

**LIVE OAK NO. 1
COMMUNITY DEVELOPMENT DISTRICT**

MARCH 21, 2017

AGENDA PACKAGE

Live Oak No. 1 Community Development District

Severn Trent Management Services
210 University Drive, #702, Coral Springs, FL 33071
Tel: 954-753-5841 Fax: 954-345-1292

March 14, 2017

Board of Supervisors
Live Oak No. 1 Community
Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Live Oak No. 1 Community Development District will be held Tuesday, March 21, 2017 at 10:00 a.m. at the Live Oak Clubhouse, 9401 Oak Preserve Boulevard, Tampa, Florida. Following is the advanced agenda for the meeting:

- 1. Call to Order and Roll Call**
- 2. Appointment of Supervisor**
- 3. Public Comments on Agenda Items**
- 4. Consent Agenda**
 - A. Approval of the Minutes of the January 17, 2017 Meeting
 - B. Approval of the Financial Statements
- 5. Staff Reports**
 - A. Manager
 - B. Attorney
 - C. Engineer
- 6. Supervisors' Requests**
- 7. Audience Comments**
- 8. Adjournment**

Any additional supporting material not included in the agenda package for the items listed will be distributed at the meeting. The balance of the agenda is routine in nature. If you have any questions, please contact me.

Sincerely,

Andrew P. Mendenhall, PMP

Manager

cc: Tracy Robin
Lawrence Kistler
Denise Ganz

Fourth Order of Business

4A.

**MINUTES OF MEETING
LIVE OAK NO. 1
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Live Oak No. 1 Community Development District was held on Tuesday, January 17, 2017 at 10:00 a.m. in the Live Oak Clubhouse, 9401 Oak Preserve Boulevard, Tampa, Florida.

Present and constituting a quorum were:

Michael Ceparano	Chairman
Sheldon J. Cohen	Vice Chairman
Nilesh Patel	Assistant Secretary
George Mayer	Assistant Secretary

Also present:

Andrew P. Mendenhall	District Manager
Larry Kistler	District Engineer

The following is a summary of the minutes and actions taken.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Mr. Mendenhall called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS **Organizational Matters**

A. Oath of Office

Mr. Mendenhall administered the Oath of Office to Nilesh Patel.

B. Resolution 2017-01 Designating Officers following the General Election

ON MOTION by Mr. Patel seconded by Mr. Mayer with all in favor Resolution 2017-01 Designating Officers following the General Election was adopted.

THIRD ORDER OF BUSINESS **Public Comments on Agenda Items**

None.

FOURTH ORDER OF BUSINESS **Consent Agenda**

- A. Approval of the Minutes of the November 15, 2016 Meeting**
- B. Approval of the Financial Statements**

ON MOTION by Mr. Ceparano seconded by Mr. Cohen with all in favor the consent agenda was approved as presented.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Manager

None.

B. Attorney

None.

C. Engineer

Mr. Kistler presented a proposal for SWFWMD operations and compliance services at the North Commercial Lot 6 – assessment and certification of the onsite storm water management system.

ON MOTION by Mr. Patel seconded by Mr. Mayer with all in favor the proposal for SWFWMD operations and compliance services at the North Commercial Lot 6 in the amount of \$850 was approved as presented.

Update on status of school sign; follow up with certified letter to school.

SIXTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Cohen:

- Comment regarding funds from CDD property sold.
- Discussion of debt service.
- Condition of roads owned by HOA.

Mr. Ceparano:

- Prager termination letter confirmation; Severn Trent to handle dissemination services.
- Aquatic maintenance services concerns.
- Graffiti clean-up.
- Widening of roadway on Bruce B. Downs; reach out to City Engineer regarding asphalt paving.

SEVENTH ORDER OF BUSINESS

Audience Comments

None.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no additional business,

On MOTION by Mr. Patel seconded by Mr. Cohen with all in favor the meeting was adjourned. 3-0

Michael Ceparano
Chairman

4B.

