

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

MARCH 20, 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

March 13, 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, March 20, 2018 at 10:00 a.m. at the Live Oak Clubhouse, 9401 Oak Preserve Boulevard, Tampa, Florida. Following is the advanced agenda for the meeting:

1. **Call to Order and Roll Call**
2. **Public Comments on Agenda Items**
3. **Consent Agenda**
 - A. Approval of the Minutes of the January 16, 2018 Meeting
 - B. Approval of the Financial Statements
4. **Staff Reports**
 - A. Manager
 - i. Consideration of Resolution 2018-01 Confirming the District's Use of the Hillsborough County Supervisor of Elections to Continue Conducting the District's Election of Supervisors in Conjunction with the General Election
 - B. Attorney
 - C. Engineer
5. **Supervisors' Requests**
6. **Audience Comments**
7. **Adjournment**

Note: The next meeting is scheduled for May 15, 2018

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

Manager

Third Order of Business

3A.

**MINUTES OF MEETING
LIVE OAK NO. 1
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Live Oak No. 1 Community Development District was held on Tuesday, January 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
Lawrence Kistler	District Engineer
Vinnie 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 called the roll.

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

THIRD ORDER OF BUSINESS **Consent Agenda**
A. Approval of the Minutes of the November 21, 2017 Meeting
B. Approval of the Financial Statements

ON MOTION by Mr. Ceparano seconded by Mr. Cohen with all in favor the consent agenda was approved. 4-0

FOURTH ORDER OF BUSINESS **Staff Reports**
A. Manager
➤ Lights on Fountain 2 to be checked
➤ Fence repairs to fence bordering Pebble Creek
B. Attorney

Discussion ensued with regard to 9209 Everwood Court, Tampa FL., and violation of adjacent mitigation area and conservation easement. A letter requesting the reimbursement of the cost has been drafted by the District Attorney to be sent to the Resident.

ON MOTION by Mr. Ceparano seconded by Mr. Hurley with all in favor the Addendum Letter 5534-001-000-03R requesting reimbursement for mitigation of environmental damage and restoration of intentional damage in the Mitigation Area adjacent to Resident's home was approved. 4-0

There was consensus from the Board to send the subject letter as discussed.

C. Engineer
None

FIFTH ORDER OF BUSINESS

Supervisors' Requests

Supervisor requests were received, and discussion followed regarding beacon lights, pavers and fencing issue on mitigation area.

SIXTH ORDER OF BUSINESS

Audience Comments

None.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Mayer seconded by Mr. Patel with all in favor the meeting was adjourned. 5-0

Michael Ceparano
Chairman

3B.

LIVE OAK NO. 1
Community Development District

Financial Report

February 28, 2018



LIVE OAK NO. 1
Community Development District

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LIVE OAK NO. 1

Community Development District

Financial Statements

(Unaudited)

February 28, 2018

Balance Sheet
February 28, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2013 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 178,760	\$ -	\$ 178,760
Investments:			
Certificates of Deposit - 12 Months	201,362	-	201,362
Certificates of Deposit - 18 Months	305,070	-	305,070
Money Market Account	944,850	-	944,850
Reserve Fund	-	43,917	43,917
Revenue Fund	-	525,918	525,918
Utility Deposits - TECO	1,375	-	1,375
TOTAL ASSETS	\$ 1,631,417	\$ 569,835	\$ 2,201,252
<u>LIABILITIES</u>			
Accounts Payable	\$ 13,025	\$ -	\$ 13,025
TOTAL LIABILITIES	13,025	-	13,025
<u>FUND BALANCES</u>			
Nonspendable:			
Deposits	1,375	-	1,375
Restricted for:			
Debt Service	-	569,835	569,835
Assigned to:			
Operating Reserves	70,001	-	70,001
Reserves - Infrastructure	297,500	-	297,500
Reserves - Ponds	864,781	-	864,781
Unassigned:	384,735	-	384,735
TOTAL FUND BALANCES	\$ 1,618,392	\$ 569,835	\$ 2,188,227
TOTAL LIABILITIES & FUND BALANCES	\$ 1,631,417	\$ 569,835	\$ 2,201,252

