

Eastlake Oaks Community Development District

Inframark, Infrastructure Management Services

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

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

DATE: April 6, 2021

TO: Mr. Joseph Dinelli, Custodian
Joseph.Dinelli@centurylink.com

FROM: Janice Swade
District Recording Secretary

RE: Minutes of Meeting Held December 10, 2020, as Approved February 11, 2021

Enclosed please find for your records a copy of the minutes and corresponding attachments from the above-referenced Meeting of the Eastlake Oaks Community Development District, which are to be kept on file for public access during normal business hours.

Enclosure

For information purposes only:

Al Braithwaite, City Manager
City of Oldsmar
abraithwaite@myoldsmar.com

Barry A. Burton
Pinellas County Administrator
bburton@pinellascounty.org

Ms. Darlene Lazier
darlenelazier@yahoo.com

Mr. Dan Saracki (Email only for Website)
dan@impactgrafx.com

Ms. Deanna Bos (Email only for Website)
deanna@impactgrafx.com

**MINUTES OF MEETING
EASTLAKE OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Eastlake Oaks Community Development District was held Thursday, December 10, 2020 at 6:00 p.m. at the Holiday Inn Express Hotel & Suites – Oldsmar, located at 3990 Tampa Road, Tampa, Florida.

Present and constituting a quorum were:

Scott Roper	Chairman
Darlene Lazier	Vice Chairperson
Nick Yagnik	Assistant Secretary
Joseph Dinelli	Assistant Secretary

Also present was:

Andrew Mendenhall	District Manager
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Following is a summary of the actions taken at the December 10, 2020 Eastlake Oaks Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS
A quorum was established.

Roll Call

SECOND ORDER OF BUSINESS

Organizational Matters

- A. Oath of Office for Newly Elected Supervisors Via the General Election (Seats 4 and 5)**
- Mr. Roper already submitted to his Oath.

Ms. Lazier NOMINATED Mr. Joseph Dinelli to continue serving on the Board in Seat 5. There being no further nominations, with all in favor, Mr. Joseph Dinelli was appointed as a Supervisor.
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Mr. Mendenhall administered the Oath of Office to Mr. Dinelli.

B. Designation of Officers (Resolution 2021-01)

On MOTION by Mr. Dinelli, seconded by Ms. Lazier, with all in favor, Resolution 2021, Designating Officers of the District, with the sleight of officers to remain consistent with the current structure, with the exception of Alan Baldwin to serve as Treasurer and Stephen Bloom to serve as Assistant Treasurer, was adopted.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the October 8, 2020 Meeting**
- B. October 2020 Financial Statements, Check Register and September Through October 2020 Invoices**

On MOTION by Mr. Roper, seconded by Mr. Dinelli, with all in favor, the Consent Agenda was approved.

FOURTH ORDER OF BUSINESS

Manager’s Report

- A new company is taking over the District’s landscaping contract.

FIFTH ORDER OF BUSINESS

Supervisors’ Requests

- Mr. Roper discussed quotes regarding trees and other landscaping needs.
- Electricity needs were briefly discussed.
- The wall needs to be repaired.
- Mr. Yagnik discussed the playground.
- There is an issue with the router which controls the outdoor lighting.
- CDD sidewalks need to be pressure washed.

On MOTION by Mr. Dinelli, seconded by Ms. Lazier, with all in favor, pressure washing of front CDD sidewalks in an amount not to exceed \$700 was approved.

- The TECO invoice was discussed.
- Options for posting and distribution of videos from the poolside security camera were discussed.
- Holiday lighting was discussed.

SIXTH ORDER OF BUSINESS
None.

Audience Comments

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Lazier, seconded by Mr. Yagnik, with all in favor, the meeting was adjourned at approximately 6:36 p.m.



Andrew Mendenhall
Secretary

Eastlake Oaks Community Development District

Board of Supervisors

- Scott Roper, Chairman
- Darlene Lazier, Vice Chairperson
- Nick Yagnik, Assistant Secretary
- Ryland Galmish, Assistant Secretary
- Joseph Dinelli, Assistant Secretary
- Andrew Mendenhall, District Manager

Meeting Agenda

Thursday, December 10, 2020 – 6:00 p.m.

1. **Roll Call**
2. **Organizational Matters**
 - A. Oath of Office for Newly Elected Supervisors Via the General Election (Seats 4 and 5)
 - B. Designation of Officers (Resolution 2021-01)
3. **Approval of the Consent Agenda**
 - A. Minutes of the October 8, 2020 Meeting
 - B. October 2020 Financial Statements, Check Register and September Through October 2020 Invoices
4. **Manager's Report**
5. **Supervisors' Requests**
6. **Audience Comments**
7. **Adjournment**

The next meeting is scheduled for Thursday, February 12, 2020, at 6:00 p.m.

