OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

March 2, 2020

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

Osprey Oaks Community Development District

OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W●Boca Raton, Florida 33431
Phone: (561) 571-0010●Toll-free: (877) 276-0889●Fax: (561) 571-0013

February 24, 2020

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Osprey Oaks Community Development District

Dear Board Members:

The Board of Supervisors of the Osprey Oaks Community Development District will hold a Regular Meeting on March 2, 2020 at 6:30 p.m., at the Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Unaudited Financial Statements as of January 31, 2020
   A. Check Detail: October 2019 through January 2020
   B. Accounts Payable Invoices: October 2019 through January 2020
4. Approval of January 6, 2020 Regular Meeting Minutes
5. Staff Reports
   A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*
   B. District Engineer: *Schnars Engineering Corporation*
   C. District Manager: *Wrathell, Hunt and Associates, LLC*
      - NEXT MEETING DATE: April 6, 2020 at 6:30 P.M.
        - QUORUM CHECK

John Flaherty	☐ YES	☐ NO	☐ PHONE
Steve Ratkowski	☐ YES	☐ NO	☐ PHONE
Kenneth Revilla	☐ YES	☐ NO	☐ PHONE
Jeff Fuchs	☐ YES	☐ NO	☐ PHONE
Meredith Naim	☐ YES	☐ NO	☐ PHONE

6. Public Comments

7. Supervisors' Requests

8. Adjournment

Should you have any questions and/or concerns, please contact me directly at (561) 346-5294.

Sincerely,

Cindy Cerbone

Cindy Cerbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
CONFERENCE ID: 8518503

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

3

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JANUARY 31, 2020

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JANUARY 31, 2020

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	$ 129,081	$ -	$ 129,081
Investments			
Reserve	-	132,155	132,155
Interest	-	2	2
Revenue	-	127,198	127,198
Prepayment	-	1,626	1,626
Sinking	-	1	1
Due from general fund	-	7,303	7,303
Total assets	$ 129,081	$ 268,285	$ 397,366
LIABILITIES AND FUND BALANCES			
Liabilities:			
Due to debt service fund	$ 7,303	$ -	$ 7,303
Total liabilities	7,303	-	7,303
Fund balances:			
Restricted for:			
Debt service	-	268,285	268,285
Unassigned	121,778	-	121,778
Total fund balances	121,778	268,285	390,063
Total liabilities and fund balances	$ 129,081	$ 268,285	$ 397,366

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JANUARY 31, 2020

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	$ 1,128	$ 83,039	$ 88,542	94%
Interest and miscellaneous	5	14	-	N/A
Total revenues	1,133	83,053	88,542	94%
EXPENDITURES				
Professional & administrative				
Supervisors	600	1,600	8,000	20%
Management/accounting/recording	2,948	11,791	43,374	27%
Legal	400	400	9,000	4%
Engineering	-	-	2,000	0%
Audit	-	-	4,500	0%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent	83	333	1,000	33%
Trustee	-	-	3,500	0%
Telephone	8	33	100	33%
Postage	19	19	500	4%
Printing & binding	21	83	250	33%
Legal advertising	-	-	1,000	0%
Annual special district fee	-	175	175	100%
Insurance	-	5,762	6,183	93%
Contingencies/bank charges	27	106	5,051	2%
ADA websIte maintenance		-	200	0%
Website	-	705	705	100%
Information system services	-	-	420	0%
Total professional & administrative	4,106	21,007	87,158	24%
Other fees & charges				
Property appraiser	-	-	462	0%
Tax collector	35	854	922	93%
Total other fees & charges	35	854	1,384	62%
Total expenditures	4,141	21,861	88,542	25%
Excess/(deficiency) of revenues over/(under) expenditures	(3,008)	61,192	-	
Fund balances - beginning	124,786	60,586	47,993	
Fund balances - ending				
Assigned				
3 months working capital	26,427	26,427	26,427	
Unassigned	95,351	95,351	21,566	
Fund balances - ending	$ 121,778	$ 121,778	$ 47,993	

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2012
FOR THE PERIOD ENDED JANUARY 31, 2020

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment - on roll	$ 1,668	$ 122,809	$ 130,972	94%
Interest	177	894	-	N/A
Total revenues	1,845	123,703	130,972	94%
EXPENDITURES				
Debt service				
Principal	-	25,000	25,000	100%
Principal prepayment	-	10,000	-	N/A
Interest	-	49,679	98,600	50%
Total debt service	-	84,679	123,600	69%
Other fees & charges				
Tax collector	50	1,260	1,364	92%
Total other fees and charges	50	1,260	1,364	92%
Total expenditures	50	85,939	124,964	
Excess/(deficiency) of revenues over/(under) expenditures	1,795	37,764	6,008	
Fund balances - beginning	266,490	230,521	227,014	
Fund balances - ending	$ 268,285	$ 268,285	$ 233,022	

