

**Oakstead
Community Development District**

March 20, 2018

Agenda Package

Oakstead Community Development District

Inframark • Infrastructure Management Services

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

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

March 13, 2018

Board of Supervisors
Oakstead Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Oakstead Community Development District will be held on Tuesday, March 20, 2018 at 2:00 P.M. in the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O'Lakes, Florida. Following is the advance agenda for this meeting:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consent Agenda:
 - A. Approval of the Minutes of the February 20, 2018 Regular Meeting
 - B. Approval of the Financial Statements through February 28, 2018
 - C. Approve Purchase of New Treadmill - \$3,614.99
4. Attorney's Report
5. Engineer's Report
6. Manager's Report
7. Staff Reports
 - A. Site Manager
 - B. Newsletter Committee
8. Supervisors' Reports, Requests and Comments
9. Audience Comments
10. Adjournment

The balance of the agenda is routine in nature. I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



Andrew P. Mendenhall/mm
District Manager

Third Order of Business

3A.

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on February 20, 2018 at 2:00 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O’ Lakes, Florida.

Present and constituting a quorum were:

| | |
|--------------|---------------------|
| Norman Keith | Chairman |
| Fred Krauer | Vice Chairman |
| Joe Cascio | Assistant Secretary |
| Sal Paradiso | Assistant Secretary |

Also present were:

| | |
|-----------------|-------------------|
| Andy Mendenhall | District Manager |
| Tracy Robin | District Counsel |
| Tonja Stewart | District Engineer |
| Nancy Intini | Site Manager |
| Residents | |

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

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

Mr. Mendenhall called the meeting to order and the roll was called. Four Supervisors were present.

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

The pledge of allegiance was not recited.

THIRD ORDER OF BUSINESS **Consent Agenda**

- A. Approval of the Minutes of the January 16, 2018 Regular Meeting**
- B. Approval of the Financial Statements through January 31, 2018**

Mr. Keith requested the following item to be added to the Consent Agenda:

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the consent agenda, items A and B was approved.

FOURTH ORDER OF BUSINESS **Attorney’s Report**

- A. Approval RFP for Road Paving Work and Authorize Publication**

February 20, 2018

42 Mr. Tracy Robin handed out drafted documents regarding the RFP.

43 Ms. Stewart noted it would be her recommendation to hold this project until October.
44 The Board discussed the recommendation of revisiting the project in September and it was
45 decided to put the paving project on hold.

46

47 **B. Resolution Approving Amended Notice of Establishment**

48 Mr. Robin explained the purpose of this resolution

49

50 On MOTION by Mr. Paradiso seconded by Mr. Cascio with all in
51 favor Resolution 2018-04 authorizing the recording of an amended
52 Notice of Establishment for the Oakstead CDD was adopted.

53

54 **C. Partial Release of Lien**

55 Mr. Robin noted this amendment puts all on notice that all the property within the District
56 is subject to assessments and assessment liens and other rights the District has.

57

58 On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in
59 favor authorization for Counsel to file the Partial Release of Liens
60 for the contracted properties was approved.

61

62 **D. Approve Drainage Easement to Barnard, LLC Pursuant to Boundary
63 Amendment Agreement**

64 This item was deferred to the March 20, 2018 meeting.

65

66 **E. Approve Acceptance of Deeds from State Road 54 Investment Properties for
67 Tract B-8 and Drainage Parcels**

68 Mr. Robin distributed a hand-out to the Board provided by the Pasco County Property
69 Appraiser and noted the Board needs to make a decision about whether or not it wants to obtain
70 title to 1A, 1B and 3B.

71

72 On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in
73 favor accepting the deed from the current owners for those
74 properties (1A, 1B and 3B) as outlined in the handout, and with
75 respect to 3B it would be subject to outstanding taxes for 2017 was
76 approved.

77

78 Mr. Robin will ask Mr. Sierra to execute the deed and send it to him.

79 The Board was asked to make a motion to authorize Counsel to obtain the deed from
80 Tract B-8.

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On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor authorization for District Counsel to obtain the deed for Tract B-8 was approved.

FIFTH ORDER OF BUSINESS **Engineers Report**

On MOTION by Mr. Paradiso seconded by Mr. Cascio with all in favor authorization for the District Engineer to go forward with the Traffic Study in Marchmont as discussed at the last workshop meeting was approved.

SIXTH ORDER OF BUSINESS **Manager’s Report**

Mr. Mendenhall verified that due to the refunding with Hancock Bank, an operating account must remain open with them through the length of the bonds. He also reported on other District investment accounts.

SEVENTH ORDER OF BUSINESS **Staff Reports**

A. Site Manager

Ms. Intini noted the following:

- The painting of the playground turned into a three-week project. The vendor will be asked to provide a proposed change order for additional work accomplished.
- The freeze damaged some of the plants, which was minimal.
- Met with the landscapers this week; contract expiring in March, 2019.

B. Newsletter Committee

There were no issues.

EIGHTH ORDER OF BUSINESS **Supervisors’ Reports and Comments**

Mr. Paradiso discussed a letter to the sheriff regarding speeding and requested to readdress it at the next workshop meeting.

He also reported he sent an invoice to Inframark for payment of software used to maintain the District website. The invoice was from November therefore it was sent to Severn Trent, former name of Inframark.

Mr. Paradiso asked that an item regarding the iPad replacements be included on the next workshop meeting agenda.

February 20, 2018

118 Mr. Cascio requested a discussion item for the next workshop meeting regarding the
119 excess irrigation finding its way onto county roads.

