

Oakstead Community Development District

December 18, 2025

Agenda Package

2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33706

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

Board of Supervisors

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

Staff:

Mark Vega, District Manager
John Weaver, District Manager
Kathryn "KC" Hopkinson, District Counsel
Stephen Brletic, District Engineer
Lynn Tempura, Onsite Manager
Luis Diaz, Field Manager
Mary Polanec, Accountant
Catalina Martinez, District Admin Assistant

REGULAR MEETING AGENDA

Tuesday, December 18, 2025 – 12:00 p.m.

Zoom Call information:

Meeting ID: 958 231 2252

Passcode: 129733 Phone # 305-224-1968

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- 1. Call to Order and Roll Call**
 - 2. Pledge of Allegiance**
 - 3. Audience Comments – Three – (3) Minute Time Limit Per Speaker**
 - 4. Business Administration**
 - A. Consideration of Minutes from the Meeting held November 20, 2025.....Page 3
 - B. Acceptance of October 2025 Financials.....Page 6
 - 5. Staff Reports**
 - A. Inframark Accountant
 - B. District Engineer
 - i. ROW Assessment Proposal (American Structure pointe sub-consultant).....Page 30
 - ii. MRIC Survey Proposal for AssessmentPage 38
 - C. District Counsel
 - i. January Workshop Discussion of Employee Manual
 - D. District Manager
 - i. Discussion of Inframark Maintenance Offerings.....Page 46
 - ii. Discussion of BDI Engineering FY 2026 New Labor Rates.....Page 48
 - E. Onsite Manager
 - i. January Workshop Discussion of Complete IT Solutions
 - 6. Business Items**
 - A. Consideration of Resolution 2026-04; FY 2026 General Election.....Page 49
 - B. Consideration of Resolution 2026-05; Remove and Redesignate New Treasurer...Page 52
 - 7. Supervisor Requests**
 - 8. Adjournment**

The next workshop is scheduled for Tuesday, January 6, 2025, at 10:00 a.m.

The next meeting is scheduled for Thursday, January 15, 2025, at 12:00 p.m.

On MOTION by Ms. Feldman seconded by Mr. Krauer, with all in favor, the Business Administration, was approved. 5-0

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Accountant

There being none, the next order of business followed.

B. District Engineer

Board discussion ensued on an infrastructure project for the entire community.

On MOTION by Mr. Keith seconded by Mr. Krauer, with all in favor, to assign \$125,000.00 from Unassigned Funds to a New Budget Line-Item Reserve - Infrastructure, was approved. 5-0

Mr. Brletic will work with Mr. Caviggia to provide a survey proposal for the December 18th meeting.

Mr. Brletic will engage SWFWMD on a topic at 4311 Marchmont

C. District Counsel

Mr. Vega will follow up with Ms. Hopkinson on two projects. There being none, the next order of business followed.

D. District Manager

Mr. Vega will discuss district Business Items under the Sixth Order of Business.

E. Onsite Manager

Mr. Chaguaceda provided an update on the Stormwater system repairs.

On MOTION by Mr. Cascio seconded by Ms. Feldman, with all in favor, awarded Finn Outdoors a \$500.00 Thank you Bonus, was approved. 5-0

Ms. Tempura updated the Board on a resident easement topic.

On MOTION by Ms. Feldman seconded by Mr. Priebe, with all in favor, for Inframark to draft a letter to a resident on an easement topic, was approved. 5-0

On MOTION by Mr. Cascio seconded by Mr. Keith, with all in favor, Employee Bonuses were funded via the \$1,136.00 in the chair rental fund and \$400.00 from unassigned funds to purchase gift cards for Holiday Bonuses, was approved. 5-0

SIXTH ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2026-02; Adopting FY 2025 Budget Amendment

On MOTION by Mr. Cascio seconded by Mr. Krauer, with all in favor, Resolution 2026-02; Adopting FY 2025 Budget Amendment, was adopted. 5-0

B. Update and Discussion of Possible 12/1/25 Liftmaster Monthly Gate Fee Increase
Board discussion ensued.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Priebe led a discussion on facial recognition versus key fobs.

On MOTION by Mr. Priebe seconded by Mr. Cascio, with all in favor, the existing facial recognition system will be converted to a key fob access, was approved. 5-0

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Cascio seconded by Ms. Feldman, with all in favor, the meeting was adjourned at 2:19 p.m. 5-0

Chairman/Secretary

Oakstead
Community Development District

Financial Report

October 31, 2025



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OAKSTEAD
Community Development District

(Unaudited)

October 31, 2025

Balance Sheet
October 31, 2025

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2016 A-1 DEBT SERVICE FUND	SERIES 2017 A-2 DEBT SERVICES FUND	TOTAL
ASSETS				
Cash - Checking Account	\$ 298,169	\$ -	\$ -	\$ 298,169
Cash On Hand/Petty Cash	250	-	-	250
Investments:				
Money Market Account	670,443	-	-	670,443
Interest Account A	-	40,336	-	40,336
Interest Fund (A-2)	-	-	39,421	39,421
Reserve Fund (A-2)	-	-	135,358	135,358
Reserve Fund A	-	155,267	-	155,267
Revenue Fund (A-2)	-	-	80,784	80,784
Revenue Fund A	-	101,438	-	101,438
Sinking Fund (A-2)	-	-	33	33
Sinking Fund A	-	40	-	40
Prepaid Items	234	-	-	234
Deposits	13,420	-	-	13,420
TOTAL ASSETS	\$ 982,516	\$ 297,081	\$ 255,596	\$ 1,535,193
LIABILITIES				
Accounts Payable	\$ 47,000	\$ -	\$ -	\$ 47,000
Accrued Expenses	12,866	-	-	12,866
Sales Tax Payable	56	-	-	56
TOTAL LIABILITIES	59,922	-	-	59,922
FUND BALANCES				
Nonspendable:				
Prepaid Items	234	-	-	234
Deposits	13,420	-	-	13,420
Restricted for:				
Debt Service	-	297,081	255,596	552,677
Assigned to:				
Operating Reserves	279,928	-	-	279,928
Reserves - Clubhouse	20,742	-	-	20,742
Reserves - Gate	10,000	-	-	10,000
Reserves - Landscape	50,000	-	-	50,000
Reserves - Ponds	79,385	-	-	79,385
Reserves - Tree Removal & Replacement	32,425	-	-	32,425
Reserves - Roadways	106,929	-	-	106,929
Reserves - Sidewalks	38,728	-	-	38,728
Reserves - Wall	49,251	-	-	49,251
Unassigned:				
	241,552	-	-	241,552
TOTAL FUND BALANCES	\$ 922,594	\$ 297,081	\$ 255,596	\$ 1,475,271
TOTAL LIABILITIES & FUND BALANCES	\$ 982,516	\$ 297,081	\$ 255,596	\$ 1,535,193

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-25 ACTUAL
REVENUES				
Interest - Investments	\$ 20,000	\$ 2,279	11.40%	\$ 2,280
Room Rentals	6,000	421	7.02%	421
Special Events	1,000	-	0.00%	-
Other Charges For Services	2,500	-	0.00%	-
Special Assmnts- Tax Collector	1,162,983	-	0.00%	-
Special Assmnts- Discounts	(46,519)	-	0.00%	-
Other Miscellaneous Revenues	500	-	0.00%	-
Gate Bar Code/Remotes	4,000	398	9.95%	398
TOTAL REVENUES	1,150,464	3,098	0.27%	3,099

EXPENDITURES**Administration**

P/R-Board of Supervisors	24,000	3,000	12.50%	3,000
FICA Taxes	1,836	230	12.53%	230
ProfServ-Arbitrage Rebate	1,200	-	0.00%	-
ProfServ-Engineering	17,000	2,150	12.65%	2,150
ProfServ-Legal Services	10,000	-	0.00%	-
ProfServ-Mgmt Consulting	60,586	5,049	8.33%	5,049
ProfServ-Property Appraiser	150	-	0.00%	-
ProfServ-Special Assessment	12,000	-	0.00%	-
ProfServ-Trustee Fees	5,000	-	0.00%	-
ProfServ-Web Site Development	1,553	-	0.00%	-
Auditing Services	7,200	-	0.00%	-
Postage and Freight	1,200	18	1.50%	18
Insurance - General Liability	16,101	17,733	110.14%	17,733
Printing and Binding	800	-	0.00%	-
Legal Advertising	1,347	247	18.34%	247
Misc-Bank Charges	849	263	30.98%	263
Misc-Assessment Collection Cost	23,260	-	0.00%	-
Misc-Credit Card Fees	600	196	32.67%	196
Office Supplies	100	8	8.00%	8
Annual District Filing Fee	175	175	100.00%	175
Total Administration	184,957	29,069	15.72%	29,069