District Office:

Inframark
210 North University Drive
Suite 702
Coral Springs, Florida 33071
954-603-0033

Meeting Location:

Holiday Inn Express Hotel & Suites – Oldsmar
3990 Tampa Road
Tampa, Florida 34677
813-854-5080

Tampa Bay Times

tampabay.com

- Ad Proof -

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**NOTICE OF MEETING
EASTLAKE OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Eastlake Oaks Community Development District will hold their meetings for Fiscal Year 2021 on the second Thursday of every other month, at 6:00 p.m. in the Board Room of the Holiday Inn Express, 3990 Tampa Road, Oldsmar, Florida.

October 8, 2020
December 10, 2020
February 11, 2021
April 8, 2021
June 10, 2021
August 12, 2021

Please note that due to the ongoing nature of the COVID-19 public health emergency, it may be necessary to hold the above referenced meetings utilizing communications media technology in order to protect the health and safety of the public or held at an alternative physical location other than the location indicated above. To that end, anyone wishing to participate in such meetings should contact the District Manager's Office prior to each meeting to confirm the applicable meeting access and/or location information. Additionally, interested parties may refer to the District's website for the latest information: <https://www.eastlakeoaksccd.com>.

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time and location to be specified on the record at the meetings.

There may be occasions when one or more Supervisors will participate via telephone. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Management Company, Inframark at (954) 603-0033. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or 800-955-8771 (TTY)/800-955-8770 (Voice), for aid in contacting the District Office at least two (2) days prior to the date of the meetings.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings is advised that person may need to ensure a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Andrew Mendenhall, PMP
District Manager

September 23, 2020

0000110330

Run Date **Product** **Placement** **Position** **Zone**

RESOLUTION 2021-01

**A RESOLUTION DESIGNATING OFFICERS OF THE
EASTLAKE OAKS COMMUNITY DEVELOPMENT
DISTRICT**


WHEREAS, the Board of Supervisors of the Eastlake Oaks Community Development District at a meeting held on December 10, 2020, following the General Election held on November 3, 2020, desired to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

<u>Scott Roper</u>	Chairman
<u>Darlene Lazier</u>	Vice Chairperson
<u>Andrew Mendenhall</u>	Secretary
<u>Alan Baldwin</u>	Treasurer
<u>Stephen Bloom</u>	Assistant Treasurer
<u>Nick Yagnik</u>	Assistant Secretary
<u>Ryland Galmish</u>	Assistant Secretary
<u>Joseph Dinelli</u>	Assistant Secretary

PASSED AND ADOPTED THIS, 10th DAY OF DECEMBER, 2020.



Scott Roper
Chairman



Andrew Mendenhall
Secretary

EASTLAKE OAKS

Community Development District

Financial Report

October 31, 2020

(Unaudited)

Prepared by



EASTLAKE OAKS

Community Development District

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EASTLAKE OAKS

Community Development District

Financial Statements

(Unaudited)

October 31, 2020

Balance Sheet
October 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 53,135
Due From Other Gov'tl Units	1,414
Investments:	
Money Market Account	247,150
TOTAL ASSETS	\$ 301,699
<u>LIABILITIES</u>	
Accounts Payable	\$ 3,047
Accrued Expenses	1,531
TOTAL LIABILITIES	4,578
<u>FUND BALANCES</u>	
Assigned to:	
Operating Reserves	57,860
Reserves - Ponds	28,830
Reserves - Recreation Facilities	28,330
Unassigned:	182,101
TOTAL FUND BALANCES	\$ 297,121
TOTAL LIABILITIES & FUND BALANCES	\$ 301,699

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

<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>OCT-20 ACTUAL</u>
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 57	5.70%	\$ 57
Special Assmnts- Tax Collector	238,846	-	0.00%	-
Special Assmnts- CDD Collected	829	-	0.00%	-
Special Assmnts- Discounts	(9,587)	-	0.00%	-
Pool Access Key Fee	350	-	0.00%	-
TOTAL REVENUES	231,438	57	0.02%	57

