

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

OCTOBER 16, 2018

AGENDA PACKAGE

Live Oak No. 1 Community Development District

Inframark, Infrastructure Management Services

210 North University Drive Suite 702, Coral Springs, Florida 33071 Phone: 954-603-0033 Fax: 954-345-1292

October 9, 2018

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, October 16, 2018 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. Public Comments on Agenda Items**
- 3. Consent Agenda**
 - A. Approval of the Minutes of the September 18, 2018 Meeting
 - B. Approval of the Financial Statements
- 4. Staff Reports**
 - A. Manager
 - B. Attorney
 - C. Engineer
- 5. Supervisors' Requests**
- 6. Audience Comments**
- 7. 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

District Manager

Third Order of Business

3A.

**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 September 18, 2018 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 Cohen | Vice Chairman |
| Nilesh Patel | Assistant Secretary |
| Jim Hurley | Assistant Secretary |

Also present:

- | | |
|----------------------|-------------------|
| Andrew P. Mendenhall | District Manager |
| Vincent Galiano | 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 a quorum was established.

SECOND ORDER OF BUSINESS **Public Comments on Agenda**
None.

- THIRD ORDER OF BUSINESS** **Consent Agenda**
- A. Approval of the Minutes of the July 17, 2018 Meeting**
 - B. Approval of the Financial Statements**
 - C. Proposed Meeting Schedule for FY 2019**
 - D. Acceptance of Fiscal Year 2017 Audit**

ON MOTION by Mr. Patel seconded by Mr. Cohen with all in favor the Consent Agenda was approved. 4-0

FOURTH ORDER OF BUSINESS **Staff Reports**

43 **C. Engineer**

44 Mr. Galiano reported on the following:

- 45 • O&M inspections were completed for 1A, 1B, 1C and North Commercial Lots 2
- 46 and 3.
- 47 • A memorandum was sent out for repair bids. Once repairs are made, King
- 48 Engineering will submit reports to SWFWMD.
- 49 • Mr. Mendenhall reported that LMP still had work to be completed. Various
- 50 drainage structures and storm water management structures will be added to their
- 51 maintenance contract.

52 **A. Manager**

53 Mr. Mendenhall reported on the following:

- 54 • The insurance renewal proposal included in the agenda package.

55 ON MOTION by Mr. Ceparano seconded by Mr. Patel with all in favor the
56 Proposal for Insurance Renewal from PRIA was approved. 4-0

- 58 • Creative Sign Design submitted a proposal for the repair of the exit sign.

59 ON MOTION by Mr. Patel seconded by Mr. Ceparano with all in favor the
60 Proposal from Creative Sign Design to repair the exit sign in the amount of
61 \$300 was approved. 4-0

- 63 • Estimates from Bio-Mass for clearing of debris and overgrown vegetation, cleaning
- 64 of sediment for different areas were discussed.

66 ON MOTION by Mr. Patel seconded by Mr. Hurley with all in favor the
67 Proposals from Biomass relating to CSA 7 Maintenance in the amount of
68 \$7,843.65; Sump 522 Whitewood Way Maintenance in the amount of
69 \$4,396; and Sump 542 Whitewood Way Maintenance in the amount of
70 \$4,465 were approved. 4-0

73 **B. Attorney**

74 In the absence of Mr. Robin, Mr. Mendenhall reported on ADA Website
75 Compliance.

77 **FIFTH ORDER OF BUSINESS**

Supervisors' Requests

- 78 • Mr. Cohen commented on an advertisement he received regarding pressure
- 79 cleaning.

- 80 • Mr. Patel commented on fountain lights.

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82 **SIXTH ORDER OF BUSINESS**

Audience Comments

83 None.

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85 **SEVENTH ORDER OF BUSINESS**

Adjournment

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87 On MOTION by Mr. Ceparano seconded by Mr. Cohen with all in favor the
88 meeting was adjourned. 4-0

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Michael Ceparano
Chairman

3B.