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-25 ACTUAL
<u>Field</u>				
Contracts-Landscape	259,410	20,845	8.04%	20,845
Contracts-Landscape Consultant	19,440	1,620	8.33%	1,620
Contracts-Mulch	31,900	-	0.00%	-
Contracts-Lakes	30,348	2,450	8.07%	2,450
Contracts-Florida Hwy Patrol	29,808	2,310	7.75%	2,310
Contracts-Annuals	25,200	-	0.00%	-
Contracts-Gate Wi-Fi	6,000	630	10.50%	630
Contracts-Gate CCTV	8,580	342	3.99%	342
Contracts-Gate Cloud Lift Master	4,572	510	11.15%	510
Electricity - Streetlights	99,000	7,789	7.87%	7,789
Utility - Reclaimed Water	22,921	1,697	7.40%	1,697
Insurance - Property	-	56,100	0.00%	56,100
R&M-Electrical	1,500	-	0.00%	-
R&M-Gate	10,000	2,544	25.44%	2,544
R&M-Other Landscape	10,000	33,245	332.45%	33,245
R&M-Irrigation	22,000	-	0.00%	-
R&M-Other Field	13,813	3,195	23.13%	3,195
R&M-Sidewalks	10,000	-	0.00%	-
R&M-Trees and Trimming	16,000	3,060	19.13%	3,060
R&M-Roads	2,500	-	0.00%	-
R&M-Pressure Washing	6,000	-	0.00%	-
R&M-Landscape Lighting	2,000	-	0.00%	-
Misc-Holiday Lighting	8,500	3,200	37.65%	3,200
Misc-Property Taxes	3,200	-	0.00%	-
Misc-Contingency	36,985	-	0.00%	-
Reserve - Landscaping	3,400	-	0.00%	-
Total Field	683,077	139,537	20.43%	139,537
<u>Parks and Recreation</u>				
Payroll-Salaries	68,264	4,646	6.81%	4,646
Payroll-Hourly	72,952	7,639	10.47%	7,639
FICA Taxes	10,803	940	8.70%	940
Workers' Compensation	4,500	1,500	33.33%	1,500
Contracts-Security Services	480	65	13.54%	65
Contracts-Pools	17,820	3,940	22.11%	3,940
Contracts-Computer Support	3,000	348	11.60%	348
Contracts-Pest Control	3,060	255	8.33%	255

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-25 ACTUAL
Communication - Telephone	3,420	209	6.11%	209
Utility - Gas	528	44	8.33%	44
Utility - Refuse Removal	2,760	285	10.33%	285
Utility - Water & Sewer	7,000	808	11.54%	808
R&M-Clubhouse	30,000	3,655	12.18%	3,655
R&M-Pools	9,000	85	0.94%	85
Miscellaneous Services	280	960	342.86%	960
Misc-Public Relations	10,000	1,228	12.28%	1,228
Solid Waste Disposal Assessm.	1,920	-	0.00%	-
Newsletter Printing/Supplies	17,826	1,485	8.33%	1,485
Office Supplies	1,900	97	5.11%	97
Cleaning Supplies	1,700	161	9.47%	161
Op Supplies - Clubhouse	1,700	-	0.00%	-
Op Supplies - Pool Chemicals	7,000	-	0.00%	-
Reserve - Clubhouse	6,525	-	0.00%	-
Total Parks and Recreation	282,438	28,350	10.04%	28,350
TOTAL EXPENDITURES	1,150,472	196,956	17.12%	196,956
Excess (deficiency) of revenues				
Over (under) expenditures	(8)	(193,858)	0.00%	(193,857)
Net change in fund balance	\$ (8)	\$ (193,858)	0.00%	\$ (193,857)
FUND BALANCE, BEGINNING (OCT 1, 2025)	1,116,452	1,116,452		
FUND BALANCE, ENDING	\$ 1,116,444	\$ 922,594		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-25 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 999	0.00%	\$ 999
Special Assmnts- Tax Collector	451,062	-	0.00%	-
Special Assmnts- Discounts	(18,042)	-	0.00%	-
TOTAL REVENUES	433,020	999	0.23%	999
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	9,021	-	0.00%	-
Total Administration	9,021	-	0.00%	-
Debt Service				
Principal Debt Retirement A-1	345,000	-	0.00%	-
Interest Expense Series A-1	80,673	-	0.00%	-
Total Debt Service	425,673	-	0.00%	-
TOTAL EXPENDITURES	434,694	-	0.00%	-
Excess (deficiency) of revenues				
Over (under) expenditures	(1,674)	999	0.00%	999
Net change in fund balance	\$ (1,674)	\$ 999	0.00%	\$ 999
FUND BALANCE, BEGINNING (OCT 1, 2025)	296,082	296,082		
FUND BALANCE, ENDING	\$ 294,408	\$ 297,081		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending October 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-25 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 859	0.00%	\$ 859
Special Assmnts- Tax Collector	389,884	-	0.00%	-
Special Assmnts- Discounts	(15,595)	-	0.00%	-
TOTAL REVENUES	374,289	859	0.23%	859
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	7,798	-	0.00%	-
Total Administration	7,798	-	0.00%	-
Debt Service				
Principal Debt Retirement A-2	290,000	-	0.00%	-
Interest Expense Series A-2	78,843	-	0.00%	-
Total Debt Service	368,843	-	0.00%	-
TOTAL EXPENDITURES	376,641	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	(2,352)	859	0.00%	859
Net change in fund balance	\$ (2,352)	\$ 859	0.00%	\$ 859
FUND BALANCE, BEGINNING (OCT 1, 2025)	254,737	254,737		
FUND BALANCE, ENDING	\$ 252,385	\$ 255,596		

OAKSTEAD
Community Development District

Supporting Schedules

October 31, 2025

OAKSTEAD

Community Development District

Assigned Reserves Report October-25

		Current Balance	Goal
GL #283010	Operating Reserves - FY2025	\$279,928	n/a
GL #283185	Reserves - Clubhouse	\$20,742	\$90,000
GL #283410	Reserves-Gates	\$10,000	\$10,000
GL #283515	Reserves-Landscape	\$50,000	\$30,000
GL #283685	Reserves - Ponds	\$79,385	\$90,000
GL #283719	Reserves-Tree Removal & Replacement	\$32,425	\$25,000
GL #283760	Reserves-Roadways	\$106,929	\$2,030,000
GL #283790	Reserves-Sidewalks	\$38,728	\$25,000
GL #283880	Reserves-Wall	\$49,251	\$50,000
Total Assigned Reserves		\$667,388	\$2,350,000

Cash and Investment Report
October 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	1.75%	\$ 16,402
Checking Account - Operating	Hancock Whitney Bank	Checking Account-1859	n/a	0.00%	281,767
		subtotal			<u>\$ 298,169</u>
Petty Cash	n/a	n/a	n/a	0.00%	250
Public Funds MMA	Bank United	Money Market Acct #0682	n/a	3.60%	670,443
		Subtotal-GF			<u>\$ 968,862</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	4.01%	\$ 40,336
Ser 2016 A-1 Reserve Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.01%	155,267
Ser 2016 A-1 Revenue Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.01%	101,438
Ser 2016 A-1 Sinking Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.01%	40
		Subtotal-DS 204			<u>\$ 297,081</u>
Ser 2017 A-2 Interest Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.01%	\$ 39,421
Ser 2017 A-2 Reserve Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.01%	135,358
Ser 2017 A-2 Revenue Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.01%	80,784
Ser 2017 A-2 Sinking Fund	Hancock Whitney Bank	Goldman Sachs Govt Fund	n/a	4.01%	33
		Subtotal-DS 205			<u>\$255,596</u>
		Total All Funds			<u><u>\$ 1,521,539</u></u>

