EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT

OCTOBER 10, 2024

AGENDA PACKAGE

Eastlake Oaks Community Development District

Board of Supervisors

Scott Roper, Chairperson Darlene Lazier, Vice Chairperson Nick Yagnik, Assistant Secretary Joshua Main, Assistant Secretary Joseph Dinelli, Assistant Secretary

District Staff

David Wenck, District Manager Andrew Cohen, District Counsel Tonja Stewart, District Engineer

Meeting Agenda

Thursday, October 10, 2024 – 6:00 p.m.

- 1. **Roll Call**
- 2. **Audience Comments**
- **3. Approval of the Consent Agenda**
 - A. Minutes of the August 13, 2024 Meeting
 - B. July 2024 Financials Report, Payment Register and August through September 2024 Invoices
- 4. **District Manager's Report**
 - A. District Goals and Objectives
- 5. **Ponds – SOLitude Report**
- 6. **Old Business**
- 7. **New Business**
- 8. **Supervisors' Requests**
- 9. **Audience Comments**
- 10. Adjournment

The next meeting is scheduled for Thursday, October 10, 2024, at 6:00 p.m.

District Office:

Inframark, Community Management Services 210 North University Drive Suite 702 Coral Springs, Florida 33071 954-603-0033

Meeting Location:

Holiday Inn Express Board Room 3990 Tampa Road Oldsmar, Florida 34677

813-850-5080

Third Order of Business

3A.

MINUTES OF MEETING EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT

1	The regular meeting of the Board	of Supervisors of the Eastlake Oaks Community
2	Development District was held Thursday, A	August 13, 2024 at 6:00 p.m. at the Office of MPS
3	Engineering, located at 240 Pine Avenue Nor	rth, Oldsmar, Florida 34677.
4 5 6	Present and constituting a quorum we	ere:
7 8 9 10 11	Scott Roper Darlene Lazier Nick Yagnik Joseph Dinelli	Chairperson Vice Chairperson Assistant Secretary Assistant Secretary
12	Also present was:	
13 14 15	David Wenck	District Manager
16	Absent was:	
17 18 19	Joshua Main	Assistant Secretary
20 21	The following is a summary of the di	iscussions and actions taken.
22 23 24	FIRST ORDER OF BUSINESS Mr. Wenck called the meeting to orde	Roll Call er, and a quorum was established.
25 26 27	SECOND ORDER OF BUSINESS • There being no audience members	Audience Comments s present, the next order of business followed.
28 29 30 31 32 33	THIRD ORDER OF BUSINESS A. Minutes of the June 13, 2024 Me B. June 2024 Financials Report, Invoices	Consent Agenda eeting Payment Register and May through July 2024
34 35	On MOTION by Mr. Dinelli, favor, the consent agenda was	seconded by Mr. Yagnik, with all in approved. 4-0
36 37 38 39 40 41	FOURTH ORDER OF BUSINESS	Public Hearing to Consider the Adoption of the Fiscal Year 2025 Budget and Levying of Assessments

42	On MOTION by Mr. Roper, seconded by Mr. Dinelli, with all in
43	favor, the public hearing was opened. 4-0
44	<u> </u>
45	A. Consideration of Resolution 2024-04, Adopting the Budget for Fiscal Year 2025
46	
47	On MOTION by Mr. Yagnik, seconded by Mr. Dinelli, with all in
48	favor, Resolution 2024-04, Adopting the Budget for Fiscal Year
49	2025 was Adopted. 4-0
50	
51	
52	B. Consideration of Resolution 2024-05, Levying Non-Ad Valorem Assessments
	, , 5
53	On MOTION by Mr. Roper, seconded by Mr. Yagnik, with all in
54	favor, Resolution 2024-05, Levying of Non-Ad Valorem
55	Assessments was adopted. 4-0
56	
57	
58	On MOTION by Mr. Dinelli, seconded by Ms. Lazier, with all in
59	favor, the public hearing was closed. 4-0
60	
61	FIFTH ORDER OF BUSINESS District Manager's Report
62	A. Discussion of Fiscal Year 2025 Meeting Schedule
63	
64	On MOTION by Ms. Lazier, seconded by Mr. Roper, with all in
65	favor, the Fiscal Year 2025 Meeting Schedule was approved. 4-0
66	
67	B. Twin Rocks Land Co. Purchase Agreement
68	 The Board noted they were not interested.
69	SIXTH ORDER OF BUSINESS Ponds – SOLitude Report
70	1
71	 No pond report was provided.
72	• Mr. Dinelli reported that pond A is very overgrown with vegetation. The Boar
73	requested we contact the vendor to establish the plan to move forward.
74	SEVENTH ORDER OF BUSINESS Old Business
75	A. Alexander Estimate #5512
76	
77	On MOTION by Mr. Roper, seconded by Ms. Lazier, with all in
78	favor, the Alexander Estimate #5512 was approved. 4-0
79	11
80	
81	