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-18 ACTUAL
REVENUES				
Interest - Investments	\$ 4,000	\$ 2,358	58.95%	\$ -
Interest - Tax Collector	-	116	0.00%	-
Special Assmnts- Tax Collector	456,918	430,269	94.17%	7,985
Special Assmnts- Discounts	(18,277)	(16,942)	92.70%	(166)
Other Miscellaneous Revenues	-	-	0.00%	(33)
TOTAL REVENUES	442,641	415,801	93.94%	7,786
EXPENDITURES				
Administration				
P/R-Board of Supervisors	8,000	1,600	20.00%	-
FICA Taxes	612	122	19.93%	-
ProfServ-Arbitrage Rebate	600	-	0.00%	-
ProfServ-Engineering	10,000	4,345	43.45%	1,276
ProfServ-Legal Services	4,000	1,336	33.40%	60
ProfServ-Mgmt Consulting Serv	48,228	20,095	41.67%	4,019
ProfServ-Special Assessment	12,500	12,500	100.00%	-
ProfServ-Trustee Fees	2,694	-	0.00%	-
Auditing Services	5,023	-	0.00%	-
Postage and Freight	300	99	33.00%	27
Insurance - General Liability	7,959	7,235	90.90%	-
Printing and Binding	300	49	16.33%	20
Legal Advertising	700	-	0.00%	-
Misc-Bank Charges	600	99	16.50%	-
Misc-Assessmnt Collection Cost	9,138	8,267	90.47%	156
Misc-Web Hosting	770	-	0.00%	-
Office Supplies	48	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	111,647	55,922	50.09%	5,558
Field				
Contracts-Landscape	55,920	23,300	41.67%	4,660
Contracts-Lakes	21,492	8,955	41.67%	1,791
Electricity - General	9,637	4,005	41.56%	803
Electricity - Streetlighting	35,405	9,403	26.56%	2,154
R&M-Irrigation	500	380	76.00%	380
R&M-Wetland Monitoring	15,000	1,300	8.67%	-
Misc-Contingency	15,000	6,380	42.53%	75
Reserve - Ponds	178,040	1,650	0.93%	-
Total Field	330,994	55,373	16.73%	9,863
TOTAL EXPENDITURES	442,641	111,295	25.14%	15,421

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-18 ACTUAL
Excess (deficiency) of revenues				
Over (under) expenditures	-	304,506	0.00%	(7,635)
Net change in fund balance	\$ -	\$ 304,506	0.00%	\$ (7,635)
FUND BALANCE, BEGINNING (OCT 1, 2017)	1,313,886	1,313,886		
FUND BALANCE, ENDING	\$ 1,313,886	\$ 1,618,392		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	FEB-18 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 176	0.00%	\$ 47
Special Assmnts- Tax Collector	477,357	449,516	94.17%	8,343
Special Assmnts- Discounts	(19,094)	(17,700)	92.70%	(174)
TOTAL REVENUES	458,263	431,992	94.27%	8,216
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	9,547	8,636	90.46%	163
Total Administration	9,547	8,636	90.46%	163
<u>Debt Service</u>				
Principal Debt Retirement	255,000	-	0.00%	-
Interest Expense	188,682	94,341	50.00%	-
Total Debt Service	443,682	94,341	21.26%	-
TOTAL EXPENDITURES	453,229	102,977	22.72%	163
Excess (deficiency) of revenues Over (under) expenditures	5,034	329,015	n/a	8,053
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	5,034	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	5,034	-	0.00%	-
Net change in fund balance	\$ 5,034	\$ 329,015	n/a	\$ 8,053
FUND BALANCE, BEGINNING (OCT 1, 2017)	240,820	240,820		
FUND BALANCE, ENDING	\$ 245,854	\$ 569,835		

