

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

**DECEMBER 18, 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

December 11, 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, December 18, 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. Organizational Matters**
  - A. Oath of Office for Elected Supervisors: Seat 4 Michael Ceparano and Seat 5 Sheldon Cohen
  - B. Resolution 2019-01 Designating Officers
- 3. Public Comments on Agenda Items**
- 4. Consent Agenda**
  - A. Approval of the Minutes of the October 16, 2018 Meeting
  - B. Approval of the Financial Statements
  - C. Acceptance of the FY 2018 Audit Engagement Letter
  - D. Motion to Assign Fund Balance
  - E. Discussion of Settlement Offer from Insurance Carrier for Mitigation Area Lawsuit
- 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*

District Manager

## **Second Order of Business**

**2B.**

**RESOLUTION 2019-01**

**A RESOLUTION DESIGNATING OFFICERS OF  
LIVE OAK NO. 1  
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of Live Oak No. 1 Community Development District at a regular business meeting following the General Election on December 18, 2018 desires to appoint the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE  
BOARD OF SUPERVISORS OF LIVE OAK NO. 1  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were appointed to the offices shown, to wit:

	Chairman
	Vice Chairman
Andrew Mendenhall	Secretary
Stephen Bloom	Treasurer
Alan Baldwin	Assistant Treasurer
	Assistant Secretary
	Assistant Secretary
	Assistant Secretary

**PASSED AND ADOPTED THIS 18<sup>TH</sup> DAY OF DECEMBER 2018.**

Chairperson

Andrew Mendenhall  
Secretary

## **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 October 16, 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
George Mayer	Assistant Secretary
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 September 18, 2018 Meeting**
- B. Approval of the Financial Statements**

ON MOTION by Mr. Mayer seconded by Mr. Ceparano with all in favor Minutes of the September 18, 2018 and the Financial Statements were approved. 5-0

**FOURTH ORDER OF BUSINESS** **Staff Reports**

- A. Manager**
- None.



44 **B. Attorney**  
 45 Mr. Mendenhall will follow up with District Counsel regarding the issue with the  
 46 resident cutting down trees in the conservation area.

47 **C. Engineer**  
 48 Mr. Galiano reported on the following:  
 49 • Improvements are being made to Commercial Phases 1A, 1B and 1C inlet pipes.  
 50 • Biomass is on site working on the erosion area.  
 51 • Once projects are complete, certifications will be submitted to SWFWMD.  
 52

53 **FIFTH ORDER OF BUSINESS** **Supervisors' Requests**

- 54 • Mr. Cohen commented on computers and printers.
- 55 • Mr. Ceparano inquired about poles. Creative Signs Designs will install a new pole  
 56 for the crossing sign.
- 57 • Discussion ensued regarding ponds.

58 On MOTION by Mr. Patel seconded by Mr. Ceparano with all in favor the  
 59 paving proposal from Pro Way Construction Group in an amount not to  
 60 exceed \$49,000 was accepted. 5-0

61  
 62  
 63 **SIXTH ORDER OF BUSINESS** **Audience Comments**

64 None.

65  
 66 **SEVENTH ORDER OF BUSINESS** **Adjournment**

67  
 68 On MOTION by Mr. Ceparano seconded by Mr. Hurley with all in favor  
 69 the meeting was adjourned. 5-0

70  
 71  
 72  
 73  
 74 \_\_\_\_\_  
 75 Michael Ceparano  
 Chairman

**4B**

**LIVE OAK NO. 1**  
Community Development District

**Financial Report**

*November 30, 2018*



**LIVE OAK NO. 1**  
Community Development District

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**LIVE OAK NO. 1**

Community Development District

**Financial Statements**

(Unaudited)