120 *The record will reflect Ms. Stewart left the meeting.*

121

122 **NINTH ORDER OF BUSINESS**

Audience Comments

123 Mr. Cymment asked for an update on the 21 acres on the eastside of Oakstead Boulevard.
124 Board members responded it keeps changing and will report any news to the residents.

125 **TENTH ORDER OF BUSINESS**

Adjournment

126

127 On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in
128 favor the meeting was adjourned.

129

130

131

132

133

Norman Keith
Chairman

3B.

OAKSTEAD
Community Development District

Financial Report

February 28, 2018



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FINANCIAL STATEMENTS

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OAKSTEAD
Community Development District

Financial Statements

(Unaudited)

February 28, 2018

Balance Sheet
February 28, 2018

| ACCOUNT DESCRIPTION | GENERAL FUND | SERIES 2016 A-1 DEBT SERVICE FUND | SERIES 2017 A-2 DEBT SERVICES FUND | TOTAL |
|-------------------------------------|---------------------|---|--|---------------------|
| ASSETS | | | | |
| Cash - Checking Account | \$ 173,844 | \$ - | \$ - | \$ 173,844 |
| Cash On Hand/Petty Cash | 250 | - | - | 250 |
| Accounts Receivable | 5,417 | - | - | 5,417 |
| Assessments Receivable | 859 | 357 | 327 | 1,543 |
| Due From Other Funds | - | 3,930 | 23,532 | 27,462 |
| Investments: | | | | |
| Certificates of Deposit - 12 Months | 207,397 | - | - | 207,397 |
| Certificates of Deposit - 18 Months | 404,308 | - | - | 404,308 |
| Certificates of Deposit - 24 Months | 202,087 | - | - | 202,087 |
| Money Market Account | 1,405,324 | - | - | 1,405,324 |
| Construction Fund A | - | 260,125 | 272,867 | 532,992 |
| Interest Account A | - | 2 | - | 2 |
| Interest Fund (A-2) | - | - | 2 | 2 |
| Reserve Fund (A-2) | - | - | 112,254 | 112,254 |
| Reserve Fund A | - | 128,764 | - | 128,764 |
| Revenue Fund (A-2) | - | - | 332,621 | 332,621 |
| Revenue Fund A | - | 413,094 | - | 413,094 |
| Sinking Fund (A-2) | - | - | 14 | 14 |
| Sinking Fund A | - | 15 | - | 15 |
| Prepaid Items | 12,574 | - | - | 12,574 |
| Deposits | 839 | - | - | 839 |
| TOTAL ASSETS | \$ 2,412,899 | \$ 806,287 | \$ 741,617 | \$ 3,960,803 |

Balance Sheet
February 28, 2018

| ACCOUNT DESCRIPTION | GENERAL FUND | SERIES 2016 A-1 DEBT SERVICE FUND | SERIES 2017 A-2 DEBT SERVICES FUND | TOTAL |
|--|---------------------|---|--|---------------------|
| LIABILITIES | | | | |
| Accounts Payable | \$ 25,090 | \$ - | \$ - | \$ 25,090 |
| Accrued Expenses | 11,415 | - | - | 11,415 |
| Deferred Revenue | 859 | 357 | 327 | 1,543 |
| Due To Other Funds | 27,462 | - | - | 27,462 |
| TOTAL LIABILITIES | 64,826 | 357 | 327 | 65,510 |
| FUND BALANCES | | | | |
| Nonspendable: | | | | |
| Prepaid Items | 12,574 | - | - | 12,574 |
| Deposits | 839 | - | - | 839 |
| Restricted for: | | | | |
| Debt Service | - | 805,930 | 741,290 | 1,547,220 |
| Assigned to: | | | | |
| Operating Reserves | 227,789 | - | - | 227,789 |
| Reserves - Asset Replacement | 255,919 | - | - | 255,919 |
| Reserves - Clubhouse | 90,000 | - | - | 90,000 |
| Reserves - Landscape | 19,931 | - | - | 19,931 |
| Reserves - Ponds | 57,179 | - | - | 57,179 |
| Reserves-Recreation Facilities | 21,600 | - | - | 21,600 |
| Reserves - Tree Removal & Replacement | 17,913 | - | - | 17,913 |
| Reserves - Roadways | 469,768 | - | - | 469,768 |
| Reserves - Sidewalks | 25,886 | - | - | 25,886 |
| Reserves - Weymouth | 52,729 | - | - | 52,729 |
| Unassigned: | 1,095,946 | - | - | 1,095,946 |
| TOTAL FUND BALANCES | \$ 2,348,073 | \$ 805,930 | \$ 741,290 | \$ 3,895,293 |
| TOTAL LIABILITIES & FUND BALANCES | \$ 2,412,899 | \$ 806,287 | \$ 741,617 | \$ 3,960,803 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | FEB-18 ACTUAL |
|--------------------------------|--------------------------------------|--------------------------------|---|--------------------------|
| REVENUES | | | | |
| Interest - Investments | \$ 9,000 | \$ 5,153 | 57.26% | \$ 1,349 |
| Room Rentals | 3,000 | 749 | 24.97% | - |
| Special Events | 1,000 | 924 | 92.40% | - |
| Other Charges For Services | 2,500 | 89 | 3.56% | - |
| Special Assmnts- Tax Collector | 1,054,718 | 1,011,425 | 95.90% | 17,134 |
| Special Assmnts- Discounts | (42,189) | (39,888) | 94.55% | (351) |
| Other Miscellaneous Revenues | - | 16,146 | 0.00% | 4,290 |
| Gate Bar Code/Remotes | 2,000 | 658 | 32.90% | - |
| TOTAL REVENUES | 1,030,029 | 995,256 | 96.62% | 22,422 |