LIVE OAK NO. 1
Community Development District

Financial Report

February 28, 2017

Prepared by



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LIVE OAK NO. 1
Community Development District

Financial Statements

(Unaudited)

February 28, 2017

Balance Sheet
February 28, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2013 DEBT SERVICE FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 143,635	\$ -	\$ 143,635
Due From Other Funds	-	20,420	20,420
Investments:			
Certificates of Deposit - 12 Months	200,000	-	200,000
Certificates of Deposit - 18 Months	303,025	-	303,025
Money Market Account	840,075	-	840,075
Reserve Fund	-	43,917	43,917
Revenue Fund	-	482,769	482,769
Prepaid Items	1,791	-	1,791
Utility Deposits - TECO	1,265	-	1,265
TOTAL ASSETS	\$ 1,489,791	\$ 547,106	\$ 2,036,897
LIABILITIES			
Accounts Payable	\$ 7,811	\$ -	\$ 7,811
Due To Other Funds	20,420	-	20,420
TOTAL LIABILITIES	28,231	-	28,231
FUND BALANCES			
Nonspendable:			
Prepaid Items	1,791	-	1,791
Deposits	1,490	-	1,490
Restricted for:			
Debt Service	-	547,106	547,106
Assigned to:			
Operating Reserves	71,854	-	71,854
Reserves - Infrastructure	297,500	-	297,500
Reserves - Ponds	731,106	-	731,106
Unassigned:	357,819	-	357,819
TOTAL FUND BALANCES	\$ 1,461,560	\$ 547,106	\$ 2,008,666
TOTAL LIABILITIES & FUND BALANCES	\$ 1,489,791	\$ 547,106	\$ 2,036,897

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-17 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 2,441	0.00%	\$ 345
Special Assmnts- Tax Collector	456,918	423,794	92.75%	7,620
Special Assmnts- Discounts	(18,277)	(16,707)	91.41%	(152)
TOTAL REVENUES	438,641	409,528	93.36%	7,813
EXPENDITURES				
Administration				
P/R-Board of Supervisors	8,000	1,800	22.50%	-
FICA Taxes	612	138	22.55%	-
ProfServ-Arbitrage Rebate	600	-	0.00%	-
ProfServ-Engineering	10,000	1,531	15.31%	-
ProfServ-Legal Services	4,000	737	18.43%	-
ProfServ-Mgmt Consulting Serv	48,228	20,095	41.67%	4,019
ProfServ-Special Assessment	12,500	12,500	100.00%	-
ProfServ-Trustee Fees	2,694	-	0.00%	-
Auditing Services	5,000	-	0.00%	-
Postage and Freight	300	22	7.33%	6
Insurance - General Liability	7,848	7,235	92.19%	-
Printing and Binding	500	59	11.80%	38
Legal Advertising	700	308	44.00%	-
Misc-Bank Charges	600	112	18.67%	6
Misc-Assessmnt Collection Cost	9,138	8,142	89.10%	149
Misc-Web Hosting	770	770	100.00%	-
Office Supplies	100	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	111,765	53,624	47.98%	4,218
Field				
Contracts-Landscape	55,920	23,300	41.67%	4,660
Contracts-Lakes	21,492	8,955	41.67%	1,791
Electricity - General	8,928	3,828	42.88%	800
Electricity - Streetlighting	51,400	15,160	29.49%	2,947
R&M-Irrigation	500	252	50.40%	-
R&M-Wetland Monitoring	15,000	1,402	9.35%	-
Misc-Contingency	15,000	4,500	30.00%	-
Reserve - Ponds	158,636	-	0.00%	-
Total Field	326,876	57,397	17.56%	10,198
TOTAL EXPENDITURES	438,641	111,021	25.31%	14,416
Net change in fund balance	\$ -	\$ 298,507	0.00%	\$ (6,603)
FUND BALANCE, BEGINNING (OCT 1, 2016)	1,163,053	1,163,053		
FUND BALANCE, ENDING	\$ 1,163,053	\$ 1,461,560		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-17 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 133	0.00%	\$ 67
Special Assmnts- Tax Collector	477,357	442,752	92.75%	7,961
Special Assmnts- Discounts	(19,094)	(17,455)	91.42%	(159)
TOTAL REVENUES	458,263	425,430	92.84%	7,869
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	9,547	8,506	89.10%	156
Total Administration	9,547	8,506	89.10%	156
Debt Service				
Principal Debt Retirement	245,000	-	0.00%	-
Interest Expense	197,355	98,678	50.00%	-
Total Debt Service	442,355	98,678	22.31%	-
TOTAL EXPENDITURES	451,902	107,184	23.72%	156
Excess (deficiency) of revenues Over (under) expenditures	6,361	318,246	0.00%	7,713
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	6,361	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	6,361	-	0.00%	-
Net change in fund balance	\$ 6,361	\$ 318,246	0.00%	\$ 7,713
FUND BALANCE, BEGINNING (OCT 1, 2016)	228,860	228,860		
FUND BALANCE, ENDING	\$ 235,221	\$ 547,106		