*November 30, 2018*

**Balance Sheet**  
November 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2013 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>			
Cash - Checking Account	\$ 151,917	\$ -	\$ 151,917
Due From Other Gov'tl Units	31	-	31
Due From Other Funds	-	55,128	55,128
Investments:			
Certificates of Deposit - 12 Months	202,656	-	202,656
Certificates of Deposit - 18 Months	309,850	-	309,850
Money Market Account	903,632	-	903,632
Reserve Fund	-	43,917	43,917
Revenue Fund	-	115,071	115,071
Utility Deposits - TECO	1,375	-	1,375
<b>TOTAL ASSETS</b>	<b>\$ 1,569,461</b>	<b>\$ 214,116</b>	<b>\$ 1,783,577</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 4,369	\$ -	\$ 4,369
Accrued Expenses	2,755	-	2,755
Due To Other Funds	55,128	-	55,128
<b>TOTAL LIABILITIES</b>	<b>62,252</b>	<b>-</b>	<b>62,252</b>
<b>FUND BALANCES</b>			
<b>Nonspendable:</b>			
Deposits	1,375	-	1,375
<b>Restricted for:</b>			
Debt Service	-	214,116	214,116
<b>Assigned to:</b>			
Operating Reserves	66,150	-	66,150
Reserves - Infrastructure	297,500	-	297,500
Reserves - Ponds	1,039,558	-	1,039,558
<b>Unassigned:</b>	102,626	-	102,626
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,507,209</b>	<b>\$ 214,116</b>	<b>\$ 1,721,325</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,569,461</b>	<b>\$ 214,116</b>	<b>\$ 1,783,577</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 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	NOV-18 ACTUAL
<b>REVENUES</b>						
Interest - Investments	\$ 7,500	\$ 1,250	\$ 2,575	\$ 1,325	34.33%	\$ 1,530
Special Assmnts- Tax Collector	456,918	109,066	53,066	(56,000)	11.61%	53,066
Special Assmnts- Discounts	(18,277)	(4,363)	(2,154)	2,209	11.79%	(2,154)
Other Miscellaneous Revenues	-	-	354	354	0.00%	-
<b>TOTAL REVENUES</b>	<b>446,141</b>	<b>105,953</b>	<b>53,841</b>	<b>(52,112)</b>	<b>12.07%</b>	<b>52,442</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
P/R-Board of Supervisors	8,000	2,000	1,600	400	20.00%	800
FICA Taxes	612	153	122	31	19.93%	61
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%	-
ProfServ-Engineering	11,000	1,834	1,902	(68)	17.29%	915
ProfServ-Legal Services	4,000	666	2,033	(1,367)	50.83%	1,656
ProfServ-Mgmt Consulting Serv	48,228	8,038	8,038	-	16.67%	4,019
ProfServ-Special Assessment	12,500	-	-	-	0.00%	-
ProfServ-Trustee Fees	2,694	1,125	1,122	3	41.65%	-
Auditing Services	5,023	-	-	-	0.00%	-
Postage and Freight	230	40	14	26	6.09%	8
Insurance - General Liability	7,597	7,597	7,000	597	92.14%	-
Printing and Binding	200	34	94	(60)	47.00%	37
Legal Advertising	700	-	-	-	0.00%	-
Misc-Bank Charges	300	50	116	(66)	38.67%	39
Misc-Assessmnt Collection Cost	9,138	2,181	1,018	1,163	11.14%	1,018
Misc-Web Hosting	1,000	167	252	(85)	25.20%	168
Office Supplies	49	8	-	8	0.00%	-
Annual District Filing Fee	175	175	175	-	100.00%	-
<b>Total Administration</b>	<b>112,046</b>	<b>24,068</b>	<b>23,486</b>	<b>582</b>	<b>20.96%</b>	<b>8,721</b>
<b>Field</b>						
Contracts-Landscape	55,920	9,320	9,320	-	16.67%	4,660
Contracts-Lakes	21,492	3,582	3,582	-	16.67%	1,791
Electricity - General	9,631	1,605	1,899	(294)	19.72%	750
Electricity - Streetlighting	30,000	5,000	4,008	992	13.36%	4,008
R&M-Irrigation	500	-	-	-	0.00%	-
R&M-Wetland Monitoring	15,000	2,500	1,300	1,200	8.67%	650
Misc-Hurricane Expense	3,000	-	-	-	0.00%	-
Misc-Contingency	15,000	13,000	12,876	124	85.84%	-
Reserve - Ponds	183,552	20,700	20,629	71	11.24%	-
<b>Total Field</b>	<b>334,095</b>	<b>55,707</b>	<b>53,614</b>	<b>2,093</b>	<b>16.05%</b>	<b>11,859</b>
<b>TOTAL EXPENDITURES</b>	<b>446,141</b>	<b>79,775</b>	<b>77,100</b>	<b>2,675</b>	<b>17.28%</b>	<b>20,580</b>