LIVE OAK NO. 1

Community Development District

Financial Report

September 30, 2018



LIVE OAK NO. 1
Community Development District

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LIVE OAK NO. 1

Community Development District

Financial Statements

(Unaudited)

September 30, 2018

Balance Sheet
September 30, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2013 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash - Checking Account	\$ 67,814	\$ -	\$ 67,814
Due From Other Gov'tl Units	31	-	31
Investments:			
Certificates of Deposit - 12 Months	201,362	-	201,362
Certificates of Deposit - 18 Months	306,376	-	306,376
Money Market Account	951,058	-	951,058
Reserve Fund	-	43,917	43,917
Revenue Fund	-	204,772	204,772
Prepaid Items	1,122	-	1,122
Utility Deposits - TECO	1,375	-	1,375
TOTAL ASSETS	\$ 1,529,138	\$ 248,689	\$ 1,777,827
<u>LIABILITIES</u>			
Accounts Payable	\$ 3,069	\$ -	\$ 3,069
Accrued Expenses	510	-	510
TOTAL LIABILITIES	3,579	-	3,579
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	1,122	-	1,122
Deposits	1,375	-	1,375
Restricted for:			
Debt Service	-	248,689	248,689
Assigned to:			
Operating Reserves	70,001	-	70,001
Reserves - Infrastructure	297,500	-	297,500
Reserves - Ponds	864,781	-	864,781
Unassigned:	290,780	-	290,780
TOTAL FUND BALANCES	\$ 1,525,559	\$ 248,689	\$ 1,774,248
TOTAL LIABILITIES & FUND BALANCES	\$ 1,529,138	\$ 248,689	\$ 1,777,827

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-18 ACTUAL
REVENUES						
Interest - Investments	\$ 4,000	\$ 4,000	\$ 9,873	\$ 5,873	246.83%	\$ 932
Interest - Tax Collector	-	-	136	136	0.00%	-
Special Assmnts- Tax Collector	456,918	456,918	456,918	-	100.00%	-
Special Assmnts- Discounts	(18,277)	(18,277)	(16,565)	1,712	90.63%	-
Other Miscellaneous Revenues	-	-	3,413	3,413	0.00%	31
TOTAL REVENUES	442,641	442,641	453,775	11,134	102.52%	963
EXPENDITURES						
Administration						
P/R-Board of Supervisors	8,000	8,000	4,400	3,600	55.00%	600
FICA Taxes	612	612	337	275	55.07%	46
ProfServ-Arbitrage Rebate	600	600	600	-	100.00%	-
ProfServ-Engineering	10,000	10,000	17,193	(7,193)	171.93%	1,791
ProfServ-Legal Services	4,000	4,000	4,030	(30)	100.75%	210
ProfServ-Mgmt Consulting Serv	48,228	48,228	48,228	-	100.00%	4,019
ProfServ-Special Assessment	12,500	12,500	12,500	-	100.00%	-
ProfServ-Trustee Fees	2,694	2,694	1,571	1,123	58.31%	-
Auditing Services	5,023	5,023	5,000	23	99.54%	-
Postage and Freight	300	300	272	28	90.67%	16
Insurance - General Liability	7,959	7,959	7,235	724	90.90%	-
Printing and Binding	300	300	90	210	30.00%	-
Legal Advertising	700	700	2,072	(1,372)	296.00%	-
Misc-Bank Charges	600	600	236	364	39.33%	28
Misc-Assessmnt Collection Cost	9,138	9,138	8,807	331	96.38%	-
Misc-Web Hosting	770	770	-	770	0.00%	-
Office Supplies	48	48	-	48	0.00%	-
Annual District Filing Fee	175	175	175	-	100.00%	-
Total Administration	111,647	111,647	112,746	(1,099)	100.98%	6,710
Field						
Contracts-Landscape	55,920	55,920	55,920	-	100.00%	4,660
Contracts-Lakes	21,492	21,492	21,492	-	100.00%	1,791
Electricity - General	9,637	9,637	8,714	923	90.42%	749
Electricity - Streetlighting	35,405	35,405	23,251	12,154	65.67%	1,259
R&M-Irrigation	500	500	3,661	(3,161)	732.20%	-
R&M-Wetland Monitoring	15,000	15,000	2,600	12,400	17.33%	-
Misc-Contingency	15,000	15,000	10,455	4,545	69.70%	600
Reserve - Ponds	178,040	178,040	3,263	174,777	1.83%	-
Total Field	330,994	330,994	129,356	201,638	39.08%	9,059
TOTAL EXPENDITURES	442,641	442,641	242,102	200,539	54.69%	15,769