EXPENDITURES

Administration

| | | | | |
|--------------------------------|----------------|---------------|---------------|--------------|
| P/R-Board of Supervisors | 19,200 | 7,200 | 37.50% | 1,400 |
| FICA Taxes | 1,469 | 551 | 37.51% | 107 |
| ProfServ-Arbitrage Rebate | 1,200 | - | 0.00% | - |
| ProfServ-Engineering | 7,000 | - | 0.00% | - |
| ProfServ-Legal Services | 14,000 | 8,958 | 63.99% | 2,850 |
| ProfServ-Mgmt Consulting Serv | 54,912 | 22,880 | 41.67% | 4,576 |
| ProfServ-Property Appraiser | 150 | - | 0.00% | - |
| ProfServ-Special Assessment | 12,000 | 12,000 | 100.00% | - |
| ProfServ-Trustee Fees | 5,000 | 5,000 | 100.00% | - |
| ProfServ-Web Site Development | 1,000 | 400 | 40.00% | 80 |
| Auditing Services | 6,500 | - | 0.00% | - |
| Postage and Freight | 1,500 | 531 | 35.40% | 99 |
| Insurance - General Liability | 3,876 | 1,468 | 37.87% | 294 |
| Printing and Binding | 800 | 168 | 21.00% | 66 |
| Legal Advertising | 1,900 | - | 0.00% | - |
| Misc-Bank Charges | 1,500 | 460 | 30.67% | 49 |
| Misc-Assessmnt Collection Cost | 21,094 | 19,431 | 92.12% | 336 |
| Office Supplies | 50 | 38 | 76.00% | - |
| Annual District Filing Fee | 175 | 175 | 100.00% | - |
| Total Administration | 153,326 | 79,260 | 51.69% | 9,857 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

| <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-18 ACTUAL</u> |
|--------------------------------|--------------------------------------|--------------------------------|---|--------------------------|
| <u>Field</u> | | | | |
| Contracts-Landscape | 189,090 | 78,788 | 41.67% | 15,758 |
| Contracts-Landscape Consultant | 19,440 | 8,100 | 41.67% | 1,620 |
| Contracts-Mulch | 7,800 | - | 0.00% | - |
| Contracts-Lakes | 26,630 | 11,095 | 41.66% | 2,219 |
| Contracts-Florida Hwy Patrol | 20,000 | 8,170 | 40.85% | 1,980 |
| Contracts-Perennials | 12,500 | - | 0.00% | - |
| Contracts-Annuals | 12,500 | 3,500 | 28.00% | - |
| Contracts-Gates | 4,500 | 2,250 | 50.00% | - |
| Communication-Gate Phones | 9,720 | 4,050 | 41.67% | 810 |
| Electricity - Streetlighting | 78,500 | 33,065 | 42.12% | 6,657 |
| Utility - Reclaimed Water | 2,350 | 8,716 | 370.89% | 1,920 |
| Insurance - Property | 15,575 | 5,904 | 37.91% | 1,181 |
| R&M-Aquascaping | 2,000 | - | 0.00% | - |
| R&M-Entry Feature | 5,000 | - | 0.00% | - |
| R&M-Fountain | 500 | - | 0.00% | - |
| R&M-Gate | 32,500 | 14,166 | 43.59% | 2,928 |
| R&M-Irrigation | 13,113 | 9,130 | 69.63% | 827 |
| R&M-Sidewalks | 2,500 | 7,645 | 305.80% | - |
| R&M-Trees and Trimming | 2,500 | 4,300 | 172.00% | - |
| Miscellaneous Services | 9,000 | 1,103 | 12.26% | 25 |
| Misc-Decorative Lighting | 6,000 | 8,085 | 134.75% | 275 |
| Misc-Property Taxes | 1,900 | 3,128 | 164.63% | - |
| Reserve - Landscaping | - | 17,847 | 0.00% | - |
| Reserve - Ponds | 16,012 | 4,250 | 26.54% | - |
| Reserve - Roadways | 115,000 | 130 | 0.11% | - |
| Reserve-Tree Rem./Replacem. | - | 1,080 | 0.00% | - |
| Reserve - Wall | 50,000 | 725 | 1.45% | 725 |
| Total Field | 654,630 | 235,227 | 35.93% | 36,925 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | FEB-18 ACTUAL |
|--|-----------------------------|------------------------|--|------------------|
| <u>Parks and Recreation - General</u> | | | | |
| Payroll-Salaries | 57,075 | 22,994 | 40.29% | 4,294 |
| Payroll-Hourly | 62,930 | 19,232 | 30.56% | 3,806 |
| FICA Taxes | 9,180 | 3,230 | 35.19% | 620 |
| Workers' Compensation | 3,000 | 1,317 | 43.90% | - |
| Unemployment Compensation | 350 | - | 0.00% | - |
| Contracts-Security Services | 2,038 | 760 | 37.29% | 285 |
| Contracts-Pools | 16,200 | 6,750 | 41.67% | 1,350 |
| Contracts-Pest Control | 2,955 | 1,310 | 44.33% | 235 |
| Communication - Telephone | 1,980 | 1,152 | 58.18% | 243 |
| Utility - Gas | 310 | 123 | 39.68% | 25 |
| Utility - Refuse Removal | 1,000 | 416 | 41.60% | 83 |
| Utility - Water & Sewer | 5,500 | 1,660 | 30.18% | 236 |
| R&M-Clubhouse | 15,000 | 6,744 | 44.96% | 699 |
| R&M-Pools | 11,870 | 5,176 | 43.61% | - |
| Miscellaneous Services | 3,800 | 1,159 | 30.50% | - |
| Misc-Public Relations | 7,885 | 3,812 | 48.34% | 595 |
| Solid Waste Disposal Assessm. | 1,300 | 1,270 | 97.69% | - |
| Office Supplies | 2,500 | 289 | 11.56% | 106 |
| Cleaning Supplies | 4,200 | 675 | 16.07% | 107 |
| Op Supplies - Clubhouse | 3,000 | 274 | 9.13% | 1 |
| Op Supplies - Pool Chemicals | 10,000 | 1,731 | 17.31% | 680 |
| Total Parks and Recreation - General | 222,073 | 80,074 | 36.06% | 13,365 |
| TOTAL EXPENDITURES | 1,030,029 | 394,561 | 38.31% | 60,147 |
| Excess (deficiency) of revenues Over (under) expenditures | - | 600,695 | 0.00% | (37,725) |
| Net change in fund balance | \$ - | \$ 600,695 | 0.00% | \$ (37,725) |
| FUND BALANCE, BEGINNING (OCT 1, 2017) | 1,747,378 | 1,747,378 | | |
| FUND BALANCE, ENDING | \$ 1,747,378 | \$ 2,348,073 | | |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | FEB-18 ACTUAL |
|--|-----------------------------|------------------------|--|------------------|
| REVENUES | | | | |
| Interest - Investments | \$ - | \$ 1,949 | 0.00% | \$ 591 |
| Special Assmnts- Tax Collector | 451,062 | 432,546 | 95.90% | 7,328 |
| Special Assmnts- Discounts | (18,042) | (17,058) | 94.55% | (150) |
| TOTAL REVENUES | 433,020 | 417,437 | 96.40% | 7,769 |
| EXPENDITURES | | | | |
| Administration | | | | |
| Misc-Assessmnt Collection Cost | 9,022 | 8,310 | 92.11% | 144 |
| Total Administration | 9,022 | 8,310 | 92.11% | 144 |
| Debt Service | | | | |
| Principal Debt Retirement A-1 | 270,000 | - | 0.00% | - |
| Interest Expense Series A-1 | 154,178 | 77,089 | 50.00% | - |
| Total Debt Service | 424,178 | 77,089 | 18.17% | - |
| TOTAL EXPENDITURES | 433,200 | 85,399 | 19.71% | 144 |
| Excess (deficiency) of revenues Over (under) expenditures | (180) | 332,038 | 0.00% | 7,625 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Contribution to (Use of) Fund Balance | (180) | - | 0.00% | - |
| TOTAL FINANCING SOURCES (USES) | (180) | - | 0.00% | - |
| Net change in fund balance | \$ (180) | \$ 332,038 | 0.00% | \$ 7,625 |
| FUND BALANCE, BEGINNING (OCT 1, 2017) | 473,892 | 473,892 | | |
| FUND BALANCE, ENDING | \$ 473,712 | \$ 805,930 | | |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2018

