



Dupree Lakes

Community Development District

Richard Thomson, Chairman

Steve Shaw, Vice Chairman

Nicole Thomson, Assistant Secretary

Robert Fox, Assistant Secretary

Timothy Price, Assistant Secretary

November 20, 2017



Dupree Lakes

Community Development District

5385 N. Nob Hill Road, Sunrise, Florida 33351

Phone: 954-721-8681 - Fax: 954-721-9202

November 13, 2017

Board of Supervisors Dupree Lakes Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Dupree Lakes Community Development District** is scheduled for **November 20, 2017 at 7:00 p.m. at the Dupree Lakes Clubhouse, 6255 Dupree Lakes Blvd. Land O'Lakes, Florida 34639.** Following is the advance agenda:

Segment I:

1. Roll Call
2. Supervisors Requests and Audience Comments (*please sign sign-in sheet; 3 minutes will be allotted to each speaker*)
3. Consideration of **Resolution #2018-01** Electing Officers
4. Approval of the Minutes of the October 16, 2017 Meeting
5. Discussion of Revised Vesta Proposal
 - A. Proposal
 - B. Newsletter Example

Segment II: Workshop Section

- A. Discussion of Rules
- B. Recommended Hours Changes
- C. Discussion on Holiday Decorations (*requested by Supervisor Fox*)
- D. Discussion on BrightView Inspection (*requested by Supervisor Fox*)
- E. Discussion on Dupree Lakes Boulevard Painted Lines (*requested by Supervisor Fox*)
- F. Discussion and Update to the Website (*requested by Supervisor Price*)
- G. Discussion of Other Projects and Workshop Items

Segment III:

6. Authorization or Approvals Requiring Board Action for Items Discussed During Workshop
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Club Manager
 - D. Field Manager - Monthly Report
 - E. CDD Manager - Action Items List
8. Financial Reports
 - A. Approval of Check Run Summary
 - B. Approval of Combined Balance Sheet
9. Adjournment

The third order of business is consideration of **Resolution #2018-01** Electing Officers. A copy of the resolution is enclosed for your review.

Enclosed for your review are the minutes from the meeting held on October 16, 2017.

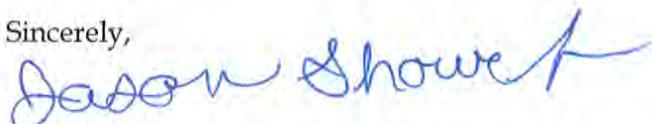
Enclosed under the workshop section are copies of the rules and recommended hours changes.

The fifth order of business is discussion of revised Vesta proposal. Copies of the proposal and a newsletter example are enclosed for your review.

The seventh order of business is staff reports. Enclosed under the field manager's report is a copy of the monthly report. Enclosed under the CDD manager's report is a copy of the action items list.

The financials are also enclosed. The balance of the agenda is routine in nature and any additional documentation will be provided under separate cover as soon as it becomes available or presented at the meeting. I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,



Jason Showe
Manager

cc: Dennis Lyles

Tonja Stewart

Lorraine Roberts

Roy Deary

Joe Montagna

RESOLUTION 2018-01

A RESOLUTION ELECTING OFFICERS OF THE DUPREE LAKES COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of **the Dupree Lakes Community Development District** desires to elect the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DUPREE LAKES COMMUNITY DEVELOPMENT DISTRICT:

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

_____	Chairman
_____	Vice Chairman
_____	Treasurer
_____	Assistant Treasurer
_____	Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS _____ DAY OF _____

Chairman / Vice Chairman

Secretary / Assistant Secretary

**MINUTES OF MEETING
DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Dupree Lakes Community Development District was held Monday, October 16, 2017 at 7:00 p.m. at the Dupree Lakes Clubhouse, 6255 Dupree Lakes Boulevard, Land O'Lakes, Florida.

Present and constituting a quorum were:

Richard Thomson	Chairman
Steve Shaw	Vice Chairman
Nicole Thomson	Assistant Secretary
Bob Fox	Assistant Secretary
Timothy Price	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Luis Hernandez	GMS (<i>via phone</i>)
Alan Scheerer	Field Manager
Michael Pawelczyk	District Counsel (<i>via phone</i>)
Lorraine Roberts	Vesta Property Services
Roy Deary	Vesta Property Services
Mark Laffette	BrightView
Terry McClanz	BrightView
Jeff Myers	BrightView
Terri Zimmerman	Resident
Lynn Fulton	Resident
Linda Prendergast	Resident
Rick Linard	Resident
Matt Lackey	Resident

Segment I:

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order, called the roll, and the Pledge of Allegiance was recited by all who attended the meeting. All Supervisors were present.

SECOND ORDER OF BUSINESS

Supervisors Requests and Audience Comments *(please sign the sign-in sheet; 3 minutes will be allotted to each speaker)*

Mr. Fox: Let's talk about the landscaping. Are we removing the environmental plants that are being destructive or is this something that the County is doing? Who is doing it and who is supervising it?

Mr. Showe: Alan and I are supervising it. GMS is spearheading. I talked about that conservation area off of Cherokee Rose Place. We got commitments to fund it, although its already spent money. There's no funding obligation from the District. Alan and I are supervising BrightView to make sure that its completed. We spoke to the County and we have a commitment that if the plan is executed, the bonds will be released, which is the final obligation that the District has with Beazer Homes.

Mr. Fox: Is it our obligation?

Mr. Showe: Yes.

Mr. Fox: Is that the 2005 bond?

Mr. Showe: Yes. We are working to get that completed. It's a six-month process, from the time they start, to the amount of treatments required to get it done. We have commitments from the County and are working with Beazer Homes to help resolve it.

Mr. Shaw: I thought that at one point in time this wasn't going to be done. They agreed not to have us do it.

Mr. Showe: There must have been more time over at County staff, but now we have to do it.

Mr. Shaw: What's the ultimate cost?

Mr. Showe: I think it's \$28,000. The District is not going to pay for it.

Mr. Myers: This is no financial obligation to the District. The proposal is between GMS and BrightView, to execute and clear it up. The District is not spending any money.

Mr. Price: The conservation area by my house looks bad. There's a lot of dead material back there now. When is that going to be cleaned up, where it's not such an eyesore?

Mr. Scheerer: I think that's the next step. I don't know that we have a timeframe on it at this point.

Mr. Price: Is there a timeframe for that, Jeff, that you are aware of?

Mr. Myers: They probably sprayed it. There's a spraying component where you have to kill it. At some point, they will mow it all out, and then they will harvest it and remove it.

Mr. Price: Its dead now.

Mr. Scheerer: I don't know what the timeframe is. BrightView is overseeing the herbicide application and the execution of that. Once Jeff has that timeframe within the next couple of weeks, we plan on working on that. It's going to look bad for about six months, because after they mow and harvest it, they have to keep retreating it.

Mr. Price: Its bad.

Mr. Scheerer: I know. Please have patience. It's going to be a long process, but once they mow it and get it cleaned up, it will look nice.

Mr. Showe: I think the first time, it should be considerably better.

Mr. Scheerer: That's part of the process.

Mr. Thomson: Was the sidewalk that was replaced our responsibility?

Mr. Scheerer: Yes. We replaced it.

Mr. Thomson: We never really talked about what we were going to do.

Mr. Scheerer: I received direction from Steve that it was a trip hazard. We went out and looked at it. It was definitely a concern, so we went ahead and fixed it.

Mr. Shaw: It was an ADA concern. What was the cost to do that? Was it less than \$400?

Mr. Scheerer: No, it was at least \$1,000. It had to be removed and re-poured. They etched the concrete to provide that same feature.

Mr. Thomson: Is the County allowing that? They stopped allowing it for a while.

Mr. Scheerer: As far as I know, that's a regular requirement for all pedestrian crosswalks. We just replaced what was there. We asked them to replicate what was in place.

Ms. Thomson: The curb was probably set in 2004.

Mr. Scheerer: Correct.

Mr. Showe: Are there any audience comments?

Ms. Prendergast: Linda Prendergast, 6210 Everlasting Place. I am here on behalf of my neighbor, who unfortunately couldn't be here today. She wants to make a suggestion that we consider purchasing a generator for the clubhouse, which would have allowed the power to be on here in case of a storm. It would allow the pool to work, so people had some kind of relief, because being without power for five days and no place to go, the clubhouse would've been the perfect place for everybody to meet and play.

Mr. Shaw: It could be a cooling station.

Mr. Fox: They could take a shower.

Mr. Scheerer: We had a few requests and some angry residents that couldn't figure out why the pool wasn't open.

Mr. Price: Seven or eight months ago, before I was on the Board, there was talk about bi-directional boring from Duke over to one of the energy stations. Whatever happened to that?

Mr. Showe: We still have no update. I think Rich asked me a month ago what was going on with it. I emailed them again. I cannot get an update.

Mr. Scheerer: Part of the conversation that we had with them, when we met onsite, was that they wanted to bring an alternate power to a new switch here that they wanted to install. We approved everything. Everything was executed and it was sent off to Duke Energy, but we received no response.

Mr. Price: Can you follow up on that?

Mr. Scheerer: Yes. We will continue to do so.

Mr. Shaw: We will take what we can get.

Mr. Showe: Are there any audience comments? Not hearing any,

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 21, 2017 Meeting

Mr. Showe: The next item is the approval of the minutes of the August 21, 2017 meeting. Are there any changes or comments? Not hearing any,

On MOTION by Mr. Shaw seconded by Mr. Fox with all in favor, the Minutes of the August 21, 2017 Meeting were approved.

