

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 April 9, 2020, as Approved June 11, 2020

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.

A fully executed version of Resolution 2020-01 will be sent as soon as it is available. An unsigned copy is enclosed.

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, April 9, 2020 at 6:00 p.m., via teleconference, under Florida Executive Order 20-69.

Present and constituting a quorum were:

| | |
|----------------|---------------------|
| Scott Roper | Chairman |
| Darlene Lazier | Vice Chairperson |
| Nick Yagnik | Assistant Secretary |
| Ryland Galmish | Assistant Secretary |
| Joseph Dinelli | Assistant Secretary |

Also present was:

| | |
|-------------------|------------------|
| Andrew Mendenhall | District Manager |
|-------------------|------------------|

The following is a summary of the actions taken at the April 9, 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

Approval of the Consent Agenda

- A. Minutes of the February 13, 2020 Meeting**
- B. February 2020 Financial Statements and Check Register**
- C. Resolution 2020-01, Confirming the District's Use of the Supervisor of Elections to Conduct the General Election**

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

THIRD ORDER OF BUSINESS

Manager’s Report

A. Discussion of the Preliminary Fiscal Year 2021 Budget

- The Budget which is sent to the County will be approved at the June meeting.
- The budget is currently level, but can be changed before the next meeting.

B. Consideration of Quotes for Chaise Lounges

- Mr. Roper was able to obtain a lower-priced quote than the one presented for \$756 for a six-pack of chaise lounges.

Mr. Roper discussed landscaping quotes.

- The first quote is for replacement of sod in front of the playground and pool area.
- The second quote is for placement of a Royal Palm.
- The third quote is for placement of a Bismarck Palm on the right side of the front entrance. Greenpoint provided a quote for installation of the Palm as well as surrounding landscape and mulch for \$1,625. Clean Cut quoted for the Palm only. The Oak stump will be grinded down.
- The last quote is for removal of the bushes by the pool pump, to be replaced by Hibiscus.

On MOTION by Mr. Roper, seconded by Mr. Galmish, with all in favor, the quotes from Greenpoint Total Landscape Management for landscaping were approved, as discussed.

Mr. Mendenhall presented a proposal from Con Asset, LLC for the community entrance sign repair.

- There will be a one-year warranty on the repair.
- The Board believes the quote is high, and is only interested in Option 1.
- Mr. Roper will obtain additional quotes.

Mr. Mendenhall discussed pricing from Frontier for the Internet at the pool.

- The total price is \$20 cheaper than what the CDD is paying Spectrum.
- The router needs to be replaced.

On MOTION by Mr. Dinelli, seconded by Mr. Roper, with all in favor, the proposal from Frontier for Internet service by the pool was approved.

FOURTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Roper discussed, at the request of Mr. Dinelli, the drainage area on Tampa Road which was overgrown with Brazilian Peppers and trimmings. This is the DOT's responsibility.
- Ms. Lazier inquired whether there was additional information regarding Covid-19 for the community. This issue may be referred to the HOA. The pool and tot lot were closed.

FIFTH ORDER OF BUSINESS

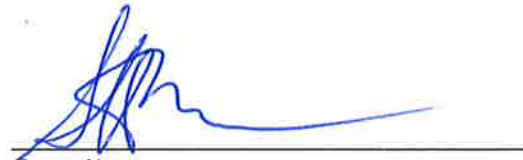
Audience Comments

None.

SIXTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Lazier, seconded by Mr. Yagnik, with all in favor, the meeting was adjourned at approximately 6:42 p.m.



Scott Roper
Chairman

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

Telephone #: 1-800-747-5150

Access Code: 2758201

Thursday, April 9, 2020 – 6:00 p.m.

1. **Roll Call**
2. **Approval of the Consent Agenda**
 - A. Minutes of the February 13, 2020 Meeting
 - B. February 2020 Financial Statements and Check Register
 - C. Resolution 2020-01, Confirming the District's Use of the Supervisor of Elections to Conduct the General Election
3. **Manager's Report**
 - A. Discussion of the Preliminary Fiscal Year 2021 Budget
 - B. Consideration of Quotes for Chaise Lounges
4. **Supervisors' Requests**
5. **Audience Comments**
6. **Adjournment**

The next meeting is scheduled for Thursday, June 11, 2020, at 6:00 p.m.

