

# Eastlake Oaks Community Development District

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## 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](mailto:Joseph.Dinelli@centurylink.com)

**FROM:** Janice Swade  
District Recording Secretary

**RE:** Minutes of Meeting Held August 13, 2020, as Approved October 8, 2020

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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.

Fully executed versions of Resolution 2020-03 and 2020-04 will be sent under separate cover as soon as they are available.

Enclosure

**For information purposes only:**

Al Braithwaite, City Manager  
**City of Oldsmar**  
[abraithwaite@myoldsmar.com](mailto:abraithwaite@myoldsmar.com)

Barry A. Burton  
**Pinellas County Administrator**  
[bburton@pinellascounty.org](mailto:bburton@pinellascounty.org)

Ms. Darlene Lazier  
[darlenelazier@yahoo.com](mailto:darlenelazier@yahoo.com)

Mr. Dan Saracki (Email only for Website)  
[dan@impactgrafx.com](mailto:dan@impactgrafx.com)

Ms. Deanna Bos (Email only for Website)  
[deanna@impactgrafx.com](mailto: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, August 13, 2020 at 6:00 p.m. via Zoom Video Conference.

Present and constituting a quorum were:

Scott Roper	Chairman
Nick Yagnik	Assistant Secretary
Ryland Galmish	Assistant Secretary
Joseph Dinelli	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
Jordan Lansford	Inframark, LLC
Dan Belcher	Resident

*Following is a summary of the actions taken at the August 13, 2020 Eastlake Oaks Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

A quorum was established.

**SECOND ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. Minutes of the June 11, 2020 Regular Meeting, and July 23, 2020 Special Meeting**
- B. June 2020 Financial Statements, Check Register and May Through June 2020 Invoices**
- C. Fiscal Year 2021 Meeting Schedule**
- D. Holiday Lighting Proposal**

Mr. Dinelli MOVED to approve the Consent Agenda, and Mr. Yagnik seconded the motion.
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- The holiday lighting proposal is the same as last year, and the Board was satisfied with their job. Mr. Roper asked the Board to consider pricing for lighting the two Royal Palm Trees to the left of the left sign in the amount of \$300 to \$400. Mr. Roper suggested an additional price of \$5,800, for a maximum of \$6,000.

On VOICE vote, with all in favor, the prior motion was approved as amended to include an update to the holiday lighting proposal for \$5,800 to a maximum of \$6,000 to cover lighting of two Royal Palm Trees, as discussed.

**THIRD ORDER OF BUSINESS**

**Public Hearing to Consider Adoption of the Fiscal Year 2021 Budget**

On MOTION by Mr. Galmish, seconded by Mr. Yagnik, with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2021 Budget was opened.

- There is no increase in assessments.
- Mr. Belcher commented and had questions regarding the budget.
- Mr. Roper addressed exterior lighting with TECO.

On MOTION by Mr. Galmish, seconded by Mr. Roper, with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2021 Budget was closed.

**A. Consideration of Resolution 2020-03, Adopting the Budget for Fiscal Year 2021**

Mr. Yagnik MOVED to adopt Resolution 2020-03, the Annual Appropriation Resolution of the District Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021, and Mr. Roper seconded the motion.

- Mr. Mendenhall reminded the Board they may adopt a budget amendment resolution to make any further changes throughout the year.

On VOICE vote, with all in favor, the prior motion was approved.

**B. Consideration of Resolution 2020-04, Levying Assessments for Fiscal Year 2021**

On MOTION by Mr. Yagnik, seconded by Mr. Dinelli, with all in favor, Resolution 2020-04, Imposing Special Assessments and Certifying an Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

**FOURTH ORDER OF BUSINESS**

**Manager’s Report**

- Options to modify the Pond A littoral shelf were discussed. The District Engineer indicated it cannot be completely modified. Cut-backs can be done. Mr. Roper requested a proposal for planting on the littoral shelf.

**SIXTH ORDER OF BUSINESS**

**Audience Comments**

- Mr. Belcher discussed a situation in which a Clean Cut tractor swiped the front of his vehicle. They claimed they would pay for the repair. They then claimed they were not responsible, and refused to pay for the repairs. Their insurance company would not accept responsibility for the claim. The CDD does not act on behalf of the residents.

**FIFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

- Mr. Roper updated the Board on the key fob system, which was recently installed. The system will be programmed and fobs distributed. He would like to post on social media asking for volunteers to distribute fobs throughout their neighborhoods. Mr. Dinelli suggested signage posting hours of operation for residents to pick up their fobs. An extra fob will cost \$10. Each Board member should have two fobs. Staff will adjust the time. The fobs will be pre-programmed. Information will be posted on *Next Door*. Mr. Mendenhall recommends using a

form as used with the current fobs to have a record. Restroom doors were discussed.

- Signage is needed on the gates stating the pool rules.
- Towing of vehicles was discussed.
- Mr. Dinelli indicated one of the lights on the main sign is out.
- Mr. Yagnik reminded the Board that fobs need to be made for the District vendors and contractors.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Dinelli, seconded by Mr. Galmish, with all in favor, the meeting was adjourned at approximately 7:15 p.m.



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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

Telephone #: 1-800-747-5150

Access Code: 2758201

Thursday, August 13, 2020 – 6:00 p.m.

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1. **Roll Call**
2. **Approval of the Consent Agenda**
  - A. Minutes of the June 11, 2020 Regular Meeting, and July 23, 2020 Special Meeting
  - B. June 2020 Financial Statements, Check Register and May Through June 2020 Invoices
  - C. Fiscal Year 2021 Meeting Schedule
  - D. Holiday Lighting Proposal
3. **Public Hearing to Consider Adoption of the Fiscal Year 2021 Budget**
  - A. Consideration of Resolution 2020-03, Adopting the Budget for Fiscal Year 2021
  - B. Consideration of Resolution 2020-04, Levying Assessments for Fiscal Year 2021
4. **Manager's Report**
5. **Supervisors' Requests**
6. **Audience Comments**
7. **Adjournment**

The next meeting is scheduled for Thursday, October 8, 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

- Ad Proof -

## EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2020/2021 BUDGET; NOTICE OF POSSIBLE COMMUNICATION MEDIA TECHNOLOGY (REMOTE) PROCEDURES DURING PUBLIC HEALTH EMERGENCY DUE TO COVID-19; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") of the Eastlake Oaks Community Development District ("District") will hold a Public Hearing on Thursday, August 13, 2020 at 6:00 p.m. for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). A regular Board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

It is anticipated that the Public Hearing and meeting will take place at The Holiday Inn Express, 3990 Tampa Road, Oldsmar, Florida 34677. In the event that the COVID-19 public health emergency prevents the Hearing and meeting from occurring in-person, the District may conduct them via telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, and 20-150 Issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes. A copy of the agenda and Proposed Budget, as well as information about how the Public Hearing and meeting will be held, may be obtained by contacting the Offices of the District Manager, 2654 Cypress Ridge Boulevard, Suite 101, Wesley Chapel, Florida 33544 ("District Manager's Office"), during normal business hours, or by visiting the District's website at: <https://www.eastlakeoakscdd.com>.

While it may be necessary to hold the above referenced Public Hearing and meeting 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. To that end, anyone wishing to listen to and/or participate in the Public Hearing and meeting can do so telephonically at 1-800-747-5150 Participant Code: 2758201. Participants are strongly encouraged to submit questions, comments and objections to the District Manager's Office by email at: [andy.mendenhall@inframark.com](mailto:andy.mendenhall@inframark.com) or by calling (813) 991-1116 by Wednesday, August 12, 2020 at 12:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions, comments and objections during the Hearing and/or meeting.

The Public Hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The Public Hearing and meeting may be continued to a date, time and location to be specified on the record at the Hearing and/or meeting. Even if the Public Hearing and meeting are held in person, there may be occasions when Board Supervisors or District Staff may participate via speaker telephone.