Bank Account Statement

Oakstead CDD

Bank Account No.5221

Statement No.10-25

Statement Date

10/31/2025

G/L Account No. 101000 Balance	16,401.57	Statement Balance	16,401.57
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	16,401.57
Subtotal	16,401.57	Outstanding Checks	0.00
Negative Adjustments	0.00		
		Ending Balance	16,401.57
Ending G/L Balance	16,401.57		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Outstanding Deposits							
Total Outstanding Deposits							

Bank Account Statement

Oakstead CDD

Bank Account No.1859

Statement No.10-25

Statement Date

10/31/2025

G/L Account No. 101004 Balance	281,766.93	Statement Balance	284,616.50
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	284,616.50
Subtotal	281,766.93	Outstanding Checks	-2,849.57
Negative Adjustments	0.00		
		Ending Balance	281,766.93
Ending G/L Balance	281,766.93		

Posting Date	Document Type	Document No.	Vendor	Description	Amount
Outstanding Checks					
10/21/2025	Payment	13945	FEDEX	Check for Vendor V00014	-18.47
10/21/2025	Payment	13946	LANDSCAPE	Check for Vendor V00311	-900.00
10/21/2025	Payment	13948	OLM	Check for Vendor V00112	-1,620.00
10/29/2025	Payment	13951	INFRAMARK LLC	Check for Vendor V00063	-11.10
10/29/2025	Payment	13953	JOELL MILLER	Check for Vendor V00380	-300.00
Total Outstanding Checks					-2,849.57

OAKSTEAD

Community Development District

Payment Register by Bank Account

For the Period from 10/1/25 to 10/31/25

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
HANCOCK WHITNEY BANK - (ACCT#XXXXX1859)							
ACH #100321							
10/02/25	Vendor	CLEAN SWEEP SUPPLY CO., INC.	14415	Polish, Toilet Tissue & Multifold Towel	CLEANING SUPPLIES	001-551003-57201	\$131.85
ACH Total							\$131.85
ACH #100322							
10/02/25	Vendor	STRALEY ROBIN VERICKER	27173	AUG25 LEGAL SERVICES	ProfServ-Legal Services	001-531023-51401	\$858.50
ACH Total							\$858.50
ACH #100323							
10/02/25	Vendor	TIMES PUBLISHING COMPANY	56644-092125	Notice of FY26 Meeting Schedule	LEGAL ADVERTISING	001-548002-51301	\$247.00
ACH Total							\$247.00
CHECK # 13925							
10/03/25	Vendor	BOUNCE A LOT INFLATABLES	102525	Inflatable for 10/25/25 Fall Festival	Misc-Public Relations	001-549046-57201	\$392.40
Check Total							\$392.40
CHECK # 13926							
10/03/25	Vendor	COMPLETE I.T.	17766	Tanglewy/de-Diagnosis of Telecom Issues	R&M-Gate	001-546034-53901	\$330.00
Check Total							\$330.00
CHECK # 13927							
10/03/25	Vendor	dba PANCHO THE GREAT	102525	Pancho The Great for 10/25/25 Fall Festival	Misc-Public Relations	001-549046-57201	\$175.00
Check Total							\$175.00
CHECK # 13928							
10/03/25	Vendor	STERICYCLE, INC	8012150162	9/22/25 DOCUMENT SHREDDING SVCS	Miscellaneous Services	001-549001-57201	\$327.25
Check Total							\$327.25
CHECK # 13929							
10/07/25	Vendor	BIG DOG LEO SERVICES, LLC	100125-ADMIN	FHP ADMIN FEE 10/01/25	Contracts-FI Hwy Patrol	001-534101-53901	\$150.00
Check Total							\$150.00
CHECK # 13930							
10/07/25	Vendor	CLEARVUE ENVIROMENTAL LLC	1044	OCT 25 Aquatic Services	Contracts-Lakes	001-534084-53901	\$2,450.00
Check Total							\$2,450.00
CHECK # 13931							
10/07/25	Vendor	COMPLETE I.T.	17960	Keswick Ent Gate-Loop Module Adjust Sensativity	R&M GATE	001-546034-53901	\$330.00
10/07/25	Vendor	COMPLETE I.T.	17912	OCT 2025 LIFTMASTER VOIP & CLOUD HOSTING	Contracts-Gate Cloud Lift Master	001-534143-53901	\$510.00
10/07/25	Vendor	COMPLETE I.T.	17910	OCT 25 MONITORED BURGLAR ALARM SYSTEM	Contracts-Security Services	001-534037-57201	\$65.00
10/07/25	Vendor	COMPLETE I.T.	F98A9F41-0016	OCT 25 VOIP SEATS, PHONE #, PHONE RENTALS	Communication-Telephone	001-541003-57201	\$209.06
10/07/25	Vendor	COMPLETE I.T.	17893	OCT 25 MSP PLAN, CLOUD BACKUP & MICROSOFT O365 SUBSCRIPTION	Contracts-Computer Support	001-534124-57201	\$182.95
10/07/25	Vendor	COMPLETE I.T.	17911	OCT 25 EAGLE EYE CAMERA 30 DAY CLOUD	Contracts-Gate CCTV	001-534142-53901	\$342.00
10/07/25	Vendor	COMPLETE I.T.	17894	OCT 25 GOOGLE EMAIL (10) WITH VAULT	Contracts-Computer Support	001-534124-57201	\$165.00
Check Total							\$1,804.01
CHECK # 13932							
10/07/25	Vendor	COOPER POOLS, INC.	2025-1260	OCT 25 Pool Maintenance	Contracts-Pools	001-534078-57201	\$3,940.00
Check Total							\$3,940.00
CHECK # 13933							
10/07/25	Vendor	LANDSCAPE MAINTENANCE PROFESSIONALS	360584	9/23/25 Weymouth Irrigation rprs	R&M-Irrigation	001-546041-53901	\$611.75
Check Total							\$611.75