District Office:

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

Meeting Location:

Teleconference
1-800-747-5150
Access Code: 2758201

Tampa Bay Times

tampabay.com

- Ad Proof -

| | | | |
|-----------------------------------|-----------------------------------|--------------------------------------|---------------------------------|
| <u>Ad Number</u> 0000074958-01 | <u>Ad Type</u> CLS Legal Liner | <u>Production Method</u> AdBooker | <u>Production Notes</u> |
| <u>External Ad Number</u> | <u>Ad Attributes</u> | <u>Ad Released</u> No | <u>Pick Up</u> 0000014108-01 |

| | |
|-----------------------------|--------------|
| <u>Ad Size</u> 2 X 44 li | <u>Color</u> |
|-----------------------------|--------------|

WYSIWYG Content

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

Due to the changing environment associated with COVID-19, and to enable action on items essential to the health, safety and welfare of the community during the pandemic as well as any other business that may properly come before the Board, the Board of Supervisors of the Eastlake Oaks Community Development District will hold the regular CDD meeting on Thursday, April 9, 2020 at 6:00 p.m., electronically under the auspices of Florida Executive Orders 20-52 and 20-69. While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so telephonically at (800) 747-5150, Access Code 2758201.

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time and location to be specified on the record at the meeting. A copy of the agenda may be obtained at the Offices of the District Manager c/o Andrew Mendenhall during regular business hours.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Office at (954) 603-0033 at least two calendar days prior to the meeting. 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 meeting.

Each person who decides to appeal any action taken at this meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Andrew Mendenhall
District Manager

April 1, 2020

0000074958

| | | | | |
|-------------------------------|-----------------------------------|----------------------------------|--------------------------|----------------------------|
| <u>Run Date</u> 04/01/2020 | <u>Product</u> Tampa Bay Times | <u>Placement</u> Legals - CLS | <u>Position</u> Legal | <u>Zone</u> BL-Pinellas |
|-------------------------------|-----------------------------------|----------------------------------|--------------------------|----------------------------|

EASTLAKE OAKS

Community Development District

Financial Report

February 29, 2020

Prepared by



EASTLAKE OAKS

Community Development District

Table of Contents

FINANCIAL STATEMENTS

Pages

Balance Sheet 1

Statement of Revenue, Expenditures and Changes in Fund Balance

 General Fund 2 - 3

SUPPORTING SCHEDULES

Non-Ad Valorem Special Assessments 4

Cash and Investment Report 5

Bank Reconciliation 6

Check Register 7

EASTLAKE OAKS

Community Development District

Financial Statements

(Unaudited)

February 29, 2020

Balance Sheet
February 29, 2020

| <u>ACCOUNT DESCRIPTION</u> | <u>TOTAL</u> |
|--|-------------------|
| <u>ASSETS</u> | |
| Cash - Checking Account | \$ 203,539 |
| Accounts Receivable | 4,611 |
| Investments: | |
| Money Market Account | 206,499 |
| TOTAL ASSETS | \$ 414,649 |
| <u>LIABILITIES</u> | |
| Accounts Payable | \$ 4,171 |
| TOTAL LIABILITIES | 4,171 |
| <u>FUND BALANCES</u> | |
| Assigned to: | |
| Operating Reserves | 57,935 |
| Reserves - Ponds | 28,830 |
| Reserves - Recreation Facilities | 28,330 |
| Unassigned: | 295,383 |
| TOTAL FUND BALANCES | \$ 410,478 |
| TOTAL LIABILITIES & FUND BALANCES | \$ 414,649 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 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>FEB-20 ACTUAL</u> |
|--------------------------------|--------------------------------------|--------------------------------|---|--------------------------|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ 1,000 | \$ 1,126 | 112.60% | \$ 233 |
| Special Assmnts- Tax Collector | 238,846 | 228,476 | 95.66% | - |
| Special Assmnts- CDD Collected | 829 | 796 | 96.02% | - |
| Special Assmnts- Discounts | (9,587) | (9,102) | 94.94% | - |
| Pool Access Key Fee | 350 | 25 | 7.14% | 25 |
| TOTAL REVENUES | 231,438 | 221,321 | 95.63% | 258 |

EXPENDITURES

Administration

| | | | | |
|--------------------------------|---------------|---------------|---------------|--------------|
| P/R-Board of Supervisors | 6,000 | 3,000 | 50.00% | 1,000 |
| FICA Taxes | 459 | 230 | 50.11% | 77 |
| ProfServ-Dissemination Agent | 1,000 | - | 0.00% | - |
| ProfServ-Engineering | 1,574 | 901 | 57.24% | 669 |
| ProfServ-Legal Services | 5,000 | 990 | 19.80% | 296 |
| ProfServ-Mgmt Consulting Serv | 52,458 | 21,858 | 41.67% | 4,372 |
| ProfServ-Special Assessment | 4,241 | 4,241 | 100.00% | - |
| Auditing Services | 4,350 | 4,350 | 100.00% | - |
| Postage and Freight | 500 | 101 | 20.20% | 14 |
| Insurance - General Liability | 6,295 | 5,953 | 94.57% | - |
| Printing and Binding | 2,500 | 97 | 3.88% | 1 |
| Legal Advertising | 2,000 | - | 0.00% | - |
| Miscellaneous Services | 1,500 | 959 | 63.93% | 50 |
| Misc-Assessmnt Collection Cost | 4,777 | 4,437 | 92.88% | - |
| Office Supplies | 200 | - | 0.00% | - |
| Annual District Filing Fee | 175 | 175 | 100.00% | - |
| Total Administration | 93,029 | 47,292 | 50.84% | 6,479 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 29, 2020