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

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>	<b>NOV-18 ACTUAL</b>
Excess (deficiency) of revenues Over (under) expenditures	-	26,178	(23,259)	(49,437)	0.00%	31,862
Net change in fund balance	\$ -	\$ 26,178	\$ (23,259)	\$ (49,437)	0.00%	\$ 31,862
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>1,530,468</b>	<b>1,530,468</b>	<b>1,530,468</b>			
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,530,468</b>	<b>\$ 1,556,646</b>	<b>\$ 1,507,209</b>			



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 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	NOV-18 ACTUAL
<b>REVENUES</b>						
Interest - Investments	\$ -	\$ -	\$ 127	\$ 127	0.00%	\$ 64
Special Assmnts- Tax Collector	477,357	113,945	55,440	(58,505)	11.61%	55,440
Special Assmnts- Discounts	(19,094)	(4,558)	(2,250)	2,308	11.78%	(2,250)
<b>TOTAL REVENUES</b>	<b>458,263</b>	<b>109,387</b>	<b>53,317</b>	<b>(56,070)</b>	<b>11.63%</b>	<b>53,254</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
Misc-Assessmnt Collection Cost	9,547	2,279	1,064	1,215	11.14%	1,064
<b>Total Administration</b>	<b>9,547</b>	<b>2,279</b>	<b>1,064</b>	<b>1,215</b>	<b>11.14%</b>	<b>1,064</b>
<b>Debt Service</b>						
Principal Debt Retirement	260,000	-	-	-	0.00%	-
Interest Expense	179,655	89,828	89,828	-	50.00%	89,828
<b>Total Debt Service</b>	<b>439,655</b>	<b>89,828</b>	<b>89,828</b>	<b>-</b>	<b>20.43%</b>	<b>89,828</b>
<b>TOTAL EXPENDITURES</b>	<b>449,202</b>	<b>92,107</b>	<b>90,892</b>	<b>1,215</b>	<b>20.23%</b>	<b>90,892</b>
Excess (deficiency) of revenues Over (under) expenditures	9,061	17,280	(37,575)	(54,855)	n/a	(37,638)
<b>OTHER FINANCING SOURCES (USES)</b>						
Contribution to (Use of) Fund Balance	9,061	-	-	-	0.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>9,061</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Net change in fund balance	\$ 9,061	\$ 17,280	\$ (37,575)	\$ (54,855)	n/a	\$ (37,638)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>251,691</b>	<b>251,691</b>	<b>251,691</b>			
<b>FUND BALANCE, ENDING</b>	<b>\$ 260,752</b>	<b>\$ 268,971</b>	<b>\$ 214,116</b>			

## **LIVE OAK NO. 1**

Community Development District

### **Supporting Schedules**

*November 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, 2019**

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%
11/07/18	\$ 8,500	\$ 428	\$ 173	\$ -	\$ 9,102	\$ 4,451	\$ 4,650
11/16/18	43,858	1,865	895	-	46,618	22,799	23,819
11/26/18	49,662	2,111	1,014	-	52,787	25,816	26,971
<b>TOTAL</b>	<b>\$ 102,020</b>	<b>\$ 4,404</b>	<b>\$ 2,082</b>	<b>\$ -</b>	<b>\$ 108,507</b>	<b>\$ 53,066</b>	<b>\$ 55,440</b>
% COLLECTED					12%	12%	12%
<b>TOTAL O/S</b>					<b>\$ 825,769</b>	<b>\$ 403,852</b>	<b>\$ 421,917</b>