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

3A

Osprey Oaks CDD
Check Detail for MTGS
October 2019 through January 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**2762**	**10/07/2019**	**JOHN STEVEN FLA...**		**101.001 · Suntrust - ...**		**-200.00**
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00
Check	**2763**	**10/07/2019**	**STEVE RATKOWSKI**		**101.001 · Suntrust - ...**		**-200.00**
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00
Check	**2764**	**10/07/2019**	**KENNETH REVILLA**		**101.001 · Suntrust - ...**		**-200.00**
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00
Check	**2765**	**10/07/2019**	**JEFFREY K. FUCHS**		**101.001 · Suntrust - ...**		**-200.00**
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00
Check	**2766**	**10/07/2019**	**MEREDITH SARA N...**		**101.001 · Suntrust - ...**		**-200.00**
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	**2767**	**10/09/2019**	**BILLING COCHRAN,...**		**101.001 · Suntrust - ...**		**-852.50**
Bill	158200	09/30/2019			514.310 · Legal Fees	-852.50	852.50
TOTAL						-852.50	852.50
Bill Pmt -Check	**2768**	**10/09/2019**	**BOARD OF COUNTY...**		**101.001 · Suntrust - ...**		**-420.00**
Bill	490-09...	09/30/2019			513.316 · Information ...	-420.00	420.00
TOTAL						-420.00	420.00
Bill Pmt -Check	**2769**	**10/09/2019**	**EGIS INSURANCE & ...**		**101.001 · Suntrust - ...**		**-5,762.00**
Bill	9663	10/08/2019			519.450 · Insurance	-5,762.00	5,762.00
TOTAL						-5,762.00	5,762.00
Bill Pmt -Check	**2770**	**10/09/2019**	**FEDEX**		**101.001 · Suntrust - ...**		**-6.63**
Bill	6-739-...	09/30/2019			519.410 · Postage	-6.63	6.63
TOTAL						-6.63	6.63
Bill Pmt -Check	**2771**	**10/09/2019**	**THE STRANGE ZONE**		**101.001 · Suntrust - ...**		**-704.99**
Bill	2019-0...	10/08/2019			519.413 · Website Ma...	-704.99	704.99
TOTAL						-704.99	704.99
Bill Pmt -Check	**2772**	**10/09/2019**	**WRATHELL, HUNT ...**		**101.001 · Suntrust - ...**		**-3,060.33**
Bill	2019-0...	10/08/2019			512.311 · Manageme...	-2,947.83	2,947.83
					513.312 · Disseminati...	-83.34	83.34
					519.411 · Telephone	-8.33	8.33
					519.470 · Printing and...	-20.83	20.83
TOTAL						-3,060.33	3,060.33
Bill Pmt -Check	**2773**	**11/06/2019**	**BILLING COCHRAN,...**		**101.001 · Suntrust - ...**		**-1,045.00**

Osprey Oaks CDD
Check Detail for MTGS
October 2019 through January 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	158690	09/30/2019			514.310 · Legal Fees	-1,045.00	1,045.00
TOTAL						-1,045.00	1,045.00
Bill Pmt -Check	**2774**	**11/06/2019**	**WRATHELL, HUNT ...**		**101.001 · Suntrust - ...**		**-3,060.33**
Bill	2019-0...	11/05/2019			512.311 · Manageme...	-2,947.83	2,947.83
					513.312 · Disseminati...	-83.34	83.34
					519.411 · Telephone	-8.33	8.33
					519.470 · Printing and...	-20.83	20.83
TOTAL						-3,060.33	3,060.33
Bill Pmt -Check	**2775**	**11/27/2019**	**FLORIDA DEPT. OF ...**		**101.001 · Suntrust - ...**		**-175.00**
Bill	74465	11/26/2019			519.540 · Annual Dist...	-175.00	175.00
TOTAL						-175.00	175.00
Check	**2776**	**11/27/2019**	**OSPREY OAKS CDD**		**101.001 · Suntrust - ...**		**-774.67**
					207.201 · Due to Debt...	-774.67	774.67
TOTAL						-774.67	774.67
Check	**2777**	**12/12/2019**	**OSPREY OAKS CDD**		**101.001 · Suntrust - ...**		**-114,244.64**
					207.201 · Due to Debt...	-114,244.64	114,244.64
TOTAL						-114,244.64	114,244.64
Bill Pmt -Check	**2778**	**12/12/2019**	**WRATHELL, HUNT ...**		**101.001 · Suntrust - ...**		**-3,060.33**
Bill	2019-0...	12/09/2019			512.311 · Manageme...	-2,947.83	2,947.83
					513.312 · Disseminati...	-83.34	83.34
					519.411 · Telephone	-8.33	8.33
					519.470 · Printing and...	-20.83	20.83
TOTAL						-3,060.33	3,060.33
Bill Pmt -Check	**2779**	**01/09/2020**	**BILLING COCHRAN,...**		**101.001 · Suntrust - ...**		**-400.00**
Bill	159754	01/08/2020			514.310 · Legal Fees	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	**2780**	**01/09/2020**	**FEDEX**		**101.001 · Suntrust - ...**		**-18.60**
Bill	6-878-...	01/08/2020			519.410 · Postage	-9.30	9.30
Bill	6-862-...	01/08/2020			519.410 · Postage	-9.30	9.30
TOTAL						-18.60	18.60
Bill Pmt -Check	**2781**	**01/09/2020**	**WRATHELL, HUNT ...**		**101.001 · Suntrust - ...**		**-3,060.33**
Bill	2019-0...	01/08/2020			512.311 · Manageme...	-2,947.83	2,947.83
					513.312 · Disseminati...	-83.34	83.34
					519.411 · Telephone	-8.33	8.33
					519.470 · Printing and...	-20.83	20.83
TOTAL						-3,060.33	3,060.33
Check	**2782**	**01/30/2020**	**JOHN STEVEN FLA...**		**101.001 · Suntrust - ...**		**-200.00**
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00
Check	**2783**	**01/30/2020**	**KENNETH REVILLA**		**101.001 · Suntrust - ...**		**-200.00**