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | YTD ACTUAL AS A % OF ADOPTED BUD | FEB-18 ACTUAL |
|--|-----------------------------|------------------------|--|------------------|
| REVENUES | | | | |
| Interest - Investments | \$ - | \$ 1,887 | 0.00% | \$ 546 |
| Special Assmnts- Tax Collector | 389,882 | 373,880 | 95.90% | 6,334 |
| Special Assmnts- Discounts | (15,595) | (14,745) | 94.55% | (130) |
| TOTAL REVENUES | 374,287 | 361,022 | 96.46% | 6,750 |
| EXPENDITURES | | | | |
| Administration | | | | |
| Misc-Assessmnt Collection Cost | 7,798 | 7,183 | 92.11% | 124 |
| Total Administration | 7,798 | 7,183 | 92.11% | 124 |
| Debt Service | | | | |
| Principal Debt Retirement A-2 | 225,000 | - | 0.00% | - |
| Interest Expense Series A-2 | 140,453 | 70,226 | 50.00% | - |
| Total Debt Service | 365,453 | 70,226 | 19.22% | - |
| TOTAL EXPENDITURES | 373,251 | 77,409 | 20.74% | 124 |
| Excess (deficiency) of revenues Over (under) expenditures | 1,036 | 283,613 | 0.00% | 6,626 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Contribution to (Use of) Fund Balance | 1,036 | - | 0.00% | - |
| TOTAL FINANCING SOURCES (USES) | 1,036 | - | 0.00% | - |
| Net change in fund balance | \$ 1,036 | \$ 283,613 | 0.00% | \$ 6,626 |
| FUND BALANCE, BEGINNING (OCT 1, 2017) | 457,677 | 457,677 | | |
| FUND BALANCE, ENDING | \$ 458,713 | \$ 741,290 | | |