**LIVE OAK NO. 1**

Community Development District

**Cash and Investment Report**

*November 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%	\$151,917
Certificate of Deposit	FL Community Bank	12 Months CD - #9400	01/17/19	1.02%	202,656
Certificate of Deposit	BankUnited	18 Months CD - #6093	09/12/19	1.80%	102,655
Certificate of Deposit	BankUnited	18 Months CD - #9026	06/01/19	1.44%	207,195
				Subtotal	<u>\$309,850</u>
Public Funds MMA	BankUnited	MMA - #0216	n/a	1.55%	\$903,632
				Subtotal	<u>\$903,632</u>
				<b>GF Subtotal</b>	<u><b>\$1,568,055</b></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%	115,071	
				<b>DS Subtotal</b>	<u><b>\$158,988</b></u>
				<b>Total</b>	<u><u><b>\$1,727,043</b></u></u>

**Live Oak No. 1 CDD**

Bank Reconciliation

Bank Account No. 9542 SunTrust Bank N.A. - GF  
 Statement No. 11-18  
 Statement Date 11/30/2018

<b>G/L Balance (LCY)</b>	151,917.47	<b>Statement Balance</b>	156,334.56
<b>G/L Balance</b>	151,917.47	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	151,917.47	<b>Subtotal</b>	156,334.56
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	4,417.09
	<hr/>	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	151,917.47	<b>Ending Balance</b>	151,917.47
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
11/8/2018	Payment	003832	SHELDON J. COHEN	184.70	0.00	184.70
11/30/2018	Payment	003840	INFRAMARK, LLC	4,232.39	0.00	4,232.39
<b>Total Outstanding Checks.....</b>				<b>4,417.09</b>		<b>4,417.09</b>

## LIVE OAK NO. 1 Community Development District

**Payment Register by Bank Account**  
For the Period from 10/01/2018 to 11/30/2018  
(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
<b><u>BANK UNITED - MMA - (ACCT# XXXXX0216)</u></b>									
Check	252	10/30/18	Vendor	LIVE OAK NO. 1	102918-9542	REPLENISH GEN FUNDS	Due From Other Funds	131000	\$50,000.00
<b>Account Total</b>									<b>\$50,000.00</b>