Osprey Oaks CDD
Check Detail for MTGS
October 2019 through January 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00
Check	**2784**	**01/30/2020**	**JEFFREY K. FUCHS**		**101.001 · Suntrust - ...**		**-200.00**
					511.110 · Supervisor'...	-200.00	200.00
TOTAL						-200.00	200.00

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

3B

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
SUNTRUST CENTER, SIXTH FLOOR
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150

08/31/2019

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT
2300 GLADES ROAD, SUITE 410W
BOCA RATON FL 33431

Account No: 861-06467O
Statement No: 158200

Attn: CRAIG WRATHELL

514.310
001

OSPREY OAKS CDD

Fees

		Hours	
08/05/2019			
GEW	PREPARE FOR, TRAVEL AND ATTEND BOARD OF SUPERVISORS MEETING	3.10	
	For Current Services Rendered	3.10	852.50

Recapitulation

Timekeeper	Hours	Rate	Total
GINGER E. WALD	3.10	$275.00	$852.50

Previous Balance	$1,680.00
Total Current Work	852.50

Payments

08/16/2019	PAYMENT RECEIVED - THANK YOU	-880.00
09/13/2019	PAYMENT RECEIVED - THANK YOU	-400.00
	Total Payments	-1,280.00
	Balance Due	$1,252.50

PLEASE MAKE CHECKS PAYABLE TO
BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
PLEASE RETURN ONE COPY OF THIS STATEMENT WITH YOUR PAYMENT
IRS NO. 59-1756046

LAW OFFICES

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.

ESTABLISHED 1977

DENNIS E. LYLES
JOHN W. MAURO
KENNETH W. MORGAN, JR.
BRUCE M. RAMSEY
GERALD L. KNIGHT
RICHARD T. WOULFE
CAROL J. HEALY GLASGOW
MICHAEL J. PAWELCZYK
ANDREW A. RIEF
MANUEL R. COMRAS
SHIRLEY A. DELUNA
MARK A. RUTLEDGE
GINGER E. WALD
JEFFERY R. LAWLEY
DONNA M. KRUSBE
SCOTT C. COCHRAN

LAS OLAS SQUARE, SUITE 600
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150
FAX: (954) 764-7279

CENTURION TOWER
1601 FORUM PLACE, SUITE 400
WEST PALM BEACH, FLORIDA 33401
(561) 659-5970
FAX: (561) 659-6173

WWW.BILLINGCOCHRAN.COM

PLEASE REPLY TO: FORT LAUDERDALE

CAMILLE E. BLANTON
RENEE L. BRANT
CHRISTINE A. BROWN
BRAD J. KIMBER
KELLI F. LAGO
SHAWN B. McKAMEY
VANESSA T. STEINERTS
JOHN C. WEBBER

OF COUNSEL
CLARK J. COCHRAN, JR.
SUSAN F. DELEGAL

STEVEN F. BILLING, 1947-1998
HAYWARD D. GAY, 1943-2007

August 31, 2019

RECEIVED
OCT 1 2019
By

Mr. Craig A. Wrathell
Osprey Oaks Community Development District
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

RE: Osprey Oaks Community Development District
Our File No.: 861.06467

Dear Craig:

We enclose our Interim Statement for legal services rendered in the above-referenced matter.

Thank you for letting us be of service to you in this matter.

Very truly yours,

DENNIS E. LYLES
For the Firm

DEL/sa
Enclosure

Palm Beach County, FL

Invoice

Invoice Number: 490-09161900000000002201

Acct. Number: VC0000155745-30DYS

Amount Due By 10-18-19	Amount Enclosed
$420.00	

Make checks payable to: Board of County Commissioner

Mail Payment to:

Palm Beach County
Finance Department
PO Box 3977
West Palm Beach FL 33402

Osprey Oaks Community Development District
ATTN: Craig A. Wrathell, District Manager
2300 Glades Road, Suite 410W
Boca Raton FL 33431

☐ Check box for change of address

Customer
Osprey Oaks Community Development District

Account Number
VC0000155745-30DYS

Due Date	Invoice Amount	Invoice Number	Invoice Date
10-18-19	$420.00	490-09161900000000002201	09-18-19

Invoice Charges

	Description	Charges
1	Osprey Oaks C.D.D. N-ADV Property Data Prep - 2019	$420.00

Total Invoice Charges	**$420.00**
Credit/Payment Applied	**$0.00**
Total Amount Due By 10-18-19	**$420.00**

Important Customer Information

If you have any questions regarding this invoice, please contact Jenise Link (561)-355- 6119 or you may email her at jlink@pbcgov.org.