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>SEP-18 ACTUAL</u>
Excess (deficiency) of revenues						
Over (under) expenditures	-	-	211,673	211,673	0.00%	(14,806)
Net change in fund balance	\$ -	\$ -	\$ 211,673	\$ 211,673	0.00%	\$ (14,806)
FUND BALANCE, BEGINNING (OCT 1, 2017)	1,313,886	1,313,886	1,313,886			
FUND BALANCE, ENDING	<u>\$ 1,313,886</u>	<u>\$ 1,313,886</u>	<u>\$ 1,525,559</u>			

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2018

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>SEP-18 ACTUAL</u>
REVENUES						
Interest - Investments	\$ -	\$ -	\$ 701	\$ 701	0.00%	\$ 64
Special Assmnts- Tax Collector	477,357	477,357	477,357	-	100.00%	-
Special Assmnts- Discounts	(19,094)	(19,094)	(17,306)	1,788	90.64%	-
TOTAL REVENUES	458,263	458,263	460,752	2,489	100.54%	64
EXPENDITURES						
Administration						
Misc-Assessmnt Collection Cost	9,547	9,547	9,201	346	96.38%	-
Total Administration	9,547	9,547	9,201	346	96.38%	-
Debt Service						
Principal Debt Retirement	255,000	255,000	255,000	-	100.00%	-
Interest Expense	188,682	188,682	188,682	-	100.00%	-
Total Debt Service	443,682	443,682	443,682	-	100.00%	-
TOTAL EXPENDITURES	453,229	453,229	452,883	346	99.92%	-
Excess (deficiency) of revenues Over (under) expenditures	5,034	5,034	7,869	2,835	n/a	64
OTHER FINANCING SOURCES (USES)						
Contribution to (Use of) Fund Balance	5,034	-	-	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	5,034	-	-	-	0.00%	-
Net change in fund balance	\$ 5,034	\$ 5,034	\$ 7,869	\$ 2,835	n/a	\$ 64
FUND BALANCE, BEGINNING (OCT 1, 2017)	240,820	240,820	240,820			
FUND BALANCE, ENDING	\$ 245,854	\$ 245,854	\$ 248,689			

LIVE OAK NO. 1

Community Development District

Supporting Schedules

September 30, 2018

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, 2018**

Date Received	Net Amt Rcvd	Discount / (Penalties) Amount	Tax Coll Cost	Property Appraiser Cost	Gross Amount Received	Allocation By Fund	
						General	Debt Service
Assmts Levied					\$ 934,275	\$ 456,918	\$ 477,357
Allocation %					100%	49%	51%
11/07/17	\$ 8,288	\$ 402	\$ 169	\$ -	\$ 8,859	\$ 4,333	\$ 4,526
11/16/17	52,401	2,228	1,069	-	55,699	27,240	28,459
11/24/17	149,031	6,336	3,041	-	158,408	77,471	80,937
12/11/17	493,890	20,999	10,079	-	524,969	256,742	268,227
12/15/17	69,190	2,458	1,412	-	73,060	35,731	37,329
01/10/18	39,772	1,879	812	-	42,462	20,767	21,696
02/08/18	15,668	340	320	-	16,328	7,985	8,343
03/06/18	7,261	75	148	-	7,484	3,660	3,824
04/06/18	17,424	-	356	-	17,780	8,695	9,084
05/08/18	7,604	(195)	155	-	7,564	3,699	3,865
06/08/18	4,372	(130)	89	-	4,331	2,118	2,213
06/15/18	17,494	(520)	357	-	17,332	8,476	8,855
TOTAL	\$ 882,396	\$ 33,872	\$ 18,008	\$ -	\$ 934,275	\$ 456,918	\$ 477,357

% COLLECTED 100% 100% 100%

LIVE OAK NO. 1

Community Development District

Cash and Investment Report

September 30, 2018

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%	\$67,814
Certificate of Deposit	FL Community Bank	12 Months CD - #9400	01/17/19	1.02%	\$201,362
Certificate of Deposit	BankUnited	18 Months CD - #6093	09/12/19	1.80%	\$101,643
Certificate of Deposit	BankUnited	18 Months CD - #9026	06/01/19	1.44%	204,733
				Subtotal	<u>\$306,376</u>
Public Funds MMA	BankUnited	MMA - #0216	n/a	1.00%	\$951,058
				Subtotal	<u>\$951,058</u>
				GF Subtotal	<u>\$1,526,610</u>