FOURTH ORDER OF BUSINESS Discussion of District Rules

A. Rules

B. Recommended Hours Changes

Mr. Showe: The rules and the RFP packet were mixed up. The rules are actually under Section 5. There have been some changes. We can discuss any other changes that the Board has. One change was under 4B, which was a recommended hour change that Mr. Fox presented at the last meeting. We can discuss any changes that you have with the rules or the hours.

Mr. Fox: I'm going to bring something up to the Board in regards to that. We have been going back and forth with the RFP and with Vesta. Maybe what we need to do is reconsider if they would be willing to increase the hours. They said that they would do it without an additional cost. Maybe what we need to do is to stick with Vesta, if they are willing to do that, including the alcohol and everything that we discussed two meetings ago.

Mr. Thomson: I believe your comment was, "If we didn't send it out for RFP, you would put together a proposal". Correct?

Mr. Deary: Roy Deary, of Vesta. Yes. I'm trying to wrap my head around the process. I want to make things as smooth and easy for the Board, District and Lorraine who has been sitting under this cloud of some uncertainty for going on seven months now. I think it would be in her best interest and in everyone's best interest, to create as much certainty as possible. That's why I suggested it a couple of months ago. It was the first time in a couple of years, that I heard your current thoughts and ideas, especially from a Supervisor about what else is out there. I said, "Well, now that we've had a chance to hear all of that, so we can provide you with a proposal that would incorporate as much of that as possible." You may be satisfied with all of that, but from a financial standpoint, and a level of service standpoint, it may negate the need for an RFP. I think it's fair to summarize it in that sense. The challenge would be, if you choose to still go ahead with an RFP, that we would put our information

out there. Ultimately, that could put us in a competitive disadvantage, but I'm not as concerned about that as I am with the possibility of helping you to move forward and put some of the uncertainty behind you. I will still do what we said we would do a couple of months ago, which is to provide you with a proposal. I have my notes from the last several meetings, and we will do what we would've done when we received your RFP. You may choose not to follow through with the RFP, once you see that information from us.

Mr. Fox: This has been going on and on and on, and we need to come to a decision. If you guys are willing to work with us, I'm sure that we are willing to work with you. We can get through this and it's one less thing that we have to go back and forth on. If Vesta is willing to increase the hours and some of the other things that we discussed, possibility using your license for alcohol and a few other things, I don't know how the other Board members feel about it, but let's get on with our lives.

Mr. Thomson: Trying to accommodate these additional hours, you are talking about an additional \$20,000 a year in trying to keep the clubhouse open longer. I know that we are in a shortfall on our budget. This is the last year that we are going to be able to have a carryover without a substantial increase in our CDD fees. I've been talking to Jason and looking at the numbers. We are on the edge of being comfortable, meaning that we don't have a lot of money sitting in the bank for the clubhouse to use, whenever we need it. We have to have a certain amount of carryover. In our current budget, we are at approximately \$60,000.

Mr. Showe: Yes. You are utilizing \$66,000 of your cash to operate this fiscal year. I think you talked about it during the budget process, as well. You are really not collecting enough money in assessments to cover all of the expenses.

Mr. Thomson: Our current expenditures are too high. We either have to increase the CDD fees for next year, or we are going to have to reduce our costs. One of those two things, or a combination of those two things will have to happen, or we're really going to leave the CDD in financial straits.

Mr. Fox: That's the reason I brought up the idea that Roy had said that he was willing to do that for us at no additional cost.

Mr. Deary: I remember specifically addressing the pool monitor issue, because that's one of the things that you had seen in other communities. I used the term "economies of scale". I think you had used that term when you were looking at a potential scope of work for the RFP. I remember saying that, potentially, with the size of the contract expanding, we could figure enough economies, so that we could provide the pool monitor service, at potentially no cost. I remember saying that and I will stand by that. I also recall that, because the increased hours of operation were fuzzy, at best, during that discussion, I don't remember committing to the open-ended commitment, "If you expand your hours, we can cover that at no cost"; however, it's not like we have a bunch of additional hours on staff, in addition to you. In other Districts, we stretched those hours, so that there's less overlap with the manager and we are covering more hours. It's just reshuffling the hours that we are provided, at no additional cost to the District. So, I'm still not clear exactly what hours of operation you are looking to add, in order to follow through on all of that. Maybe you can resolve that part tonight. I think that's where you were on your rules.

Mr. Fox: Basically going from 6:00 p.m. to 9:00 p.m.

Mr. Thomson: Right, but how many hours per week is he looking for?

Mr. Deary: All week?

Mr. Fox: Not Sunday.

Mr. Shaw: I think you are talking about 20 hours additional, per week.

Mr. Fox: Six times three is 18, so 18 hours.

Mr. Deary: We will sharpen our pencil and provide you with the most cost-effective proposal we can and go from there. It's tough for me to do this off of the top of my head.

Mr. Thomson: Give us our current hours and then the additional cost.

Mr. Deary: I'm trying to get as little additional cost as possible. I hear you loud and clear.

Mr. Price: There is some tweaking that we can do; only 20 hours additional per week.

Mr. Fox: If the pool monitor becomes an issue, we can wait until the summertime and see what happens.

Mr. Deary: The license is a non-issue. We will provide that. No problem. You will see that in our information. That's not a cost to us. We already carry that in our liability insurance. We will provide additional events and be as creative as we can. That's a no brainer for us as well. There are some other things besides the operating hours that you will see from us in this information.

Ms. Roberts: My concern is maintenance. We need to have the contract written for the facilities per hour person and a maintenance per hour person. Over the years, we tasked GMS to perform the maintenance. We need to understand your capacity to provide maintenance.

Mr. Deary: We actually have this in place with GMS in northeast Florida and a lot of places. Anything within the walls and the building, we tend to handle, because we have staff here every day. Anything out in the District, GMS handles with their field operations person. It could include common areas around the ponds. That's been a typical dividing line for us.

Ms. Roberts: Within the wall and the fence?

Mr. Deary: Yes, but I'm not aware, Lorraine, that we changed your skill back, as far as our scope of work for the clubhouse maintenance. We haven't changed that in the years we have been here.

Mr. Thomson: So for the clubhouse and the pool, you are telling me that you don't do that.

Mr. Deary: No, we would.

Mr. Thomson: But do you currently?

Mr. Deary: Yes, we provide janitorial services, but we don't clean the pool, do we?

Ms. Roberts: No.

Mr. Scheerer: They don't clean the pool.

Ms. Roberts: We can use the gazebos as a prime example.

Mr. Scheerer: As far as the maintenance, like the damage we had from the hurricane, even though it was minimal, we contracted that out at no cost. I know that they cleaned all of the pool furniture. I talked to Lorraine about some sidewalks and pressure washing. We

are working on that with their in-house staff, whatever they can't do in-house with the contract with the janitor.

Ms. Roberts: I think we need to understand those boundaries. Is the only maintenance we are going to get pressure washing, because we have a budget for that? We can't assume that the gazebos are going to be taken care of under the Clubhouse Amenities budget.

Mr. Scheerer: I think the maintenance for the gazebos would fall to us. That's the way I looked at it since I have been here. We pay to have everything painted. We repaired all of the arbors and maintained care of the pool furniture and just some of the minor items.

Ms. Roberts: So that needs to be paid from the right budget.

Mr. Deary: We will make sure to clarify the minor items. Typically, we replace A/C filters and light bulbs. That's not high skill maintenance work. We can handle that. If our scope of work isn't making that clear, we will make sure that we provide that clarification.

Mr. Scheerer: We will take care of any of the issues outside and inside of the fence.

Mr. Thomson: From my point of view, Lorraine, you are great and I really like you. I think there are some areas that need to be handled. If I can walk around here on any given day and find problems, that's a problem to me. I shouldn't be able to walk out into the pool area and bring Alan with me and come up with a list of problems. That's my concern. The gate for the tennis court was broken for a long time, or maybe a lock didn't work or there was a problem with the volleyball net. I'm expecting, if I come up to the clubhouse for a Board meeting, that everything is done. If you are going to sell your work to us and if the Board members come up here and see problems, that's not good. I would like to have that addressed.

Mr. Shaw: How many hours are they currently working at the pool?

Ms. Roberts: 20 hours a week.

Mr. Shaw: I agree with you on that Rich. For 20 hours a week, he should be doing a lot more than what he does. Maybe we should look at pulling janitorial services from your contract, and have someone else do it.

Mr. Price: Do you have a checklist? When's the last time you reviewed that?

Mr. Thomson: Just one second. I know that we have a checklist and you have a checklist. It's hard sometimes to go by a checklist, because everything looks good, but then you miss something and then you say, "I missed it because it wasn't on my list". It should be something where if you walk around and see a problem, you put that on your list and that gets addressed.

Mr. Deary: I think a checklist is good for accountability. I would say that it's a minimum number of items.

Mr. Thomson: Whether I walk down to the pool area and I see a bunch of trash in the bedding, those are the kinds of things that you can put on the list.

Mr. Scheerer: That's what we had BrightView do.

Mr. Thomson: It's within the fence area.

Mr. Scheerer: Whether it's in the fence area or not, we still look at the landscaping within there. That's part of the conversations that Jeff and I have at our weekly meetings. I meet with Lorraine every week when I'm here and she's here. Maybe we just need to tighten up the communication between the two of us and try to resolve these issues. You call me about the gate and we have the gate repaired.