82

83	B. Alexander Estimate #5480
84	
85	On MOTION by Mr. Roper, seconded by Ms. Lazier, with all in
86	favor, the Alexander Estimate #5480 to install Royal Palm and
87	Ixoras was approved. 4-0
88	
89	EIGHTH ORDER OF BUSINESS New Business
90	 There being none, the next order of business followed.
91	
92	NINTH ORDER OF BUSINESS Supervisor's Requests
93	 Nick Yagnik wants a dead tree removed to left of entrance. Mr. Roper will address the
94	tree with Alexander's when they are on site to do the other trees.
95	TENTH ORDER OF BUSINESS Audience Comments
96	 There being no audience member present, the next order of business followed.
97	
98	ELEVENTH ORDER OF BUSINESS Adjournment
99	There being no further business,
100	
101	On MOTION by Mr. Roper, seconded by Mr. Dinelli, with all in
102	favor, the meeting was adjourned. 4-0
103	<u> </u>
104	
105	
106	
107	Scott Roper
108	Chairperson

3B.

EASTLAKE OAKS

Community Development District

Financial Report

August 31, 2024

Prepared by



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EASTLAKE OAKS

Community Development District

Financial Statements (Unaudited)

August 30, 2024

EASTLAKE OAKS

Balance Sheet

August 31, 2024

ACCOUNT DESCRIPTION	_	TOTAL
<u>ASSETS</u>		
Cash - Checking Account	\$	306,867
Accounts Receivable		8,745
TOTAL ASSETS	\$	315,612
<u>LIABILITIES</u>		
Accounts Payable	\$	1,248
Accrued Expenses		4,631
Accrued Taxes Payable		5
TOTAL LIABILITIES		5,884
FUND BALANCES		
Assigned to:		
Operating Reserves		59,401
Reserves - Ponds		28,830
Reserves - Recreation Facilities		28,330
Unassigned:		193,167
TOTAL FUND BALANCES	\$	309,728
TOTAL LIABILITIES & FUND BALANCES	\$	315,612

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending August 31, 2024

ACCOUNT DESCRIPTION	Α	ANNUAL DOPTED BUDGET	R TO DATE	AR TO DATE ACTUAL	IANCE (\$) (UNFAV)
REVENUES					
Interest - Investments	\$	7,165	\$ 7,165	\$ 12,680	\$ 5,515
Special Assmnts- Tax Collector		238,847	238,847	238,897	50
Special Assmnts- CDD Collected		829	829	796	(33)
Special Assmnts- Discounts		(9,586)	(9,586)	(9,228)	358
Pool Access Key Fee		350	350	90	(260)
TOTAL REVENUES		237,605	237,605	243,235	5,630
<u>EXPENDITURES</u>					
<u>Administration</u>					
P/R-Board of Supervisors		6,000	5,500	4,600	900
FICA Taxes		459	421	418	3
ProfServ-Dissemination Agent		1,000	917	-	917
ProfServ-Engineering		1,574	1,443	304	1,139
ProfServ-Legal Services		3,500	3,208	640	2,568
ProfServ-Mgmt Consulting		58,966	54,052	54,052	-
Auditing Services		4,350	-	-	-
Postage and Freight		500	458	68	390
Insurance - General Liability		6,855	6,855	6,960	(105)
Printing and Binding		200	183	1	182
Legal Advertising		2,000	1,833	1,981	(148)
Miscellaneous Services		1,000	917	-	917
Misc-Assessment Collection Cost		4,852	4,448	4,644	(196)
Misc-Web Hosting		1,000	917	264	653
Office Supplies		200	183	-	183
Annual District Filing Fee		175	 175	175	
Total Administration		92,631	 81,510	 74,107	 7,403
<u>Field</u>					
Contracts-Lake and Wetland		9,972	9,141	9,504	(363)
Contracts-Landscape		55,400	50,783	50,993	(210)
Contracts-Pools		9,600	8,800	8,800	-
Contracts-Cleaning Services		2,584	2,369	2,704	(335)
Telephone, Cable & Internet Service		1,032	946	946	-
Electricity - Streetlights		26,300	24,108	23,339	769