OAKSTEAD

Community Development District

Payment Register by Bank Account

For the Period from 10/1/25 to 10/31/25

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 13934							
10/09/25	Vendor	BRLETIC DVORAK, INC.	2152	Engineering Services thru 090925	ProfServ-Engineering	001-531013-51501	\$360.00
Check Total							\$360.00
CHECK # 13935							
10/09/25	Vendor	LANDSCAPE MAINTENANCE PROFESSIONALS	361562	OCT25 Landscape Maintenance	Contracts-Landscape	001-534050-53901	\$20,844.97
Check Total							\$20,844.97
CHECK # 13936							
10/09/25	Vendor	PHOENIX SERVICE SYSTEMS, INC	79-549	10/07/25 Pest & Rodent Control	Contracts-Pest Control	001-534125-57201	\$255.00
Check Total							\$255.00
CHECK # 13937							
10/09/25	Vendor	TWO O EIGHT SECURITY, INC	JH-090525	09/05/25 4 Hours of Duty	Contracts-Security Services	001-534101-53901	\$200.00
10/09/25	Vendor	TWO O EIGHT SECURITY, INC	JH-092525	09/25/25 4 Hours of Duty	Contracts-FI Hwy Patrol	001-534101-53901	\$200.00
10/09/25	Vendor	TWO O EIGHT SECURITY, INC	JH-092225	09/22/25 4 Hours of Duty	Contracts-FI Hwy Patrol	001-534101-53901	\$200.00
10/09/25	Vendor	TWO O EIGHT SECURITY, INC	JH-091525	09/15/25 4 Hours of Duty	Contracts-FI Hwy Patrol	001-534101-53901	\$200.00
10/09/25	Vendor	TWO O EIGHT SECURITY, INC	JH-090925	09/09/25 4 Hours of Duty	Contracts-FI Hwy Patrol	001-534101-53901	\$200.00
10/09/25	Vendor	TWO O EIGHT SECURITY, INC	JH-090225	09/02/25 4 Hours of Duty	Contracts-FI Hwy Patrol	001-534101-53901	\$200.00
Check Total							\$1,200.00
CHECK # 13938							
10/15/25	Vendor	COMPLETE I.T.	17982	10/9/25 Tanglewylde replace touchscreen	R&M-Gate	001-546034-53901	\$1,883.83
Check Total							\$1,883.83
CHECK # 13939							
10/15/25	Vendor	INFRAMARK LLC	160669	OCT25 District Mgmt Services	ProfServ-Mgmt Consulting	001-531027-51201	\$5,048.83
10/15/25	Vendor	INFRAMARK LLC	160669	OCT25 District Mgmt Services	RECORD STORAGE FEE	001-551002-51301	\$8.33
Check Total							\$5,057.16
CHECK # 13940							
10/15/25	Vendor	LANDSCAPE MAINTENANCE PROFESSIONALS	361773	10/1/25 Palm Tree Debooting	R&M-Trees and Trimming	001-546099-53901	\$2,160.00
Check Total							\$2,160.00
CHECK # 13941							
10/21/25	Vendor	CROSSCREEK ENVIRONMENTAL	23013	PONDS 5A AND 5C MECHANICAL VEGETATION REMOVAL	R&M-Other Field	001-546063-53901	\$3,195.00
Check Total							\$3,195.00
CHECK # 13942							
10/21/25	Vendor	LANDSCAPE MAINTENANCE PROFESSIONALS	361951	10/11/25 Tanglewylde tree removal	R&M-Other Landscape	001-546036-53901	\$2,250.00
Check Total							\$2,250.00
CHECK # 13943							
10/21/25	Vendor	NICHOLAS C. DOLAN	ND-100625	10/06/25 3 Hours of Duty	Contracts-Florida Hwy Patrol	001-534101-53901	\$240.00
Check Total							\$240.00
CHECK # 13944							
10/21/25	Vendor	COMPLETE I.T.	18036 DEPOSIT	CLUBHOUSE CAMERAS - DEPOSIT	50% Deposit Cameras	001-546015-57201	\$2,794.00
10/21/25	Vendor	COMPLETE I.T.	18032	2 HRS -For onsite diagnosis of Hillington gate. More details in Ticket	R&M-Gate	001-546034-53901	\$330.00
Check Total							\$3,124.00
CHECK # 13945							
10/21/25	Vendor	FEDEX	9-028-28825	Oct - 2025 Postage	Postage and Freight	001-541006-51301	\$18.47
Check Total							\$18.47

OAKSTEAD

Community Development District

Payment Register by Bank Account

For the Period from 10/1/25 to 10/31/25

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 13946							
10/21/25	Vendor	LANDSCAPE MAINTENANCE PROFESSIONALS	362816	10/20/25-11/19/25 -BASKETBALL COURT PALM TREE DEBOOTING	R&M-Trees and Trimming	001-546099-53901	\$900.00
Check Total							\$900.00
CHECK # 13947							
10/21/25	Vendor	NICHOLAS C. DOLAN	ND-102025	10/20/25 3 HOURS SECURITY	Contracts-Florida Hwy Patrol	001-534101-53901	\$240.00
Check Total							\$240.00
CHECK # 13948							
10/21/25	Vendor	OLM	45984	10/6/25 LANDSCAPE INSPECTION	Contracts-Landscape Consultant	001-534062-53901	\$1,620.00
Check Total							\$1,620.00
CHECK # 13949							
10/21/25	Vendor	STRALEY ROBIN VERICKER	27349	Legal Service Through 9/30/25	ProfServ-Legal Services	001-531023-51401	\$366.00
Check Total							\$366.00
CHECK # 13950							
10/23/25	Vendor	NICHOLAS C. DOLAN	ND-102125	10/21/25 3 HOURS OF DUTY	Contracts-Florida Hwy Patrol	001-534101-53901	\$240.00
Check Total							\$240.00
CHECK # 13951							
10/29/25	Vendor	INFRAMARK LLC	161841	Sept25 POSTAGE	Postage and Freight	001-541006-51301	\$11.10
Check Total							\$11.10
CHECK # 13953							
10/29/25	Vendor	JOELL MILLER	JM-102425	FALL FESTIVAL	Misc-Public Relations	001-549046-57201	\$300.00
Check Total							\$300.00
ACH #300046							
10/07/25	Vendor	CHARTER COMMUNICATIONS - ACH	0030738092125-ACH	SEP-OCT Multiple Gate Internet Accts	Contracts-Gate WiFi	001-534141-53901	\$621.05
ACH Total							\$621.05
ACH #300047							
10/07/25	Vendor	DUKE ENERGY-ACH	091625-7010 ACH	08/05/25-09/08/25 STREET LIGHTS	Electricity-Streetlights	001-543013-53901	\$7,851.97
ACH Total							\$7,851.97
ACH #300048							
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	GUTTER GUARDS	001-546015-57201	\$347.50
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	SCREWS	001-546015-57201	\$29.95
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	GUTTER GUARDS	001-546015-57201	\$66.46
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	PUTTY KNIFE / OUTDOOR CLEANER	001-546063-53901	\$74.84
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	TRASH BAGS	001-551003-57201	\$33.22
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	TOILET FLUSH	001-546015-57201	\$17.72
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	LIGHT BULBS	001-546015-57201	\$113.52
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	BRASS KEY - CONDUIT	001-546063-53901	\$37.86
10/10/25	Vendor	LOWE'S COMPANIES	100225-9031-ACH	Lowe's: 9/3/25-9/26/25 CC Purchases	KEYS	001-546063-53901	\$9.46
ACH Total							\$730.53
ACH #300049							
10/14/25	Vendor	FLORIDA COMMERCE	92398-ACH	FY 25/26 -DISTRICT FILING FEES	Annual District Filing Fee	001-554007-51301	\$175.00
ACH Total							\$175.00
ACH #300050							
10/17/25	Vendor	SPECTRUM - ACH	093025-8315-ACH	09/30/25-10/29/25 TV & Internet	R&M-Clubhouse	001-546015-57201	\$38.77
ACH Total							\$38.77

OAKSTEAD

Community Development District

Payment Register by Bank Account

For the Period from 10/1/25 to 10/31/25

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #300051							
10/20/25	Vendor	PASCO COUNTY UTILITIES SERVICE - ACH	100225-ACH	08/15/25 -09/15/25 WATER/RECLAIMED WATER	Utility - Reclaimed Water	001-543028-53901	\$1,662.12
10/20/25	Vendor	PASCO COUNTY UTILITIES SERVICE - ACH	100225-ACH	08/15/25 -09/15/25 WATER/RECLAIMED WATER	Utility-Water & Sewer	001-543021-57201	\$1,400.85
ACH Total							\$3,062.97
ACH #300052							
10/27/25	Vendor	WASTE CONNECTIONS OF FL - ACH	8480513W425-ACH	OCT 2025 -TRASH PICKUP	Utility - Refuse Removal	001-543020-57201	\$284.70
ACH Total							\$284.70
ACH #DD05708							
10/22/25	Vendor	TECO PEOPLES GAS - ACH	100125-2101-ACH	8/30-9/26/25 Gas Utility Services (accrued)	Utility - Gas	001-543019-57201	\$44.21
ACH Total							\$44.21
Account Total							\$68,492.49

TRUIST BANK - (ACCT#XXXXX5221)

ACH #DD01710							
10/21/25	Vendor	TRUIST BANK-8900 ACH from #5221	092625-8900 ACH	TRUIST 8/27/25-9/26/25 CC Purchases	SUPPLIES	001-546015-57201	\$167.50
10/21/25	Vendor	TRUIST BANK-8900 ACH from #5221	092625-8900 ACH	TRUIST 8/27/25-9/26/25 CC Purchases	IKARE Publishing 9/2/25	001-549924-57201	\$1,485.48
10/21/25	Vendor	TRUIST BANK-8900 ACH from #5221	092625-8900 ACH	TRUIST 8/27/25-9/26/25 CC Purchases	7-Eleven purchases	001-546063-53901	\$2,482.01
10/21/25	Vendor	TRUIST BANK-8900 ACH from #5221	092625-8900 ACH	TRUIST 8/27/25-9/26/25 CC Purchases	PUBLIC RELATIONS	001-549046-57201	\$1,215.10
10/21/25	Vendor	TRUIST BANK-8900 ACH from #5221	092625-8900 ACH	TRUIST 8/27/25-9/26/25 CC Purchases	OFFICE SUPPLIES	001-551002-57201	\$267.74
10/21/25	Vendor	TRUIST BANK-8900 ACH from #5221	092625-8900 ACH	TRUIST 8/27/25-9/26/25 CC Purchases	CLEANING SUPPLIES	001-551003-57201	\$247.30
ACH Total							\$5,865.13
Account Total							\$5,865.13