Mr. Thomson: Was the gate scraping this weekend? Did it swing all the way open?

Mr. Price: I saw it open and close.

Mr. Scheerer: It wasn't dragging and hitting the surface. Understood.

Mr. Thomson: I just wanted to bring that up.

Mr. Scheerer: Its very well received.

Mr. Price: You said general maintenance in the clubhouse. Does that include painting?

Mr. Deary: I think part of that is repair work. Repair work is normally not part of our general daily upkeep, but maintaining and replacing items would be part of our general facility maintenance, such as painting. Beyond a paint job, things like marciting, is not. We strive to have a maintenance person with a skill set. The more we provide those things for the District, at no additional cost, the better everyone loves us and our company. We always want to minimize your additional expenses, as much as possible. It comes down to what's

in our contract, as well as the skill set. If there's a lack of clarity about what's in our contract and scope of work, we will provide you with that in the next couple of weeks.

Mr. Price: Say if a door frame needs to be painted because it's looking worn or there are cracks in the ceiling or something minor. That's the reason I'm wondering if it's part of the general maintenance or if it's a GMS activity.

Mr. Deary: If he does it and does it right, there would be no additional charge. It would be part of his 20 hours. There's a tradeoff. Something else would be set aside while I was dealing with this. As long as we can balance all of that, we want to make everybody happy and do it.

Mr. Scheerer: We have the ability, between the two of us, to handle any of the tougher issues. If we need somebody out here to do some painting, we will get someone out here. They were discussing whether they could do it in-house. He was willing to do whatever he could, but if it's beyond what he can do, we can facilitate getting it done.

Ms. Thomson: When is that person here?

Ms. Roberts: He's here every morning from 5:00 a.m. to 7:00 a.m., and then Wednesday, Thursday and Friday from 3:00 a.m. to 10:00 a.m., every other Wednesday.

Mr. Thomson: On your list of things to repair, is the basketball net on it?

Mr. Scheerer: It wasn't broken when I was here last week, but I saw it today when I arrived. It wasn't that way when we were here doing the lakes.

Mr. Thomson: I noticed that when we were at the event.

Mr. Scheerer: Mr. Chairman, when Lorraine was telling us about the hours, they are here 20 hours.

Ms. Roberts: I'm sorry. Sometimes he comes at 4:00 a.m. or 5:00 a.m. If he comes in later, he will stay longer.

Mr. Thomson: I don't know what work he does.

Mr. Shaw: Can you provide a list of what he's currently doing?

Mr. Deary: We will provide it.

Mr. Showe: Do you want to keep looking at the rules?

Mr. Thomson: Yes.

Mr. Showe: If there are changes that we need to make, we will incorporate all of those. I encourage Lorraine to look at the rules, to see if there's anything that doesn't work anymore. We can take everyone's changes, because there's a rulemaking process that you have to go through, which requires you to approve the rules, and at least 30 days later, you must have a hearing to approve those. Just keep looking at those rules and if you see anything you want to change or needs to be changed, let me know.

Mr. Fox: Could you send your proposal to Jason, and then he can send it out to us?

Mr. Deary: Absolutely. That's how it works. That way, at the next meeting, we can make a decision.

Ms. Thomson: On one of these rules, Lorraine, it says that 16-year-old members can bring a kid. Do you find that they are being supervised correctly?

Ms. Roberts: Teenagers are 16.

Ms. Thomson: By themselves?

Ms. Roberts: Yes.

Ms. Thomson: Are they a problem? Is it working?

Ms. Roberts: They are a problem, but they are under control. They use access cards and most people, when they register, give their kids birth date. Some 12 year olds look like they are 17.

Mr. Pawelczyk: Rather than changing the age and affecting a whole bunch of people, you would rather deal with a few exceptions. Correct?

Ms. Roberts: Yes.

Ms. Thomson: With the last Clubhouse Manager, it seemed to be an issue, and I just want to address anything that you have concerns about.

Ms. Roberts: There are a couple that I have an issue with.

FIFTH ORDER OF BUSINESS

This item was discussed earlier.

Discussion of Amenity RFP

SIXTH ORDER OF BUSINESS Discussion of Reserve Study Quote

Mr. Showe: We provided you with a quote from Reserve Advisors. We used them before. They provided a sample Reserve Study. It would be tailored directly for your District. They will come out onsite, to meet with either Alan or I and evaluate the entire property, identifying every asset that the District owns, putting an age on it, the expected life of that facility and provide a budget for the full replacement in a lengthy and detailed plan. That way, you can start looking at increasing your budget. You can start building capital reserves that are in line with the replacements of projects and items that you will need in the future. Their proposal was for \$4,450. With the upcoming budget, this may be something to start thinking about. We typically found that if we do an assessment increase, you should have something like this as a tool that says, "We are increasing assessments because of this and that's how we are building the budget". It gives the District a foundation for the assessment increase. It is up to the Board and you don't need to take action on it tonight. We can take any questions or comments that you have. We use them a lot.

Mr. Scheerer: We use Reserve Advisors for several CDDs, as well as HOAs.

Mr. Shaw: I think it's a great tool.

Mr. Scheerer: I think it is a great tool. We use it for the exact same reason that its being looked at by the Board tonight, for future budgets. It gives the length of time, what your assets are and how long they are going to stay in place before you have to start spending money. In some cases, we do the roadways as well. It's a great tool for roadways and they have their own engineers. We meet with them onsite. We discussed the age of the building, how its constructed and any other information they need to best provide a replacement reserve number under a particular reserve schedule.

Mr. Thomson: Is this their standard package?

Mr. Scheerer: Yes.

Mr. Thomson: Are there other packages?

Mr. Scheerer: There's a subscription option where they give you the foundation and models. You can choose to receive a PDF, a hard copy and an Excel spreadsheet. They provide their standard Reserve Study. They look at all facilities. If you look at Page 6, they

received a list of all District assets, and that is how they based the price. They look at what the District has.

Mr. Thomson: Steve, do you have any thoughts?

Mr. Shaw: I think this is needed. Moving forward from a capital budget perspective, as it relates to reserves, I think that the Board is going to need this.

Mr. Showe: Alan and I find this to be very helpful, especially when we start going into the budget process. They break it out by fiscal year, so we know that with Fiscal Year 2019, this is how much money we need to have and these are the projects they identified.

Mr. Scheerer: It doesn't bind you to it. You may contemplate that the tennis court needs to be resurfaced in 2019, but when you get to 2019 and it looks like it's going to be held up, you can move that to another year. It gives you an annual list of items that are scheduled to be looked at for that fiscal year, for the purpose of budgeting. It's a great tool.

Mr. Thomson: I will agree with Steve. If we are talking about raising assessments, we definitely need to do something like that. We need to have some data to support our decisions.

Mr. Shaw: How do they form their recommendation as far as budgetary numbers? For example, they can do a total remove and replace on the tennis courts or just resurface it. What are they basing that off of?

Mr. Scheerer: Most of the time, say for the tennis courts, it's just a resurfacing. It's not a renewal and replacement, unless its deteriorating to such a degree, that the only way to fix the assets is to totally replace it.

Mr. Showe: That's part of the process. What we have seen in other Districts, is that they will capture both of that. There's a top treatment that you can do. They will put that in for one year and know that 10 years later, you may have to do a full renewal and replacement program. They know how these assets work, so they will look at your tennis court and say, "It was built in 2008, it has a 20-year life expectancy and every five years you will need to resurface the tops. They will program all of those into their analysis. Like I said, they would meet with Alan and I onsite and go through everything with us.

Mr. Scheerer: You just did the swimming pool. Let them know that the pool is done and they will factor that onto their spreadsheet.

Mr. Thomson: Where is the money coming from if we approve this?

Mr. Scheerer: It's in the budget.

Mr. Price: Could GMS do it?

Mr. Showe: No. We don't have the expertise that they have. You have the clubhouse wear and tear. It's hard to look at the budget, 12 days in, to figure out exactly where we are. A specific account line item was not identified.

Mr. Shaw: We have a contingency line item for the clubhouse, which still has \$11,000 locked in for the year.

Mr. Thomson: For the current year, which we just started.

Mr. Showe: There is a \$5,000 contingency program in the clubhouse budget.

Mr. Thomson: That is for events.

Mr. Showe: That's a contingency. There's \$15,000 in "Special Events" and "Operating Supplies". That would be the first thing that I identified. We could probably create a separate line item for the Reserve Study.

Mr. Thomson: Could you take it out of reserves?

Mr. Showe: We could transfer it out of reserves.

Mr. Thomson: What about the capital? Is that spent?

Mr. Shaw: Not completely, but you can't use that towards reserves.

Mr. Showe: Not from bond funding. This expenditure is \$4,000 and you have an \$800,000 budget.

Mr. Thomson: We had a quote for \$3,900 for lights.

Mr. Showe: That's an option.

Mr. Thomson: We will talk about that in a minute.

Mr. Showe: If you want to talk about those two together, we can.

Mr. Thomson: They are close in cost.

Mr. Showe: There's \$5,000 worth of holiday decorations in the budget.

Mr. Thomson: What's the Board's thoughts on the lights?

Mr. Shaw: You don't want to have the lights in the Reserve Study.

Mr. Price: I think we should do the lights, but residents should put the lights up. There's no sense in spending that kind of money.