LIVE OAK NO. 1

Community Development District

Supporting Schedules

February 28, 2018

LIVE OAK NO. 1

Community Development District

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

Date Received	Net Amt Rcvd	Discount / (Penalties) Amount	Tax Coll Cost	Property Appraiser Cost	Gross Amount Received	Allocation By Fund	
						General	Debt Service
Assmts Levied					\$ 934,275	\$ 456,918	\$ 477,357
Allocation %					100%	49%	51%
11/07/17	\$ 8,288	\$ 402	\$ 169	\$ -	\$ 8,859	\$ 4,333	\$ 4,526
11/16/17	52,401	2,228	1,069	-	55,699	27,240	28,459
11/24/17	149,031	6,336	3,041	-	158,408	77,471	80,937
12/11/17	493,890	20,999	10,079	-	524,969	256,742	268,227
12/15/17	69,190	2,458	1,412	-	73,060	35,731	37,329
01/10/18	39,772	1,879	812	-	42,462	20,767	21,696
02/08/18	15,668	340	320	-	16,328	7,985	8,343
TOTAL	828,240	34,642	16,903	-	879,785	430,269	449,516
% COLLECTED					94%	94%	94%
TOTAL O/S					\$ 54,490	\$ 26,649	\$ 27,841

LIVE OAK NO. 1

Community Development District

Cash and Investment Report

February 28, 2018

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account-Operating	SunTrust	Public Funds Analyzed Chking	n/a	0.00%	\$178,760
Certificate of Deposit	FL Community Bank	12 Month CD - #9400	01/17/18	1.02%	\$201,362
Certificate of Deposit	BankUnited	18 Month CD - #6093	03/09/18	1.10%	\$100,337
Certificate of Deposit	BankUnited	18 Month CD - #9026	06/01/19	1.44%	204,733
				Subtotal	<u>\$305,070</u>
Public Funds MMA	BankUnited	MMA - #0216	n/a	0.89%	944,850
				Subtotal	<u>\$944,850</u>
				GF Subtotal	<u>\$1,630,042</u>

Debt Service Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2013 Reserve Fund	US Bank	US Bank Open Ended CP	12/01/17	0.00%	\$43,917
Series 2013 Revenue Fund	US Bank	US Bank Open Ended CP	12/01/17	0.00%	\$525,918
				DS Subtotal	<u>\$569,835</u>
				Total	<u><u>\$2,199,877</u></u>

Live Oak No. 1 CDD

Bank Reconciliation

Bank Account No. 9542 SunTrust Bank N.A. - GF
 Statement No. 02-18
 Statement Date 2/28/2018

G/L Balance (LCY)	178,760.02	Statement Balance	379,166.72
G/L Balance	178,760.02	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	379,166.72
Subtotal	178,760.02	Outstanding Checks	200,406.70
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	178,760.02	Ending Balance	178,760.02
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
11/22/2017	Payment	003683	NILESHKUMAR C. PATEL	184.70	0.00	184.70
11/22/2017	Payment	003684	GEORGE A. MAYER, III	184.70	0.00	184.70
2/23/2018	Payment	003710	FED EX	37.30	0.00	37.30
2/23/2018	Payment	003714	LIVE OAK NO. 1	200,000.00	0.00	200,000.00
Total Outstanding Checks.....				200,406.70		200,406.70