EXPENDITURES

Administration

P/R-Board of Supervisors	6,000	1,000	16.67%	1,000
FICA Taxes	459	77	16.78%	77
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	1,574	560	35.58%	560
ProfServ-Legal Services	5,000	481	9.62%	481
ProfServ-Mgmt Consulting Serv	52,458	4,372	8.33%	4,372
ProfServ-Special Assessment	4,241	-	0.00%	-
Auditing Services	4,350	-	0.00%	-
Postage and Freight	500	10	2.00%	10
Rental - Meeting Room	300	-	0.00%	-
Insurance - General Liability	6,548	5,635	86.06%	5,635
Printing and Binding	2,500	-	0.00%	-
Legal Advertising	2,000	-	0.00%	-
Miscellaneous Services	1,000	-	0.00%	-
Misc-Assessmnt Collection Cost	4,777	-	0.00%	-
Misc-Web Hosting	500	-	0.00%	-
Office Supplies	200	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	175
Total Administration	93,582	12,310	13.15%	12,310

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	OCT-20 ACTUAL
Field				
Contracts-Lake and Wetland	10,260	831	8.10%	831
Contracts-Landscape	37,800	3,280	8.68%	3,280
Contracts-Pools	8,100	675	8.33%	675
Contracts-Cleaning Services	2,400	191	7.96%	191
Telephone, Cable & Internet Service	1,100	66	6.00%	66
Electricity - Streetlighting	18,000	1,462	8.12%	1,462
Utility - Water	5,500	181	3.29%	181
R&M-Irrigation	15,000	-	0.00%	-
R&M-Pools	10,000	-	0.00%	-
Misc-Contingency	29,696	-	0.00%	-
Total Field	137,856	6,686	4.85%	6,686
TOTAL EXPENDITURES	231,438	18,996	8.21%	18,996
Excess (deficiency) of revenues				
Over (under) expenditures	-	(18,939)	0.00%	(18,939)
Net change in fund balance	\$ -	\$ (18,939)	0.00%	\$ (18,939)
FUND BALANCE, BEGINNING (OCT 1, 2020)	316,060	316,060		
FUND BALANCE, ENDING	\$ 316,060	\$ 297,121		

EASTLAKE OAKS

Community Development District

Supporting Schedules

October 31, 2020

Cash and Investment Report
October 31, 2020

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Maturity</u>	<u>Balance</u>
Checking Account	CenterState	Operating Account	0.00%	n/a	\$ 53,135
Money Market	Valley National Bank	Public Funds Money Market	0.25%	n/a	\$ 247,150
				Subtotal	\$ 300,285
				Total	\$ 300,285

Eastlake Oaks CDD

Bank Reconciliation

Bank Account No. 1913 CenterState GF
Statement No. 10/30A
Statement Date 10/31/2020

G/L Balance (LCY)	53,135.19	Statement Balance	53,812.45
G/L Balance	53,135.19	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	53,812.45
Subtotal	53,135.19	Outstanding Checks	677.26
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	53,135.19	Ending Balance	53,135.19
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
10/14/2020	Payment	1778	RYLAND J. GALMISH	184.70	0.00	184.70
10/28/2020	Payment	1787	SCOTT ROPER	492.56	0.00	492.56
Total Outstanding Checks.....				677.26		677.26

EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 9/1/2020 to 10/31/2020
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	1765	09/03/20	MIDWEST ALARM COMPANY, INC	257670	INSTALL ACCESS CONTROL 2 GATES AT POOL	Misc-Contingency	549900-53901	\$6,273.00
001	1766	09/03/20	PRESTIGE JANITORIAL SERVICE	4227	Cleaning Services- September	CONTRACT- CLEANING SERVICES	534082-53901	\$175.00
001	1766	09/03/20	PRESTIGE JANITORIAL SERVICE	4227	Cleaning Services- September	CONTRACT- CLEANING SERVICES	549900-53901	\$15.95
001	1767	09/09/20	FRONTIER	081320-3205 ACH	SERVICE 8/13/20-9/12/20	Miscellaneous Services	549001-53901	\$55.98
001	1768	09/09/20	SOLITUDE LAKE MANAGEMENT	PI-A00468983	SEPT AQUATIC MAINT	Contracts-Lake and Wetland	534021-53901	\$831.00
001	1769	09/24/20	ILLUMINATIONS HOLIDAY LIGHTING INC	89920	HOLIDAY LIGHTING DEPOSIT	FINAL	549900-53901	\$2,900.00
001	1770	09/24/20	IMPACT GRAFX, INC	14997	WEBSITE DESIGN	Miscellaneous Services	549001-51301	\$360.00
001	1771	09/24/20	INFRAMARK, LLC	55308	MANAGEMENT SERVICES- SEPT 2020	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,371.58
001	1771	09/24/20	INFRAMARK, LLC	55308	MANAGEMENT SERVICES- SEPT 2020	Postage and Freight	541006-51301	\$8.50
001	1771	09/24/20	INFRAMARK, LLC	55308	MANAGEMENT SERVICES- SEPT 2020	Printing and Binding	547001-51301	\$1.95
001	1772	10/08/20	GREENPOINT PROPERTY SERVICES, INC.	7384	SEPTEMBER LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$3,279.50
001	1773	10/08/20	IMPACT GRAFX, INC	15006	PARKING/POOL/PLAYGROUND SIGNS	Misc-Contingency	549900-53901	\$280.50
001	1774	10/08/20	PRESTIGE JANITORIAL SERVICE	4253	Cleaning Services- October	CONTRACT- CLEANING SERVICES	549900-53901	\$15.95
001	1774	10/08/20	PRESTIGE JANITORIAL SERVICE	4253	Cleaning Services- October	CONTRACT- CLEANING SERVICES	534082-53901	\$175.00
001	1775	10/13/20	SCOTT ROPER	082620	POOL GATE RPR AND MAINT	R&M-Pools	546074-53901	\$748.42
001	1781	10/22/20	EGIS INSURANCE ADVISORS LLC	12275	POLICY RENEWAL 10/1/20-10/1/21	Insurance - General Liability	545002-51301	\$5,635.00
001	1782	10/22/20	FRONTIER	101320-3205 ACH	SERVICE 10/13/20-11/12/20	Telephone, Cable & Internet Service	541016-53901	\$65.82
001	1783	10/22/20	GREENPOINT PROPERTY SERVICES, INC.	7416	OCTOBER LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$3,279.50
001	1784	10/22/20	INFRAMARK, LLC	56479	MANAGEMENT SERVICES- OCT 2020	ProfServ-Mgmt Consulting Serv	531027-51301	\$4,371.50
001	1784	10/22/20	INFRAMARK, LLC	56479	MANAGEMENT SERVICES- OCT 2020	Postage and Freight	541006-51301	\$3.00
001	1784	10/22/20	INFRAMARK, LLC	56479	MANAGEMENT SERVICES- OCT 2020	Postage and Freight	541006-51301	\$6.56
001	1785	10/22/20	SOLITUDE LAKE MANAGEMENT	PI-A00488538	OCT AQUATIC MAINT	Contracts-Lake and Wetland	534021-53901	\$831.00
001	1786	10/22/20	TIMES PUBLISHING COMPANY	0000110330	NOTICE OF FY2021 MTG SCHEDULE	Legal Advertising	548002-51301	\$384.66
001	1787	10/28/20	SCOTT ROPER	101420	MISC. DOOR RPRS, BACK UP BATTERY, & MAINT	R&M-Pools	546074-53901	\$492.56
001	204	09/24/20	EASTLAKE OAKS CDD	092120	COVER MONTHLY EXPENSES	Cash with Fiscal Agent	103000	\$45,000.00
001	205	10/22/20	EASTLAKE OAKS CDD	101420	TO COVER MONTHLY EXPENSES	Cash with Fiscal Agent	103000	\$25,000.00
001	DD249	09/16/20	TAMPA ELECTRIC CO.	073020 ACH	7/22-8/20/20 ELEC ACH	Electricity - Streetlighting	543013-53901	\$1,102.47
001	DD251	09/01/20	TAMPA ELECTRIC CO.	083120 ACH	7/25-8/25/20 ELEC ACH	Electricity - Streetlighting	543013-53901	\$371.45
001	DD254	09/30/20	CITY OF OLDSMAR -ACH	09072020 ACH	7/21-8/26/20 WTR UTILITY ACH	UTILITY - WATER	543018-53901	\$315.19
001	DD255	10/13/20	TAMPA ELECTRIC CO.	092520 ACH	8/21-9/21/20 ELEC ACH	Electricity - Streetlighting	543013-53901	\$1,491.50
001	DD257	10/21/20	CITY OF OLDSMAR -ACH	10052020 ACH	8/26-9/22/20 WTR UTILITY ACH	UTILITY - WATER	543018-53901	\$289.99
001	1776	10/14/20	DARLENE LAZIER	PAYROLL	October 14, 2020 Payroll Posting			\$184.70
001	1777	10/14/20	SCOTT J. ROPER	PAYROLL	October 14, 2020 Payroll Posting			\$184.70
001	1778	10/14/20	RYLAND J. GALMISH	PAYROLL	October 14, 2020 Payroll Posting			\$184.70
001	1779	10/14/20	JOSEPH DINELLI	PAYROLL	October 14, 2020 Payroll Posting			\$184.70
001	1780	10/14/20	JYOTINDRA J. YAGNIK	PAYROLL	October 14, 2020 Payroll Posting			\$184.70
Fund Total								\$109,056.03

Total Checks Paid	\$109,056.03
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