Mr. Thomson: Residents putting up lights creates liability.

Mr. Showe: We spoke to our insurance company and we can add 10 volunteers for \$100, if residents wanted to volunteer for that.

Mr. Price: Its \$100 per year?

Mr. Showe: Approximately. With the hurricane, it's hard to get a hold of the insurance company to get that type of information.

Mr. Price: Whether they want to do landscaping, cleanup or clubhouse work, its \$100?

Mr. Showe: You have to identify what you are doing.

Mr. Price: Is it per incident?

Mr. Showe: Per incident. In some communities, we had success in allowing other communities to let individual communities decorate their own monuments. That way it's not a CDD cost. Each community could have their own individual look. It's up to you as far as how you want to do it.

Mr. Scheerer: Some monuments have power and some don't. You can just do a nice wreath and it looks really good, but some of the ones that have power, could be decorated with lights.

Mr. Fox: This is just for the two main entrances.

Mr. Scheerer: The two main monuments have electric.

Mr. Fox: If you ordered holiday lights, it could be for Christmas or for Easter.

Mr. Showe: It says holiday lights.

Mr. Fox: Mr. Chairman, aren't we muddying the water here by trying to do this? Should we reconsider the Reserve Study independently of any holiday decorations? You have to do the clubhouse as well.

Mr. Thomson: I think that's what we are coming to conclusion on.

Ms. Thomson: Bob was suggesting just to decorate the monuments. I believe the clubhouse is a major undertaking.

Mr. Showe: The quote that we had last year was about \$4,000, which was for the clubhouse and the two main monuments.

Mr. Price: They did a horrible job.

Mr. Showe: Lorraine and I reached out to different companies over the years. Most of them wouldn't even touch us if we didn't have a budget of \$7,000. The ones that would, required us to sign a Confidentiality Agreement, which we can't sign as a public entity.

Mr. Fox: We have enough volunteers. All we have to do is buy the lights.

Mr. Shaw: The challenge is how you are going to decorate around the clubhouse.

Mr. Fox: As long as we don't have to circle the trees, we can do it.

Mr. Thomson: I agree. Stay away from the roof and the trees. Stick to anything 10 feet and lower. All of the monuments are on the ground. If we can insure those 10 people, they can be identified through Bob.

Mr. Fox: We can even make it a contest between the villages.

Mr. Showe: They do it through the HOA.

Mr. Thomson: With the success between Vesta and the HOA, I'm all for trying to keep that momentum going. I don't want to stifle any of this creativity that the community is showing. Do we make a motion to get the additional insurance rider?

Mr. Showe: The direction of the Board would be to get the 10-volunteer rider, approve a not-to-exceed for the lights and appoint a Board member to work with Alan and I to get the equipment. Someone is going to have to tell us that these are the lights they want and where we want them, so we can purchase the equipment for the District under a not-to-exceed.

Mr. Thomson: We will approve a not-to-exceed of \$4,000.

Mr. Fox: The nice part of it is that we will have the lights for next year and next year the expense will be minimal.

Mr. Showe: We can set a not-to-exceed that will also include the rider. How about that?

Mr. Shaw: That's fine.

On MOTION by Mr. Shaw seconded by Mr. Fox with all in favor, approving a not-to-exceed of \$4,000 for the purchase of lights, obtaining a 10-volunteer rider through the insurance and appointing Mr. Fox to work with the Field Manager and District Manager, were approved.

Mr. Showe: Let us know what you want and we will get some measurements.

On MOTION by Mr. Shaw seconded by Mr. Thomson with all in favor, the Reserve Advisors quote, for preparation of the Reserve Study, in the amount of \$4,450, to be paid from reserves, was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Christmas Lights

This item was discussed earlier.

EIGHTH ORDER OF BUSINESS

Consideration of Engagement Letter with Grau & Associates to perform the Audit for Fiscal Year Ending September 30, 2017

Mr. Showe: This is for the audit services for Fiscal Year 2017 with Grau & Associates. The price is in line with their bid. It is budgeted and we recommend approval, unless there are any questions.

On MOTION by Ms. Thomson seconded by Mr. Shaw with all in favor, Engagement Letter with Grau & Associates to perform audit for Fiscal Year Ending September 30, 2017 in the amount of \$3,800, was approved.

NINTH ORDER OF BUSINESS

Consideration of Aquatic Plant Management Agreement with Applied Aquatic

Mr. Showe: This is a procedural matter to approve Applied Aquatic's agreement for the next fiscal year. This continues their service with the exact same terms that we are paying currently. This is just a formality to approve their contract.

Mr. Fox: How often do they come out?

Mr. Scheerer: Monthly, per the contract. It depends on their treatment. There is usually a two-week window before they re-treat. He was here today. We spoke with them today. They were working on a couple of anterior ponds that were shallow. They had an algae issue. There is usually a 14 day wait period between treatments, but they do free treatments at no cost to the District.

Mr. Fox: That's the first time I've seen them here today in a long time.

Mr. Scheerer: They are here every month. I've actually seen them here, even more than that, to be honest with you. He was here today. I spoke with him on a number of problems. We were talking about the conservation easement, because he uses that to get back to one of the back ponds.

Mr. Showe: We had it included in the budget already. It's the same price as last year.

Mr. Thomson: Applied Aquatic does not treat any of the fish.

Mr. Scheerer: They can treat the fish. It's not part of this contract.

Mr. Thomson: I know that we've gotten fish before. I think they were around \$3,000.

Mr. Scheerer: I actually have that information. Its \$6 or \$7 a fish. They will come out and do an assessment, based on how many you need for each lake.

Mr. Thomson: Can they identify what's left?

Mr. Scheerer: They can do a survey. I spoke to the Vice President of Applied Aquatic. He said that you can anticipate about 10% loss per location.

Mr. Thomson: Per year?

Mr. Scheerer: Per installation of the fish. Once they go in, you can probably factor 10%. Either they get eaten or they just don't acclimate.

Mr. Thomson: If the fish were healthy, and there were a lot of them, we wouldn't have as much spraying.

Mr. Scheerer: You don't have a lot of spraying right now in these ponds. Most of the things that you get is surface algae. They typically work on the submersible grasses and hydrilla.

Mr. Thomson: Does Applied Aquatic cover lily pads and vegetation?

Mr. Scheerer: We have lily pads and spatterdock in some of the ponds, but it's not being killed off. If you want, they will kill it for you. They are beneficial plants. We don't typically do that, unless we are being directed to do so. They can do it, but what you have in your ponds now, have been consistently maintained the same way, probably long before I got here, and definitely since Jason and I have been on board. If you want, we can get a quote for the fish and bring it back.

Mr. Thomson: Yes, get a quote for the fish.

Mr. Scheerer: What we want to do is to see if there's a need for the fish. I personally don't think we need them, but we can ask them for a proposal. They are the experts.

Mr. Thomson: Maybe there's not enough or maybe we don't need that much.

Mr. Scheerer: I will make sure that I speak with them about it. If there's a recommendation, they will provide the pond number and quantity and then we can price it out.

Ms. Thomson: With the hurricane, we had flooding. We know that our pond spills over.

Mr. Thomson: There's a spill gate on Candytuft Place. I looked at it before the hurricane. It looks like it's getting thick. I don't know if there's any need for Applied Aquatic to look at that pond. It looks like a lot of the tall grass is piling up.

Mr. Scheerer: In front of the outfall structure?

Mr. Thomson: Yes.

Mr. Scheerer: Where is the pond?

Ms. Thomson: On Justicia Loop, where it abuts up to the cypress.

On MOTION by Mr. Thomson seconded by Mr. Fox with all in favor, the Applied Aquatic Agreement for Aquatic Plant Management, in the amount of \$9,948, was approved.

Segment II: Workshop Section

(The Board had a workshop meeting at this time to discuss the following items.)

~ Discussion of Projects

Segment III:

TENTH ORDER OF BUSINESS

**Authorization or Approvals
Requiring Board Action for Items
Discussed During Workshop**

Mr. Scheerer: We will measure the square footage of the sod and bring it back to you.

Mr. Showe: Do we want to take any action on anything at the workshop? We are going to continue the not-to-exceed of \$14,000 on the medians and try to work that out.

Mr. Thomson: Yes

ELEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Pawelczyk: I don't have anything specific to report on today, but if you have any questions, I would be happy to answer them. You approved an Aquatics Plant Management Agreement with Applied Aquatics. I spoke with Jason on that. We will make sure that it includes the required provisions, the ability to terminate for convenience for 30 days notice, etc. I just want to let the Board know, that we will prepare it and get it to the Chair for execution through the manager's office.

B. Engineer

Mr. Showe: I don't have any updates from the District Engineer.

C. Club Manager - Monthly Report

Ms. Roberts: Lorraine Roberts. The Board received the September and October reports. We had a food truck event on August 25, from 5:00 p.m. to 8:00 p.m. and a Fall Festival on Saturday, which had a huge turnout.

Mr. Fox: 608 people were fed.

Ms. Roberts: It was a really good event.

Mr. Fox: The HOA paid for everything except for what Lorraine did.

Ms. Roberts: It was a great day. The Fall garage sale will be on November 11 from 10:00 a.m. to 3:00 p.m. Goodwill trucks will be here. The holiday party is on December 9 from 2:00 p.m. to 4:00 p.m. The clubhouse was closed from September 8 through September 15, 2017 due to the storm causing power outages. Does anyone have any questions?