Any person requiring special accommodations at this Hearing and meeting because of a disability or physical impairment should contact the District Manager's Office at (813) 991-1116 during normal business hours, at least forty-eight (48) hours prior to the Hearing and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Public Hearing or meeting is advised that person will need a record of 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

**EASTLAKE OAKS**  
Community Development District

*Financial Report*

*June 30, 2020*

*(Unaudited)*

**Prepared by**





# **EASTLAKE OAKS**

Community Development District

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# **EASTLAKE OAKS**

Community Development District

**Financial Statements**

**(Unaudited)**

**June 30, 2020**

**Balance Sheet**

June 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 26,715
Investments:	
Money Market Account	351,889
<b>TOTAL ASSETS</b>	<b>\$ 378,604</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 9,603
Accrued Expenses	1,350
<b>TOTAL LIABILITIES</b>	<b>10,953</b>
<b><u>FUND BALANCES</u></b>	
<b>Assigned to:</b>	
Operating Reserves	57,935
Reserves - Ponds	28,830
Reserves - Recreation Facilities	28,330
<b>Unassigned:</b>	<b>252,556</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 367,651</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 378,604</b>

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**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 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>JUN-20 ACTUAL</u>
<b>REVENUES</b>				
Interest - Investments	\$ 1,000	\$ 1,516	151.60%	\$ 16
Special Assmnts- Tax Collector	238,846	238,847	100.00%	3,317
Special Assmnts- CDD Collected	829	796	96.02%	-
Special Assmnts- Discounts	(9,587)	(9,077)	94.68%	100
Pool Access Key Fee	350	150	42.86%	75
<b>TOTAL REVENUES</b>	<b>231,438</b>	<b>232,232</b>	<b>100.34%</b>	<b>3,508</b>

**EXPENDITURES****Administration**

P/R-Board of Supervisors	6,000	5,000	83.33%	1,000
FICA Taxes	459	383	83.44%	77
ProfServ-Dissemination Agent	1,000	-	0.00%	-
ProfServ-Engineering	1,574	1,489	94.60%	-
ProfServ-Legal Services	5,000	990	19.80%	-
ProfServ-Mgmt Consulting Serv	52,458	39,344	75.00%	4,372
ProfServ-Special Assessment	4,241	4,241	100.00%	-
Auditing Services	4,350	4,350	100.00%	-
Postage and Freight	500	152	30.40%	19
Insurance - General Liability	6,295	6,053	96.16%	-
Printing and Binding	2,500	199	7.96%	-
Legal Advertising	2,000	909	45.45%	298
Miscellaneous Services	1,500	2,034	135.60%	260
Misc-Assessmnt Collection Cost	4,777	4,645	97.24%	68
Office Supplies	200	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
<b>Total Administration</b>	<b>93,029</b>	<b>69,964</b>	<b>75.21%</b>	<b>6,094</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUN-20 ACTUAL
<b>Field</b>				
Contracts-Lake and Wetland	9,972	7,479	75.00%	831
Contracts-Landscape	37,800	23,985	63.45%	3,150
Contracts-Pools	8,340	6,275	75.24%	675
Contracts-Cleaning Services	2,100	1,591	75.76%	191
Electricity - Streetlighting	18,000	12,307	68.37%	1,484
Utility - Water	5,500	1,969	35.80%	175
R&M-Irrigation	15,000	1,847	12.31%	-
R&M-Pools	10,000	2,408	24.08%	-
Misc-Contingency	31,697	21,511	67.86%	6,785
<b>Total Field</b>	<b>138,409</b>	<b>79,372</b>	<b>57.35%</b>	<b>13,291</b>
<b>TOTAL EXPENDITURES</b>	<b>231,438</b>	<b>149,336</b>	<b>64.53%</b>	<b>19,385</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	82,896	0.00%	(15,877)
Net change in fund balance	\$ -	\$ 82,896	0.00%	\$ (15,877)
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>284,755</b>	<b>284,755</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 284,755</b>	<b>\$ 367,651</b>		