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | FEB-20 ACTUAL |
|--|--------------------------------------|--------------------------------|---|--------------------------|
| Field | | | | |
| Contracts-Lake and Wetland | 9,972 | 4,155 | 41.67% | 831 |
| Contracts-Landscape | 37,800 | 15,750 | 41.67% | 3,150 |
| Contracts-Pools | 8,340 | 3,575 | 42.87% | 675 |
| Contracts-Cleaning Services | 2,100 | 875 | 41.67% | 175 |
| Electricity - Streetlighting | 18,000 | 6,274 | 34.86% | 416 |
| Utility - Water | 5,500 | 936 | 17.02% | 261 |
| R&M-Irrigation | 15,000 | 1,403 | 9.35% | 298 |
| R&M-Pools | 10,000 | 1,273 | 12.73% | - |
| Misc-Contingency | 31,697 | 14,065 | 44.37% | - |
| Total Field | 138,409 | 48,306 | 34.90% | 5,806 |
| TOTAL EXPENDITURES | 231,438 | 95,598 | 41.31% | 12,285 |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | 125,723 | 0.00% | (12,027) |
| Net change in fund balance | \$ - | \$ 125,723 | 0.00% | \$ (12,027) |
| FUND BALANCE, BEGINNING (OCT 1, 2019) | 284,755 | 284,755 | | |
| FUND BALANCE, ENDING | \$ 284,755 | \$ 410,478 | | |

EASTLAKE OAKS

Community Development District

Supporting Schedules

February 29, 2020

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

| | | | | | Allocation by Fund | |
|-----------------------------------|---------------------|------------------------------|-----------------|-----------------------|--------------------|---------|
| Date Received | Net Amount Received | Discount/ (Penalties) Amount | Collection Cost | Gross Amount Received | General Fund | |
| ASSESSMENTS LEVIED FY 2020 | | | | \$ 238,846 | \$ | 238,846 |
| Allocation % | | | | 100% | | 100% |
| 11/18/2019 | \$ 569 | \$ 34 | \$ 12 | \$ 615 | \$ | 615 |
| 11/21/2019 | 20,286 | 862 | 414 | 21,563 | | 21,563 |
| 12/11/19 | 48,575 | 2,057 | 991 | 51,623 | | 51,623 |
| 12/13/19 | 119,376 | 5,075 | 2,436 | 126,887 | | 126,887 |
| 12/20/19 | 7,802 | 332 | 159 | 8,293 | | 8,293 |
| 12/27/19 | 15,812 | 661 | 323 | 16,796 | | 16,796 |
| 01/17/20 | 2,564 | 81 | 52 | 2,698 | | 2,698 |
| TOTAL | \$ 214,986 | \$ 9,102 | \$ 4,437 | \$ 228,476 | \$ | 228,476 |
| % COLLECTED | | | | 96% | | 96% |
| TOTAL OUTSTANDING | | | | \$ 10,370 | \$ | 10,370 |

Cash and Investment Report

February 29, 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 | \$ 203,539 (1) |
| Money Market | Valley National Bank | Public Funds Money Market | 1.45% | n/a | \$ 206,499 |
| | | | | Subtotal | <u>\$ 410,037</u> |
| | | | | Total | <u><u>\$ 410,037</u></u> |

Note (1) - Funds in the amount of \$145K will be transferred to the MMA account in March.