Mr. Fox: I think Lorraine deserves a huge pat on the back. She worked very hard in conjunction with the HOA. There was not one complaint out of the 608 people that reside here.

Mr. Shaw: You did a great job.

Mr. Price: When we first discussed this, we talked about making this a yearly event. Maybe we can hold it again. Unfortunately, I was out of town on business, so I couldn't be here, but I thought it was a huge success from the CDD and HOA perspective. The entire community came together.

Mr. Shaw: It goes to show you that people in this community want to have events.

Mr. Price: I agree.

Mr. Fox: There were a lot of kids and adults.

Ms. Roberts: A resident asked me about using the clubhouse on Thursdays, from 5:00 p.m. to 6:00 p.m. for a lego event. The request was from Pine Needle Elementary, for no fee. Five students live here.

Mr. Fox: Will they be supervised?

Ms. Roberts: There will be adults here.

Mr. Shaw: That's what it's there for.

D. Field Manager - Monthly Report

Mr. Scheerer: The Field Manager's Report for September and October was included as part of your agenda. There was a lot of work and a lot of communication preparing for the hurricane. I spoke with Lorraine on several occasions as well as all contractors and I met with Brightview. Everything that you need to know is in the report. The not-to-exceed of

\$14,000, which was discussed today, was for the median improvements. The core services are still going well. Development slowed down. We try to meet with maintenance staff, once a month. We had some minor repairs from the storm. The sockets underneath the two gazebos were repaired, as opposed to replaced. I noticed that a couple of lights were out of alignment. I will get that resolved. I appreciated BrightView stepping in. We met with them last week to review the landscaping. We repaired the sidewalk, as requested. We also approved pressure washing for all of the neighborhood monuments, as it was well within the dollar amount approved by the Board. We can go ahead and get it done.

Mr. Fox: Some bricks were loose. Was it repaired?

Mr. Scheerer: We repaired those bricks. We have the one that was hit by a car by an anonymous vehicle. Based on today's conversation, for the Christmas lights, we are going to see what it will take to install duplex receptacles near each monument and under existing light fixtures. It should not be a big deal, because all of the wires are already there. We can put a duplex receptacle in a watertight cover.

Mr. Fox: How were they powering them before?

Mr. Shaw: They weren't. We haven't done the entrance in four or five years.

Mr. Fox: We did the north and south entrance.

Mr. Scheerer: For the village entrances, we are going to look at adding a receptacle, in case the neighborhoods want to light their entrances. They will be able to light up lights in the evening off of a photocell. I can answer any questions you may have on the report. I'm sorry to hear about you not having power for an extended period of time.

Mr. Shaw: Did you get a price for the additional sidewalk? There is a bus stop but it is not used.

Mr. Scheerer: I did not get with Jeremy on that yet, but I will. I'm usually here in the afternoon. I happen to be here in the morning and I couldn't get my coat off fast enough. That's all I have. Thank you!

E. CDD Manager

1) Action Items List

Mr. Showe: I think we discussed all of these items. The License and Maintenance Agreement, landscape improvements and conservation area are in process.

Mr. Shaw: Kyle, I appreciate your assistance during the hurricane and for being so responsive.

Mr. Fox: A suggestion was brought up here a few minutes ago about generators, and I personally think that it would be good to have a generator here and at the lift station. We had seven days with no sewer and there was raw sewage running in my front yard.

Mr. Scheerer: The generator for the lift station would have to come from the County.

Mr. Showe: The CDD can't expend funds for County property.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Approval of Check Run Summary

Mr. Showe: For the General Fund, we have checks #1099 through #1127 for \$116,809.61. Alan and I can answer questions about those invoices if you have any.

Mr. Shaw: Why did ice cream cones cost \$618?

Ms. Roberts: That was for one of the food truck promotions.

Mr. Showe: I think that was for the entire service.

Mr. Shaw: That's a lot of ice cream.

Mr. Fox: We gave away over 500 ice cream cones.

Ms. Roberts: It was \$2 a cup, which equates to \$618. That was a discounted rate. The food trucks will not come out unless they have a guaranteed amount.

Ms. Thompson: How much revenue did we generate during the food truck event?

Mr. Fox: With utensils and everything, it was \$14 per person. We paid for 500 dinners and we gave out 608.

Mr. Shaw: I think our original estimate was 300 and then it went up from there. They worked with us very well. I thought you had a snow cone machine.

Ms. Roberts: It was not enough to serve 600 people.

Mr. Price: Is there going to be food at the holiday party?

Ms. Roberts: Yes. Usually there are subs or chicken or pizza. You must have pre-cooked food that can sit for two hours.

Mr. Fox: The reason he's asking is because Jason said that if it involved the CDD, we weren't supposed to be involved with food.

Mr. Showe: I think that was the recommendation, because it was a planned event. Mike, can you speak on that?

Mr. Pawelczyk: There is a certain general opinion out there, which said that the CDD should not be using non-ad valorem assessment revenue for food and drinks. Most Districts are in that situation. The District can pay for recreational type items, but food and beverages are supplied by either donations or the HOA, which we recommend. I didn't have any questions after I sent that to Jason.

Mr. Thomson: Could revenue that's generated by the rentals be used?

Mr. Pawelczyk: Probably, but we have to look into it.

Mr. Fox: It's around \$5,000.

Mr. Pawelczyk: Make sure that you don't comingle it.

Mr. Thomson: Correct. We wouldn't know how much revenue we are bringing in.

Mr. Pawelczyk: No, you don't understand. You have to keep it separate. If you received revenue for rentals, you would have to place that into a separate account and can draw from that account. You could not draw it from the General Fund. I would have to look at it. My recommendation would be not to comingle your money.

Mr. Thomson: So we can't pay for any food at all?

Mr. Pawelczyk: That's what the Attorney General opinion said, which Jason has. It's very clear, but that's just the opinion of the Attorney General. It's probably a precedent. It's usually good guidance to go by, unless you were to request another opinion.

Mr. Thomson: Charging residents is a different issue, because that's not assessment revenue, right?

Mr. Pawelczyk: Residents could pay. You could charge to cover the cost of the food.

Mr. Thomson: I asked for the last couple of years, for money to be aside in the budget as a line item. It's not set aside in a separate account. I think what you are referring to is

that it would have to be set aside in a separate bank account that maybe Lorraine would have access to, that she could then use for food.

Mr. Pawelczyk: Without researching this, because you just asked this question at the meeting, that's what I would recommend. I can research this further. The best recommendation would be to keep it separate. That's the most conservative opinion that I'm going to give.

Mr. Thomson: Can you research it and get back to us?

Mr. Pawelczyk: Is it worth it for me to spend my time to research and get an answer to that question, instead of just using a separate account?

Mr. Showe: The separate account is fairly easy. We can set up a bank account under your General Fund and keep those monies separate.

Mr. Pawelczyk: We will take a look as well, but if you keep it separate, there's no question. No one could question what you've done. No one can say, "Oh you are using non-ad valorem assessment revenues to purchase food". Rather than spending \$250 to research it, we can open up a separate account.

Mr. Showe: We will do that.

Mr. Pawelczyk: I'm trying to save the District money.

Mr. Fox: Was money earmarked for maintenance?

Mr. Shaw: Yes, for anything clubhouse related, such as parties, cleaning floors, etc. We are basically taking the money that's brought in from rentals, and putting it back into the clubhouse, in whatever form, for events.

Mr. Showe: Just because they approved it as a line item, it doesn't tie them to that specific account.

Mr. Shaw: I believe that we have a \$15,000 clubhouse maintenance fee. If we are only talking about food, that's a small portion of the overall cost of maintenance, whether its cleaning or something that breaks in the bathroom. Money isn't just in one pile.

Mr. Showe: We will take care of it. We need a motion to approve the check register.

On MOTION by Mr. Fox seconded by Ms. Thomson with all in favor, the Check Run Summary was approved.

B. Approval of Combined Balance Sheet

Mr. Showe: The next item is the balance sheet and income statement. No action is required by the Board. It is through September 30, but there may be some invoices still hanging out there. These aren't audited in any way, so you will see updated ones during the audit process. Other than that, it is in line with what you have seen in the past. I don't think anything is outstanding.

Mr. Shaw: As it relates to some overages for the month, it looks like we have an \$8,500 difference, between what we budgeted for water and what we spent last month. The same thing with irrigation repairs. I'm looking at Page 2.

Mr. Showe: In July and August we had high water usage. We will have to check on those.

Mr. Scheerer: During the drought, we tried to provide a lot of irrigation. That's possible because the well only services the clubhouse. Any time that Brightview was out here, Melvin and his crew tried to keep what was installed alive. We also had a lot of irrigation damage, valve replacements and several main line breaks. We had a washout by the lift station that was also on the main line. Outside of normal usage, they charge us a set dollar amount under their contract.

Mr. Shaw: Was there any irrigation event? Have they checked it yet?

Mr. Scheerer: I don't think we checked it yet, because they just moved the tents and bounce house today. I will get with them to make sure that they run through everything. I don't think they checked it today.

Mr. Shaw: Jason, facility maintenance was \$7,300.

Mr. Showe: That's for the year, under the Vesta contract.

Mr. Price: I would be surprised if it's over budget. I don't know if any other repair work would be hitting that line item. That's outside of the budget.