# **EASTLAKE OAKS**

Community Development District

## **Supporting Schedules**

**June 30, 2020**

**EASTLAKE OAKS**

Community Development District

**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	
<b>ASSESSMENTS LEVIED FY 2020</b>				\$ 238,846	\$	238,846
Allocation %				100%		100%
11/18/19	\$ 569	\$ 34	\$ 12	\$ 615	\$	615
11/21/19	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
03/02/20	3,186	66	65	3,317		3,317
03/20/20	805	8	16	829		829
04/17/20	1,224	-	25	1,249		1,249
05/15/20	1,625	-	33	1,659		1,659
06/18/20	837	(25)	17	829		829
06/23/20	2,511	(75)	51	2,488		2,488
<b>TOTAL</b>	<b>\$ 225,175</b>	<b>\$ 9,077</b>	<b>\$ 4,645</b>	<b>\$ 238,847</b>	<b>\$</b>	<b>238,847</b>
<b>% COLLECTED</b>				<b>100%</b>		<b>100%</b>
<b>TOTAL OUTSTANDING</b>				<b>\$ (0)</b>	<b>\$</b>	<b>(0)</b>

**Cash and Investment Report**

*June 30, 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	\$ 26,715
Money Market	Valley National Bank	Public Funds Money Market	0.05%	n/a	\$ 351,889
				<b>Subtotal</b>	<b>\$ 378,604</b>
				<b>Total</b>	<b>\$ 378,604</b>



# Eastlake Oaks CDD

## Bank Reconciliation

**Bank Account No.** 1913 CenterState GF  
**Statement No.** 6/20  
**Statement Date** 6/30/2020

<b>G/L Balance (LCY)</b>	26,715.05	<b>Statement Balance</b>	26,715.05
<b>G/L Balance</b>	26,715.05	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	26,715.05
<b>Subtotal</b>	26,715.05	<b>Outstanding Checks</b>	0.00
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	26,715.05	<b>Ending Balance</b>	26,715.05
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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# **EASTLAKE OAKS**

Community Development District

**Check Register**

**May 1 - June 30, 2020**

**EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT**

Payment Register by Fund  
For the Period from 5/1/2020 to 6/30/2020  
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	1716	05/05/20	PRESTIGE JANITORIAL SERVICE	4122	MAY CLEANING SVCS	CONTRACT- CLEANING SERVICES	534082-53901	\$190.95
001	1717	05/14/20	SOLITUDE LAKE MANAGEMENT	PI-A00404125	MAY AQUATIC MAINT	Contracts-Lake and Wetland	534021-53901	\$831.00
001	1718	05/14/20	STANTEC CONSULTING SERVICES, INC	1654042	SWFWMD CERTIFICATE THRU 04/24/20	ProfServ-Engineering	531013-51501	\$588.50
001	1719	05/20/20	INFRAMARK, LLC	51468	MAY MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,371.58
001	1719	05/20/20	INFRAMARK, LLC	51468	MAY MGMNT SERVICES	Postage and Freight	541006-51301	\$4.00
001	1723	05/28/20	FLORIDA DEPARTMENT OF HEALTH	52-BID-4631956	POOL PERMIT 52-60-02619	ANNUAL PERMIT	546074-53901	\$300.00
001	1724	05/28/20	FRONTIER	13205-051320	04/19-5/18/20 SERVICE	Miscellaneous Services	549001-53901	\$75.98
001	1725	05/28/20	TESA LLC	5604 A	REMOVE/INST 120 DAZE FLOWERS	Contracts-Landscape	534050-53901	\$645.00
001	1725	05/28/20	TESA LLC	5609	LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$1,935.00
001	1726	06/11/20	IMPACT GRAFX, INC	14882	WEBSITE DESIGN	Miscellaneous Services	549001-51301	\$120.00
001	1727	06/11/20	PRESTIGE JANITORIAL SERVICE	4148	JUNE CLEANING SVCS	CONTRACT- CLEANING SERVICES	534082-53901	\$190.95
001	1728	06/11/20	SOLITUDE LAKE MANAGEMENT	PI-A00421228	JUNE AQUATIC MAINT	Contracts-Lake and Wetland	534021-53901	\$831.00
001	1729	06/11/20	TIMES PUBLISHING COMPANY	0000083484	NOTICE OF QUALIFYING PERIOD	Legal Advertising	548002-51301	\$290.80
001	1735	06/18/20	INFRAMARK, LLC	52289	JUNE MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,371.58
001	1735	06/18/20	INFRAMARK, LLC	52289	JUNE MGMNT SERVICES	Postage and Freight	541006-51301	\$5.00
001	1736	06/18/20	SCOTT ROPER	060520	PROPERTY MAINTENANCE SUPPLIES	Misc-Contingency	549900-53901	\$700.11
001	DD241	05/18/20	TAMPA ELECTRIC CO.	043020 ACH	3/21-4/24/20 ELEC ACH	Electricity - Streetlighting	543013-53901	\$1,485.32
001	DD242	05/28/20	CITY OF OLDSMAR -ACH	052620 ACH	4/2-5/1/20 WTR UTILITY ACH	Utility - Water	543018-53901	\$275.07
001	DD243	06/18/20	CITY OF OLDSMAR -ACH	060120 ACH	5/2-6/1/20 WTR UTILITY ACH	UTILITY - WATER	543018-53901	\$174.79
001	DD244	06/18/20	TAMPA ELECTRIC CO.	052720 ACH	4/22-5/20/20 ELEC ACH	Electricity - Streetlighting	543013-53901	\$1,483.75
001	DD246	06/01/20	BRIGHT HOUSE NETWORKS - ACH	051320 ACH	5/12-6/11/20 SERVICE ACH	Miscellaneous Services	549001-51301	\$84.28
001	1730	06/15/20	DARLENE LAZIER	PAYROLL	June 15, 2020 Payroll Posting			\$184.70
001	1731	06/15/20	SCOTT J. ROPER	PAYROLL	June 15, 2020 Payroll Posting			\$184.70
001	1732	06/15/20	RYLAND J. GALMISH	PAYROLL	June 15, 2020 Payroll Posting			\$184.70
001	1733	06/15/20	JOSEPH DINELLI	PAYROLL	June 15, 2020 Payroll Posting			\$184.70
001	1734	06/15/20	JYOTINDRA J. YAGNIK	PAYROLL	June 15, 2020 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$19,878.16</b>