Total Amount Paid	\$74,357.62
--------------------------	--------------------

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

September 26, 2025
Client: 001011
Matter: 000001
Invoice #: 27173

Page: 1

RE: General Matters

For Professional Services Rendered Through August 31, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
8/8/2025	KCH	PREPARE STORMWATER REPAIR SERVICES AGREEMENT WITH FINN OUTDOOR.	1.1	\$335.50
8/19/2025	KCH	PREPARE DEMAND LETTER TO HOA REGARDING HOMEOWNERS' TREE MAINTENANCE; REVIEW CURRENT RESIDENT ROOM RENTAL AGREEMENT.	1.2	\$366.00
8/25/2025	AM	REVIEW EMMA RE STATUS OF FILING OF FISCAL YEAR 2024 AUDIT REPORT.	0.2	\$35.00
8/27/2025	KCH	REVIEW AGENDA PACKAGE.	0.4	\$122.00
Total Professional Services			2.9	\$858.50

September 26, 2025
Client: 001011
Matter: 000001
Invoice #: 27173

Page: 2

Total Services	\$858.50	
Total Disbursements	\$0.00	
Total Current Charges		\$858.50
Previous Balance		\$488.00
Less Payments		(\$488.00)
PAY THIS AMOUNT		\$858.50

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 2152
DATE 09/30/2025
TERMS Net 30
DUE DATE 10/30/2025

PROJECT NAME
Oakstead CDD

DESCRIPTION		QTY	RATE	AMOUNT
Senior Inspector	[September 09]	3:00	120.00	360.00
BALANCE DUE				\$360.00



Oakstead COMMUNITY DEVELOPMENT DISTRICT
Sep-25

	<u>HOURS</u>	<u>RATE</u>	<u>PERSON</u>	<u>TOTAL</u>
<u>CDD Activities</u>				
Board Meeting Prep, Attendance, Follow up Engineer's Reports/Invoicing		\$210	S. Brletic	\$0.00
Street Drainage Site Visit and Report per DM Request - Marchmont and Beaumaris Dr.	3.00	\$210 \$120	S. Brletic K. Wagner	\$0.00 \$360.00
Pond Compalint Site Visit and Report per DM		\$210	S. Brletic	\$0.00
INVOICE TOTAL				3.00
				\$360.00

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

October 22, 2025

Client: 001011

Matter: 000001

Invoice #: 27349

Page: 1

RE: General Matters

For Professional Services Rendered Through September 30, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
9/2/2025	KCH	REVIEW RESIDENT COMPLAINT AND M. VEGA'S RESPONSE RELATING TO INCIDENT THAT OCCURRED AUGUST 10 AT THE CLUBHOUSE.	0.3	\$91.50
9/10/2025	KCH	PHONE CALL WITH D. PRIEBE REGARDING FACIAL RECOGNITION AND THE DIGITAL BILL OF RIGHTS; DISCUSS VENDOR AGREEMENT REVISIONS WITH M. VEGA.	0.4	\$122.00
9/11/2025	KCH	RESEARCH FACIAL RECOGNITION AND DIGITAL BILL OF RIGHTS.	0.5	\$152.50
Total Professional Services			1.2	\$366.00

October 22, 2025
Client: 001011
Matter: 000001
Invoice #: 27349

Page: 2

Total Services	\$366.00	
Total Disbursements	\$0.00	
Total Current Charges		\$366.00
Previous Balance		\$858.50
Less Payments		(\$858.50)
PAY THIS AMOUNT		\$366.00

Please Include Invoice Number on all Correspondence

Form of Work Authorization

Oakstead Community Development District
Pasco County, Florida

Subject: **Work Authorization Number 1**
Oakstead Community Development District

Dear Chairperson, Board of Supervisors:

Brletic Dvorak, Inc. ("**Engineer**") is pleased to submit this work authorization to provide engineering services for the Oakstead Community Development District (the "**District**"). We will provide these services pursuant to our current agreement ("**Engineering Agreement**") as follows:

I. Scope of Work

The District will engage the Engineer to perform the engineering services described in Exhibit A.

II. Fees

The District will compensate Engineer pursuant to the compensation described in Exhibit A and is subject to the hourly rate schedule contained in the Engineering Agreement if additional work is approved by the board.

This proposal, together with the Engineering Agreement and any amendments and exhibits, represents the entire understanding between the District and Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please return an executed copy to our office. Upon receipt, we will promptly schedule our services.

APPROVED AND ACCEPTED

Oakstead Community Development District

By: _____
Authorized Representative

Date: _____

Sincerely,

Brletic Dvorak, Inc.

By: _____
Authorized Representative

Date: _____

December 12, 2025

Mark Vega
District Manager
Westchase CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

**RE: Proposal – Engineering Services
 Oakstead CDD – ROW Assessment**

Project Description

Oakstead Community Development District (CDD) is exploring the design and construction efforts associated with repairing or modifying the CDD owned right-of-way within the community to address drainage, sidewalk, tree, and other existing features issues. The Project will be implemented in phases of pre-design planning and feasibility, design and permitting, bidding assistance, and construction administration services. BDi is proposing the following tasks to complete the planning, feasibility and pre-design efforts for the project, as described in the Scope of Services.

SCOPE OF SERVICES

TASK 1 – Acting Board Project Liaison, Administrative Efforts, and Correspondence

BDi will perform the following supporting tasks to American Structurepoint Inc. (subcontractor) and the CDD Board of Supervisors on behalf of the CDD pursuant to the existing District Engineer contract with the CDD:

- Act as the liaison between the CDD board of supervisors and American Structurepoint Inc. on the project including attending applicable meetings or phone calls, coordinating with CDD field staff, provide any applicable documents or data to American Structurepoint Inc that BDi has in their records, and various other supportive tasks approved by the CDD board for the Pre-Design phase of the project.
- Coordinate any on-site efforts with CDD staff and provide monthly updates on the ROW Assessment effort described in Task 2.

TASK 2 – ROW Assessment

BDi will partner with American Structurepoint Inc. to perform the ROW assessment phase effort. See attached Exhibit B to this proposal for the scope of services related to the ROW assessment phase of the project.

Exclusions

- Additional Phases not described
- Additional work Tasks that may be required due to third party objectors, Chapter 120 Florida Statutes hearing requests, appeals to the Governor and Cabinet, and other third-party appeal processes.
- Maintenance of detailed project schedules through completion
- Detailed phasing/construction sequencing plans
- Environmental/ecological/wildlife services other than those described above
- Geotechnical engineering
- Bus stop or transit station entity/agency coordination, design or permitting
- Engineering and Design of improvements
- Preparation of applications for rezoning, land use amendments, or variances to Project specific codes and ordinances
- Federal Emergency Management Agency (FEMA) letter of map revisions
- Special negotiations or design plan modifications due to tree removal or preservation issues; this will include additional landscape requirements or justification of tree removal, services of an arborist, coordination for contribution to a tree bank, design of special tree preservation provisions, tree health assessments, etc.
- Traffic/Transportation/Parking studies
- Preparation of color renderings, special graphics, or exhibits for presentations to a governmental agency or third party for special design district guidelines
- Permitting submittals and/or application support
- Coordination and/or review with Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), and/or United States Army Corps of Engineering (USACE)
- Floodplain development permitting, floodplain compensation or floodplain or stormwater modeling of off-site areas, other than what currently drains onto the Project Site
- Coordination for on-site easements or utility agreements
- Developer/Development Agreement negotiations
- Detailed cost estimating services
- Surveying services, including boundary, topographic, wetland, and tree surveys
- Sub-surface or underground utility investigations
- Archeological/Archaeological reports/studies or Florida Division of Historical Resources reviews/permitting
- Public noticing or project/permit advertising in a local newspaper
- Services provided in conjunction with easement vacations, waivers, variances or denials, O&E reports
- Parcel Stakeout
- Any services not specifically listed in the scope (i.e. geotechnical, architectural, etc.)
- Additional or revised fees not addressed in the scope (i.e. additional fees for permits addressed in the scope and or new fees associated with additional permits or review fees)
- Reproduction of materials for distribution

To Be Provided by the Owner

- Site Access
- Any Historical Plans and Surveys for the Site

COMPENSATION

Compensation for these services is shown below (typical direct expenses included).