Mr. Showe: That may just be the way they break out that account line. If you notice, facility management and attendance are under budget. It may just be the way that they

allocated that contract under those three account lines. It's probably beneficial, instead of separating that out. If you look at the month-to-month on that, they are allocating it at the same price basically every month at \$2,357.

Mr. Scheerer: It's a management and maintenance fee.

Mr. Showe: It may be beneficial going in the future, not that we have some more experience. Maybe we can roll that entire contract into one account line. It makes it easier to track. Having it separate doesn't give you any numbers. They bill the \$2,357 every month; however, one or two months were slightly higher, but not \$7,000. We will double check on that. There may just a breakdown issue on that. Overall, if you look at the bottom line, you've done well.

Mr. Price: Did the hours increase during the summer?

Mr. Deary: I'm not sure if that would cause our invoice to increase during the summer. I will research it on our end.

Mr. Showe: It looks like they charged a flat fee every month. I think it's the allocation between the two different departments. We will look at that.

THIRTEENTH ORDER OF BUSINESS Adjournment

Mr. Showe: If there are no other questions, we need a motion to adjourn the meeting.

On MOTION by Mr. Shaw seconded by Mr. Fox with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Proposal For
Amenity Management Services

On Behalf Of



Submitted By



Dupree Lakes Community Development District

Jason Showe
District Manager
Governmental Management Services, Central Florida
135 West Central Boulevard
Suite 320
Orlando, Florida 32801

October 25, 2017

Subject: Amenity Management Services for *Dupree Lakes Community Development District*

Dear Jason,

It is my pleasure to submit Vesta's new Proposal for Amenity Management Services on behalf of Dupree Lakes Community Development District. As I've stated to the Board previously, it has been very helpful to listen to the Board's comments and feedback over the past several months regarding the District's current scope-of-work and level of service related to this role, and our Proposal seeks to address the specific desires expressed recently by one or more Board Supervisors.

In addition to describing an updated, detailed scope-of-work for the entire Amenity Management service, our Proposal concludes with our standard pricing for this current level of service as well as by offering some ways to provide further value for the District for the remainder of this current fiscal year. These include (1) expanded staffing of the clubhouse or pool, (2) expanded Special Events, (3) utilizing Vesta's liability insurance to cover the use of alcohol at specific events, and (4) additional compensation for the on-site staff.

All of these offerings by Vesta are intended to provide more access to the amenity center and events, provide a higher-quality of service, get more residents engaged in the community, and help take the overall amenities operation and lifestyle of Dupree Lakes to the next level – yet in a manner that does not exceed the District's current Budget.

Everyone in Vesta associated with serving Dupree Lakes for the past many years has taken great pride in our work-relationship with the Board, District Staff, and vendors. It also continues to be very satisfying to engage with the residents to help make their experience in Dupree Lakes as enjoyable as possible. We look forward to the Board's consideration of our Proposal at the November Meeting and the opportunity to continue serving the District for many years to come.

Sincerely,



Roy Deary
President,
Amenities & Lifestyle Division
Vesta Property Services, Inc.

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Proposal for Amenity Management Services

I. INTRODUCTION

Founded in 1994, Amenity Services Group, Inc. (“ASG”) continues to be Florida’s leading operator of community amenity-facilities and programs. We provide such turn-key services as amenity facility management, maintenance, and lifestyle programming at CDDs throughout the state, engaging tens of thousands of people every day with friendly, courteous and passionate service.

In 2011, ASG became a subsidiary of Vesta Property Services, Inc., the pioneer in combining facility financing, management, and lifestyle programming services on behalf of outstanding Florida communities. As a result of being a subsidiary of Vesta, ASG has offices throughout the state. The combined companies also have over 1,200 employees, the large majority of whom are working on-site everyday at our client communities.

Vesta shall manage, maintain and program the Dupree Lakes amenity facilities for the benefit of its users and the C.D.D. This Proposal is divided into five sections: Management, Staffing, Lifestyle/Activities Programming, “Other,” and Pricing.

II. SCOPE OF WORK

A. Management

Vesta’s Management Staff shall serve the community in a professional manner, providing the residents as well as the community’s builders and realtors the numerous benefits of a first-class operation of these facilities. Included within the responsibility of the complex’s management is the occupation and oversight of the recreations facilities (securing and checking them, ordering and stocking supplies, responding to any necessary repairs, etc.). Staff shall monitor the use and condition of the facilities, and resolve any issues requiring attention on behalf of the District and/or its residents.

Furthermore, the Management responsibility shall include professional interaction and coordination with other individuals and entities such as District Management and District Counsel, landscape maintenance, and security monitoring companies. Finally, aspects such as budgeting, policy recommendations and enforcement, safety/security recommendations, and coordination and communication with the District’s Board of Supervisors and others as appropriate shall be included in the Management scope-of-work.

B. Staffing and Maintenance:

1. Overview:

The Staffing responsibilities include all duties associated with employing the Amenities/recreation staff, such as recruiting, hiring, training, overseeing, and evaluating such personnel. The staff shall primarily consist of a full-time Amenities Manager, part-time Facility Attendants, and a part-time Maintenance person. Vesta shall be responsible for all necessary insurance payments (including workman’s compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its staff.

The Amenities Manager shall submit recommended hours of operation for the various recreation facilities. Variable pool staffing schedules that entail reduced operating and

staffing hours during off-peak times, days, and seasons shall be recommended as needed. As it relates to its recreation complex, the C.D.D. could post such signs as “*No Attendant on Duty - Use at Own Risk,*” or “*Adult Swim Only*” at certain times, in lieu of having a lifeguard watching the pool patrons at all times. However, there is no substitute for professional supervision in the case of pools with high bathing loads.



At the request of the Board, Vesta is providing a separate Option for Pool Monitor services during the summer. It should be noted that this service does *not* fulfill the scope-of-work of our typical lifeguard service; rather, it is intended to address one or more Board-level concerns:

- Potential high bathing loads and pool overcrowding situations
- Recurring instances of unauthorized access to the pool by non-paying users
- More stringent enforcement of pool rules or other District policies (such as “no alcohol.”)

The Clubhouse Maintenance responsibilities include all duties associated with the day-to-day upkeep and cleanliness of the amenity center.

NOTE: A detailed Checklist for these duties is provided as Exhibit B on page 12 of this Proposal. Although labeled as “daily” duties, these are handled within the 20-hours per week allotment of Vesta’s Agreement with the District.

2. Personnel:

- a. An **Amenities Manager** shall be employed as a full-time, salaried position to oversee the amenity center on a year-round basis. The Manager shall be a certified *Aquatics Facility Operator* (the cost of the certification shall be absorbed by Vesta) and shall have the responsibilities of overseeing all clubhouse staff and outside maintenance services (if any) for the clubhouse and pool, interacting with other outside entities as needed, and providing a variety of “lifestyle” programs and activities for the benefit of the District’s residents. In addition, the Manager shall provide information for the community newsletter and/or “e-blasts” in order to enhance the residents’ awareness of upcoming events and activities, as well as their understanding of key facility policies and procedures, and other news.

- b. **Facility Attendants** shall be employed as part-time positions to adequately support the Amenities Manager by greeting residents (and realtors with prospective residents), answering the telephone, registering people for events and programs, enforcing District policies, etc., as well as to assist in the day-to-day upkeep of the facilities.
- c. A **Maintenance Person** shall be deployed as a part-time (= 20 hours per week), hourly position to provide clubhouse maintenance and cleaning duties.

Note: *Vesta shall not be held liable for the performance or lack thereof, of other amenity/recreation complex vendors or contractors who are outside of Vesta's control.*

C. Lifestyle / Activities Programming:

Vesta shall offer a variety of lifestyle enhancement, recreation activities, and programs to maximize the residents' enjoyment and use of the amenity facilities. Vesta has been handling this scope-of-work throughout the state and at many CDDS for the past twenty years or more. This scope-of-work shall include:

- The design, promotion, administration, and execution of these events and activities;
- Recreation and program activity scheduling, registration, payment collection, staffing, planning and administrative duties;
- Programs shall be age-and-facility appropriate, such as the following (or similar) possible activities as swim lessons, soccer, tennis lessons and clinics, summer camp, aqua aerobics, fitness training, arts and crafts programs, and holiday events anticipated.
- Vesta staff shall also facilitate participation in summer recreation leagues (as able.)
- Soliciting and securing of sponsorships of events and ads for a community newsletter (if allowed)

III. OTHER

1. Uniforms

All Staff shall wear company uniforms, provided by Vesta.

2. Capital Expenditures

Vesta shall obtain a minimum of three (3) competitive bids (if possible) on any recommended capital improvements in the future.

3. Insurance

Vesta shall fulfill the District's standard insurance requirements under the Agreement.

4. Operating Expenses

The District shall be responsible for all normal operating expenses of its amenities operation. These include, but are not limited to, shipping and postage expenses, utilities, office equipment and supplies, a cell phone for the manager or reimbursement to Vesta for same, and mileage reimbursement expenses for conducting District business.

IV. PRICING (Fees shown below are “annualized;” actual Fees shall be pro-rated for the balance of FY ‘18.)

- A. Amenities Manager: **\$60,000.00** for the full-time services of the Amenities Manager.
- B. Facility Attendants: **\$14,460.00** for the services of the clubhouse attendants.
- C. Maintenance Person: **\$19,570.00** for the services of the clubhouse Maintenance Person.