Eastlake Oaks CDD

Bank Reconciliation

Bank Account No. 1913 CenterState GF
 Statement No. 02/20
 Statement Date 2/29/2020

| | | | |
|-----------------------------|------------|-----------------------------|------------|
| G/L Balance (LCY) | 203,538.75 | Statement Balance | 207,926.01 |
| G/L Balance | 203,538.75 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | <hr/> | | |
| Subtotal | 203,538.75 | Subtotal | 207,926.01 |
| Negative Adjustments | 0.00 | Outstanding Checks | 4,387.26 |
| | <hr/> | Differences | 0.00 |
| Ending G/L Balance | 203,538.75 | Ending Balance | 203,538.75 |
| Difference | 0.00 | | |

| Posting Date | Document Type | Document No. | Description | Amount | Cleared Amount | Difference |
|--------------------------------------|---------------|--------------|----------------|-----------------|----------------|-----------------|
| Outstanding Checks | | | | | | |
| 2/27/2020 | Payment | 1690 | FEDEX | 14.48 | 0.00 | 14.48 |
| 2/27/2020 | Payment | 1691 | INFRAMARK, LLC | 4,372.78 | 0.00 | 4,372.78 |
| Total Outstanding Checks..... | | | | 4,387.26 | | 4,387.26 |

EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 2/1/2020 to 2/29/2020
(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 | 1678 | 02/03/20 | INFRAMARK, LLC | 48237 | JAN MGMNT SERVICES | ProfServ-Mgmt Consulting Serv | 531027-51201 | \$4,371.58 |
| 001 | 1678 | 02/03/20 | INFRAMARK, LLC | 48237 | JAN MGMNT SERVICES | Postage and Freight | 541006-51301 | \$43.75 |
| 001 | 1678 | 02/03/20 | INFRAMARK, LLC | 48237 | JAN MGMNT SERVICES | Printing and Binding | 547001-51301 | \$5.15 |
| 001 | 1679 | 02/03/20 | TESA LLC | 5505 | LANDSCAPE MAINT | Contracts-Landscape | 534050-53901 | \$3,150.00 |
| 001 | 1680 | 02/07/20 | PIP'S POOL INC | 10421 | NOV/DEC/JAN POOL MAINT | Contracts-Pools | 534078-53901 | \$2,025.00 |
| 001 | 1681 | 02/07/20 | PRESTIGE JANITORIAL SERVICE | 4020 | FEB CLEANING SERVICES | CONTRACT- CLEANING SERVICES | 534082-53901 | \$175.00 |
| 001 | 1682 | 02/07/20 | TESA LLC | 5524 | SERVICE 1/20/20 | R&M-Irrigation | 546041-53901 | \$170.00 |
| 001 | 1682 | 02/07/20 | TESA LLC | 5525 | REPAIR OAKLEAF AND SPLIT FORK DRIVE | R&M-Irrigation | 546041-53901 | \$935.00 |
| 001 | 1682 | 02/07/20 | TESA LLC | 5526 | IRR LEAK REPR IN PLAYGROUND | R&M-Irrigation | 546041-53901 | \$297.50 |
| 001 | 1683 | 02/12/20 | STANTEC CONSULTING SERVICES, INC | 1618870 | GEN ENGINEERING THRU 01/24/20 | ProfServ-Engineering | 531013-51501 | \$668.50 |
| 001 | 1684 | 02/14/20 | SOLITUDE LAKE MANAGEMENT | PI-A00356756 | FEB AQUATIC MAINT | Contracts-Lake and Wetland | 534021-53901 | \$831.00 |
| 001 | 1690 | 02/27/20 | FEDEX | 6-932-14102 | FEB POSTAGE | Postage and Freight | 541006-51301 | \$14.48 |
| 001 | 1691 | 02/27/20 | INFRAMARK, LLC | 48973 | FEB MGMNT SERVICES | ProfServ-Mgmt Consulting Serv | 531027-51201 | \$4,371.58 |
| 001 | 1691 | 02/27/20 | INFRAMARK, LLC | 48973 | FEB MGMNT SERVICES | Printing and Binding | 547001-51301 | \$1.20 |
| 001 | DD227 | 02/03/20 | BRIGHT HOUSE NETWORKS - ACH | 011320-6601 ACH | 1/12-2/11/20 SERVICE ACH | 0034959766-01 | 549001-51301 | \$84.28 |
| 001 | DD229 | 02/18/20 | TAMPA ELECTRIC CO. | 012820 ACH | 12/20-1/22/20 ELEC ACH | Electricity - Streetlighting | 543013-53901 | \$1,117.26 |
| 001 | DD230 | 02/19/20 | CITY OF OLDSMAR -ACH | 02032020 ACH | 01/02-2/1/20 WATER UTILITY ACH | UTILITY - WATER | 543018-53901 | \$260.74 |
| 001 | DD231 | 02/21/20 | TAMPA ELECTRIC CO. | 013120 ACH | 12/28-01/27/20 ELEC ACH | Electricity - Streetlighting | 543013-53901 | \$415.88 |
| 001 | 1685 | 02/17/20 | DARLENE LAZIER | PAYROLL | February 17, 2020 Payroll Posting | | | \$183.87 |
| 001 | 1686 | 02/17/20 | SCOTT J. ROPER | PAYROLL | February 17, 2020 Payroll Posting | | | \$184.70 |
| 001 | 1687 | 02/17/20 | RYLAND J. GALMISH | PAYROLL | February 17, 2020 Payroll Posting | | | \$183.87 |
| 001 | 1688 | 02/17/20 | JOSEPH DINELLI | PAYROLL | February 17, 2020 Payroll Posting | | | \$184.70 |
| 001 | 1689 | 02/17/20 | JYOTINDRA J. YAGNIK | PAYROLL | February 17, 2020 Payroll Posting | | | \$184.70 |
| Fund Total | | | | | | | | \$19,859.74 |

| | |
|--------------------------|--------------------|
| Total Checks Paid | \$19,859.74 |
|--------------------------|--------------------|