LIVE OAK NO. 1
Community Development District

Payment Register by Bank Account
For the Period from 1/01/2018 to 2/28/2018
(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
SUNTRUST BANK N.A. - GF - (ACCT# XXXXX9542)									
Check	003692	01/04/18	Vendor	INFRAMARK, LLC	26137	2017 ASSESSMENT ROLL SRV	ProfServ-Special Assessment	001-531038-51301	\$12,500.00
Check	003693	01/04/18	Vendor	TAMPA ELECTRIC	122117-5103	11/16-12/15/17 ELEC	211012535103 LS-1	001-543006-53901	\$800.03
Check	003694	01/03/18	Vendor	AMERICAN ECOSYSTEMS, INC	1801224	JAN 2018 WTR MGMT	Prepaid Items	155000	\$1,791.00
Check	003695	01/03/18	Vendor	INFRAMARK, LLC	26209	DEC 2017 MGMT SVCS	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,019.00
Check	003695	01/03/18	Vendor	INFRAMARK, LLC	26209	DEC 2017 MGMT SVCS	Postage and Freight	001-541006-51301	\$4.14
Check	003695	01/03/18	Vendor	INFRAMARK, LLC	26209	DEC 2017 MGMT SVCS	Printing and Binding	001-547001-51301	\$4.70
Check	003696	01/11/18	Vendor	FED EX	6-037-53534	POSTAGE 12/26/17	Postage and Freight	001-541006-51301	\$12.13
Check	003697	01/11/18	Vendor	LANDSCAPE MAINTENANCE	128875	1/18 GROUNDS MAINT	Contracts-Landscape	001-534050-53901	\$4,660.00
Check	003698	01/11/18	Vendor	LIVE OAK 1 C/O US BANK N.A.	010818-9542	TRSF DS ASSESSMENTS	Due From Other Funds	131000	\$397,761.82
Check	003699	01/18/18	Employee	SHELDON J. COHEN	PAYROLL	January 18, 2018 Payroll Posting			\$184.70
Check	003700	01/18/18	Employee	NILESHKUMAR C. PATEL	PAYROLL	January 18, 2018 Payroll Posting			\$184.70
Check	003701	01/18/18	Employee	GEORGE A. MAYER, III	PAYROLL	January 18, 2018 Payroll Posting			\$184.70
Check	003702	01/19/18	Vendor	FLORIDA NATIVES NURSERY, INC	14788	JAN QRTLTY MITIGATION MAINT	Contracts-Landscape	001-534050-53901	\$650.00
Check	003703	01/26/18	Employee	JAMES W. HURLEY	PAYROLL	January 26, 2018 Payroll Posting			\$348.57
Check	003704	02/02/18	Vendor	AMERICAN ECOSYSTEMS, INC	1802211	WATER MGMT TREATMENT FEB 2018	FEB MGMT	155000	\$1,791.00
Check	003705	02/02/18	Vendor	BIG DOG FENCE INC	122929	WOOD PERIMETER FENCE REPAIR	Misc-Contingency	001-549900-53901	\$1,205.00
Check	003706	02/02/18	Vendor	INFRAMARK, LLC	27141	1/18 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$4,019.00
Check	003706	02/02/18	Vendor	INFRAMARK, LLC	27141	1/18 MANAGEMENT FEES	Postage and Freight	001-541006-51301	\$2.30
Check	003706	02/02/18	Vendor	INFRAMARK, LLC	27141	1/18 MANAGEMENT FEES	Printing and Binding	001-547001-51301	\$2.55
Check	003707	02/02/18	Vendor	KING ENGINEERING ASSOCIATES, I	2004-0036-00	11/1-11/30/17 FEES	ProfServ-Engineering	001-531013-51501	\$1,564.00
Check	003707	02/02/18	Vendor	KING ENGINEERING ASSOCIATES, I	100439	FEES 12/01-12/31/17	ProfServ-Engineering	001-531013-51501	\$912.67
Check	003708	02/02/18	Vendor	STRALEY & ROBIN	15300	GEN FEES THRU 1/15/18	ProfServ-Legal Services	001-531023-51401	\$660.00
Check	003709	02/07/18	Vendor	ARCHITECTURAL FOUNTAIN, INC	012418-03	FOUNTAIN #3 5HP MOTOR	Misc-Contingency	001-549900-53901	\$400.00
Check	003710	02/23/18	Vendor	FED EX	6-072-22493	JAN 2018 POSTAGE	Postage and Freight	001-541006-51301	\$11.02
Check	003710	02/23/18	Vendor	FED EX	6-080-07417	JAN/FEB POSTAGE	Postage and Freight	001-541006-51301	\$26.28
Check	003711	02/23/18	Vendor	JAYMAN ENTERPRISES, LLC	358	REPAIR POTHOLE	Misc-Contingency	001-549900-53901	\$75.00
Check	003712	02/23/18	Vendor	LANDSCAPE MAINTENANCE	130379	IRR REPAIRS 2/8/18	R&M-Irrigation	001-546041-53901	\$379.98
Check	003713	02/23/18	Vendor	LIVE OAK 1 C/O US BANK N.A.	010918-9542	TRSF DS ASSESSMENTS	Due From Other Funds	131000	\$28,326.50
Check	003714	02/23/18	Vendor	LIVE OAK NO. 1	021218-9542	TRSF EXCESS CASH TO MMA	Due From Other Funds	131000	\$200,000.00
Check	003715	02/23/18	Vendor	TAMPA ELECTRIC	012418-5103	211012535103 12/16/17-1/18/18	CENTER OAK DR, TAMPA, FL 33647	001-543006-53901	\$802.55
Check	003715	02/23/18	Vendor	TAMPA ELECTRIC	012418-5103	211012535103 12/16/17-1/18/18	INTEREST FOR CASH SECURITY DEPOSIT	001-543006-53901	(\$45.34)
ACH	DD103	01/08/18	Vendor	TAMPA ELECTRIC	121817-3046	BILL PRD 11/11/17-12/12/17	211001693046	001-543006-53901	\$2,147.42