Total for combined Amenity Management Services = **\$94,030.00**

Additional Value-Added Offerings:

For the balance of the current Fiscal Year, Vesta shall provide the following in return for the District forgoing further time and expense associated with its “*Request For Proposals*” for amenity management services, *and* as part of Year 1 of a three-year Agreement with the District:

1. Vesta shall provide additional staffing services = **\$4,000** (which = 4.25% of our total contracted Management Fee shown above.) These additional staffing services can be *utilized in one (1) of the following ways*:
 - a. Increased Operating Hours for the Clubhouse:
 - Dec. 1, 2017 – Sept. 30, 2018: 44 weekends as follows: Fri. & Sat., 6 – 9 p.m.
 - b. Pool Monitor Services:
 - 13-weekend season as follows: Fri., 4 – 8 p.m.; Sat., 10 – 7 p.m.; Sun., 12 – 7 p.m.
2. Three (3) new Community-wide, Special Events, partially or completely funded by Vesta up to a **total of \$3,000** for the three events, by Vesta securing additional revenue from vendor sponsorships of events and/or advertisements in electronic newsletters or e-blasts.
3. Vesta shall utilize its general liability insurance coverage for providing alcohol at specific events. (This offer does not include the nominal costs to secure the services of a licensed bartender if so desired by the Board.)
4. Vesta shall implement compensation increases for all on-site staff, in order to help attract and retain the best-quality staff possible within the financial resources provided by our Agreement with the District, at no additional cost to the District.

Terms:

- Vesta shall invoice monthly for its Amenity Management Services. Invoices shall be paid net thirty (30) days upon receipt.
- Copies of employee time cards documenting the total hours worked shall be made available upon request.
- Individual Residents shall pay \$20.00/hour for staffing services, such as after-hours birthday parties and private facility rentals, due prior to the commencement of such services.

Exhibit A: Vesta's Leadership Team

Vesta's leadership team is comprised of top-level executives and managers in all areas of real estate, including land planning; property development and management; property acquisition and disposition; real estate litigation and risk management; crisis management; real estate-focused media relations; sales and marketing; amenity development, finance, and management; asset preservation and maintenance; and commercial real estate development. Together, the team brings more than a century of combined, senior-level experience in the industry to serve our clients.



J. Frank Surface, Chairman and CEO

Mr. Surface has been Chairman and Chief Executive Officer of Vesta for over fifteen years. During that period, the company has acquired or financed over \$250 million of recreational amenities. Frank has extensive experience in financing commercial and real estate transactions and in the merger-and-acquisition business, specializing in these areas for many years in his practice of law with a major statewide law firm and then an international law firm. He held executive management positions with several companies and has served on the board of a number of businesses, educational institutions, government agencies and other not-for-profit entities. Frank chaired several public companies, including one listed on the New York Stock Exchange, and entities and task forces established by the state of Florida and local governments, including an urban redevelopment company, a technology-and-innovation corporation, a mortgage lending task force, and a mass transit committee. He has been active in education as a founder of a secondary school, serving on the board of trustees of a high school, and serving as chairman of a highly-ranked liberal arts university. Frank holds a Bachelor of Science degree with attainments from Washington and Lee University and a Juris Doctor degree from the University of Florida.



Michael D. Hyman, President

Michael D. Hyman has served as Vesta's President for the past 20 years. With more than 30 years of hands-on experience in residential and commercial property management, Mike oversees the management and amenity services for all large-scale residential communities for Vesta properties. He also had the day-to-day management responsibility for the company's largest community, with 13,000 residents. As the company has grown and expanded the services it provides, Mike is focused on integrating those services into existing and new business opportunities. Previously, he was elected to the West Palm Beach City Commission and served as mayor there. He was the city's Director of Planning, Zoning and Community Development prior to running for public office. He has an undergraduate degree in Construction Technology and is a graduate of Purdue University with a Master's Degree in Transportation and Urban Planning.



Ginger Anzalone, President, West-Central Region of Amenities Division; Vice President, Marketing / Communications

Ginger manages multiple facilities and provides consultation and direction for operational efficiencies, feasibility, programming and maintenance, personnel management, and budgetary supervision for our Amenities Division's West-Central Region. She has over 18 years of experience as an Active Adult program specialist involving full Food & Beverage operations, contracted entertainment, spa and fitness operations, online visibility, and marketing services. Ginger also has vast experience in large clubhouse development, program design, and implementation. She serves the dual role of Vice President of Marketing and Communications for Vesta, overseeing the development of corporate websites, social media, and collateral materials.



Daniel P. Armstrong, Vice President, Finance & Administration

Dan oversees the financial and administrative functions of the Vesta corporate entity, and holds a similar liaison-role to the Boards and Committees that serve many of our clients. His career path has included the performance, oversight, and delivery of accounting, administrative services, and financial reporting for a broad range of entities, from large corporations following SEC requirements, to the not-for-profit associations, social clubs and trusts which serve many of our clients, and even special-purpose entities that provide turnkey financing to associations purchasing their related facilities. Armstrong started as a Florida Certified Public Accountant at the then-"Big 6" firm Deloitte & Touche in 1993, where he specialized in the audits of publicly traded and real estate clients. Dan next headed the internal audit department for Koger Equity, a NYSE-traded REIT, before coming to Vesta's predecessor, Community Resource Systems, Inc., as Controller in 2001.



Roy Deary, President, *Amenities & Lifestyle Division*

Since founding Amenity Companies in 1994, Roy has amassed decades of experience in planned-community operations and services throughout Florida and has been a pioneer in serving Community Development Districts since 1998. Roy brought his companies to Vesta in 2011 and then helped oversee Vesta's property management division from 2012-2014. He now leads Vesta's Amenities & Lifestyle Division, joined by an excellent team of general managers and hundreds of outstanding associates in managing, maintaining, and programming dozens of first-class community amenities for planned-communities throughout Florida. Roy was a Florida high school state swimming champion, competed in the NCAA men's swimming championships and the 1984 U.S. Olympic Trials, and has a Bachelor of Science in Business Administration from the University of Arkansas.



Bob Stevens, President, *Community Management Division*

Bob leads Vesta's statewide Community Management Division, which is experiencing significant growth. He brings over 20 years of senior-level leadership and management experience from a Fortune 100 company and several mid-sized companies. In addition to his community management expertise, Bob worked for over 10 years for two large Florida developers in operational leadership roles. He was responsible for representing the developer on dozens of association boards, as well as profit and loss accountability for residential sales, new home construction, and amenities management for some of the largest and most prestigious master planned communities on the West Coast of Florida.



Lisa Manzione, President, Southeast Region, Amenities Division

Lisa has over 20 years' experience in accounting and finance, and in addition to her role as the head of Vesta's Southeast Region of our Amenities Division, she provides financial oversight and management of a property with 7,200 condominiums and a \$16 million annual operating budget located in Delray Beach, Florida. She manages an operation of 125 on-site employees, including accounts payable, entertainment and lifestyle, property management, maintenance, housekeeping, security, transportation, and golf employees. As a licensed Community Association Manager (CAM), Lisa works closely with community organizations, including the board of directors, and all other on-site committees.



David Surface, Vice President, Corporate Development

As Vice President, Corporate Development, David is responsible for Vesta's strong growth through acquisitions and strategic partnerships. His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients. His leadership of Corporate Development also includes recently heading special projects such as optimizing Vesta's IT platform.

Exhibit B:

DUPREE LAKES - DAILY MAINTENANCE CHECKLIST:

Done	<u>Daily Janitorial/ Maintenance:</u>
	Straighten pool furniture. Wipe down when needed.
	Wipe down water fountains.
	Clean outdoor table tops.
	Power-blow outside Clubhouse areas.
	Clean bathrooms; toilets, sinks, countertops, and mirrors
	Empty trash in/around building/ pool/ playground, etc.
	Sweep & mop Clubhouse tiled areas.
	Wipe down Clubhouse tables.
	Kitchen area; clean countertops, sink area, including microwave.
	Vacuum rugs in Clubhouse.
	Dust; includes furniture.
	Clean glass on door and windows, inside and out.
	Disinfect door handles.
Done	<u>As they arise:</u>
	Clean interior doors.
	Wipe down pictures.
	Wipe down cobwebs.
	Fill soap dispensers.
	Pick up trash outside.
	Change doggie station bags.
	Check all lights/replace bulbs.
	Touch up painting.
	Clean storage areas inside and out.
	Put event signs out along Blvd.
	Check and clean up around sports areas.
	Clean and change A/C filters.
	Maintenance repairs.
	Wipe down window sills.

An Opinion on the Best Management Model for CDD's with Staffed Amenities

"I serve as a Board-Supervisor for a Community Development District in a very large community of approximately 5,800 homes, located in Northeast Florida. Since being elected to this position three years ago, I have had the unique opportunity of seeing three different management structures or scenarios play out in our community. Of the three listed below, I strongly advocate for number 3 – all employees working for an (amenity) management company. My reasons are elaborated below.

In my view, there are 3 "employee-management" styles or models for communities with amenities:

1. Managed exclusively by "direct" employees (i.e., *all* employees are employed by the community HOA or CDD, including a general manager of some sort; they are internally managed by the community; meaning, no contracted management of any employees.)
2. Top management of the community provided by a contracted, amenity management company-- all other on-site employees work as direct employees of the CDD or HOA.
3. All on-site employees are employed by a contracted, amenity management company.