<b>Total Checks Paid</b>	<b>\$19,878.16</b>
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Notice of Meetings  
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.eastlakeoakscdd.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

# Illuminations Holiday Lighting

Proposal

8606 Herons Cove Pl  
 Tampa, FL 33647  
 Tim Gay (813) 334-4827

**TO:**  
 Eastlake Oaks CDD

Oldsmar, FL 34677  
 attn: Andrew Mendenhall (813) 991-1116 x 104

JOB DESCRIPTION
Eastlake Oaks CDD Holiday Lighting Proposal 2020

ITEMIZED ESTIMATE: TIME AND MATERIALS		AMOUNT
<b>Entrance Sign</b>	<b>Shady Oaks - Entrance and Exit</b> Install clear C9s across top of front entrance sign Install clear C9s outlining Eastlake Oaks sign Install 2 x 36" lighted wreaths with bows on entry monument Install clear lights in limbs and green lights in canopy of ligustrums - one each entrance / exit  <b>Center Median</b> Install clear mini lights on trunk and green mini lights in first layer of fronds of Palm tree Install clear mini lights in crate myrtles	\$2,500.00
<b>Entrance Sign</b>	<b>Oakleaf Entrance</b> Install clear C9s across top of front entrance sign Install clear C9s outlining Eastlake Oaks sign Install 2 x 36" lighted wreaths with bows on entry monument Install clear mini lights on palm trees on both sides of entrance sign	\$1,000.00
<b>Entrance Sign</b>	<b>Oakleaf / Split Fork Entrance</b> Install clear C9s across top of front entrance sign Install clear C9s outlining Eastlake Oaks sign Install 2 x 36" lighted wreaths with bows on entry monument Install clear mini lights on palm trees on both sides of entrance sign  Requires 50% deposit	\$1,000.00
<b>TOTAL ESTIMATED JOB COST</b>		<b>\$5,500.00</b>

- \* Price includes rental of materials, lift, labor, installation and service.
- \* Illuminations Holiday Lighting takes the utmost care and precaution to protect your premises and property.
- \* Customer hereby authorizes Illuminations Holiday Lighting, to install and / or remove all materials on said property as provided herein.
- \* Assumes adequate power available. If additional power needed Eastlake Oaks CDD responsible for providing.
- \* Remaining balance of project due upon receipt of invoice after installation.
- \* Removal process begins after New Years Day. It can take up to a week or more for completion. Power can be turned off in the interim.

