020-57201	\$285.48	
							<b>ACH Total</b>	<u>\$285.48</u>
<b>ACH #DD05703</b>								
08/18/25	Vendor	SPECTRUM - ACH	073025-8315 ACH	7/30-8/29/25 TV SVCS	R&M-Clubhouse	001-546015-57201	\$38.77	
							<b>ACH Total</b>	<u>\$38.77</u>
							<b>Account Total</b>	<u><b>\$59,482.62</b></u>

**TRUIST BANK - (ACCT#XXXXX5221)**

<b>ACH #DD01708</b>								
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	06/25/25-07/23/25 -CLUBHOUSE MAINT	001-546015-57201	\$3,179.16	
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	06/27/25-7/22/25 -FIELD MAINT	001-546063-53901	\$569.52	
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	07/07/25 - Amazon	001-546074-57201	\$4.69	
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	06/26/25-07/24/25 PUBLIC RELATIONS	001-549046-57201	\$217.31	
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	OFFICE SUPPLIES	001-551002-57201	\$542.66	
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	CLEANING SUPPLIES	001-551003-57201	\$76.17	
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	CLUBHOUSE SUPPLIES	001-552003-57201	\$59.55	
08/20/25	Vendor	TRUIST BANK-8900 ACH from #5221	072625-8900 ACH	JUNE / JULY PURCHASES	PRESSURE WASHING	001-546171-53901	\$29.97	
							<b>ACH Total</b>	<u>\$4,679.03</u>
							<b>Account Total</b>	<u><b>\$4,679.03</b></u>

**Total Amount Paid** **\$64,161.65**

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

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

July 29, 2025

Client: 001011

Matter: 000001

Invoice #: 26858

RE: General Matters

For Professional Services Rendered Through June 30, 2025

## SERVICES

Date	Person	Description of Services	Hours	Amount
6/4/2025	KCH	REVIEW AD FOR PUBLIC HEARING; REVIEW RESOLUTION PROVIDING FOR SPECIAL ASSESSMENTS; REVIEW RESOLUTION ADOPTING BUDGET; REVIEW MAILED NOTICE LETTER.	0.8	\$244.00
6/13/2025	KCH	REVIEW AGENDA PACKAGE.	0.4	\$122.00
6/16/2025	KCH	REVIEW EMAILS AND PHOTOS RELATING TO RESIDENT COMPLAINT ALLEGING RACIAL DISCRIMINATION; EMAILS WITH M. VEGA REGARDING SAME.	0.6	\$183.00
6/17/2025	KCH	PREPARE FOR AND ATTEND BOS MEETING VIA TELEPHONE.	0.5	\$152.50
6/23/2025	AM	REVISE, FINALIZE AND TRANSMIT FINAL PUBLICATION AD AND RESOLUTIONS WITH INSTRUCTIONS.	0.2	\$35.00
6/25/2025	KCH	REVIEW BOS WORKSHOP AGENDA PACKAGE.	0.3	\$91.50
6/26/2025	KCH	PREPARE AQUATIC MAINTENANCE AGREEMENT WITH CLEARVUE ENVIRONMENTAL; REVIEW PROPOSALS FROM SITEMASTERS, CROSSCREEK, AND FINN OUTDOOR FOR STORMWATER MAINTENANCE.	1.9	\$579.50
Total Professional Services			4.7	\$1,407.50

Total Services	\$1,407.50	
Total Disbursements	\$0.00	
Total Current Charges		\$1,407.50
Previous Balance		\$1,824.00
<i>Less Payments</i>		<i>(\$1,824.00)</i>
<b>PAY THIS AMOUNT</b>		<b>\$1,407.50</b>

***Please Include Invoice Number on all Correspondence***

**Brletic Dvorak Inc**

536 4th Ave South Unit 4  
Saint Petersburg, FL 33701 US  
(813) 361-1466  
sbrletic@bdiengineers.com



**INVOICE**

**BILL TO**  
Oakstead CDD  
Inframark IMS  
210 North University Drive  
Suite 702  
Coral Springs, Florida 33071

**INVOICE** 2054  
**DATE** 07/31/2025  
**TERMS** Net 30  
**DUE DATE** 08/30/2025

**PROJECT NAME**  
Oakstead CDD

	DESCRIPTION	QTY	RATE	AMOUNT
Project Manager	[July 07 - July 31]	7:00	210.00	1,470.00

BALANCE DUE **\$1,470.00**

Pay invoice



Oakstead COMMUNITY DEVELOPMENT DISTRICT  
Jul-25

	<u>HOURS</u>	<u>RATE</u>	<u>PERSON</u>	<u>TOTAL</u>
<b><u>CDD Activities</u></b>				
Board Meeting Prep, Attendance, Follow up Engineer's Reports/Invoicing	1.50	\$210	S. Brletic	\$315.00
Street Drainage Site Visit and Report per DM Request	2.50	\$210	S. Brletic	\$525.00
Pond Compalint Site Visit and Report per DM	3.00	\$210	S. Brletic	\$630.00
<b>INVOICE TOTAL</b>	<b>7.00</b>			<b>\$1,470.00</b>