TASKS	SERVICES FEE
Task 1 Acting Board Project Liaison, Administrative Efforts, and Correspondence	Pursuant to the current CDD District Engineering Services Agreement between BDi and the CDD for Compensation
Task 2 – ROW Assessment (ASI Proposal)	\$69,221

Again, thank you for this opportunity.

Sincerely,



Stephen Brletic, P.E.
Project Manager

Exhibit B – American Structurepointe Assessment Phase Proposal



December 11, 2025

Stephen Brletic, PE
Brletic Dvorak, Inc.
536 4th Ave. S, Unit 4
St. Petersburg, FL 33701

Re: Oakstead CDD – Right of Way (ROW) Assessment
Project Proposal

Dear Mr. Brletic,

American Structurepoint, Inc. (ASI), is pleased to provide the following fee proposal for the Oakstead CDD ROW Assessment Study. Our team understands the importance of maintaining safe, accessible pedestrian routes and properly functioning stormwater systems while also balancing long-term maintenance considerations. We appreciate the opportunity to support BDi with an evaluation that leads to practical, cost-effective solutions for the Oakstead community.

I. DESIGN SERVICES

The Oakstead Community has experienced recurring issues, including curb displacement, sidewalk heaving, and localized drainage deficiencies. Preliminary information and field observations indicate that these conditions may be driven by expansive tree root systems, settling subsurface utility trenches, and aging stormwater infrastructure. Uplifted sidewalks, surface cracking, and standing water create safety hazards for residents, exacerbate ADA non-compliance, and increase ongoing maintenance costs for the community.

We understand the need for an assessment that identifies the causes of these problems and provides feasible, long-term solutions. Our approach emphasizes durability, life-cycle cost, and minimizing impacts to the community wherever possible.

II. DESIGN SERVICES

Right of way Assessment

Field Investigation and Data Collection

Our team will perform a detailed field examination of roadway, sidewalk, and drainage features throughout each of the Oakstead neighborhoods. These reviews will evaluate areas of standing water following storm events, heaving sidewalks that create ADA and other safety concerns, and overhead tree canopies that obstruct street/pedestrian lighting. Roadway drainage will be assessed under both dry and wet conditions to identify deficiencies and potential improvements. A third night assessment will be done to assess lighting levels of the existing lighting.

Technical Analysis

Following data collection, our team will perform a comprehensive evaluation of the conditions observed in the Oakstead Community.

This analysis will include assessing extent and severity of tree root impacts on sidewalks, curbs, driveways, and drainage structures. Drainage deficiencies will be examined to determine the underlying causes of standing water, poor runoff conveyance, and potential flooding risks.

Additionally, the team will assess ADA compliance concerns, including uneven or heaved sidewalk panels, tripping hazards, and accessibility barriers for pedestrians. Where applicable, we will consider interactions with subsurface utilities, roadway settlement, and other factors that may exacerbate the observed issues.

Our analysis will also evaluate the need for tree trimming/removal where existing street/pedestrian lighting is blocked by tree canopies.

This evaluation will provide a holistic understanding of both structural and operational deficiencies, forming the basis for developing practical, long-term remediation strategies.

Development of Alternatives

We will attend pre-application meetings for a Pasco County Natural Resources Permit and a Pasco County Site Development Permit as needed, to identify permit requirements, costs and impacts to proposed design alternatives, construction cost and schedules.

We will develop improvement alternatives including sidewalk realignment, root barriers, drainage enhancements, and conceptual layouts with cost estimates.

Recommendations and Final Report

Findings will be compiled into a comprehensive report including recommended improvements, phasing, exhibits, and cost summaries.

III. SCOPE EXCLUSIONS

The following are excluded from our scope. If needed, we will provide a supplemental fee for the requested task(s).

- Construction Plans
- 3D modeling for construction
- Regional Stormwater Modeling
- Dewatering permit assistance
- Wetland Mitigation
- Contamination Services
- Traffic analysis for MOT
- As-built Surveying Efforts
- R/W Mapping & Acquisition
- Vibration & Settlement Monitoring
- Construction engineering services
- Pavement assessment & coring
- Permit application fees
- Other non-listed species surveys

IV. PROJECT SCHEDULE

A detailed schedule will be developed upon notice to proceed and coordinate with BDi.

V. ASSUMPTIONS

BDi will provide available plans and previous maintenance data, and design survey.

VI. FEE PROPOSAL

The following fee schedule is to provide the services provided above as well as project management services.

Task	Fee
1. Field Investigation and Data Collection	\$31,460.00
2. Technical Analysis	\$13,440.00
3. Development of Alternatives	\$18,641.00
4. Recommendations and Final Report	\$5,680.00
Total	\$69,221.00

The services and fees listed above represent the total scope of work as we understand it at this time. Should the need for additional services arise, we are willing to provide them for a supplemental fee. We thank you for this opportunity and look forward to working with you on this project.

If you have any questions, please feel free to contact us at 813.579.5841 Ex.2018.

Very truly yours,
American Structurepoint, Inc.



Jordan Caviggia, PE
Florid Road Group Leader

Cc:

MRIC Spatial, LLC

701 Howard Ave, Suite 106-320, Tampa, FL 33606 (813) 515-0821



Letter Fee Proposal

To: Oakstead Community Development District
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

From: Pierson Monetti, PSM

Date: 10-30-2025

Subject: Oakstead ROW Project – ROW Survey

Thank you for the opportunity to submit a proposal for your project in **Pasco County, FL**. We are confident we will exceed your needs and expectations if awarded this project.

At MRIC Spatial we pride ourselves on delivering quality services efficiently. To us, efficient means a fair price and an expedient timeframe. We understand time means money in today's business environment and you can rest assured we'll value your time and money. With an experienced staff of professionals and highly qualified and trained technicians, we're certain working with us will be a satisfying experience.

We maintain a fully licensed and insured business and you can feel secure knowing that our work is backed by \$1,000,000 in Professional Liability Insurance along with an additional \$2,000,000 of General Liability Insurance.

Scope of Services

1) Marchmont

\$19,000.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
- Spot elevations will be collected and presented at a minimum of 20' intervals.
- Tree Location Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a Tree Location Survey showing the size and species of trees larger than 10 inches diameter breast height located within the subject property. Tree Location Survey will exclude wetland areas.

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2) Hillington

\$14,000.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
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- Tree Location Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a Tree Location Survey showing the size and species of trees larger than 10 inches diameter breast height located within the subject property. Tree Location Survey will exclude wetland areas.

3) Ballstone

\$8,500.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
- Spot elevations will be collected and presented at a minimum of 20' intervals.
- Tree Location Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a Tree Location Survey showing the size and species of trees larger than 10 inches diameter breast height located within the subject property. Tree Location Survey will exclude wetland areas.

4) Weymouth

\$12,300.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
- Spot elevations will be collected and presented at a minimum of 20' intervals.

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- Tree Location Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a Tree Location Survey showing the size and species of trees larger than 10 inches diameter breast height located within the subject property. Tree Location Survey will exclude wetland areas.

5) Brenford

\$15,000.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
- Spot elevations will be collected and presented at a minimum of 20' intervals.
- Tree Location Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a Tree Location Survey showing the size and species of trees larger than 10 inches diameter breast height located within the subject property. Tree Location Survey will exclude wetland areas.

6) Ashmonte

\$8,000.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
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7) Keswick

\$10,000.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for

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plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.

- Spot elevations will be collected and presented at a minimum of 20' intervals.
- Tree Location Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a Tree Location Survey showing the size and species of trees larger than 10 inches diameter breast height located within the subject property. Tree Location Survey will exclude wetland areas.