513.316
001

RECEIVED
SEP 26 2019
By

INVOICE

egis Insurance & Risk Advisors

Customer	Osprey Oaks Community Development District
Acct #	388
Date	09/16/2019
Customer Service	Michelle Thomas
Page	1 of 1

Payment Information	
Invoice Summary	$ 5,762.00
Payment Amount	
Payment for:	Invoice#9663
100119091	

Osprey Oaks Community Development District
c/o Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Thank You

Please detach and return with payment

Customer: Osprey Oaks Community Development District

Invoice	Effective	Transaction	Description	Amount
9663	10/01/2019	Renew policy	Policy #100119091 10/01/2019-10/01/2020 Florida Insurance Alliance GL,POL,EPLI,HNO - Renew policy Due Date: 9/16/2019	5,762.00

RECEIVED
SEP 26 2019
By

519.450
001

Total
$ 5,762.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC
Lockbox 234021 PO Box 84021
Chicago, IL 60689-4002

(321)233-9939
sclimer@egisadvisors.com

Date
09/16/2019

FedEx

Invoice Number	Invoice Date	Account Number	Page
6-739-56959	Sep 17, 2019		1 of 2

FedEx Tax ID: 71-0427007

Billing Address:
OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

Shipping Address:
OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

Invoice Questions?
Contact FedEx Revenue Services
Phone: 800.645.9424
M-F 7-5 (CST)
Internet: fedex.com/usgovt

Invoice Summary

FedEx Express Services

Total Charges	USD	$6.63
TOTAL THIS INVOICE	**USD**	**$6.63**

Other discounts may apply.

519.410
001

Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.
Please do not staple or fold.
Please make check payable to FedEx.

Invoice Number	Invoice Amount	Account Number
6-739-56959	USD $6.63	

Remittance Advice

Your payment is due by Nov 01, 2019

673956959500000066354235972249000000000000000066350

0004096 01 AV 0.380 **AUTO T0 2 1259 33431-855643 -C01-P04100-I1

OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

FedEx
P.O. Box 371461
Pittsburgh PA 15250-7461

1259-01-00-0004096-0001-0007962

FedEx Express Shipment Detail By Payor Type (Original)

Ship Date: Sep 12, 2019 **Cust. Ref.:** OOCDD **Ref.#2:**
Payor: Third Party **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.75% to this shipment.
- Distance Based Pricing, Zone 2

		Sender	Recipient
Automation	INET	Daphne Gillyard	Lucy Jacques
Tracking ID	776223069687	WHA	Palm Beach County Tax Collecto
Service Type	FedEx Standard Overnight	2300 GLADES ROAD	301 North Olive Avenue
Package Type	FedEx Envelope	BOCA RATON FL 33431 US	WEST PALM BEACH FL 33401 US
Zone	02		
Packages	1		
Rated Weight	N/A		
Delivered	Sep 13, 2019 10:27		
Svc Area	A1	Transportation Charge	6.21
Signed by	R.BRUSTEN	Fuel Surcharge	0.42
FedEx Use	000000000/50139/_	**Total Charge**	**USD** **$6.63**

Third Party Subtotal	**USD**	**$6.63**
Total FedEx Express	**USD**	**$6.63**

FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to fedex.com to sign up today!

Strange Zone, Inc.

260 NW 67th Street
Apt. 108
Boca Raton, FL 33487

Invoice

Date	Invoice #
10/01/2019	2019-0064

Bill To
Osprey Oaks CDD C.O: Daphne Gillyard 2300 Glades Road, Suite 410W Boca Raton, FL 33431

519.413
001

Description	Amount
Website maintenance + Hosting (Yearly Contract) October 2019 to October 2020 Maintenance includes posting of minutes, meeting agendas, audits, scheduled meetings, budgets, general documents, and any other content update needed. Creation of new pages will be a separate fee of $50/ Page. Please allow up to 48 hours for updates to be posted. Hosting service includes 5 e-mail accounts with 2GB of space for each account.	600.00
Domain Name (Registration/Renewal)	35.00
SSL Certificate (Purchase/Renewal)	69.99
Total	$704.99

Wrathell, Hunt & Associates, LLC
2300 Glades Rd.
Suite 410W
Boca Raton, FL 33431

Invoice

Date	Invoice #
10/1/2019	2019-0546

Bill To:
Osprey Oaks CDD 2300 Glades Rd. Suite 410W Boca Raton, FL 33431

Description	Amount
Management $12,311	2,947.83
Dissemination Agent $13,312	83.34
Telephone $19,411	8.33
Printing & Binding $19,470	20.83
001	

Building client relationships one step at a time ...