LIVE OAK NO. 1
Community Development District

Supporting Schedules

February 28, 2017

LIVE OAK NO. 1

Community Development District

**Non-Ad Valorem Special Assessments
(Hillsborough County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2017**

					Allocation By Fund	
Date Received	Net Amt Rcvd	Discount / (Penalties) Amount	Tax Coll Cost	Gross Amount Received	General	Debt Service
Assmts Levied				\$934,275	\$456,918	\$477,357
Allocation %				100%	49%	51%
11/04/16	\$ 7,729	\$ 400	\$ 158	\$ 8,287	\$ 4,053	\$ 4,234
11/16/16	44,510	1,892	908	47,311	23,138	24,173
11/23/16	138,334	5,882	2,823	147,038	71,911	75,128
12/07/16	523,910	22,275	10,692	556,878	272,348	284,530
12/15/16	61,288	2,559	1,251	65,098	31,837	33,261
01/06/17	25,001	842	510	26,353	12,888	13,465
02/07/17	14,964	312	305	15,581	7,620	7,961
TOTAL	815,736	34,162	16,648	866,546	423,794	442,752
% COLLCTD				93%	93%	93%
TOTAL O/S				\$ 67,729	\$ 33,124	\$ 34,606

Cash and Investment Report
February 28, 2017

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account-Operating	SunTrust	Public Funds Analyzed Chking	n/a	0.00%	\$143,635
Certificate of Deposit	FI Community Bank	12 Month CD - #9400	01/17/18	1.02%	\$200,000
Certificate of Deposit	BankUnited	18 Month CD - #6093	03/09/18	1.10%	\$100,337
Certificate of Deposit	BankUnited	18 Month CD - #9026	12/01/17	1.10%	\$202,687
			Subtotal		<u>\$303,025</u>
Public Funds MMA	Stonegate Bank	MMA - #5714	n/a	0.40%	\$384,494
Public Funds MMA	Bank United	MMA - #0216	n/a	0.77%	\$50,044
Public Funds MMA	Bank United	MMA - #5078	n/a	0.77%	\$405,536
			Subtotal		<u>\$840,075</u>
			GF Subtotal		<u>\$1,486,735</u>

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2013 Reserve Fund	US Bank	US Bank Open Ended CP	05/01/17	0.00%	\$43,917
Series 2013 Revenue Fund	US Bank	US Bank Open Ended CP	05/01/17	0.00%	\$482,769
			DS Subtotal		<u>\$526,686</u>
			Total		<u>\$2,013,421</u>

Live Oak No. 1 CDD

Bank Reconciliation

Bank Account No. 9542 SunTrust Bank N.A. - GF
 Statement No. 02-17
 Statement Date 2/28/2017

G/L Balance (LCY)	143,635.29	Statement Balance	143,635.29
G/L Balance	143,635.29	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	143,635.29
Subtotal	143,635.29	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	143,635.29	Ending Balance	143,635.29
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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Live Oak No. 1 Community Development District

Payment Register by Fund
 For the Period from 1/1/17 to 2/28/17
 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
GENERAL FUND - 001								
CHECK # 003560								
001	01/03/17	AMERICAN ECOSYSTEMS, INC	1701235	JAN 2017 Water Mgmt	Contracts-Lakes	534084-53901	\$1,791.00	
							Check Total	\$1,791.00
CHECK # 003561								
001	01/03/17	LANDSCAPE MAINTENANCE	116591	Jan 2017 GROUNDS MAINT	Contracts-Landscape	534050-53901	\$4,660.00	
							Check Total	\$4,660.00
CHECK # 003562								
001	01/03/17	SEVERN TRENT SERVICES	15669	DEC 2016 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,019.00	
001	01/03/17	SEVERN TRENT SERVICES	15669	DEC 2016 MGMT FEES	Postage and Freight	541006-51301	\$3.72	
001	01/03/17	SEVERN TRENT SERVICES	15669	DEC 2016 MGMT FEES	Printing and Binding	547001-51301	\$6.90	
001	01/03/17	SEVERN TRENT SERVICES	15669	DEC 2016 MGMT FEES	ProfServ-Special Assessment	531038-51301	\$12,500.00	
							Check Total	\$16,529.62
CHECK # 003563								
001	01/03/17	TAMPA ELECTRIC	71710-122216	BILL PRD 11/17/16-12/20/16	Electricity - General	543006-53901	\$464.32	
001	01/03/17	TAMPA ELECTRIC	62702-121916	BILL PRD 11/14/16-12/15/16	Electricity - Streetlighting	543013-53901	\$738.90	
001	01/03/17	TAMPA ELECTRIC	121916-2107410	BILL PRD 11/14-12/15/16	Electricity - Streetlighting	543013-53901	\$1,983.32	
							Check Total	\$3,186.54
CHECK # 003565								
001	01/11/17	LIVE OAK NO. 1	LOAK1-010517	TRFR TO BU MMA	Investments	151500	\$50,000.00	
							Check Total	\$50,000.00
CHECK # 003566								
001	01/11/17	LIVE OAK NO. 1	LO1-01052017	TRFR TO STONEGATE MMA	Investments	151000	\$25,000.00	
							Check Total	\$25,000.00
CHECK # 003567								
001	01/13/17	LIVE OAK NO. 1	01052017	PURCH 12MO CD FCB 1.02%	Investments - CD	151500	\$200,000.00	
							Check Total	\$200,000.00
CHECK # 003571								
001	01/24/17	SEVERN TRENT SERVICES	16484	JAN 2017 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,019.00	
001	01/24/17	SEVERN TRENT SERVICES	16484	JAN 2017 MGMT FEES	Postage and Freight	541006-51301	\$2.33	
001	01/24/17	SEVERN TRENT SERVICES	16484	JAN 2017 MGMT FEES	Printing and Binding	547001-51301	\$0.60	
							Check Total	\$4,021.93
CHECK # 003572								
001	01/26/17	KING ENGINEERING ASSOC	K68080	Svc thru 12/31/16;add'l mitg	ProfServ-Engineering	531013-51501	\$232.50	
001	01/26/17	KING ENGINEERING ASSOC	K68080	Svc thru 12/31/16;add'l mitg	R&M-Wetland Monitoring	546108-53901	\$1,026.50	
							Check Total	\$1,259.00