8) Strathmore

\$12,200.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
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9) Tanglewylde

\$10,500.00

- Topographic Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a topographic surface model suitable for plotting contours at 1-foot intervals, above ground evidence of underground utilities include depth to invert with size/type of accessible water, sewer, and storm drainage structures. Topographic data shall extend approximately 25 feet beyond the property limit where adjacent properties are accessible to the surveyor. Topographic Survey will exclude wetland areas.
- Spot elevations will be collected and presented at a minimum of 20' intervals.
- Tree Location Survey shall be prepared in accordance with Florida Minimum Technical Standards, normally accepted standards of practice for the project area and shall include field and office work necessary to produce a Tree Location Survey showing the size and

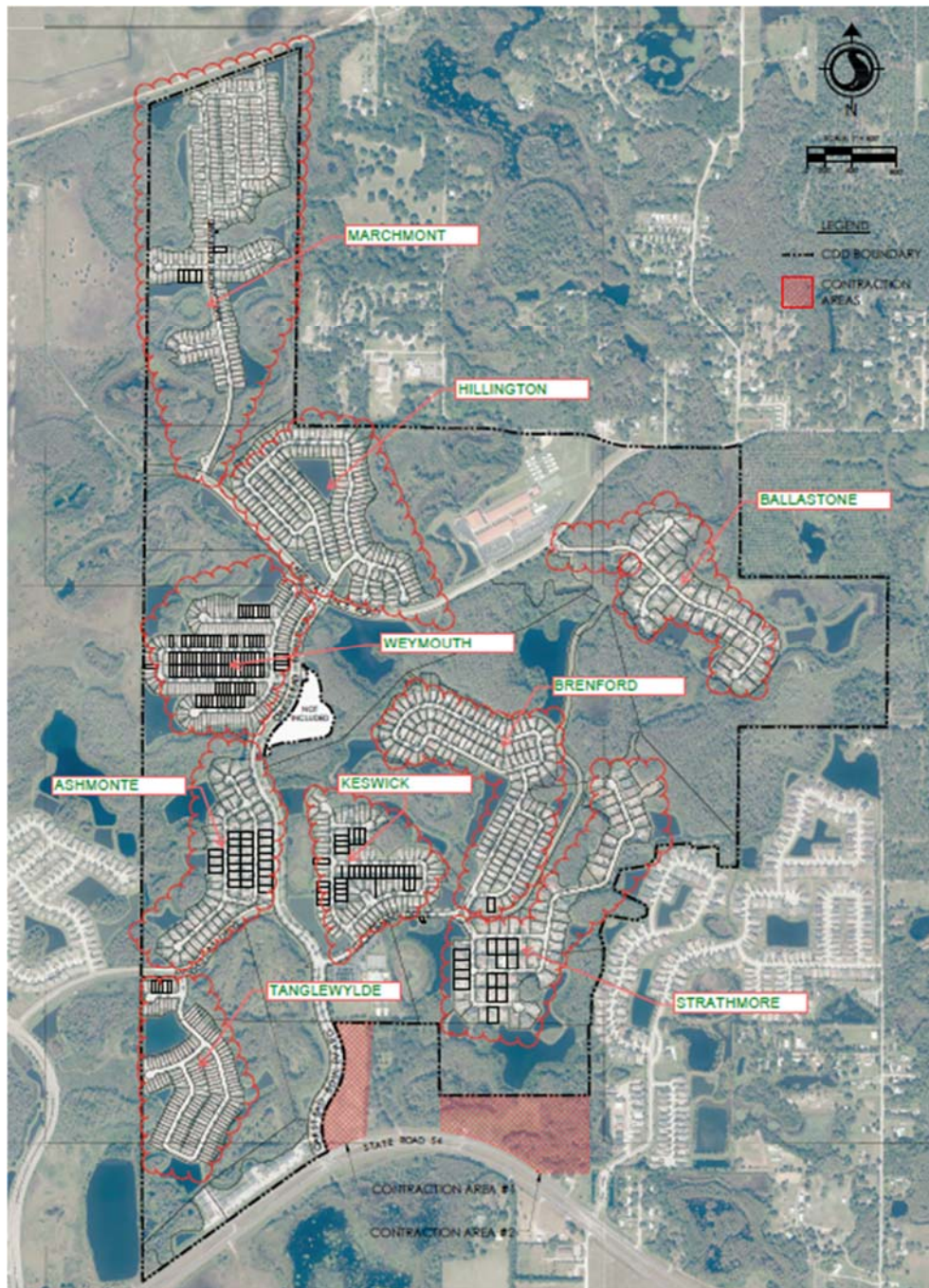
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species of trees larger than 10 inches diameter breast height located within the subject property. Tree Location Survey will exclude wetland areas.

Area of Interest



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Letter of Engagement

In order to proceed with this work, please sign and return this Letter of Engagement acknowledging the terms and conditions as outlined hereon.

Attention: **Pierson Monetti** **pmonetti@mriscspatial.com**

Project: **Oakstead CDD ROW Project**

Description of Work: **Right-of-Way Survey**

Fees: **\$109,500.00**

- **Marchmont - \$19,000**
- **Hillington - \$14,000**
- **Ballastone - \$8,500**
- **Weymouth - \$12,300**
- **Brenford - \$15,000**
- **Ashmonte - \$8,000**
- **Keswick - \$10,000**
- **Strathmore - \$12,200**
- **Tanglewylde - \$10,500**

Prompt Payment Discount: **5% if paid within 30 days**

By signing below, we accept the terms and conditions herein.

Name/Title: _____

For: _____

Signature: _____ **Date:** _____

Pierson Monetti, PSM

For MRIC Spatial, LLC.

Signature:  _____ **Date:** 10-30-2025

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Contract Terms and Conditions

All fees stated in this contract shall be payable in full, in monthly installment, based on the percentage of work completed in that month, as mutually agreed upon, or, if appropriate, on an hourly basis at MRIC Spatial, LLC's prevailing hourly rates, subject to any agreed upon limits.

In addition to the fees in this contract, all out-of-pocket expenses shall be charged to the client and MRIC Spatial, LLC's cost.

Work will be billed at or near the end of each month under the terms of this contract or upon completion and MRIC Spatial, LLC shall expect payment by the tenth of the following month unless otherwise agreed to in writing. If client fails to make any payment due to MRIC Spatial, LLC within 30 days of the invoice date, the amount due shall accrue interest at the rate of 1.5 percent monthly, and shall be calculated from the first day that the payment is deemed late pursuant to these terms and conditions.

In the event this contract is terminated prior to completion, MRIC Spatial, LLC shall be entitled to payment for services rendered as of the date of termination, plus all out-of-pocket expenses.

Client shall indemnify and hold harmless MRIC Spatial, LLC from and against any claims, liabilities, damages, penalties and/or costs, including, without limitation, reasonable attorney's fees and expenses that MRIC Spatial, LLC may incur as a result of claims in any form by third parties, including, without limitation, governmental agencies and departments, relating to or arising out of this Contract, except to the extent such claims arise from the gross negligence or intentional misconduct of MRIC Spatial, LLC. MRIC Spatial, LLC agrees to indemnify and hold harmless Client from and against all claims, losses, liability, suits, and damages, including reasonable expenses, to which Client may be put or subjected to, but only to the extent caused by the negligence of Surveyor, its agents or employees in the provisions of its services.

The prevailing party in any litigation between the parties relating to or arising out of this Contract shall recover its reasonable attorney's fees and costs from the non-prevailing party.

The Client, upon executing this Contract authorizes the work described within the Scope of Services herein and does so on behalf of the owner of the subject property, and warrants that the Client has authority to sign the Contract and authorize such work on behalf of the owner.

All documents, including but not limited to drawings, reports, and electronic data which have been or will be prepared, designed, written or developed by MRIC Spatial, LLC, in any form or fashion while rendering services to Client or that pertain to the work performed under this Contract (the "Documents") are the sole property of MRIC Spatial, LLC. Client may not use or modify such Documents on other projects or extensions of this project without the prior written approval of MRIC Spatial, LLC. Client agrees that MRIC Spatial, LLC shall be considered the author of the Documents for all purposes and the owner of all the rights comprised in the undivided copyright (and all reissues, renewals and extensions thereof) in and to the Documents and of any and all corresponding intellectual property rights. Notwithstanding any provision in this Contract to the contrary, in the event of a default by Client including, without limitation, any failure to pay amounts due within 30 days of invoice date, MRIC Spatial, LLC, shall

MRIC Spatial, LLC

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be entitled to exclusive possession of any and all of the Documents prepared pursuant to this Contract and Client shall have no rights in the Documents.