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT’S USE OF THE PINELLAS COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT’S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION

WHEREAS, the Eastlake Oaks 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 Pinellas County, Florida; and

WHEREAS, the Board of Supervisors of the Eastlake Oaks Community Development District (hereinafter the “Board”) seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Pinellas County 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 THE EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Board is currently made up of the following individuals: Nick Yagnik, Darlene Lazier, Ryland Galmish, Scott Roper and Joseph Dinelli.

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

| | | |
|--------------------|--------|-----------------------------|
| Supervisor Yagnik | Seat 1 | four year - expires 11/2022 |
| Supervisor Lazier | Seat 2 | four year – expires 11/2022 |
| Supervisor Galmish | Seat 3 | four year – expires 11/2022 |
| Supervisor Roper | Seat 4 | four year – expires 11/2020 |
| Supervisor Dinelli | Seat 5 | four year – expires 11/2020 |

Section 3. Seat 4 currently held by Scott Roper and Seat 5 currently held by Joseph Dinelli are scheduled for the General Election in November 2020.

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 2020 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 9TH DAY OF APRIL 2020.

ATTEST:

**EASTLAKE OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Andrew Mendenhall
Secretary

Scott Roper
Chairman

EASTLAKE OAKS

Community Development District

Annual Operating Budget

Fiscal Year Budget 2021

Proposed Budget
(Meeting 4/9/20)

Prepared by:



EASTLAKE OAKS

Community Development District

Table of Contents

| | <u>Page #</u> |
|--|---------------|
| <u>OPERATING BUDGET</u> | |
| General Fund | |
| Summary of Revenues, Expenditures and Changes in Fund Balances | 1 - 2 |
| Exhibit A - Allocation of Fund Balances | 3 |
| Budget Narrative | 4 - 6 |
| <u>SUPPORTING BUDGET SCHEDULES</u> | |
| Comparison of Assessment Rates FY 2021 vs. FY 2020 | 7 |