OAKSTEAD
Community Development District

Supporting Schedules

February 28, 2018

**Non-Ad Valorem Special Assessments
(Pasco County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2018**

| Date Rcvd | Net Amt Rcvd | Discount / (Penalties) Amount | Collection Costs | Gross Amount Received | ALLOCATION BY FUND | | |
|--------------|---------------------|-------------------------------|------------------|-----------------------|---------------------|------------------------------|------------------------------|
| | | | | | General Fund | Ser 2016A1 Debt Service Fund | Ser 2017A2 Debt Service Fund |
| 2017 Assmnts | | | | \$1,895,666 | \$1,054,720 | \$451,062 | \$389,885 |
| Allocation % | | | | 100% | 56% | 24% | 21% |
| 11/10/17 | \$ 13,790 | \$ 697 | \$ 281 | \$ 14,769 | \$ 8,217 | \$ 3,514 | \$ 3,038 |
| 11/22/17 | \$ 123,862 | \$ 5,266 | \$ 2,528 | \$ 131,656 | \$ 73,251 | \$ 31,327 | \$ 27,078 |
| 12/05/17 | 290,480 | 12,350 | 5,928 | 308,758 | 171,788 | 73,467 | 63,503 |
| 12/08/17 | 207,010 | 8,801 | 4,225 | 220,037 | 122,425 | 52,356 | 45,255 |
| 12/15/17 | 961,401 | 40,876 | 19,620 | 1,021,897 | 568,568 | 243,154 | 210,175 |
| 12/29/17 | 52,791 | 2,034 | 1,077 | 55,902 | 31,103 | 13,302 | 11,497 |
| 01/11/18 | 32,342 | 1,036 | 660 | 34,038 | 18,938 | 8,099 | 7,001 |
| 02/13/18 | 29,561 | 631 | 603 | 30,796 | 17,134 | 7,328 | 6,334 |
| TOTAL | \$ 1,711,238 | \$ 71,691 | \$ 34,923 | \$ 1,817,852 | \$ 1,011,425 | \$ 432,546 | \$ 373,880 |
| % Collected | | | | 96% | 96% | 96% | 96% |
| TOTAL O/S | | | | \$ 77,814 | \$ 43,295 | \$ 18,515 | \$ 16,004 |

OAKSTEAD

Community Development District

**Assigned Reserves Report
as of February 28, 2018**

| | | Current Balance | Goal |
|--------------------------------|---|--------------------|--------------------|
| GL #283010 | Operating Reserves | \$227,789 | n/a |
| GL #283070 | Reserves - Asset Replacement | \$255,919 | \$0 |
| GL #283185 | Reserves - Clubhouse | \$90,000 | \$90,000 |
| GL #283515 | Reserves-Landscape | \$19,931 | \$30,000 |
| GL #283685 | Reserves - Ponds | \$57,179 | \$90,000 |
| GL #283700 | Reserves-Recreation Facilities | \$21,600 | \$10,000 |
| GL #283719 | Reserves-Tree Removal & Replacement | \$17,913 | \$25,000 |
| GL #283760 | Reserves-Roadways** | \$1,002,760 | \$2,030,000 |
| | ** Includes Series A-1 & A-2 Construction Funds | | |
| GL #283790 | Reserves-Sidewalks | \$25,886 | \$25,000 |
| GL #283884 | Reserves-Wall | \$0 | \$50,000 |
| GL #283925 | Reserves - Weymouth | \$52,729 | \$52,729 |
| Total Assigned Reserves | | \$1,771,706 | \$2,402,729 |

OAKSTEAD

Community Development District

Cash and Investment Report

February 28, 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 - Op | SunTrust Bank | Public Funds NOW | n/a | 1.00% | \$37,157 |
| Checking Account - Op | Hancock Bank | checking account | n/a | 0.00% | 136,687 |
| | | | | subtotal | <u>173,844</u> |
| Petty Cash | n/a | n/a | n/a | 0.00% | 250 |
| CD - 12 Months | Florida Comm Bank | Certificate of Deposit #6800 | 04/10/18 | 1.20% | 103,699 |
| CD - 12 Months | Florida Comm Bank | Certificate of Deposit #9900 | 04/10/18 | 1.20% | 103,699 |
| | | | | subtotal | <u>207,397</u> |
| CD - 18 Months | Bank United | Certificate of Deposit #6080 | 03/09/18 | 1.10% | 150,506 |
| CD - 18 Months | Bank United | Certificate of Deposit #6081 | 03/09/18 | 1.10% | 150,506 |
| CD - 18 Months | Bank United | Certificate of Deposit #1492 | 04/30/19 | 1.44% | 103,297 |
| | | | | subtotal | <u>404,308</u> |
| CD - 24 Months | Bank United | Certificate of Deposit-#3905 | 01/08/19 | 1.25% | 101,043 |
| CD - 24 Months | Bank United | Certificate of Deposit-#3906 | 01/08/19 | 1.25% | 101,043 |
| | | | | subtotal | <u>202,087</u> |
| Public Funds MMA | Bank United | Money Market Acct #0682 | n/a | 1.00% | 1,064,841 |
| Public Funds MMA | Florida Comm Bank | Money Market Account | n/a | 0.75% | 340,482 |
| | | | | subtotal | <u>1,405,324</u> |
| | | | | Subtotal-GF | <u><u>\$2,393,210</u></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> |
| Ser 2016 A-1 Construction Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | \$260,125 |
| Ser 2016 A-1 Interest Acct | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | 2 |
| Ser 2016 A-1 Reserve Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | 128,764 |
| Ser 2016 A-1 Revenue Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | 413,094 |
| Ser 2016 A-1 Sinking Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.92% | 15 |
| | | | | Subtotal-DS 204 | <u>\$802,000</u> |
| Ser 2017 A-2 Construction Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | \$272,867 |
| Ser 2017 A-2 Interest Acct | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | 2 |
| Ser 2017 A-2 Reserve Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | 112,254 |
| Ser 2017 A-2 Revenue Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.91% | 332,621 |
| Ser 2017 A-2 Sinking Fund | Hancock Bank | Federated Oblig Fund | n/a | 0.89% | 14 |
| | | | | Subtotal-DS 205 | <u>\$717,758</u> |
| | | | | Total | <u><u>\$3,912,968</u></u> |

