

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
NOVEMBER 19, 2021**

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT AGENDA
NOVEMBER 19, 2021 AT 10:00 a.m.
CARLTON LAKES CLUBHOUSE
LOCATED AT 11404 CARLTON FIELDS DRIVE, RIVERVIEW, FL 33579**

District Board of Supervisors	Supervisor Supervisor Supervisor Supervisor Supervisor	Robin Lush Michelle LeBeau-Elrod John Bentley Gretchen Gosselin Vacant
District Managers	Meritus	Gene Roberts
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	Johnson Engineering	Phil Chang, P.E.

All cellular phones and pagers must be turned off while in the meeting room

The meeting will begin at **10:00 a.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

The Oaks at Shady Creek CDD

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Oaks at Shady Creek Community Development District will be held on **Friday, November 19, 2021 at 10:00 a.m. Carlton Lakes Clubhouse located at 11404 Carlton Fields Drive, Riverview, FL 33579.** Please let us know 24 hours before the meeting if you wish to call in for the meeting:

Conference Call In Number – 1-866-906-9330 Participant Access Code – 7979718

REGULAR BOARD OF SUPERVISOR MEETING

1. CALL TO ORDER/ROLL CALL

2. AUDIENCE QUESTIONS & COMMENTS ON AGENDA ITEMS

3. BUSINESS ITEMS

- A. Acceptance of Board Resignation - Seat 5 Tab 01
- B. Discussion on Holiday Decorations Tab 02
- C. General Matters of the District

4. CONSENT AGENDA

- A. Consideration of the Public Hearing & Regular Meeting Minutes October 15, 2021..... Tab 03
- B. Consideration of Operations and Maintenance Expenditures October 2021 *Under Separate Cover*
- C. Review of Financial Statements Month Ending October 31, 2021 Tab 04

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

6. SUPERVISOR REQUESTS

7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Gene Roberts
District Manager

From: [Gene Roberts](#)
To: [Gretchen Gosselin](#)
Cc: [Brittany Crutchfield](#)
Subject: RE: CDD Seat Resignation
Date: Tuesday, November 09, 2021 1:51:49 PM

-----Original Message-----

From: Gretchen Gosselin <gretchenkgosselin@gmail.com>
Sent: Tuesday, November 9, 2021 10:33 AM
To: Gene Roberts <gene.roberts@merituscorp.com>
Subject: CDD Seat Resignation

Good Morning,

I wanted to give you an update. My husband and I are moving to the Pensacola area, and I need to resign from the board. This was a quick decision, which explains why I was only apart of the board for 3 months. I do not know the proper protocol for this. Do I need to resign in person at the next meeting, or does this email suffice?

Thank you.

V/r
Gretchen Gosselin
682-313-8815

ILLUMINATIONS HOLIDAY LIGHTING

Proposal

8606 Herons Cove Pl
Tampa, FL 33647
Tim Gay

(813) 334-4827

TO:

Oaks at Shady Creek CDD
32711 Windelstraw Dr
Wesley Chapel, FL 33545
Attn: Gene Roberts

(877) 907-0256

JOB DESCRIPTION
Christmas Lighting for Oaks at Shady Creek

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
Center Median Front Entrance Install clear, twinkling warm white, mini lights across front entrance sign tree structure Note: will install lights on as many of the limbs as possible.	\$2,500.00
Entrance / Exit Install warm white, red and green 3D Radiant starburst Note: starburst have multiple functions available; will drop them from tree limb structures. Note: other color combinations are available Requires 50% Deposit	\$2,500.00
TOTAL ESTIMATED JOB COST	\$5,000.00

- * 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 Oaks at Shady Creek responsible for providing.
- * Loss of material due to theft or vandalism is reimbursable at cost
- * 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

10/26/2021

 DATE

**THE OAKS AT SHADY CREEK
COMMUNITY DEVELOPMENT DISTRICT**

October 15, 2021 Minutes of Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of The Oaks at Shady Creek Community Development District was held on **Friday, October 15, 2021 at 10:00 a.m.** at the Carlton Lakes Clubhouse located at 11404 Carlton Lake Fields Dr., Riverview, FL 33579.

1. CALL TO ORDER/ROLL CALL

Gene Roberts called the Regular Meeting of The Oaks at Shady Creek Community Development District to order on **Friday, October 15, 2021 at 10:00 a.m.**

Board Members Present and Constituting a Quorum at the onset of the meeting:

Michelle LeBeau-Elrod	Supervisor	
Robin Lush	Supervisor	
John Bentley	Supervisor	
Gretchen Gosselin	Supervisor	
Amy Brown	Supervisor	<i>appointed during the meeting</i>

Staff Members Present:

Gene Roberts	District Manager, Meritus	
Dana Crosby-Collier	District Counsel, Straley Robin Vericker	<i>via teleconference</i>

There were three audience members in attendance.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no audience comments on agenda items.