Total $3,060.33

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
SUNTRUST CENTER, SIXTH FLOOR
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT
2300 GLADES ROAD, SUITE 410W
BOCA RATON FL 33431

09/30/2019
Account No: 861-06467O
Statement No: 158690

Attn: CRAIG WRATHELL

514.310
001

OSPREY OAKS CDD

Fees

		Hours	
09/06/2019			
DEL	RECEIPT AND REVIEW OF AGENDA PACKAGE FOR 9/12/19 MEETING OF BOARD OF SUPERVISORS	0.50	
09/12/2019			
GEW	PREPARE FOR, TRAVEL AND ATTEND BOARD OF SUPERVISORS MEETING	3.00	
09/26/2019			
GEW	RECEIPT AND REVIEW OF CORRESPONDENCE FROM CINDY CERBONE	0.10	
09/28/2019			
DEL	RECEIPT AND REVIEW CORRESPONDENCE FROM DISTRICT MANAGER	0.20	
	For Current Services Rendered	3.80	1,045.00

Recapitulation

Timekeeper	Hours	Rate	Total
DENNIS E. LYLES	0.70	$275.00	$192.50
GINGER E. WALD	3.10	275.00	852.50

Previous Balance	$1,252.50
Total Current Work	1,045.00

Payments

10/21/2019	PAYMENT RECEIVED - THANK YOU	-852.50
	Balance Due	$1,445.00

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT

09/30/2019
Account No: 861-06467O
Statement No: 158690

OSPREY OAKS CDD

PLEASE MAKE CHECKS PAYABLE TO
BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
PLEASE RETURN ONE COPY OF THIS STATEMENT WITH YOUR PAYMENT
IRS NO. 59-1756046

LAW OFFICES

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.

ESTABLISHED 1977

DENNIS E. LYLES
JOHN W. MAURO
KENNETH W. MORGAN, JR.
BRUCE M. RAMSEY
GERALD L. KNIGHT
RICHARD T. WOULFE
CAROL J. HEALY GLASGOW
MICHAEL J. PAWELCZYK
ANDREW A. RIEF
MANUEL R. COMRAS
SHIRLEY A. DeLUNA
MARK A. RUTLEDGE
GINGER E. WALD
JEFFERY R. LAWLEY
DONNA M. KRUSBE
SCOTT C. COCHRAN

LAS OLAS SQUARE, SUITE 600
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150
FAX: (954) 764-7279

CENTURION TOWER
1601 FORUM PLACE, SUITE 400
WEST PALM BEACH, FLORIDA 33401
(561) 659-5970
FAX: (561) 659-6173

WWW.BILLINGCOCHRAN.COM

PLEASE REPLY TO: FORT LAUDERDALE

CAMILLE E. BLANTON
RENEE L. BRANT
CHRISTINE A. BROWN
BRAD J. KIMBER
KELLI F. LAGO
SHAWN B. McKAMEY
VANESSA T. STEINERTS
JOHN C. WEBBER

OF COUNSEL
CLARK J. COCHRAN, JR.
SUSAN F. DELEGAL

STEVEN F. BILLING, 1947-1998
HAYWARD D. GAY, 1943-2007

September 30, 2019

Mr. Craig A. Wrathell
Osprey Oaks Community Development District
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

RE: Osprey Oaks Community Development District
Our File No.: 861.06467

Dear Craig:

We enclose our Interim Statement for legal services rendered in the above-referenced matter.

Thank you for letting us be of service to you in this matter.

Very truly yours,

Dennis E. Lyles

DENNIS E. LYLES
For the Firm

DEL/sa
Enclosure

Wrathell, Hunt & Associates, LLC
2300 Glades Rd.
Suite 410W
Boca Raton, FL 33431

Invoice

Date	Invoice #
11/1/2019	2019-0629

Bill To:
Osprey Oaks CDD 2300 Glades Rd. Suite 410W Boca Raton, FL 33431

Description	Amount
Management 512.311	2,947.83
Dissemination Agent 513.312	83.34
Telephone 519.411	8.33
Printing & Binding 519.470	20.83
001	

Building client relationships one step at a time ...

Total $3,060.33

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2019/2020 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24 Florida Administrative Code

Invoice No.: 74465			**Date Invoiced: 10/01/2019**
Annual Fee: $175.00	**Late Fee: $0.00**	**Received: $0.00**	**Total Due, Postmarked by 12/02/2019: $175.00**

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

Osprey Oaks Community Development District
Mr. Dennis Lyles
SunTrust Center, Sixth Floor
515 East Las Olas Boulevard
Fort Lauderdale, FL 33301

519.540
001

2. Telephone:	(954) 764-7150
3. Fax:	(954) 764-7279
4. Email:	dlyles@bclmr.com
5. Status:	Independent
6. Governing Body:	Elected
7. Website Address:	www.ospreyoakscdd.net
8. County(ies):	Palm Beach
9. Function(s):	Community Development
10. Boundary Map on File:	04/17/2008
11. Creation Document on File:	04/17/2008
12. Date Established:	01/15/2008
13. Creation Method:	Local Ordinance
14. Local Governing Authority:	Palm Beach County
15. Creation Document(s):	County Ordinance 2008-001
16. Statutory Authority:	Chapter 190, Florida Statutes
17. Authority to Issue Bonds:	Yes
18. Revenue Source(s):	Assessments
19. Most Recent Update:	10/11/2018

NOV 05 2019

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Dennis E. Lyles Date 10/28/19

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1.____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.