EASTLAKE OAKS
Community Development District

Budget Overview
Fiscal Year Budget 2021

EASTLAKE OAKS
Community Development District

Operating Budget
Fiscal Year Budget 2021

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

| ACCOUNT DESCRIPTION | ACTUAL | ACTUAL | ADOPTED | ACTUAL | PROJECTED | TOTAL | ANNUAL |
|--------------------------------|----------------|----------------|-------------------|-------------------|-----------------|----------------------|-------------------|
| | FY 2018 | FY 2019 | BUDGET FY 2020 | THRU FEB- 2020 | MAR SEP-2020 | PROJECTED FY 2020 | BUDGET FY 2021 |
| REVENUES | | | | | | | |
| Interest - Investments | 1,865 | 1,620 | \$ 1,000 | \$ 1,126 | \$ 500 | \$ 1,626 | \$ 1,000 |
| Special Assmnts- Tax Collector | 239,805 | 238,847 | 238,846 | 228,476 | 10,370 | 238,846 | 238,846 |
| Special Assmnts- CDD Collected | 799 | 796 | 829 | 796 | - | 796 | 829 |
| Special Assmnts- Discounts | (8,603) | (9,074) | (9,587) | (9,102) | (415) | (9,517) | (9,587) |
| Other Miscellaneous Revenues | - | 63 | - | - | - | - | - |
| Pool Access Key Fee | 425 | 325 | 350 | 25 | 325 | 350 | 350 |
| TOTAL REVENUES | 234,291 | 232,577 | 231,438 | 221,321 | 10,780 | 232,101 | 231,438 |
| EXPENDITURES | | | | | | | |
| <i>Administrative</i> | | | | | | | |
| P/R-Board of Supervisors | 6,000 | 5,400 | 6,000 | 3,000 | 3,000 | 6,000 | 6,000 |
| FICA Taxes | 459 | 413 | 459 | 230 | 230 | 459 | 459 |
| ProfServ-Dissemination Agent | - | - | 1,000 | - | 1,000 | 1,000 | 1,000 |
| ProfServ-Engineering | 848 | 974 | 1,574 | 901 | 673 | 1,574 | 1,574 |
| ProfServ-Legal Services | 5,475 | 1,973 | 5,000 | 990 | 1,386 | 2,376 | 2,077 |
| ProfServ-Mgmt Consulting Serv | 50,931 | 50,931 | 52,458 | 21,858 | 30,601 | 52,459 | 52,459 |
| ProfServ-Special Assessment | 4,117 | 4,117 | 4,241 | 4,241 | - | 4,241 | 4,241 |
| Auditing Services | 4,350 | 4,350 | 4,350 | 4,350 | - | 4,350 | 4,350 |
| Postage and Freight | 351 | 265 | 500 | 101 | 141 | 242 | 500 |
| Insurance - General Liability | 5,649 | 5,823 | 6,295 | 5,953 | - | 5,953 | 6,548 |
| Printing and Binding | 1,028 | 861 | 2,500 | 97 | 136 | 233 | 2,500 |
| Legal Advertising | 2,821 | 3,990 | 2,000 | - | 1,167 | 1,167 | 2,000 |
| Miscellaneous Services | 1,621 | 1,966 | 1,500 | 959 | 541 | 1,500 | 1,500 |
| Misc-Assessmnt Collection Cost | 2,989 | 3,166 | 4,777 | 4,437 | 124 | 4,561 | 4,777 |
| Office Supplies | - | 154 | 200 | - | 117 | 117 | 200 |
| Annual District Filing Fee | 175 | 175 | 175 | 175 | - | 175 | 175 |
| Total Administrative | 86,814 | 84,558 | 93,029 | 47,292 | 39,116 | 86,407 | 90,359 |
| <i>Field</i> | | | | | | | |
| Contracts-Lake and Wetland | 8,738 | 9,972 | 9,972 | 4,155 | 5,817 | 9,972 | 9,972 |
| Contracts-Landscape | 38,075 | 33,000 | 37,800 | 15,750 | 22,050 | 37,800 | 37,800 |
| Contracts-Pools | 8,340 | 8,120 | 8,340 | 3,575 | 5,005 | 8,580 | 8,340 |
| Contracts-Cleaning Services | 2,473 | 2,100 | 2,100 | 875 | 1,225 | 2,100 | 2,100 |
| Electricity - Streetlighting | 18,291 | 17,685 | 18,000 | 6,274 | 8,784 | 15,058 | 18,000 |
| Utility - Water | 2,543 | 4,335 | 5,500 | 936 | 1,310 | 2,246 | 5,500 |
| R&M-Irrigation | 1,869 | 8,515 | 15,000 | 1,403 | 1,964 | 3,367 | 15,000 |
| R&M-Pools | 5,513 | 300 | 10,000 | 1,273 | 2,782 | 4,055 | 10,000 |
| Misc-Contingency | 38,528 | 29,976 | 31,697 | 14,065 | 19,691 | 33,756 | 34,366 |
| Total Field | 124,370 | 114,003 | 138,409 | 48,306 | 68,628 | 116,934 | 141,078 |
| TOTAL EXPENDITURES | 211,184 | 198,561 | 231,438 | 95,598 | 107,745 | 203,342 | 231,438 |

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

| <u>ACCOUNT DESCRIPTION</u> | <u>ACTUAL</u> <u>FY 2018</u> | <u>ACTUAL</u> <u>FY 2019</u> | <u>ADOPTED</u> <u>BUDGET</u> <u>FY 2020</u> | <u>ACTUAL</u> <u>THRU</u> <u>FEB- 2020</u> | <u>PROJECTED</u> <u>MAR</u> <u>SEP-2020</u> | <u>TOTAL</u> <u>PROJECTED</u> <u>FY 2020</u> | <u>ANNUAL</u> <u>BUDGET</u> <u>FY 2021</u> |
|---------------------------------------|---------------------------------|---------------------------------|---|--|---|--|--|
| Excess (deficiency) of revenues | | | | | | | |
| Over (under) expenditures | 23,107 | 34,016 | - | 125,723 | (96,965) | 28,759 | - |
| OTHER FINANCING SOURCES (USES) | | | | | | | |
| Interfund Transfer-In | - | - | - | - | - | - | - |
| Contribution to (Use of) Fund Balance | - | - | - | - | - | - | - |
| Net change in fund balance | 23,107 | 34,016 | - | 125,723 | (96,965) | 28,759 | - |
| FUND BALANCE, BEGINNING | 227,632 | 250,739 | 284,755 | 284,755 | - | 284,755 | 313,514 |
| FUND BALANCE, ENDING | \$ 250,739 | \$ 284,755 | \$ 284,755 | \$ 410,478 | \$ (96,965) | \$ 313,514 | \$ 313,514 |