3. BUSINESS ITEMS

A. Discussion on Resume for Open Board Seat

Resident Amy Brown submitted her resume for consideration of the open Board seat and was in attendance. Ms. Brown introduced herself to the Board. The Board reviewed her resume and had no questions.

MOTION TO:	Approve Amy Brown for the open Board seat.
MADE BY:	Supervisor Lush
SECONDED BY:	Supervisor LeBeau-Elrod
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion Passed Unanimously

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48 Ms. Crosby-Collier led Supervisor Brown in reciting the Oath of Office and briefly went over
49 Sunshine Laws.

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51 *Ms. Crosby-Collier exited the conference call.*

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53 **B. Consideration of Resolution 2022-01; Re-designating Officers**

54
55 The Board discussed the Chair and Vice-Chair positions.

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MOTION TO:	Approve Supervisor Lush as Chair.
MADE BY:	Supervisor Lush
SECONDED BY:	Supervisor Bentley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

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64 The Board continued to discuss the officer positions.

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MOTION TO:	Approve Supervisor LeBeau-Elrod as Vice-Chair.
MADE BY:	Supervisor LeBeau-Elrod
SECONDED BY:	Supervisor Bentley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

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73 **C. Discussion on Sod Installation Proposal**

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75 The Board discussed the sod installation proposal from Mainscape and decided to table it until the
76 next meeting.

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78 **D. General Matters of the District**

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80 There were no general matters to discuss.

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83 **4. CONSENT AGENDA**

84 **A. Consideration of the Board of Supervisors Public Hearing and Regular Meeting**
85 **Minutes September 17, 2021**

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87 The Board reviewed the minutes.

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MOTION TO:	Approve the September 17, 2021 minutes.
MADE BY:	Supervisor Bentley
SECONDED BY:	Supervisor Gosselin
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

B. Consideration of Operations and Maintenance Expenditures September 2021

The Board reviewed the O&Ms.

MOTION TO:	Approve the September 2021 O&Ms.
MADE BY:	Supervisor Bentley
SECONDED BY:	Supervisor LeBeau-Elrod
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

C. Review of Financial Statements Month Ending September 30, 2021

The financials were reviewed and accepted.

- 5. STAFF REPORTS**
- A. District Counsel**
- B. District Engineer**
- C. District Manager**

There were no additional reports from staff.

6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

Supervisor Bentley asked if the plant material along Purple Martin and Shady Branch Drive can be trimmed to improve visibility for vehicles turning onto Purple Martin.

Supervisor Lush had a few comments regarding the landscape conditions and also stated that the hogs are tearing up the pond bank behind Tropical Kingbird.

131 **7. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Bentley
SECONDED BY:	Supervisor Lush
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed Unanimously

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**Please note the entire meeting is available on disc.*

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**These minutes were done in a summary format.*

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**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

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147 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
148 **meeting held on _____.**

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Signature

Signature

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Printed Name

Printed Name

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Title:

Chair

Vice-Chair

Title:

Secretary

Assistant Secretary

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Recorded by Records Administrator

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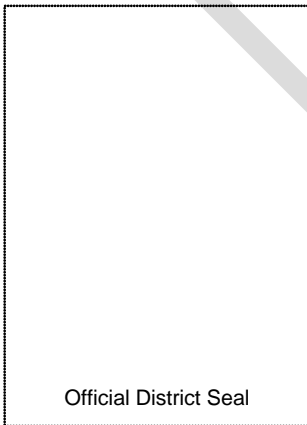
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Signature

Date



The Oaks at Shady Creek Community Development District

Financial Statements
(Unaudited)

Period Ending
October 31, 2021



Meritus Districts
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

The Oaks at Shady Creek CDD

Balance Sheet

As of 10/31/2021

(In Whole Numbers)