Oakstead CDD

Bank Reconciliation

Bank Account No. 5221 SunTrust Bank N.A.
Statement No. 02-18
Statement Date 2/28/2018

| | | | |
|-----------------------------|-----------|-----------------------------|-----------|
| G/L Balance (LCY) | 37,156.83 | Statement Balance | 37,156.83 |
| G/L Balance | 37,156.83 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | <hr/> | | |
| Subtotal | 37,156.83 | Subtotal | 37,156.83 |
| Negative Adjustments | 0.00 | Outstanding Checks | 0.00 |
| | <hr/> | Differences | 0.00 |
| Ending G/L Balance | 37,156.83 | Ending Balance | 37,156.83 |
| Difference | 0.00 | | |

| Posting Date | Document Type | Document No. | Description | Amount | Cleared Amount | Difference |
|---------------------|----------------------|---------------------|--------------------|---------------|-----------------------|-------------------|
|---------------------|----------------------|---------------------|--------------------|---------------|-----------------------|-------------------|

Oakstead CDD

Bank Reconciliation

Bank Account No. 3063 HANCOCK BANK - GF NEW
 Statement No. 02-18
 Statement Date 2/28/2018

| | | | |
|-----------------------------|------------|-----------------------------|------------|
| G/L Balance (LCY) | 136,687.06 | Statement Balance | 139,084.77 |
| G/L Balance | 136,687.06 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | <hr/> | | |
| Subtotal | 136,687.06 | Subtotal | 139,084.77 |
| Negative Adjustments | 0.00 | Outstanding Checks | 2,397.71 |
| | <hr/> | Differences | 0.00 |
| Ending G/L Balance | 136,687.06 | Ending Balance | 136,687.06 |
| Difference | 0.00 | | |

| Posting Date | Document Type | Document No. | Description | Amount | Cleared Amount | Difference |
|--------------------------------------|---------------|--------------|-----------------------|-----------------|----------------|-----------------|
| Outstanding Checks | | | | | | |
| 1/12/2018 | Payment | 9529 | JOSEPH N. CASCIO | 159.70 | 0.00 | 159.70 |
| 1/19/2018 | Payment | 9537 | JOSEPH N. CASCIO | 159.70 | 0.00 | 159.70 |
| 2/9/2018 | Payment | 9575 | JOSEPH N. CASCIO | 159.70 | 0.00 | 159.70 |
| 2/21/2018 | Payment | 9593 | JACK N. SIMPSON | 304.15 | 0.00 | 304.15 |
| 2/22/2018 | Payment | 9596 | FEDEX | 17.76 | 0.00 | 17.76 |
| 2/23/2018 | Payment | 9594 | JOSEPH N. CASCIO | 159.70 | 0.00 | 159.70 |
| 2/23/2018 | Payment | 9597 | AT&T MOBILITY | 77.80 | 0.00 | 77.80 |
| 2/27/2018 | Payment | 9598 | CASTLE VENTURES | 285.00 | 0.00 | 285.00 |
| 2/27/2018 | Payment | 9599 | ELEGANT ACCENTS | 275.00 | 0.00 | 275.00 |
| 2/27/2018 | Payment | 9600 | JAMES E. LAROSE JR. | 140.00 | 0.00 | 140.00 |
| 2/27/2018 | Payment | 9601 | JOHN SESSA | 280.00 | 0.00 | 280.00 |
| 2/27/2018 | Payment | 9602 | TRIANGLE POOL SERVICE | 379.20 | 0.00 | 379.20 |
| Total Outstanding Checks..... | | | | 2,397.71 | | 2,397.71 |