EASTLAKE OAKS

Community Development District

Exhibit "A" Allocation of Fund Balances

AVAILABLE FUNDS

| | <u>Amount</u> |
|--|----------------|
| Beginning Fund Balance - Fiscal Year 2021 | \$ 313,514 |
| Net Change in Fund Balance - Fiscal Year 2021 | - |
| Reserves - Fiscal Year 2021 | - |
| Total Funds Available (Estimated) - 9/30/21 | 313,514 |

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

| | |
|---|-----------------------|
| Operating Reserve - First Quarter Operating Capital | 57,860 ⁽¹⁾ |
| Reserves - Ponds | 28,830 |
| Reserves - Recreation Facilities | 28,330 |
| Subtotal | <u>115,020</u> |
| Total Allocation of Available Funds | 115,020 |

| | |
|---|--------------------------|
| Total Unassigned (undesigned) Cash | <u>\$ 198,495</u> |
|---|--------------------------|

Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2021**REVENUES****Interest - Investments**

The District earns interest on its operating and investment accounts.

Special Assessments - Tax Collector

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

Special Assessment - District Collected

The District will collect a Non- Ad Valorem assessment on all the un-platted parcels within the District in support of the overall fiscal year budget.

Special Assessments - Discounts

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

Pool Access Key Fee

Revenue from the pool access keys.

EXPENDITURES**Administrative****P/R - Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all six of the meetings.

FICA Taxes

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

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2 - 12(b) - (5), which relates additional reporting requirements for unrelated bond issues and is performed by Prager and Sealy. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services - Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services - Legal Services

The District's Attorney, Erin McCormick Law PA, provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Budget Narrative
Fiscal Year 2021

| |
|---------------------|
| EXPENDITURES |
|---------------------|

Administrative (continued)**Professional Services - Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark Infrastructure Management Services in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Professional Services - Special Assessment

The District will be billed annually for calculating and levying the annual operating and maintenance, and debt service assessments, as provided by Inframark Infrastructure Management Services.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm.

Postage and Freight

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

Insurance - General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Municipal Insurance Trust. The budgeted amount allows for a projected increase in the premium due to market uncertainty.

Printing and Binding

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

Legal Advertising

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

Miscellaneous Services

This includes monthly bank charges and any other miscellaneous expenses that may be incurred during the year.

Miscellaneous - Assessment Collection Costs

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

Office Supplies

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

Annual District Filing Fee

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

Budget Narrative
Fiscal Year 2021**EXPENDITURES****Field****Contracts - Lake and Wetland**

Scheduled maintenance consists of monthly inspections and treatment of aquatic weeds and algae within CDD water ponds.

Contracts - Landscape

The District currently has a contract with Landscape Maintenance Professional, Inc. to maintain the landscaping, edging, pruning, and fertilization of the common areas within the District. The amount is based on proposed contract amounts and prior year's costs.

Contracts - Pools

Scheduled maintenance consists of monthly inspections and treatment of pool within CDD. The District has a contract with Pip's Pool Service.

Contracts - Cleaning Services

Scheduled maintenance consists of 12 times per year. Cleaning services provided for the District's common areas. The District currently has a contract with Prestige Janitorial Service.

Electricity - Street lighting

The District will incur electrical usage of streetlights within the District.

Utility - Water

The District currently has utility accounts with the City of Oldsmar. Usage consists of water, sewer and reclaimed water services.

R&M - Irrigation

Unscheduled maintenance to irrigation system which includes; inspections, adjustments to controller and irrigation heads, minor system repairs and replacement of system components and purchase of irrigation supplies.

R&M - Pools

This includes any repairs and maintenance that may be incurred during the year by the District.

Miscellaneous - Contingency

This contingency represents the potential excess of unscheduled maintenance expenses not included in budget categories or not anticipated in specific line items.

EASTLAKE OAKS

Community Development District

Supporting Budget Schedules

Fiscal Year Budget 2021

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

| General Fund | | | Units |
|--------------|----------|----------------|------------|
| FY 2021 | FY 2020 | Percent Change | |
| \$829.33 | \$829.33 | 0.0% | 289 |
| | | | 289 |