2.____ This special district is in compliance with the reporting requirements of the Department of Financial Services.

3.____ This special district reported $3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2017/2018 Annual Financial Report (if created since then, attach an income statement verifying $3,000 or less in revenues).

Department Use Only: Approved:____ Denied: ____ Reason:_____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Ron DeSantis
GOVERNOR

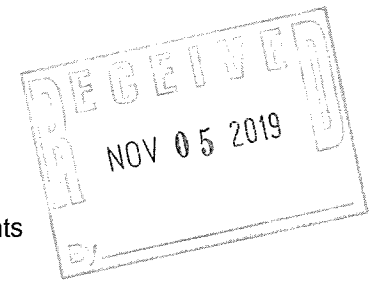
FLORIDA DEPARTMENT of ECONOMIC OPPORTUNITY

Ken Lawson
EXECUTIVE DIRECTOR

To: All Special District Registered Agents

From: Jack Gaskins Jr., Special District Accountability Program

Date: October 1, 2019



Subject: Fiscal Year 2019/2020 Annual State Fee and Update Requirements
Postmarked Due Date is December 2, 2019

This memo contains the instructions for complying with the annual state fee and update requirement using the enclosed *Fiscal Year 2019/2020 Annual Special District Fee Invoice and Update Form* (form). The state fee remains $175 per special district, unless the special district certifies that it is eligible for a zero fee. To avoid a $25 late fee, the payment must be postmarked or paid online by **December 2, 2019.**

The Purpose of the Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program within the Florida Department of Economic Opportunity (DEO) and requires DEO to annually collect a state fee from each special district to cover the costs of administering the Act. For more information, see www.FloridaJobs.org/SDAP.

The Purpose of Reviewing the Special District's Profile

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain specific information with DEO and requires DEO to make that information available through the *Official List of Special Districts* (www.FloridaJobs.org/OfficialList). The Florida Legislature, state agencies and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information and make informed policy decisions. Therefore, it is important for each special district's registered agent to annually review the information on the form, make any needed corrections or updates directly on the form and return it to DEO along with the state fee.

Reminders

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already have an official website that contains specific information (see www.FloridaJobs.org/SDWebsites#offwebsite). If the special district's official website address is not listed on the form, the special district must provide it.

The *Florida Special District Handbook* (www.FloridaJobs.org/SpecialDistrictHandbook) covers general operating procedures for special districts. DEO encourages all special district staff and governing body members to review this handbook to help ensure compliance with state requirements.

(TURN OVER FOR INSTRUCTIONS)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

Wrathell, Hunt & Associates, LLC
2300 Glades Rd.
Suite 410W
Boca Raton, FL 33431

Invoice

Date	Invoice #
12/1/2019	2019-0734

Bill To:
Osprey Oaks CDD 2300 Glades Rd. Suite 410W Boca Raton, FL 33431

Description	Amount
Management 512.311	2,947.83
Dissemination Agent 513.312	83.34
Telephone 519.411	8.33
Printing & Binding 519.470	20.83
001	

Building client relationships one step at a time ...

Total $3,060.33

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
SUNTRUST CENTER, SIXTH FLOOR
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT
2300 GLADES ROAD, SUITE 410W
BOCA RATON FL 33431

11/30/2019
Account No: 861-06467O
Statement No: 159754

Attn: CRAIG WRATHELL

OSPREY OAKS CDD

Fees

Monthly minimum billing for general/routine legal services provided for in CDD Engagement Letter, including, but not limited to:
Communications with District Manager and District Staff re: routine operations of the CDD; Communications with State and local government agencies re: CDD matters, requests for information, audits, etc.; Update and maintain CDD records, notices, filings, etc.; Review miscellaneous correspondence re: CDD; Scheduling matters involving the CDD and Agendas re: Meetings of Board of Supervisors; Monitoring litigation matters, receiving and processing all notices, service of process, etc., as Registered Agent of the CDD; Reviewing and reporting upon changes in legislation and regulatory measures affecting the CDD

For Current Services Rendered	400.00
Previous Balance	$800.00
Total Current Work	400.00
Balance Due	$1,200.00

PLEASE MAKE CHECKS PAYABLE TO
BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
PLEASE RETURN ONE COPY OF THIS STATEMENT WITH YOUR PAYMENT
IRS NO. 59-1756046

LAW OFFICES

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.

ESTABLISHED 1977

DENNIS E. LYLES
JOHN W. MAURO
KENNETH W. MORGAN, JR.
BRUCE M. RAMSEY
GERALD L. KNIGHT
RICHARD T. WOULFE
CAROL J. HEALY GLASGOW
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WWW.BILLINGCOCHRAN.COM

PLEASE REPLY TO: FORT LAUDERDALE

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VANESSA T. STEINERTS
JOHN C. WEBBER

OF COUNSEL
CLARK J. COCHRAN, JR.
SUSAN F. DELEGAL

STEVEN F. BILLING, 1947-1998
HAYWARD D. GAY, 1943-2007

November 30, 2019

Mr. Craig A. Wrathell
Osprey Oaks Community Development District
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

RECEIVED
DEC 23 2019
By

RE: Osprey Oaks Community Development District
Our File No.: 861.06467

Dear Craig:

We enclose our Interim Statement for legal services rendered in the above-referenced matter.