LIVE OAK NO. 1
Community Development District

Payment Register by Bank Account
For the Period from 1/01/2018 to 2/28/2018
(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
ACH	DD104	02/09/18	Vendor	TAMPA ELECTRIC	93046-011918	211001693046 12/13/17-1/15/18	LIVE OAK PRESERVE BLVD, TAMPA, FL 33647	001-543013-53901	\$2,154.20
Account Total									\$667,539.62

Total Amount Paid	\$667,539.62
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	241,451.30
Series 2013 Debt Service Fund - 202	426,088.32
Total	667,539.62

Fourth Order of Business

4Ai.

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LIVE OAK NO. 1 COMMUNITY DEVELOPMENT DISTRICT CONFIRMING THE DISTRICT'S USE OF THE HILLSBOROUGH COUNTY SUPERVISOR OF ELECTIONS TO CONTINUE CONDUCTING THE DISTRICT'S ELECTION OF SUPERVISORS IN CONJUNCTION WITH THE GENERAL ELECTION.

WHEREAS, the Live Oak No. 1 Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of Live Oak No. 1 Community Development District (hereinafter the "Board") seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Hillsborough County Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

WHEREAS, the Supervisor has requested the District adopt a resolution confirming the District's use of the Supervisor for the purpose of conducting the District's future supervisor elections in conjunction with the General Election; and

WHEREAS, the District desires to continue to use the Supervisor for the purpose of conducting the District's supervisor elections in conjunction with the General Election.

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

Section 1. The Board is currently made up of the following individuals: James Hurley, George Mayer, Nilesh Patel, Michael Ceparano, and Sheldon J. Cohen,

Section 2. The term of office for each member of the Board is as follows:

James Hurley	Seat 1	Term: four years	Expires: 11/2020
George Mayer	Seat 2	Term: four years	Expires: 11/2020
Nilesh Patel	Seat 3	Term: four years	Expires: 11/2020
Michael Ceparano	Seat 4	Term: four years	Expires: 11/2018
Sheldon J. Cohen	Seat 5	Term: four years	Expires: 11/2018

Section 3. Seat 4 currently held by Michael Ceparano and Seat 5 currently held by Sheldon J. Cohen are scheduled for General Elections in November 2018.

Section 4. Pursuant to Section 190.006(8), Florida Statutes, members of the Board shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the Board, not to exceed \$4,800 per year per member.

Section 5. The term of office for the individuals to be elected to the Board in the November 2018 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to continue conducting the District's elections in conjunction with the General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 20th DAY OF MARCH, 2018.

ATTEST:

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

Andrew P. Mendenhall
Secretary

Michael Ceparano
Chairman