Quote

| Date | Number |
|------------|---------|
| 03/30/2020 | 2012600 |

Quote valid for 10 days

Exceeding Your Expectations. Enhancing Your Earnings.
40 Park Place, Lexington, VA 24450 / Ph: 540-463-6510 Fx: 540-463-6710

| Bill To | Ship To |
|---|---|
| EastLake Oaks Community District 210 N. University Dr Suite 702 Quarrel Springs, FL 33071 Andrew Mendenhall / (813) 991-4014 andy.mendenhall@inframark.com ATTN: Accts Payable | EastLake Oaks Community District 1619 Gray Bark Dr Oldsmar, FL 34677 Andrew Mendenhall / (813) 991-4014 andy.mendenhall@inframark.com |

| Acct Mgr | Ship On | Payment Terms | PO Number |
|----------|---------|---------------|-----------|
| MJD | | Net 15 | |

| Item | Description | Qty | Each | Total |
|---------------------|--|---------------|---------------------------------|----------|
| 13LC-001 | Bahia Chaise Lounge, Reinforced Slats and Frame, Adjustable and Stackable Case Pack: 2 Pack Resin Color: Sand | 2 (2 pack) | \$289.90 (\$144.95 per item) | \$579.80 |
| Shipping & Handling | Options listed below are also available, but not included in the price quote. Call for more information. Call Ahead Liftgate Service (to assist offload) Inside Delivery Residential Delivery Call for pricing. | 1 | \$205.00 | \$205.00 |
| Call Ahead Fee | Please order a call ahead service when ordering the freight pick-up. Thank You! | 1 | \$15.00 | \$15.00 |

Sales Tax \$0.00
Order Total \$799.80

I agree that the above items are correct, or I have made corrections. ____ (Initial) I agree that a signed quote is a final sale. ____ (Initial)

Delivery of items is as noted above. Additional shipping charges may be incurred for any changes in delivery schedule, and will be the responsibility of the (client) purchaser. ____ (Initial)

Original manufacturer warranties apply to the products and are available upon request.

ParknPool will be held harmless against all claims of liability resulting from the installation and use of these products. ____ (Initial)

Payment terms are noted above. A finance charge of 1.5% per month of the unpaid balance will be charged on

overdue accounts. Client agrees to pay collection cost by law, and attorney's fees incurred in the collection of any unpaid balance. The venue for any litigation with ParknPool will be Lexington, Virginia. ____ (Initial)

Client is responsible for the unloading and assembly of all items, unless otherwise noted above.

AUTHORIZED SIGNATURE / DATE _____

overdue accounts. Client agrees to pay collection cost by law, and attorney's fees incurred in the collection of any unpaid balance. The venue for any litigation with ParknPool will be Lexington, Virginia. ____ (Initial)

Client is responsible for the unloading and assembly of all items, unless otherwise noted above.

AUTHORIZED SIGNATURE / DATE _____



Quote

| Date | Number |
|------------|---------|
| 03/30/2020 | 2012601 |

Quote valid for 10 days

Exceeding Your Expectations. Enhancing Your Earnings.
40 Park Place, Lexington, VA 24450 / Ph: 540-463-6510 Fx: 540-463-6710

| Bill To | Ship To |
|--|--|
| EastLake Oaks Community District 210 N. University Dr Suite 702 Quarrel Springs, FL 33071 Andrew Mendenhall / (813) 991-4014 andy.mendenhall@stservices.com ATTN: Accts Payable | EastLake Oaks Community District 1619 Gray Bark Dr Oldsmar, FL 34677 Andrew Mendenhall / (813) 991-4014 andy.mendenhall@stservices.com |

| Acct Mgr | Ship On | Payment Terms | PO Number |
|----------|---------|---------------|-----------|
| MJD | | Net 15 | |

| Item | Description | Qty | Each | Total |
|---------------------|--|---------------|---------------------------------|----------|
| 13LC-001 | Bahia Chaise Lounge, Reinforced Slats and Frame, Adjustable and Stackable Case Pack: 6 Pack Resin Color: Sand | 1 (6 pack) | \$713.70 (\$118.95 per item) | \$713.70 |
| Shipping & Handling | Options listed below are also available, but not included in the price quote. Call for more information. Call Ahead Liftgate Service (to assist offload) Inside Delivery Residential Delivery Call for pricing. | 1 | \$208.00 | \$208.00 |
| Call Ahead Fee | Please order a call ahead service when ordering the freight pick-up. Thank You! | 1 | \$15.00 | \$15.00 |

Sales Tax \$0.00
Order Total \$936.70

I agree that the above items are correct, or I have made corrections. ____ (Initial) I agree that a signed quote is a final sale. ____ (Initial)

Delivery of items is as noted above. Additional shipping charges may be incurred for any changes in delivery schedule, and will be the responsibility of the (client) purchaser. ____ (Initial)

Original manufacturer warranties apply to the products and are available upon request.

ParknPool will be held harmless against all claims of liability resulting from the installation and use of these products. ____ (Initial)

Payment terms are noted above. A finance charge of 1.5% per month of the unpaid balance will be charged on