OAKSTEAD CDD
Payment Register by Fund
For the Period from 2/1/18 to 2/28/18
(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 | 9560 | 02/01/18 | PASCO COUNTY UTILITIES | 012518 | 11/29-12/27/17 RECLAIMED WATER | Utility - Reclaimed Water | 543028-53901 | \$1,907.01 |
| 001 | 9564 | 02/07/18 | AMERICAN ECOSYSTEMS | 1802254 | FEB 2018 WATER MGMT | Contracts-Lakes | 534084-53901 | \$2,219.00 |
| 001 | 9565 | 02/07/18 | BRIGHT HOUSE NETWORKS | 012518-117101 | 01/30-02/28/18 INTERNET | R&M-Clubhouse | 546015-57201 | \$39.28 |
| 001 | 9566 | 02/07/18 | BRIGHTVIEW LANDSCAPE | 5590958 | :ANARY/MEDJOO PALMS INJECTN | R&M-Trees and Trimming | 546099-53901 | \$975.00 |
| 001 | 9566 | 02/07/18 | BRIGHTVIEW LANDSCAPE | 5589130 | Irr Rprs: Clocks A thru F | R&M-Irrigation | 546041-53901 | \$832.96 |
| 001 | 9566 | 02/07/18 | BRIGHTVIEW LANDSCAPE | 5621339 | Irr Rprs: 1' Valve Okstd Blvd | R&M-Irrigation | 546041-53901 | \$385.10 |
| 001 | 9567 | 02/07/18 | CLEAN SWEEP SUPPLY | 00198922 | TOWELS/TOILET TISSUE | Cleaning Supplies | 551003-57201 | \$106.65 |
| 001 | 9568 | 02/07/18 | JAMES E. LAROSE JR. | 013018 | 01/30/18 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9568 | 02/07/18 | JAMES E. LAROSE JR. | 011918 | 1/19/18 TROOPER SERVICES | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9568 | 02/07/18 | JAMES E. LAROSE JR. | 011718 | 1/17/18 TROOPER SERVICES | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9569 | 02/07/18 | JOHN SESSA | 013118 | 01/31/18 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9569 | 02/07/18 | JOHN SESSA | 012518 | 1/25/18 SECURITY SERVICES | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9569 | 02/07/18 | JOHN SESSA | 020118-ADMIN | FEBRUARY ADMIN FEE | Contracts-Florida Hwy Patrol | 534101-53901 | \$150.00 |
| 001 | 9570 | 02/07/18 | METRO GATES, INC | 8073 | ALL SITES-MTHLY SVC DEC | Communication-Gate Phones | 541008-53901 | \$810.00 |
| 001 | 9570 | 02/07/18 | METRO GATES, INC | 8066 | MARCHMONT GATE REPR | R&M-Gate | 546034-53901 | \$175.00 |
| 001 | 9570 | 02/07/18 | METRO GATES, INC | 8064 | WEYMOUTH GATE CHECK | R&M-Gate | 546034-53901 | \$75.00 |
| 001 | 9571 | 02/07/18 | PHOENIX SERVICE | 020118 | 2/1/18 PEST CONTROL | Contracts-Pest Control | 534125-57201 | \$235.00 |
| 001 | 9572 | 02/07/18 | THE CHAMBERLAIN GROUP | 7002660572 | 60-300 MHZ MULTI CODE REMOTE | Miscellaneous Services | 549001-57201 | \$433.42 |
| 001 | 9573 | 02/07/18 | TRIANGLE POOL SERVICE | 65989 | 2 VAC PAK COVERS/INSTALL | R&M-Pools | 546074-57201 | \$4,695.00 |
| 001 | 9573 | 02/07/18 | TRIANGLE POOL SERVICE | 3908 | SODIUM BICARB & STABILIZER | Op Supplies-Pool Chemicals | 552009-57201 | \$145.00 |
| 001 | 9573 | 02/07/18 | TRIANGLE POOL SERVICE | 3049 | MTHLY CLEANING-FEB | Contracts-Pool | 534078-57201 | \$1,350.00 |
| 001 | 9574 | 02/07/18 | VENTURESIN.COM, INC | 43523 | FEB COMM XS APP HOSTING | ProfServ-Web Site Development | 531047-51301 | \$80.00 |
| 001 | 9576 | 02/08/18 | INFRAMARK, LLC | 27151 | MGMT FEES JAN 2018 | ProfServ-Mgmt Consulting Serv | 531027-51201 | \$4,576.00 |
| 001 | 9576 | 02/08/18 | INFRAMARK, LLC | 27151 | MGMT FEES JAN 2018 | Printing and Binding | 547001-51301 | \$9.75 |
| 001 | 9576 | 02/08/18 | INFRAMARK, LLC | 27151 | MGMT FEES JAN 2018 | Postage and Freight | 541006-51301 | \$22.54 |
| 001 | 9576 | 02/08/18 | INFRAMARK, LLC | 27151 | MGMT FEES JAN 2018 | ProfServ-Web Site Development | 531047-51301 | \$83.33 |
| 001 | 9577 | 02/08/18 | WASTE CONNECTIONS | 3716313 | 2/1-2/28/18 Svc 6425-020889 | Utility - Refuse Removal | 543020-57201 | \$83.10 |
| 001 | 9578 | 02/14/18 | BRIGHTVIEW LANDSCAPE | 5603144 | FEB 2018 LANDSCAPE MAINT | Contracts-Landscape | 534050-53901 | \$15,757.50 |
| 001 | 9579 | 02/14/18 | CULLIGAN WATER | 45055TH | COOLER SVC-FEB 2018 | Op Supplies - Clubhouse | 552003-57201 | \$1.00 |
| 001 | 9580 | 02/14/18 | FEDEX | 6-071-34814 | 1/22 & 1/24 postage | Postage and Freight | 541006-51301 | \$29.05 |
| 001 | 9581 | 02/14/18 | FRONTIER | 020118-6591 | FEB SVC 813-949-6591 | Communication - Telephone | 541003-57201 | \$164.90 |
| 001 | 9582 | 02/14/18 | JAMES E. LAROSE JR. | 020318 | 02/03 TRFC ENFRC & SEC PTRL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9583 | 02/14/18 | JOHN SESSA | 020918 | 02/09/18 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9583 | 02/14/18 | JOHN SESSA | 020618 | 02/06 TRFC ENFRC & SEC PTRL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9584 | 02/14/18 | METRO GATES, INC | 8085 | 01/25 MARCHMONT GATE REPAIR | R&M-Gate | 546034-53901 | \$175.00 |
| 001 | 9585 | 02/14/18 | OLM | 32566 | 01/25/18 LANDSCAPE INSPECTION | Contracts-Landscape Consultant | 534062-53901 | \$1,620.00 |
| 001 | 9586 | 02/14/18 | PASCO COUNTY UTILITIES | 10058387 | 12/27-01/25/18 WATER/SEWER | Utility - Water & Sewer | 543021-57201 | \$235.56 |
| 001 | 9587 | 02/14/18 | SAM'S CLUB | 020718-6821 | WalMart:JAN OFFICE SUPPLIES | Office Supplies | 551002-57201 | \$105.76 |
| 001 | 9588 | 02/14/18 | TECO | 020118-2101 | 12/28/17-01/26/18 GAS | Utility - Gas | 543019-57201 | \$25.00 |

OAKSTEAD CDD
Payment Register by Fund
For the Period from 2/1/18 to 2/28/18
(Sorted by Check / ACH No.)