Live Oak No. 1 Community Development District

Payment Register by Fund
 For the Period from 1/1/17 to 2/28/17
 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # 003573								
001	02/01/17	AMERICAN ECOSYSTEMS, INC	1702230	WATER MGMT 2/1/17	Prepaid Items	155000	\$1,791.00	
							Check Total	<u>\$1,791.00</u>
CHECK # 003574								
001	02/01/17	LANDSCAPE MAINTENANCE	117125	GRNDS MAINT FEB 2017	Contracts-Landscape	534050-53901	\$4,660.00	
							Check Total	<u>\$4,660.00</u>
CHECK # 003575								
001	02/01/17	TAMPA ELECTRIC	012317-3046	BILL PRD 12/16/16-1/16/17	Electricity - Streetlighting	543013-53901	\$2,147.42	
001	02/01/17	TAMPA ELECTRIC	012317-6095	BILL PRD 12/16/16-1/16/17	Electricity - Streetlighting	543013-53901	\$800.03	
							Check Total	<u>\$2,947.45</u>
CHECK # 003576								
001	02/07/17	STRALEY & ROBIN	14094	GEN MATTERS THRU 1/15/17	ProfServ-Legal Services	531023-51401	\$90.00	
							Check Total	<u>\$90.00</u>
CHECK # 003577								
001	02/07/17	TAMPA ELECTRIC	012617-35103	BILL PRD 12/21-1/19/17	Electricity - General	543006-53901	\$800.03	
							Check Total	<u>\$800.03</u>
CHECK # 003578								
001	02/24/17	AMERICAN ECOSYSTEMS, INC	1703224	WATER MGMT MARCH 2017	Prepaid Items	155000	\$1,791.00	
							Check Total	<u>\$1,791.00</u>
CHECK # 003579								
001	02/24/17	KING ENGINEERING ASSOC	K68155	ENG'G SVC THRU 1/31/17	ProfServ-Engineering	531013-51501	\$628.46	
001	02/24/17	KING ENGINEERING ASSOC	K68155	ENG'G SVC THRU 1/31/17	R&M-Wetland Monitoring	546108-53901	\$375.00	
							Check Total	<u>\$1,003.46</u>
CHECK # 003568								
001	01/19/17	SHELDON J. COHEN	PAYROLL	January 19, 2017 Payroll Posting			\$184.70	
							Check Total	<u>\$184.70</u>
CHECK # 003569								
001	01/19/17	NILESHKUMAR C. PATEL	PAYROLL	January 19, 2017 Payroll Posting			\$184.70	
							Check Total	<u>\$184.70</u>
CHECK # 003570								
001	01/19/17	GEORGE A. MAYER, III	PAYROLL	January 19, 2017 Payroll Posting			\$184.70	
							Check Total	<u>\$184.70</u>
							Fund Total	<u>\$320,085.13</u>
							Total Checks Paid	<u>\$320,085.13</u>