Thank you for letting us be of service to you in this matter.

Very truly yours,

DENNIS E. LYLES
For the Firm

DEL/sa
Enclosure

FedEx

Invoice Number	Invoice Date	Account Number	Page
6-878-38869	Dec 24, 2019		1 of 2

FedEx Tax ID: 71-042700/

Billing Address:
OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

Shipping Address:
OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

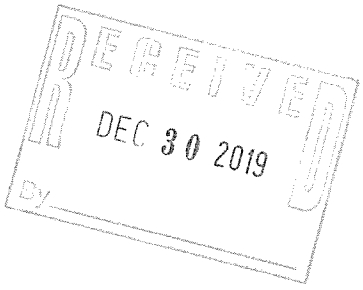
Invoice Questions?
Contact FedEx Revenue Services
Phone: 800.645.9424
M-F 7-5 (CST)
Internet: fedex.com/usgovt

Invoice Summary

FedEx Express Services

Total Charges	USD	$9.30
TOTAL THIS INVOICE	**USD**	**$9.30**

Other discounts may apply.



Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.
Please do not staple or fold.
Please make check payable to FedEx.

Invoice Number	Invoice Amount	Account Number
6-878-38869	USD $9.30	

Remittance Advice

Your payment is due by Feb 07, 2020

6878388690000000930842359722490000000000000000093080

0001973 01 AV 0.380 **AUTO T0 1 1357 33431-855643 -C01-P01974-I1

OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

FedEx
P.O. Box 371461
Pittsburgh PA 15250-7461

60007580009550

1357-01-00-0001973-0001-0003659

FedEx Express Shipment Detail By Payor Type (Original)

Ship Date: Dec 16, 2019 **Cust. Ref.:** Osprey Oaks **Ref.#2:**
Payor: Third Party **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.50% to this shipment.
- Weather delay - Snow.
- Distance Based Pricing, Zone 5

		Sender	Recipient		
Automation	INET				
Tracking ID	777254098483	Nicole Parisi	Mary Dallatore		
Service Type	FedEx Priority Overnight	Wrathell, Hunt & Associates, L	Wells Fargo Bank		
Package Type	FedEx Envelope	2300 GLADES ROAD	123 S. Broad Street, Suite 150		
Zone	05	BOCA RATON FL 33431 US	PHILADELPHIA PA 19109 US		
Packages	1				
Rated Weight	N/A				
Delivered	Dec 17, 2019 11:42				
Svc Area	A1	Transportation Charge			8.69
Signed by	P.GINET	Fuel Surcharge			0.61
FedEx Use	000000000/71282/_	**Total Charge**		**USD**	**$9.30**
			Third Party Subtotal	**USD**	**$9.30**
			Total FedEx Express	**USD**	**$9.30**

FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to fedex.com to sign up today!

FedEx

Invoice Number	Invoice Date	Account Number	Page
6-862-67176	Dec 10, 2019		1 of 2

FedEx Tax ID: 71-0427007

Billing Address:
OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

Shipping Address:
OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

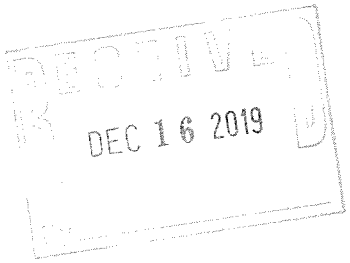
Invoice Questions?
Contact FedEx Revenue Services
Phone: 800.645.9424
M-F 7-5 (CST)
Internet: fedex.com/usgovt

Invoice Summary

FedEx Express Services

Total Charges	USD	$9.30
TOTAL THIS INVOICE	**USD**	**$9.30**

Other discounts may apply.



Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.
Please do not staple or fold.
Please make check payable to FedEx.

Invoice Number	Invoice Amount	Account Number
6-862-67176	USD $9.30	

Remittance Advice

Your payment is due by Jan 24, 2020

6862671762000000930842359722490000000000000000930800

0030721 01 AB 0.409 **AUTO T5 0 1343 33431-855643 -C01-P30751-I1

OSPREY OAKS CDD
2300 GLADES RD STE 410W
BOCA RATON FL 33431-8556

FedEx
P.O. Box 371461
Pittsburgh PA 15250-7461

60028440007536

FedEx Express Shipment Detail By Payor Type (Original)

Ship Date: Dec 03, 2019 **Cust. Ref.:** Osprey Oaks **Ref.#2:**
Payor: Third Party **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.50% to this shipment.
- Distance Based Pricing, Zone 5

		Sender	Recipient
Automation	INET	Nicole Parisi	Mary Dallatore
Tracking ID	777139480983	Wrathell, Hunt & Associates, L	Wells Fargo Bank
Service Type	FedEx Priority Overnight	2300 GLADES ROAD	123 S. Broad Street, Suite 150
Package Type	FedEx Envelope	BOCA RATON FL 33431 US	PHILADELPHIA PA 19109 US
Zone	05		
Packages	1		
Rated Weight	N/A		
Delivered	Dec 04, 2019 09:56		
Svc Area	A1	Transportation Charge	8.69
Signed by	P.GINET	Fuel Surcharge	0.61
FedEx Use	000000000/71282/_	**Total Charge** USD	$9.30

Third Party Subtotal	**USD**	**$9.30**
Total FedEx Express	**USD**	**$9.30**

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FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to fedex.com to sign up today!