This Contract and the rights of the signers under this Contract shall be governed by the laws of the State of Florida, without reference to the choice of law principles thereof. The exclusive venue for all actions to enforce or interpret the provisions of this Contract will be courts of the State of Florida or of the United States having jurisdiction over Hillsborough County, Florida. All parties irrevocably waive any objection they may have to the laying of venue of any suit, action or proceeding arising out of or relating hereto brought in any such court, irrevocably waives any claim that any such suit, action or proceeding so brought has been brought in an inconvenient forum, and further waives the right to object that such court does not have jurisdiction over such party.

Your acceptance of this proposal shall constitute a Contract between the Client and MRIC Spatial, LLC.

Client agrees not to assign this Contract or any part hereof without the prior written consent of MRIC Spatial, LLC. Said consent may be withheld by MRIC Spatial, LLC for any reason it deems appropriate in its sole discretion. MRIC Spatial, LLC may assign or transfer this Contract or any of its rights or obligations hereunder without the prior written consent or notification of the Client. This contract shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns.

Each provision of this Contract will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Contract is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Contract.

MRIC Spatial, LLC, in furnishing the services under this Contract, is acting only as an independent contractor and shall have the exclusive control of the manner and means of performing the work contracted for hereunder. MRIC Spatial, LLC. does not undertake by this Contract or otherwise to perform any obligations of Client, whether regulatory or contractual, or to assume any responsibility for Client's business or operations. Nothing contained in this Contract shall be construed to create a joint venture or partnership between the parties.

The exhibits and other attachments to this Contract are hereby incorporated by reference and made part hereof. This Contract constitutes the entire understanding of the parties with respect to the subject matter hereof and there are no restrictions, warranties, covenants or undertakings other than those expressly set forth or referred to herein. This Contract may not be modified or amended except by an instrument in writing signed by the party against whom enforcement of any such modification or amendment is sought.

The waiver by either of the parties of breach or violation of any provision of this Contract shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provisions hereof.

In recognition of the relative risks and rewards involved in this project, Client and MRIC Spatial, LLC agree that Client shall limit MRIC Spatial, LLC's liability such that MRIC Spatial, LLC's total liability for any and all injuries, claims, and losses shall not exceed the amount of MRIC Spatial, LLC's insurance limits.



LOCATIONS

Inframark Community Management

313 Campus Street
Celebration, FL 34747
Phone: 407.566.1935

Inframark Community Management

2005 Pan Am Circle Dr.
Suite 300
Tampa, FL 33607

CONTACT US

CALL 407.566.1935

EMAIL maintenance@inframark.com



MAINTENANCE Solutions



www.inframark.com/community-management/maintenance

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- ◆ Debris Removal
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- ◆ Landscape Inspections/Reporting
- ◆ Light Changeouts and Maintenance
- ◆ Maintenance of Storm Structures
- ◆ Management of Vendor Contracts
- ◆ Minor Boardwalk and Wood Structure Repairs
- ◆ Minor Electrical
- ◆ Minor Patch Repairs in Roadways or Alleyways
- ◆ On-site Staff
- ◆ Painting
- ◆ Pressure Washing
- ◆ Porter Services
- ◆ Review of Landscape Architectural Designs
- ◆ Sidewalk Grinding and Replacement
- ◆ Sign Installations and Maintenance
- ◆ Fence Projects
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EMAIL maintenance@inframark.com

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INFRAMARK
COMMUNITY MANAGEMENT

CDD Labor Rates

(January 1, 2026 – September 30, 2026)

<u>Classification</u>	<u>Rates</u>
Principal	\$240
Project Manager I	\$210
Project Manager II	\$180
Senior Engineer	\$190
Project Engineer	\$150
Engineer	\$120
Senior Environmental Scientist	\$150
Environmental Scientist	\$110
Senior Designer	\$120
Designer	\$100
Senior Engineering Technician	\$90
Engineering Technician	\$70
Field Manager	\$135
Senior Inspector	\$120
Inspector	\$80
Clerical	\$50

RESOLUTION 2026-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE PASCO COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION.

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

WHEREAS, the Board of Supervisors of Oakstead Community Development District (hereinafter the "Board") seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Pasco Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

WHEREAS, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals: Norm Keith, Joe Cascio, Dennis Priebe, Barbara Feldman, and Fred Krauer.

Section 2. The term of office for each member of the Board is as follows:

Seat 1	Supervisor Keith	Expires 2028
Seat 2	Supervisor Cascio	Expires 2028
Seat 3	Supervisor Priebe	Expires 2026
Seat 4	Supervisor Feldman	Expires 2026
Seat 5	Supervisor Krauer	Expires 2026

Section 3. Seat 3 currently held by Dennis Priebe, Seat 4 held by Barbara Feldman, and Seat 5 held by Fred Krauer are scheduled for the General Election on November 3, 2026.

Section 4. Pursuant to section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the Board, not to exceed \$4,800 per year per member.

Section 5. The term of office for the individuals to be elected to the Board in the November 2026 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 18TH DAY OF DECEMBER 2025.

ATTEST:

**OAKSTEAD COMMUNITY
DEVELOPMENT DISTRICT**

Mark Vega
Secretary/Assistant Secretary

Fred Krauer
Chairman/Vice Chairman



Brian E. Corley
Supervisor of Elections
PO Box 300
Dade City FL 33526-0300

1-800-851-8754
www.pascovotes.gov

SPECIAL DISTRICT CANDIDATE INFORMATION FOR PASCO COUNTY

Any person interested in running for an available Special District seat may qualify by the petition process or by paying a qualifying fee. If a candidate chooses the petition process, they will need to collect 25 **valid** signatures from resident electors and submit those petitions to the Supervisor of Elections' Office no later than **Noon, May 11, 2026**. Otherwise, a \$25.00 qualifying fee will be due **during** the week of candidate qualifying.

Candidate qualifying is **NOON, Monday, June 8, 2026 – NOON, Friday, June 12, 2026**. Absolutely NO paperwork will be accepted after noon on Friday, June 12th. Paperwork may be submitted early beginning on Tuesday, May 26, 2026.

Candidates are required to file a Candidate Oath – Nonpartisan Office (Form DS-DE 302NP) and an **ELECTRONIC** Form 1, Statement of Financial Interests (2025 form) during the week of qualifying. The form 1 **must be** filed electronically with the Commission on Ethics **BEFORE** coming into the elections' office to qualify. A copy of the electronically filed form 1 must be submitted during qualifying.

Special District candidates are **not required** to file an Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) or a Statement of Candidate (Form DS-DE 84) **if** they do not intend to collect or expend campaign funds (even their own monies). Instead, they will file an Affidavit of Intention.

Candidates who plan to accept contributions (including personal funds and items donated by anyone including the candidate) and/or make expenditures (including personal funds spent/used by the candidate themselves) will be required to complete the DS-DE 9, DS-DE 84, **and** file periodic electronic campaign treasurer reports in addition to the other requirements listed above. Please note that petition fees or qualifying fees are the **only** exception to this rule for Special District candidates **ONLY**.

The supervisors elected during the November 3, 2026, General Election will assume office on Tuesday, November 17, 2026. Interested individuals may visit our website for more information, *PascoVotes.gov*, or they may pick-up candidate information from any of the three Pasco County Supervisor of Elections' offices.

All questions regarding candidacy should be directed to the Supervisor of Elections' Office at 800-851-8754 or *cand@pascovotes.gov*.

RESOLUTION 2026-02

**A RESOLUTION REMOVING LEAH POPELKA AS
TREASURER AND APPOINTING STEPHEN BLOOM AS
TREASURER OF OAKSTEAD COMMUNITY
DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of Oakstead Community Development District desires to remove Leah Popelka as Treasurer and appoint Stephen Bloom as Treasurer;

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

1. Leah Popelka is removed as Treasurer.
2. Stephen Bloom is appointed Treasurer.

ADOPTED THIS 18TH DAY OF DECEMBER 2025

Fred Krauer
Chairman

Mark Vega
Secretary