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending August 31, 2024

ACCOUNT DESCRIPTION	A	ANNUAL ADOPTED BUDGET	R TO DATE	R TO DATE	VARIAN FAV(UN	
Utility - Water		5,500	5,042	3,937		1,105
R&M-Irrigation		10,000	9,167	12,473		(3,306)
R&M-Pools		10,000	9,167	3,368		5,799
Misc-Contingency		14,586	13,371	93,115	(79,744)
Total Field		144,974	132,894	209,179	(76,285)
TOTAL EXPENDITURES		237,605	214,404	283,286	(68,882)
Excess (deficiency) of revenues						
Over (under) expenditures			23,201	(40,051)	(63,252)
Net change in fund balance	\$	_	\$ 23,201	\$ (40,051)	\$ (63,252)
FUND BALANCE, BEGINNING (OCT 1, 2023)		349,779	349,779	349,779		
FUND BALANCE, ENDING	\$	349,779	\$ 372,980	\$ 309,728		

EASTLAKE OAKS

Community Development District

Supporting Schedules

August 30, 2024

Non-Ad Valorem Special Assessments - Pinellas County Tax Collector (Monthly Collection Distributions) For the Fiscal Year Ending September 30, 2024

									Al	location by Fund
Date Received		Net Amount Received		Discount/ (Penalties) Amount	(Collection Cost		Gross Amount Received		General Fund
				7 tillourit				received		
ASSESSMEN	TS L	EVIED FY 2024					\$	238,847	\$	238,847
Allocation %								100%		100%
11/14/23	\$	752	\$	43	\$	15	\$	810	\$	810
11/17/23	\$	22,627	\$	962	\$	462	\$	24,051	\$	24,051
11/24/23	\$	14,824	\$	630	\$	303	\$	15,757	\$	15,757
12/01/23	\$	24,968	\$	1,061	\$	510	\$	26,539	\$	26,539
12/07/23	\$	146,684	\$	6,236	\$	2,994	\$	155,914	\$	155,914
12/14/23	\$	2,357	\$	83	\$	48	\$	2,488	\$	2,488
12/21/23	\$	1,778	\$	56	\$	36	\$	1,871	\$	1,871
01/19/24	\$	990	\$	31	\$	20	\$	1,041	\$	1,041
02/16/24	\$	3,982	\$	83	\$	81	\$	4,147	\$	4,147
03/22/24	\$	1,601	\$	25	\$	33	\$	1,659	\$	1,659
04/19/24	\$	2,854	\$	-	\$	58	\$	2,912	\$	2,912
06/24/24	\$	1,674	\$	-	\$	34	\$	1,708	\$	1,708
TOTAL	\$	225,092.74	\$	9,210.33	\$	4,593.73	\$	238,896.80	\$	238,896.80
% COLLECTED 100%										100%
TOTAL OUTS	ATA	IDING					\$	(50)	\$	(50)

Cash and Investment Report

August 30, 2024

General Fund

Account Name	Bank Name	Investment Type	Yield	<u>Maturity</u>	ļ	<u>Balance</u>
Checking Account	Southstate Bank	Operating Account	0.00%	n/a	\$	62,148
Money Market	Valley National Bank	Checking Account	5.38%	n/a Total	\$ 	244,719