\_\_\_\_\_  
 Tim Gay  
 PREPARED BY

\_\_\_\_\_  
 AUTHORIZED SIGNATURE FOR EASTLAKE OAKS CDD

\_\_\_\_\_  
 7/8/2020  
 DATE

\_\_\_\_\_  
 DATE

# **EASTLAKE OAKS**

Community Development District

## ***Annual Operating Budget***

**Fiscal Year Budget 2021**

Modified Tentative Budget  
(Meeting 8/13/2020 )

Prepared by:



# EASTLAKE OAKS

Community Development District

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**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 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET FY 2020	THRU JUN- 2020	JUL SEP-2020	PROJECTED FY 2020	BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	1,865	1,620	\$ 1,000	\$ 1,516	\$ 531	\$ 2,047	\$ 1,000
Special Assmnts- Tax Collector	239,805	238,847	238,846	238,847	-	238,847	238,846
Special Assmnts- CDD Collected	799	796	829	796	-	796	829
Special Assmnts- Discounts	(8,603)	(9,074)	(9,587)	(9,077)	-	(9,077)	(9,587)
Other Miscellaneous Revenues	-	63	-	-	-	-	-
Pool Access Key Fee	425	325	350	150	200	350	350
<b>TOTAL REVENUES</b>	<b>234,291</b>	<b>232,577</b>	<b>231,438</b>	<b>232,232</b>	<b>731</b>	<b>232,963</b>	<b>231,438</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	6,000	5,400	6,000	5,000	1,000	6,000	6,000
FICA Taxes	459	413	459	383	77	459	459
ProfServ-Dissemination Agent	-	-	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	848	974	1,574	1,489	496	1,985	1,574
ProfServ-Legal Services	5,475	1,973	5,000	990	707	1,697	5,000
ProfServ-Mgmt Consulting Serv	50,931	50,931	52,458	39,344	13,115	52,459	52,458
ProfServ-Special Assessment	4,117	4,117	4,241	4,241	-	4,241	4,241
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Insurance - General Liability	5,649	5,823	6,295	6,053	-	6,053	6,548
Printing and Binding	1,028	861	2,500	199	142	341	2,500
Legal Advertising	2,821	3,990	2,000	909	103	1,012	2,000
Rental - Meeting Room	-	-	-	-	-	-	300
Miscellaneous Services	1,621	1,966	1,500	2,034	877	2,911	1,000
Misc-Assessmnt Collection Cost	2,989	3,166	4,777	4,645	-	4,645	4,777
Office Supplies	-	154	200	-	83	83	200
Website-Hosting	-	-	-	-	-	-	500
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>86,814</b>	<b>84,558</b>	<b>93,029</b>	<b>69,964</b>	<b>17,667</b>	<b>87,630</b>	<b>93,582</b>
<i>Field</i>							
Contracts-Lake and Wetland	8,738	9,972	9,972	7,479	2,493	9,972	10,260
Contracts-Landscape	38,075	33,000	37,800	23,985	13,815	37,800	37,800
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Electricity - Streetlighting	18,291	17,685	18,000	12,307	3,701	16,008	18,000
Telephone, Cable & Internet Service	-	-	-	-	-	-	1,100
Utility - Water	2,543	4,335	5,500	1,969	1,635	3,604	5,500
R&M-Irrigation	1,869	8,515	15,000	1,847	1,319	3,166	15,000
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Misc-Contingency	38,528	29,976	31,697	21,511	10,186	31,697	29,696
<b>Total Field</b>	<b>124,370</b>	<b>114,003</b>	<b>138,409</b>	<b>79,372</b>	<b>36,889</b>	<b>116,261</b>	<b>137,856</b>
<b>TOTAL EXPENDITURES</b>	<b>211,184</b>	<b>198,561</b>	<b>231,438</b>	<b>149,336</b>	<b>54,556</b>	<b>203,891</b>	<b>231,438</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
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Excess (deficiency) of revenues							
Over (under) expenditures	23,107	34,016	-	82,896	(53,825)	29,072	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
Net change in fund balance	23,107	34,016	-	82,896	(53,825)	29,072	-
<b>FUND BALANCE, BEGINNING</b>	227,632	250,739	284,755	284,755	-	284,755	313,827
<b>FUND BALANCE, ENDING</b>	<b>\$ 250,739</b>	<b>\$ 284,755</b>	<b>\$ 284,755</b>	<b>\$ 367,651</b>	<b>\$ (53,825)</b>	<b>\$ 313,827</b>	<b>\$ 313,827</b>