| Fund No. | Check / ACH No. | Date | Payee | Invoice No. | Payment Description | Invoice / GL Description | G/L Account # | Amount Paid |
|----------|-----------------|----------|--------------------------|----------------------|--------------------------------|--|---------------|-------------|
| 001 | 9589 | 02/14/18 | TWO O EIGHT SECURITY, IN | 012418-HYPES | 01/24 TRFC ENFC & SEC PTRL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9589 | 02/14/18 | TWO O EIGHT SECURITY, IN | 011018-HYPES | 01/10/18 TRFC ENFORC/SEC PTRL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9589 | 02/14/18 | TWO O EIGHT SECURITY, IN | 011818-HYPES | 01/18/18 TRFC ENFR & SEC PTRL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9589 | 02/14/18 | TWO O EIGHT SECURITY, IN | 011918-HYPES | 01/19 TRFC ENFRC & SEC PTRL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9590 | 02/14/18 | VENTURESIN.COM, INC | 43291 | OCT 2017 COMM XS APP HOSTING | ProfServ-Web Site Development | 531047-51301 | \$80.00 |
| 001 | 9595 | 02/22/18 | BRIGHTVIEW LANDSCAPE | 5569061 | JAN 2018 LANDSCAPE MAINT | Contracts-Landscape | 534050-53901 | \$15,757.50 |
| 001 | 9596 | 02/22/18 | FEDEX | 6-087-52061 | 2/02/18 postage | Postage and Freight | 541006-51301 | \$17.76 |
| 001 | 9597 | 02/23/18 | AT&T MOBILITY | 287276359970X0217201 | 01/10-02/09/18 813-944-0120 | Communication - Telephone | 541003-57201 | \$77.80 |
| 001 | 9598 | 02/27/18 | CASTLE VENTURES | 0056701 | EXT SVC PLAN MAR 18-MAY 18 | Contracts-Security Services | 534037-57201 | \$285.00 |
| 001 | 9599 | 02/27/18 | ELEGANT ACCENTS | 23-1842A | QRTLTY LIGHTING SVC | Misc-Decorative Lighting | 549018-53901 | \$275.00 |
| 001 | 9600 | 02/27/18 | JAMES E. LAROSE JR. | 021718 | 02/17/18 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9601 | 02/27/18 | JOHN SESSA | 021618 | 02/16/18 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9601 | 02/27/18 | JOHN SESSA | 021418 | 02/14/18 SECURITY PATROL | Contracts-Florida Hwy Patrol | 534101-53901 | \$140.00 |
| 001 | 9602 | 02/27/18 | TRIANGLE POOL SERVICE | 67405 | 96 GAL MURIATIC ACID | Op Supplies-Pool Chemicals | 552009-57201 | \$379.20 |
| 001 | DD02875 | 02/01/18 | DUKE ENERGY-ACH | 011018-ACH | 11/27-1/5/18 electric (Feb ach | Electricity - Streetlighting | 543013-53901 | \$6,761.31 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 1.WALMART-CLEAN SUPPLIES | 546015-57201 | \$5.70 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 2.RACETRAC-FUEL | 549001-53901 | \$25.03 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 3.PUBLIX-NEW YEARS | 549046-57201 | \$34.63 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 4.MACARONI GRILL-NEW YEARS | 549046-57201 | \$560.00 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 5.SMARTSIGN-GATE REPAIR SIGNS | 546034-53901 | \$359.10 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 6.BOYONET PLBG-SHUT OFF VALVE RPR | 546015-57201 | \$574.00 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 7.DF SUPPLY-LATCH | 546034-53901 | \$133.90 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 8.OLD TIME POTTERY-POOL DECK TABLES | 546015-57201 | \$79.90 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 9.OCEAN PRESSURE WASHING-SIDEWALK CLNG | 568188-53901 | \$725.00 |
| 001 | DD02887 | 02/20/18 | SUNTRUST BANK-8900 | 012618-8900 | SunTrust 12/27-1/26 purchases | 10.FEES BEING REIMBURSED | 549009-51301 | \$40.44 |
| 001 | FEB 2018 | | PAYROLL | | February 2018 Payroll Totals | | | \$7,952.56 |

| | |
|---------------------|--------------------|
| Total Cks Pd | \$73,725.74 |
|---------------------|--------------------|



Inframark, LLC
 2002 West Grand Parkway North
 Suite 100
 Katy, TX 77449

Invoice: 27151
 Invoice Date: 1/22/2018
 Due Date: 2/21/2018
 Terms: Net 30
 Project ID: OAKSTEAD
 PO #:

Bill To:
 Oakstead CDD
 210 N University Dr, Suite 702
 Coral Springs FL 33071
 United States

| Sales Description | Quantity | Units | Rate | Amount |
|---|----------|-------|------------------|-------------------|
| Management Fees for the Month Of: January 2018 | | | | |
| Administrative Fees 001-531027-51201-5000 | 1 | Ea | \$4,576.00 | \$4,576.00 |
| Copies 001-547001-51301-5000 | 1 | Ea | \$9.75 | \$9.75 |
| Postage 001-541006-51301-5000 | 1 | Ea | \$22.54 | \$22.54 |
| Web Hosting | 1 | Ea | \$83.33 | \$83.33 |
| | | | Subtotal | \$4,691.62 |
| | | | Tax (0%) | \$0.00 |
| | | | Total Due | \$4,691.62 |

Remit To : Inframark, LLC
 P.O. Box 733778
 Dallas, TX 75373-3778

*Please note our lockbox address has changed.
 Please include the Project ID and the Invoice
 Number on the check stub of your payment.*