	General Fund	Debt Service - Series 2015	Capital Project - Series 2015	General Fixed Assets Account Group	General Long-Term Debt	Total
Assets						
Cash-Operating Account	197,226	0	0	0	0	197,226
Cash - Revenue - Series 2015 #7000	0	62,219	0	0	0	62,219
Cash - Reserve - Series 2015 #7004	0	110,519	0	0	0	110,519
Cash - Interest - Series 2015 #7002	0	142,799	0	0	0	142,799
Cash - Principal - Series 2015 #7001	0	0	0	0	0	0
Cash - Sinking Fund - Series 2015 #7005	0	135,013	0	0	0	135,013
Cash - Acq/Construction Gen Fund - Series 2015 #7010	0	0	498	0	0	498
Accounts Receivable - Other	128	0	0	0	0	128
Due From Developer	0	0	0	0	0	0
Assessments Receivable - Tax Roll	0	0	0	0	0	0
Due From General Fund	0	0	0	0	0	0
Prepaid Expense	0	0	0	0	0	0
Prepaid General Liability Insurance	0	0	0	0	0	0
Prepaid Public Officials Insurance	0	0	0	0	0	0
Prepaid Trustee Fees	2,083	0	0	0	0	2,083
Prepaid Property Insurance	0	0	0	0	0	0
Deposits	6,865	0	0	0	0	6,865
Construction Work In Progress	0	0	0	5,823,191	0	5,823,191
Amount Available-Debt Service	0	0	0	0	415,384	415,384
Amount To Be Provided-Debt Service	0	0	0	0	5,584,616	5,584,616
Other	0	0	0	0	0	0
Total Assets	<u>206,302</u>	<u>450,549</u>	<u>498</u>	<u>5,823,191</u>	<u>6,000,000</u>	<u>12,480,540</u>
Liabilities						
Accounts Payable	6,537	0	0	0	0	6,537
Due To Debt Service Fund	3,578	0	0	0	0	3,578
Accrued Expenses Payable	0	0	0	0	0	0
Deposits	253	0	0	0	0	253
Due to Developer	0	0	0	0	0	0
Revenue Bond Payable - Series 2015	0	0	0	0	6,000,000	6,000,000
Other	0	0	0	0	0	0

The Oaks at Shady Creek CDD

Balance Sheet

As of 10/31/2021

(In Whole Numbers)

	General Fund	Debt Service - Series 2015	Capital Project - Series 2015	General Fixed Assets Account Group	General Long-Term Debt	Total
Total Liabilities	<u>10,368</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,000,000</u>	<u>6,010,368</u>
Fund Equity & Other Credits						
Fund Balance-All Other Reserves	0	446,967	498	0	0	447,465
Fund Balance-Unreserved	210,936	0	0	0	0	210,936
Retained Earnings-Unreserved	0	0	0	0	0	0
Investment In General Fixed Assets	0	0	0	5,823,191	0	5,823,191
Other	(15,001)	3,582	0	0	0	(11,420)
Total Fund Equity & Other Credits	<u>195,934</u>	<u>450,549</u>	<u>498</u>	<u>5,823,191</u>	<u>0</u>	<u>6,470,172</u>
Total Liabilities & Fund Equity	<u>206,302</u>	<u>450,549</u>	<u>498</u>	<u>5,823,191</u>	<u>6,000,000</u>	<u>12,480,540</u>

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

001 - General Fund
From 10/1/2021 Through 10/31/2021
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance Assmts-Tax Roll	253,110	2,112	(250,999)	(99)%
Interest Earnings				
Interest Earnings	0	2	2	0 %
Total Revenues	253,110	2,114	(250,997)	(99)%
Expenditures				
Legislative				
Supervisor Fees	12,000	800	11,200	93 %
Financial & Administrative				
District Manager	33,750	2,813	30,938	92 %
District Engineer	4,000	0	4,000	100 %
Disclosure Report	4,200	0	4,200	100 %
Trustees Fees	5,000	417	4,583	92 %
Auditing Services	4,300	0	4,300	100 %
Postage, Phone, Faxes, Copies	1,000	209	791	79 %
Public Officials Insurance	2,363	0	2,363	100 %
Legal Advertising	2,500	442	2,058	82 %
Bank Fees	250	0	250	100 %
Dues, Licenses & Fees	200	175	25	13 %
Miscellaneous Fees	100	0	100	100 %
Office Supplies	250	0	250	100 %
Website Administration	1,500	125	1,375	92 %
ADA Website Compliance	1,800	1,100	700	39 %
Legal Counsel				
District Counsel	5,000	445	4,555	91 %
Electric Utility Services				
Electric Utility Services	60,000	4,922	55,078	92 %
Water-Sewer Combination Services				
Water Utility Services	5,000	130	4,870	97 %
Other Physical Environment				
Waterway Management Program	5,280	715	4,565	86 %
Property & Casualty Insurance	5,709	0	5,709	100 %
Entry & Walls Maintenance	5,000	0	5,000	100 %
Landscape Maintenance - Contract	55,800	4,650	51,150	92 %
Landscape Maintenance - Other	7,000	172	6,828	98 %
Plant Replacement Program	10,000	0	10,000	100 %
Irrigation Maintenance	5,000	0	5,000	100 %
Capital Reserve	10,408	0	10,408	100 %
Total Expenditures	247,410	17,115	230,295	93 %
Excess Revenues Over (Under) Expenses	5,700	(15,001)	(20,701)	(363)%
Fund Balance, Beginning of Period				
Fund Balance-Unreserved	0	210,936	210,936	0 %
Total Fund Balance, Beginning of Period	0	210,936	210,936	0 %
Fund Balance, End of Period	5,700	195,934	190,234	3,337 %