**SUNTRUST BANK N.A. - GF - (ACCT# XXXXX9542)**

Check	003807	10/04/18	Vendor	AMERICAN ECOSYSTEMS, INC	1809796	OCT WATER MGMT SVCS	Contracts-Lakes	001-534084-53901	\$1,791.00
Check	003808	10/04/18	Vendor	CREATIVE MAILBOX & SIGN DESIGNS	DP30385	***Voided Voided***			\$0.00
Check	003809	10/04/18	Vendor	FED EX	6-318-00942	SEPT POSTAGE	Postage and Freight	001-541006-51301	\$11.26
Check	003810	10/04/18	Vendor	FLORIDA NATIVES NURSERY, INC	15648	QTRLY MITIGATION MAINT	R&M-Wetland Monitoring	001-546108-53901	\$650.00
Check	003811	10/04/18	Vendor	LANDSCAPE MAINTENANCE	137031	OCT LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$4,660.00
Check	003812	10/04/18	Vendor	BIO MASS TECH, INC	1805	R/M SUMP 522	Reserve - Ponds	001-568126-53901	\$4,396.00
Check	003813	10/04/18	Vendor	TAMPA ELECTRIC	092518-5103	211012535103 8/17/18-9/19/18	Electricity - General	001-543006-53901	\$749.44
Check	003814	10/08/18	Vendor	BIO MASS TECH, INC	1806	SUMP 542 MAINT	Reserve - Ponds	001-568126-53901	\$4,465.00
Check	003815	10/08/18	Vendor	BIO MASS TECH, INC	1803	CSA 7 MAINTENANCE	Reserve - Ponds	001-568126-53901	\$7,343.65
Check	003816	10/08/18	Vendor	CREATIVE SIGN DESIGNS	DP30385	SIGNAGE	Misc-Contingency	001-549900-53901	\$300.00
Check	003817	10/08/18	Vendor	STRALEY & ROBIN	16232	GEN MATTERS THRU 9/15/18	ProfServ-Legal Services	001-531023-51401	\$210.00
Check	003818	10/11/18	Vendor	DEPT OF ECONOMIC OPPORTUNITY	72257	FY18/19 DISTRICT FILING FEES	Annual District Filing Fee	001-554007-51301	\$175.00
Check	003819	10/11/18	Vendor	PUBLIC RISK INSURANCE	57693	POLICY RENEWAL 10/11/18-10/11/20	Insurance - General Liability	001-545002-51301	\$7,000.00
Check	003820	10/11/18	Vendor	TIMES PUBLISHING	688562	NOTICE OF MTGS FY2019	Legal Advertising	001-548002-51301	\$333.50
Check	003821	10/24/18	Vendor	BIO MASS TECH, INC	1900	19904 OAK BLUFF EROSION RPR	Reserve - Ponds	001-568126-53901	\$4,424.72
Check	003822	10/24/18	Vendor	KING ENGINEERING ASSOCIATES, I	102718	ENGINEERING SEP 2018	ProfServ-Engineering	001-531013-51501	\$987.00
Check	003823	10/24/18	Employee	SHELDON J. COHEN	PAYROLL	October 24, 2018 Payroll Posting			\$184.70
Check	003824	10/24/18	Employee	NILESHKUMAR C. PATEL	PAYROLL	October 24, 2018 Payroll Posting			\$184.70
Check	003825	10/24/18	Employee	GEORGE A. MAYER, III	PAYROLL	October 24, 2018 Payroll Posting			\$184.70
Check	003826	10/24/18	Employee	JAMES W. HURLEY	PAYROLL	October 24, 2018 Payroll Posting			\$183.87
Check	003827	10/26/18	Vendor	INFRAMARK, LLC	35099	OCT 2018 MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,019.00
Check	003827	10/26/18	Vendor	INFRAMARK, LLC	35099	OCT 2018 MGMT FEES	Postage and Freight	001-541006-51301	\$5.64
Check	003827	10/26/18	Vendor	INFRAMARK, LLC	35099	OCT 2018 MGMT FEES	Printing and Binding	001-547001-51301	\$57.55
Check	003827	10/26/18	Vendor	INFRAMARK, LLC	35099	OCT 2018 MGMT FEES	Misc - Web Hosting	001-549915-51301	\$83.33
Check	003828	10/29/18	Vendor	STRALEY & ROBIN	16354	GEN MATTERS THRU 10/15/18	ProfServ-Legal Services	001-531023-51401	\$376.20
Check	003829	10/31/18	Vendor	TAMPA ELECTRIC	102418-5103	211012535103 9/20-10/18/18	Electricity - General	001-543006-53901	\$749.44