Bank Account Statement

East Lake Oaks CDD

 Bank Account No.
 1913

 Statement No.
 08-24

 Statement Date
 08/31/2024

65,202.05	Statement Balance	62,148.23	GL Balance (LCY)
0.00	Outstanding Deposits	62,148.23	GL Balance
65,202.05	Subtotal	0.00	Positive Adjustments
-3,053.82	Outstanding Checks	62,148.23	Subtotal
		02,140.23	Subtotai
62,148.23	Ending Balance	0.00	Negative Adjustments
		62,148.23	Ending G/L Balance

Document Posting Date Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks					
12/21/2023	JE001585	Dec2023-ADJ RCVD ASSESSMENTS			-18.13
08/19/2024 Payment	100015	Inv: 5578, Ref: Aug 2024 Irr Monitoring			-190.95
08/30/2024 Payment	100017	Inv: 35814, Ref: IRR RPRS, Inv: 35887, Ref:			-2,844.74
Total Outstanding Check	s				-3,053.82

Outstanding Deposits

Total Outstanding Deposits

EASTLAKE OAKS

Community Development District

Check Register

07/1/2024-08/30/2024

EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 07/01/2024 to 08/30/2024 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
	RAL FU	JND - 001	•				
CHECK #	‡ 10000 5						
001	07/26/24	PRESTIGE JANITORIAL SERVICE	5567	Invoice 005191	CLEANING SRVCS - JULY 24	534082-53901	\$190.95
CHECK #						Check Total	\$190.95
001	08/14/24	ALEXANDER'S PROPERTY MAINTENANCE, INC	35752	Invoice 005202	IRR MAINT JUL 24	546041-53901	\$176.25
CHECK #						Check Total	\$176.25
001 (08/14/24	PERSSON & COHEN P.A.	5252	Invoice 005200	JUL 2024 SVCS	531023-51401	\$80.00
CHECK #						Check Total	\$80.00
001	08/14/24	TIMES PUBLISHING COMPANY	072424-7543	July 2024 -LEGAL AD	Legal Advertising	548002-51301	\$1,014.80
CHECK #		A CUALITY DOOL OF DIVING	070500		A COMPANY OF CALL WATER AUTO FILL OVOTEN	Check Total	\$1,014.80
001	08/14/24	A-QUALITY POOL SERVICE	972530	Invoice 005205	Aug 2024 -SERVICE CALL - WATER AUTO FILL SYSTEM	546074-53901 Check Total	\$198.75 \$198.75
CHECK #		A-QUALITY POOL SERVICE	972376	Invoice 005211	AUG- 24 POOL SERVICES	534078-53901	\$800.00
		A-QUALITY POOL SERVICE	972376	Invoice 005211	AUG- 24 Enzyme Treatment /Oil	546074-53901	\$25.00
CHECK #	± 100014					Check Total	\$825.00
		SOLITUDE LAKE MANAGEMENT , LLC	PSI093776	AUG 24 SOLITUDE LAKE MANAGMENT	Contracts-Lake and Wetland	534021-53901	\$864.00
CHECK #	± 100015					Check Total	\$864.00
001	08/19/24	PRESTIGE JANITORIAL SERVICE	5578	Invoice 005210	AUG 2024 -CLEANING SVCS	534082-53901	\$190.95
CHECK #	‡ 100016					Check Total	\$190.95
001	08/19/24	ALEXANDER'S PROPERTY MAINTENANCE, INC	35693	AUG-2024-ALEXANDERS PROPERTY MAINTENANCE	Contracts-Landscape	534050-53901	\$4,630.50
CHECK #	± 100017					Check Total	\$4,630.50
		ALEXANDER'S PROPERTY MAINTENANCE, INC ALEXANDER'S PROPERTY MAINTENANCE, INC	35814 35887	IRR RPRS TRIM AND BOOT (60) PALMS	R&M-Irrigation Contracts-Landscape	546041-53901 534050-53901	\$209.74 \$2,635.00
						Check Total	\$2,844.74
001 0		TUCKER ENTERPRISE SERVICES, INC.	6420	Invoice 005184	TREE PRUNING	534050-53901	\$720.00
						Check Total	\$720.00
	08/15/24	INFRAMARK LLC	129867	Invoice 005201		541006-51301	\$2.56
		INFRAMARK LLC INFRAMARK LLC	130309 130412	Invoice 005203 Invoice 005204		541006-51301 531027-51201	\$6.40 \$4,913.83
CHECK #	+ 227e					Check Total	\$4,922.79
		INFRAMARK LLC	128775	Invoice 005208	JUL2024- ADMIN FEES	531027-51201	\$4,913.83
CHECK #	£ DD413					Check Total	\$4,913.83
		FRONTIER - ACH	061324-20-5	Invoice 005183	SERV PRD 6/13-7/12/24	541016-53901	\$85.98
						Check Total	\$85.98