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

203 - Debt Service - Series 2015
 From 10/1/2021 Through 10/31/2021
 (In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Debt Service Assmts - Tax Roll	419,694	3,578	(416,116)	(99)%
Interest Earnings				
Interest Earnings	<u>0</u>	<u>4</u>	<u>4</u>	<u>0 %</u>
Total Revenues	<u>419,694</u>	<u>3,582</u>	<u>(416,112)</u>	<u>(99)%</u>
Expenditures				
Debt Service Payments				
Interest-Series 2015	279,694	0	279,694	100 %
Principal-Series 2015	<u>140,000</u>	<u>0</u>	<u>140,000</u>	<u>100 %</u>
Total Expenditures	<u>419,694</u>	<u>0</u>	<u>419,694</u>	<u>100 %</u>
Excess Revenues Over (Under) Expenses	<u>0</u>	<u>3,582</u>	<u>3,582</u>	<u>0 %</u>
Fund Balance, Beginning of Period				
Fund Balance-All Other Reserves	<u>0</u>	<u>446,967</u>	<u>446,967</u>	<u>0 %</u>
Total Fund Balance, Beginning of Period	<u>0</u>	<u>446,967</u>	<u>446,967</u>	<u>0 %</u>
Fund Balance, End of Period	<u><u>0</u></u>	<u><u>450,549</u></u>	<u><u>450,549</u></u>	<u><u>0 %</u></u>

The Oaks at Shady Creek CDD

Statement of Revenues and Expenditures

303 - Capital Project - Series 2015
 From 10/1/2021 Through 10/31/2021
 (In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Excess Revenues Over (Under) Expenses	0	0	0	0 %
Fund Balance, Beginning of Period				
Fund Balance-All Other Reserves	0	498	498	0 %
Total Fund Balance, Beginning of Period	0	498	498	0 %
Fund Balance, End of Period	0	498	498	0 %

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 10/31/2021
Reconciliation Date: 10/31/2021
Status: Locked

Bank Balance	199,325.75
Less Outstanding Checks/Vouchers	2,100.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	197,225.75
Balance Per Books	<u>197,225.75</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 10/31/2021

Reconciliation Date: 10/31/2021

Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1837	8/26/2021	System Generated Check/Voucher	200.00	Timothy Wersinger
1848	9/23/2021	System Generated Check/Voucher	200.00	Timothy Wersinger
1857	10/19/2021	System Generated Check/Voucher	1,100.00	ADA Site Compliance
1858	10/22/2021	System Generated Check/Voucher	200.00	Gretchen Gosselin
1859	10/22/2021	System Generated Check/Voucher	200.00	John Frank Bentley
1860	10/22/2021	System Generated Check/Voucher	200.00	Michelle J. LeBeau-Elrod
			<hr/>	
Outstanding Checks/Vouchers			2,100.00	
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**The Oaks at Shady Creek CDD
Reconcile Cash Accounts**

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 10/31/2021

Reconciliation Date: 10/31/2021

Status: Locked

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1849	10/1/2021	System Generated Check/Voucher	3,146.81	Meritus Districts
1850	10/1/2021	System Generated Check/Voucher	4,922.67	TECO
1851	10/8/2021	System Generated Check/Voucher	162.22	BOCC
1852	10/8/2021	System Generated Check/Voucher	175.00	Department of Economic Opportunity
1853	10/8/2021	System Generated Check/Voucher	18,871.64	Mainscape
1854	10/8/2021	System Generated Check/Voucher	172.25	POOP 911
1855	10/8/2021	System Generated Check/Voucher	290.00	Steadfast Environmental, LLC
1856	10/8/2021	System Generated Check/Voucher	57.00	Straley Robin Vericker
1861	10/22/2021	System Generated Check/Voucher	200.00	Robin M. Lush
Cleared Checks/Vouchers			27,997.59	

The Oaks at Shady Creek CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 10/31/2021

Reconciliation Date: 10/31/2021

Status: Locked

Cleared Deposits

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CR267	10/27/2021	Tax Distribution - 10.27.21	5,689.95	
CR266	10/29/2021	October Bank Interest	<u>1.76</u>	
Cleared Deposits			<u>5,691.71</u>	