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>	
Series 2013 Reserve Fund	US Bank	US Bank Open Ended CP	0.00%	\$43,917	
Series 2013 Revenue Fund	US Bank	US Bank Open Ended CP	0.00%	\$204,772	
				DS Subtotal	<u>\$248,689</u>
				Total	<u><u>\$1,775,299</u></u>

Live Oak No. 1 CDD

Bank Reconciliation

Bank Account No. 9542 SunTrust Bank N.A. - GF
 Statement No. 09-18
 Statement Date 9/30/2018

G/L Balance (LCY)	67,813.80	Statement Balance	73,998.62
G/L Balance	67,813.80	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	73,998.62
Subtotal	67,813.80	Outstanding Checks	6,184.82
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	67,813.80	Ending Balance	67,813.80
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
9/24/2018	Payment	003803	INFRAMARK, LLC	4,024.17	0.00	4,024.17
9/24/2018	Payment	003804	KING ENGINEERING ASSOCIATES, I	1,791.25	0.00	1,791.25
9/28/2018	Payment	003805	NILESHKUMAR C. PATEL	184.70	0.00	184.70
9/28/2018	Payment	003806	GEORGE A. MAYER, III	184.70	0.00	184.70
Total Outstanding Checks.....				6,184.82		6,184.82

LIVE OAK NO. 1 Community Development District

Payment Register by Bank Account
For the Period from 9/01/2018 to 9/30/2018
(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
SUNTRUST BANK N.A. - GF - (ACCT# XXXX9542)									
Check	003795	09/04/18	Vendor	AMERICAN ECOSYSTEMS, INC	1809203	SEPT WATER MGMT	Contracts-Lakes	001-534084-53901	\$1,791.00
Check	003796	09/04/18	Vendor	LANDSCAPE MAINTENANCE	136298	AUG GRNDS MAINT	Contracts-Landscape	001-534050-53901	\$4,660.00
Check	003796	09/04/18	Vendor	LANDSCAPE MAINTENANCE	136514	REMOVAL OF PINE TREE	Misc-Contingency	001-549900-53901	\$150.00
Check	003797	09/05/18	Vendor	AMTEC	4403-08-18	SERIES 2013 BOND ARBITRAGE	ProfServ-Arbitrage Rebate	001-531002-51301	\$600.00
Check	003798	09/06/18	Vendor	CENTRAL FLORIDA TESTING	76920	ROADWAY EVALUATION	Misc-Contingency	001-549900-53901	\$2,030.00
Check	003799	09/12/18	Vendor	LANDSCAPE MAINTENANCE	133978	IRR REPRS	R&M-Irrigation	001-546041-53901	\$394.76
Check	003800	09/19/18	Employee	SHELDON J. COHEN	PAYROLL	September 19, 2018 Payroll Posting			\$184.70
Check	003801	09/19/18	Employee	NILESHKUMAR C. PATEL	PAYROLL	September 19, 2018 Payroll Posting			\$184.70
Check	003802	09/19/18	Employee	JAMES W. HURLEY	PAYROLL	September 19, 2018 Payroll Posting			\$183.87
Check	003803	09/24/18	Vendor	INFRAMARK, LLC	34128	SEPT 2018 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,019.00
Check	003803	09/24/18	Vendor	INFRAMARK, LLC	34128	SEPT 2018 MGMT FEES	Postage and Freight	001-541006-51301	\$5.17
Check	003804	09/24/18	Vendor	KING ENGINEERING ASSOCIATES, I	102483	ENGINEERING - AUG 2018	ProfServ-Engineering	001-531013-51501	\$1,791.25
Check	003805	09/28/18	Employee	NILESHKUMAR C. PATEL	PAYROLL	September 28, 2018 Payroll Posting			\$184.70
Check	003806	09/28/18	Employee	GEORGE A. MAYER, III	PAYROLL	September 28, 2018 Payroll Posting			\$184.70
ACH	DD111	09/07/18	Vendor	TAMPA ELECTRIC	081718-3046 ACH	211001693046 7/14-8/13/18	LIVE OAK PRESERVE BLVD	001-543013-53901	\$2,008.20
Account Total									\$18,372.05

Total Amount Paid	\$18,372.05
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	18,372.05
Total	18,372.05