## LIVE OAK NO. 1 Community Development District

### Payment Register by Bank Account For the Period from 10/01/2018 to 11/30/2018 (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
Check	003829	10/31/18	Vendor	TAMPA ELECTRIC	CM082218-5103	CREDIT ON AUG BILL APPLIED	Electricity - General	001-543006-53901	(\$346.42)
Check	003830	11/01/18	Vendor	AMERICAN ECOSYSTEMS, INC	1811201	NOV WATER MGMT	Contracts-Lakes	001-534084-53901	\$1,791.00
Check	003831	11/01/18	Vendor	LANDSCAPE MAINTENANCE	138096	NOV LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$4,660.00
Check	003832	11/08/18	Employee	SHELDON J. COHEN	PAYROLL	November 08, 2018 Payroll Posting			\$184.70
Check	003833	11/08/18	Employee	NILESHKUMAR C. PATEL	PAYROLL	November 08, 2018 Payroll Posting			\$184.70
Check	003834	11/08/18	Employee	GEORGE A. MAYER, III	PAYROLL	November 08, 2018 Payroll Posting			\$184.70
Check	003835	11/08/18	Employee	JAMES W. HURLEY	PAYROLL	November 08, 2018 Payroll Posting			\$183.87
Check	003836	11/09/18	Vendor	STRALEY & ROBIN	16369	MICALLEF VIOL THRU 10/15	ProfServ-Legal Services	001-531023-51401	\$950.00
Check	003837	11/15/18	Vendor	FLORIDA NATIVES NURSERY, INC	15793	QRTLRY MITIGATION MAINT	R&M-Wetland Monitoring	001-546108-53901	\$650.00
Check	003838	11/15/18	Vendor	INTEGRITY PAVEMENT SERVICES, INC.	849	SEAL COAT/STRIPING STREETS	Misc-Contingency	001-549900-53901	\$13,176.31
Check	003839	11/15/18	Vendor	STRALEY & ROBIN	15399	MICALLEF THRU FEB 2018	ProfServ-Legal Services	001-531023-51401	\$393.13
Check	003840	11/30/18	Vendor	INFRAMARK, LLC	35934	NOV MGMT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,019.00
Check	003840	11/30/18	Vendor	INFRAMARK, LLC	35934	NOV MGMT FEES	Postage and Freight	001-541006-51301	\$8.46
Check	003840	11/30/18	Vendor	INFRAMARK, LLC	35934	NOV MGMT FEES	Printing and Binding	001-547001-51301	\$36.60
Check	003840	11/30/18	Vendor	INFRAMARK, LLC	35934	NOV MGMT FEES	WEB HOSTING	001-549915-51301	\$83.33
Check	003840	11/30/18	Vendor	INFRAMARK, LLC	35934	NOV MGMT FEES	WEB TRFR	001-549915-51301	\$85.00
ACH	DD112	10/11/18	Vendor	TAMPA ELECTRIC	092018 ACH	211001693046 8/14-9/14/18	Electricity - Streetlighting	001-543013-53901	\$2,008.72
ACH	DD113	11/09/18	Vendor	TAMPA ELECTRIC	101918-3046 ACH	BILL PRD 9/15-10/15/18	Electricity - Streetlighting	001-543013-53901	\$2,005.17
<b>Account Total</b>									<b>\$73,783.97</b>

<b>Total Amount Paid</b>	<b>\$123,783.97</b>
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Total Amount Paid Breakdown by Fund	
Fund	Amount
General Fund - 001	123,783.97
<b>Total</b>	<b>123,783.97</b>

**4C.**





**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Agenda Page 25  
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Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
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[www.graucpa.com](http://www.graucpa.com)

October 29, 2018

To Board of Supervisors  
Live Oak No. 1 Community Development District  
210 N. University Drive, Suite 702  
Coral Springs, FL 33071

We are pleased to confirm our understanding of the services we are to provide Live Oak No. 1 Community Development District, Hillsborough County, Florida ("the District") for the fiscal year ended September 30, 2018. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Live Oak No. 1 Community Development District as of and for the fiscal year ended September 30, 2018. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2018 audit.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

### **Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the **Audit Objectives** section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the

parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$4,700 for the September 30, 2018 audit.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Live Oak No. 1 Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



\_\_\_\_\_  
Racquel McIntosh

**RESPONSE:**

This letter correctly sets forth the understanding of Live Oak No. 1 Community Development District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ e e \_\_\_\_\_



## PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

# Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in black ink, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair  
AICPA Peer Review Board  
2016

**4D.**

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

**Motion: Assigning Fund Balance as of 9/30/18**

The Board hereby assigns the FY 2018 Reserves per the September 2018 Financials:

Operating Reserve	\$ 66,150
Reserves - Infrastructure	\$ 297,500
Reserves - Ponds	\$ 1,039,558

\* To be approved at 12/18/18 meeting.