Wrathell, Hunt & Associates, LLC
2300 Glades Rd.
Suite 410W
Boca Raton, FL 33431

Invoice

Date	Invoice #
1/1/2020	2019-0807

Bill To:
Osprey Oaks CDD 2300 Glades Rd. Suite 410W Boca Raton, FL 33431

Description	Amount
Management	2,947.83
Dissemination Agent	83.34
Telephone	8.33
Printing & Binding	20.83

Building client relationships one step at a time ...

Total $3,060.33

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

4

DRAFT

MINUTES OF MEETING
OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Osprey Oaks Community Development District held a Regular Meeting on January 6, 2020 at 6:30 p.m., at the Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463.

Present and constituting a quorum were:

Jeffrey Fuchs	Vice Chair
Kenneth Revilla	Assistant Secretary
John Flaherty	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Ginger Wald	District Counsel
Jacob Fuchs	Resident

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

Ms. Cerbone called the meeting to order at 6:30 p.m. Supervisors Fuchs, Revilla and Flaherty were present, in person. Supervisors Naim and Ratkowski were not present.

SECOND ORDER OF BUSINESS **Public Comments**

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of November 30, 2019**

Ms. Cerbone presented the Unaudited Financial Statements as of November 30, 2019.

A. Check Detail: October 2018 through November 2019

B. Accounts Payable Invoices: November 2019

These items were provided for informational purposes.

On MOTION by Mr. Flaherty and seconded by Mr. Fuchs, with all in favor, the Unaudited Financial Statements as of November 30, 2019, were accepted.

FOURTH ORDER OF BUSINESS **Approval of September 12, 2019 Public Hearing and Regular Meeting Minutes**

Ms. Cerbone presented the September 12, 2019 Public Hearing and Regular Meeting Minutes.

On MOTION by Mr. Flaherty and seconded by Mr. Revilla, with all in favor, the September 12, 2019 Public Hearing and Regular Meeting Minutes, as presented, were approved.

FIFTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*

There being no report, the next item followed.

B. District Engineer: *Schnars Engineering Corporation*

There being no report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: February 3, 2020 at 6:30 P.M.**

Ms. Cerbone stated that the February meeting would be cancelled. The next meeting would be held on March 3, 2020 and meetings would also be held in May, June, August and September.

Regarding which seats would expire in November, 2020, Ms. Cerbone replied Seats 1, 2 and 5, currently held by Supervisors Flaherty, Ratkowski and Naim, respectively. The public announcement for the upcoming election would be in June. Ms. Wald stated that the exact date would be posted on the Supervisor of Elections (SOE) website.

- **QUORUM CHECK**

Supervisors Flaherty, Revilla and Fuchs confirmed their attendance at the March 2, 2020 meeting.

SIXTH ORDER OF BUSINESS **Public Comments**

Mr. Jacob Fuchs, a resident, asked if there would be an October meeting. Ms. Cerbone replied that the Board does not usually meet in October but it would meet in mid-September.

SEVENTH ORDER OF BUSINESS **Supervisors' Requests**

A Board Member asked about Supervisor Ratkowski's move. Ms. Cerbone stated Mr. Ratkowski indicated he would move in March or April or possibly even later. Discussion ensued regarding a formal resignation and appointment of a new Supervisor.

Mr. Fuchs asked if the CDD normally mailed welcome letters to the HOA after HOA elections, as one recently occurred. Ms. Cerbone stated she could send a welcome letter, on behalf of the District.

EIGHTH ORDER OF BUSINESS **Adjournment**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Revilla and seconded by Mr. Fuchs, with all in favor, the meeting adjourned at 6:42 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

97
98
99
100
101
102 _____ _____
103 Secretary/Assistant Secretary Chair/Vice Chair

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

5C

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2019/2020 MEETING SCHEDULE

LOCATION

Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 7, 2019 CANCELED	Regular Meeting	6:30 PM
November 4, 2019 CANCELED	Regular Meeting	6:30 PM
December 2, 2019 CANCELED	Regular Meeting	6:30 PM
January 6, 2020	Regular Meeting	6:30 PM
February 3, 2020 CANCELED	Regular Meeting	6:30 PM
March 2, 2020	Regular Meeting	6:30 PM
April 6, 2020	Regular Meeting	6:30 PM
May 4, 2020	Regular Meeting	6:30 PM
June 1, 2020	Regular Meeting	6:30 PM
July 6, 2020	Regular Meeting	6:30 PM
August 3, 2020	Regular Meeting	6:30 PM
September 14, 2020*	Public Hearing & Regular Meeting	6:30 PM

Exception*

September meeting date is one week later to accommodate Labor Day Holiday