# EASTLAKE OAKS

Community Development District

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## Exhibit "A" Allocation of Fund Balances

### AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 313,827
Net Change in Fund Balance - Fiscal Year 2021	-
Reserves - Fiscal Year 2021	-
<b>Total Funds Available (Estimated) - 9/30/21</b>	<b>313,827</b>

### ALLOCATION OF AVAILABLE FUNDS

#### *Assigned Fund Balance*

Operating Reserve - First Quarter Operating Capital	57,859 <sup>(1)</sup>
Reserves - Ponds	28,830
Reserves - Recreation Facilities	28,330
Subtotal	<u>115,019</u>
<b>Total Allocation of Available Funds</b>	<b>115,019</b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u><u>\$ 198,808</u></u></b>
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### 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.

**Rental – Meeting Room**

**This includes fees associated with the renting of space for district meetings on a bi-monthly basis.**

**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.

**Budget Narrative**  
Fiscal Year 2021**Administrative** (continued)**Website Hosting**

The District is required to pay an annual fee for the maintenance of their website.

**Annual District Filing Fee**

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

**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.

**Telephone, Cable & internet Service**

The District will incur monthly fees for their network usage.

**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
			<b>289</b>

**RESOLUTION 2020-03**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT (THE “DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2020, submitted to the Board of Supervisors (the “Board”) a Proposed Budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Eastlake Oaks Community Development District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Annual Budget (the “Proposed Budget”), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

**WHEREAS**, the Board set August 13, 2020, as the date for a Public Hearing thereon and caused notice of such Public Hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1 of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing Fiscal Year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing Fiscal Year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the Budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the Fiscal Year.

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

**Section 1. Budget**

- a. That the Board of Supervisors has reviewed the District Manager’s Proposed Budget, a copy of which is on file with the Office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the District Manager’s Proposed Budget, attached hereto as Exhibit “A,” as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2020 and/or revised projections for Fiscal Year 2021.
- c. That the Adopted Budget, as amended, shall be maintained in the Office of the District Manager and the District’s Records Office and identified as “The Budget for Eastlake Oaks Community Development District for the Fiscal Year Ending September 30, 2021, as Adopted by the Board of Supervisors on August 13, 2020.”

**Section 2. Appropriations**

There is hereby appropriated out of the revenues of the Eastlake Oaks Community Development District, for the Fiscal Year beginning October 1, 2020, and ending September 30, 2021, the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
DEBT SERVICE FUND	\$
TOTAL ALL FUNDS	\$

**Section 3. Supplemental Appropriations**

The Board may authorize by Resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the Fiscal Year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 13<sup>th</sup> day of August, 2020.

ATTEST:

**BOARD OF SUPERVISORS OF  
THE EASTLAKE OAKS  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Andrew P. Mendenhall  
Secretary

By: \_\_\_\_\_  
Scott Roper  
Chairman

# **EASTLAKE OAKS**

Community Development District

## ***Annual Operating Budget***

**Fiscal Year Budget 2021**

Adopted Budget  
(Meeting 8/13/2020 )

Prepared by:



# EASTLAKE OAKS

Community Development District

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**EASTLAKE OAKS**  
Community Development District