EASTLAKE OAKS COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 07/01/2024 to 08/30/2024 (Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 001 0		CITY OF OLDSMAR -ACH	070124 ACH	Invoice 005196	SERV PRD 5/21-6/18/24	543018-53901	\$552.99
CHECK #	4 DD 447					Check Total	\$552.99
		TAMPA ELECTRIC CO ACH	062624 ACH REVISED	SERV PRD 5/22-6/20/24 ACH 7/17/24	Electricity - Streetlights	543013-53901	\$2,079.69
CHECK #	4 DD 440					Check Total	\$2,079.69
		FRONTIER - ACH	071324-20-5 ACH	Invoice 005198	SERV PRD 6/13-7/12/24	541016-53901	\$85.98
OUEOK /						Check Total	\$85.98
001 (CITY OF OLDSMAR -ACH	080524 ACH	Invoice 005212	SERV PRD 7/2-8/1/24 ACH 8/21/24	543018-53901	\$495.33
OUEOK /						Check Total	\$495.33
001 (TAMPA ELECTRIC CO ACH	072624 ACH	Invoice 005207	SERV PRD 6/21-7/22/24	543013-53901	\$2,054.05
						Check Total	\$2,054.05
						Fund Total	\$26,926.58
						Total Checks Paid	\$26,926.58

Fourth Order of Business

4A



Memorandum

To: Board of Supervisors

From: District Management

Date: September 11, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.

Exhibit A:

Agenda Page 25

Goals, Objectives, and Annual Reporting Form

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least four regular Board of Supervisor ("Board") meetings per year to conduct District-related business and discuss community needs.

Measurement: Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of four Board meetings were held during the fiscal year.

Achieved: Yes □ No □

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to the District's website, publishing in local newspaper of general circulation, and or via electronic communication.

Standard: 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

Achieved: Yes □ No □

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management or third party vendor.

Achieved: Yes □ No □

2. Infrastructure and Facilities Maintenance

Goal 2.1: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the fiscal year by the District's engineer.

Achieved: Yes \square No \square

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

Achieved: Yes \square No \square

Goal 3.2: Financial Reports

Objective: Publish to the District's website the most recent versions of the following documents: Florida Auditor General link (https://flauditor.gov/) to obtain current and past Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Florida Auditor General link (https://flauditor.gov/) to the Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

Standard: District's website contains 100% of the following information: Department of Financial Services link to obtain Annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes □ No □

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the Florida Auditor General link (https://flauditor.gov/) to the results to the District's website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

Achieved: Yes □ No □

SIGNATURES:		
Chair/Vice Chair:	Date:	
Printed Name:	_	
Eastlake OaksCommunity Development District		
District Manager:Printed Name:	Date:	
Eastlake Oaks Community Development District	-	

Fifth Order of Business



Work Order

00655738

Work Order

00655738

Number

Account

Eastlake Oaks CDD

Contact

David Wenck

Address

Shady Oaks Drive & Tampa Road

Oldsmar, FL 34677

United States

Created Date

8/19/2024

Work Details

Specialist Comments to Treated emergent grasses and cattails. Treated algae and submerged weeds. Removed debris

Prepared By

Brady Vick

Customer

Work Order Assets

Asset	Status	Product Work Type
Eastlake Oaks Cdd-Lake-ALL	Inspected	

Service Parameters							
Asset	Product Work Type	Specialist Comments to Customer					
Eastlake Oaks Cdd-Lake-ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)						
Eastlake Oaks Cdd-Lake-ALL	SHORELINE WEED CONTROL						
Eastlake Oaks Cdd-Lake-ALL	LAKE WEED CONTROL						
Eastlake Oaks Cdd-Lake-ALL	ALGAE CONTROL						
Eastlake Oaks Cdd-Lake-ALL							