**Budget Overview**  
Fiscal Year Budget 2021

**EASTLAKE OAKS**  
Community Development District

**Operating Budget**  
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**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year Budget 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET	THRU	JUL	PROJECTED	BUDGET
			FY 2020	JUN- 2020	SEP-2020	FY 2020	FY 2021
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Interest - Investments	1,865	1,620	\$ 1,000	\$ 1,516	\$ 531	\$ 2,047	\$ 1,000
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Net change in fund balance	23,107	34,016	-	82,896	(53,825)	29,072	-
<b>FUND BALANCE, BEGINNING</b>	227,632	250,739	284,755	284,755	-	284,755	313,827
<b>FUND BALANCE, ENDING</b>	<b>\$ 250,739</b>	<b>\$ 284,755</b>	<b>\$ 284,755</b>	<b>\$ 367,651</b>	<b>\$ (53,825)</b>	<b>\$ 313,827</b>	<b>\$ 313,827</b>

# EASTLAKE OAKS

## Community Development District

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### Exhibit "A" Allocation of Fund Balances

#### AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 313,827
Net Change in Fund Balance - Fiscal Year 2021	-
Reserves - Fiscal Year 2021	-
<b>Total Funds Available (Estimated) - 9/30/21</b>	<b>313,827</b>

#### ALLOCATION OF AVAILABLE FUNDS

##### *Assigned Fund Balance*

Operating Reserve - First Quarter Operating Capital	57,859 <sup>(1)</sup>
Reserves - Ponds	28,830
Reserves - Recreation Facilities	28,330
Subtotal	<u>115,019</u>
<b>Total Allocation of Available Funds</b>	<b>115,019</b>

**Total Unassigned (undesignated) Cash** \$ 198,808

#### 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.

**Rental – Meeting Room**

**This includes fees associated with the renting of space for district meetings on a bi-monthly basis.**

**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.

**Budget Narrative**  
Fiscal Year 2021**Administrative** (continued)**Website Hosting**

The District is required to pay an annual fee for the maintenance of their website.

**Annual District Filing Fee**

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

<b>EXPENDITURES</b>
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**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.

**Telephone, Cable & internet Service**

The District will incur monthly fees for their network usage.

**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
			<b>289</b>



**RESOLUTION 2020-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Eastlake Oaks Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted Improvement Plan and Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) hereby determines to undertake various operations and maintenance activities described in the District’s Budget for Fiscal Year 2020/2021 (“Operations and Maintenance Budget”), attached hereto as Exhibit “A” and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s Budget for Fiscal Year 2020/2021; and

**WHEREAS**, the provision of such services, facilities and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District now desires to collect on the tax roll pursuant to the Uniform Method and which is also indicated on Exhibit “A”; and

**WHEREAS**, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

**WHEREAS**, the District has previously evidenced its intention to utilize this Uniform Method; and

**WHEREAS**, the District has approved an Agreement with the Property Appraiser and Tax Collector of Pinellas County to provide for the collection of the special assessments under the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Eastlake Oaks Community Development District (the "Assessment Roll") attached to this Resolution as Exhibit "B" and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the Pinellas County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the Pinellas County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for Pinellas County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT.** The provision of the services, facilities and operations as described in Exhibit "A" confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown on Exhibit "A."

**SECTION 2. ASSESSMENT IMPOSITION.** A special assessment for operation and maintenance as provided for in Chapter 190, Florida Statutes, is hereby imposed and levied on benefited lands within the District in accordance with Exhibit "A."

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments shall be at the same time and in the same manner as Pinellas County taxes in accordance with the Uniform Method. The District shall also collect its previously levied debt service assessment pursuant to the Uniform Method, as indicated on Exhibit "A."

**SECTION 4. ASSESSMENT ROLL.** The District's Assessment Roll, attached to this Resolution as Exhibit "B," is hereby certified to the Pinellas County Tax Collector and shall be collected by the Pinellas County Tax Collector in the same manner and time as Pinellas County taxes. The proceeds therefrom shall be paid to the Eastlake Oaks Community Development District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the Pinellas County property roll by the Property Appraiser after

the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the Pinellas County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Eastlake Oaks Community Development District.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of August, 2020.

ATTEST:

**BOARD OF SUPERVISORS OF THE  
EASTLAKE OAKS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Andrew P. Mendenhall  
Secretary

By: \_\_\_\_\_  
Scott Roper  
Chairman