Using the first style or scenario for many years, our community had approximately 131 full-time and part-time employees. And with all of those employees, thorny employment issues were taking up a *huge* amount of time during Board Meetings. We needed to conduct performance reviews, consider salaries, bonuses, cost-of-living increases, health insurance, life insurance, workers compensation, part-time status vs full-time, and an ever-growing list of legal requirements handed down each year by federal and state lawmakers. And because employment issues were taking up so much meeting-time, key community policy issues (such as contracts with outside organizations, amenity center rules for residents, and facility operating procedures) had not been updated and handled well for years.

In 2015 we hired an amenity management company to serve as General Manager, thereby bringing much needed expertise to the role. As I was checking references provided by the two firms we were considering, I spoke at length with Board members from several other districts in our area about their employment structure. I discovered that most do *not* have direct employees – instead they hire outside firms with their own employees to handle all of the community's amenities. The vast majority hire a firm (Vesta) that specializes in running amenities and facilities – and that firm directly employs all on-site workers.

From my own experience and all of my research, I believe this third type of structure provides the following three benefits: (1) simplified management, (2) lowered costs, and (3) reduced risk.

(1) Simplified Management

Dealing with a large number of our employees (in our case, over 100) previously took up a huge amount of time and energy at almost every CDD Board Meeting. As I skimmed months/years of Minutes of our Meetings prior to my election, I found it difficult to find a single meeting where an employee issue was NOT discussed. And in numerous meetings, employment issues took up the majority of the meeting time. Reading the minutes also convinced me that a majority of past Board Supervisors (and I'm guessing current Supervisors—myself included) are not HR experts, making it even more difficult to deal with some of these important, day-to-day employee issues. Finally, if the Board desires to make some type of change with the on-site employees, it simply issues a directive to the management company who employs all of these individuals to handle it.

(2) Lowered Costs (and Stress)

Although it makes sense that the community would save money by hiring employees directly, this turned out to *not* be the case. Because those doing the final hiring (the Board) did not have the needed expertise, we were often overpaying employees and over-staffing. We also had to pay for additional services such as HR assistance and payroll processing from other third-party providers. Even when we changed the structure to scenario #2 above, meaning General Management by an amenity firm (while still having the majority of on-site workers as direct employees of the CDD), we continued to have many challenging issues. Although the management firm advised us to simplify our management structure and reduce cost (which had escalated due to hiring too many managers previously), following the advice of management proved difficult. Contracted Management, in place to only handle a limited scope compared to all of the other direct employees, was considered an “outside threat” or “the bad guy” – and not to be trusted.

Also, the employees directly employed by the community are often residents of the neighborhood, and making difficult hiring/firing decisions that negatively affect your neighbors is quite challenging and stressful at times. I have found that having direct employees does *not* save money due to inexperienced hiring and management experience by the Board of Supervisors (even with expert advice from contracted management or District Staff.)

(3) Reduced Risk

As long as any community hires direct employees, they are exposed to legal actions on a wide range of employment-related issues. And each year, this legal liability increases as a flood of employee-related regulations are handed down at both the state and federal levels. By contracting services to a professional amenities management firm, that exposure is dramatically reduced.

Although my first 2 reasons (simplified management & lower cost) would seem to be the most important, *this item is actually essential*. A management firm was hired to oversee the amenities operation and make the needed employment and management changes for our community. The on-site employees of our community did not want change – and decided to escalate their resistance and concerns by lodging complaints that soon forced a Board-initiated legal investigation, in order to protect ourselves from possible lawsuits *by our own employees*. Although ultimately nothing came of the allegations, legal issues consumed us for months, resulted in extensive, negative local media coverage (both print and tv), cost us almost \$100,000 (and counting) in legal fees, and caused a tremendous amount of discord in the community, as one would expect.

Conclusion: The best management style – hands down

Based on my Board-experience and the advice of many other Board members of various communities in our area, I recommend that an experienced, professional management firm handle *all* employment responsibilities. It will save the community lots of time, money, and headaches.”

Alison Golan,
Board of Supervisors
Julington Creek Plantation Community Development District



Durbin Crossing Chronicle



October 2017 Newsletter





Breast Cancer Awareness

*Supporting the
Fighters,
Admiring the
Survivors,
Honoring the
Taken,
and never, ever
giving up HOPE!*



- Durbin Contact Listing • Pond Press • Durbin Communication •
- Durbin Interest Groups • Chick-fil-A Thursdays •
- Upcoming Events • Community Yard Sale • FREE Design Seminar •
- Wellness Seminar • Brush & Board Event • Fine Dining Friday •
- Storytime • Bookmobile • Mary Time Music • Ballet •
- Halloween Happenings • Pumpkin Decorating • Ghost Tour •
- Costume Parade • Movie in the Park • Halloween Safety Tips • 5K
- South / North Calendar • Sunrise / Sunset Calendar • Recipe Corner •
- Sewing Classes • Sports & Fitness • Tiny Tots Sports • Kids Yoga •
- Adult Yoga • Tennis • Advertising Information



Durbin Crossing Community Contact List

Amenity Staff

General Manager

Margaret Alfano

margaret.alfano@vestaforyou.com

Field Operations Manager

Steve Howell

steve.howell@vestaforyou.com

Amenities Manager

Jennifer Meadows

jennifer.meadows@vestaforyou.com

amenities@durbincrossing.com

South Amenity Center: 904-230-2011

HOA Property Manager

Floridian Property Management

Dianne Drinkwater

Dianne@fpm.company

904-592-4090

414 Old Hard Road

Suite 502

Fleming Island, Florida 32003

CDD District Manager

Governmental Management Services

Dave deNagy

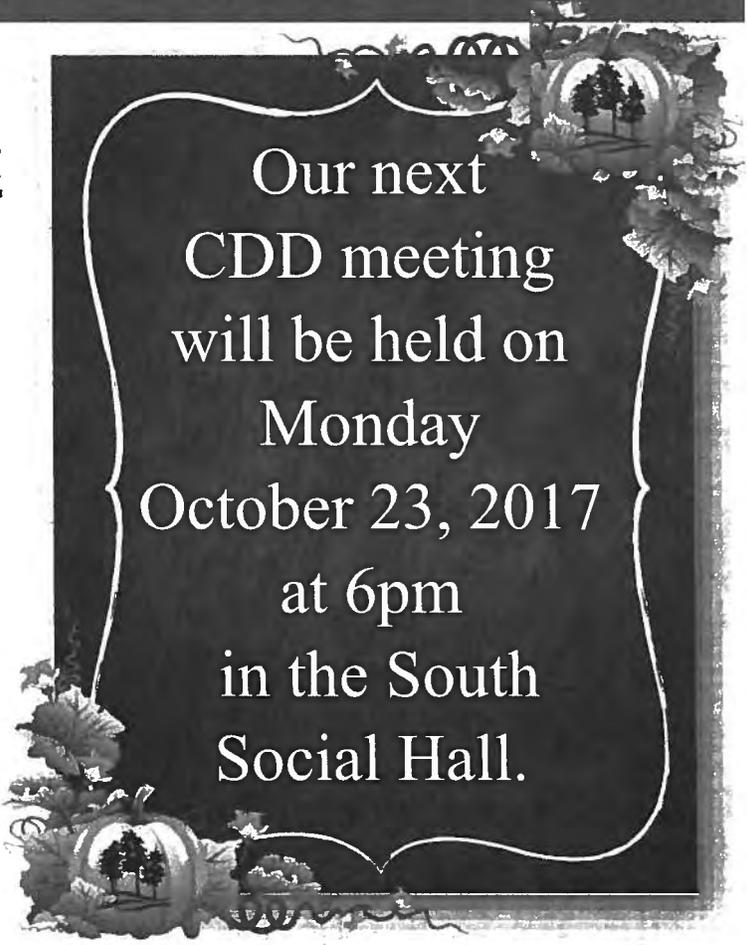
ddenagy@gmsnf.com

904-940-5850 ext. 404

475 W. Town Place

Suite 114

St. Augustine, Florida 32092



CDD Board of Supervisors

Peter Pollicino - Chairman

Tim Brownlee - Vice Chairman

Sarah Hall - Assistant Secretary

Jason Harrah - Assistant Secretary

Debbie Driscoll - Assistant Secretary

DURBIN CROSSING POND PRESS



Happy Fall Durbin Crossing residents! While it doesn't feel much like fall yet, September 22nd marked the autumnal equinox and the beginning of fall. The days are becoming shorter and the temperature will gradually begin to drop (we certainly hope so). What that means for us and ponds is that as the air temperature drops, so does the water temperature and the presence of frequent algal blooms. Surface water cools and sinks to the pond bottom, which allows for that mixing we mentioned in the August newsletter. As this former surface water sinks, the former bottom layer comes to the surface, bringing with it a plethora of nutrients that had amassed throughout the summer. This explains why some ponds may experience a late season bloom as the temperatures drop. Rest assured, we will continue the same level of service provided all summer long.

You may have noticed by now the Grass Carp we stocked earlier this year. You may have even seen their dorsal fins near the water's edge early in the morning or late evening as they slowly graze along the shallow littoral areas of the ponds. They have been happily feeding on aquatic vegetation within the ponds and have, by now, become rather large. While it may be tempting to get a closer look and fish them out of the ponds, please do not. They have a job to do and were intentionally stocked in particular ponds to address weeds that otherwise are difficult to control with aquatic herbicides. Please enjoy these happy herbivores from a distance and let's hope for cooler weather!

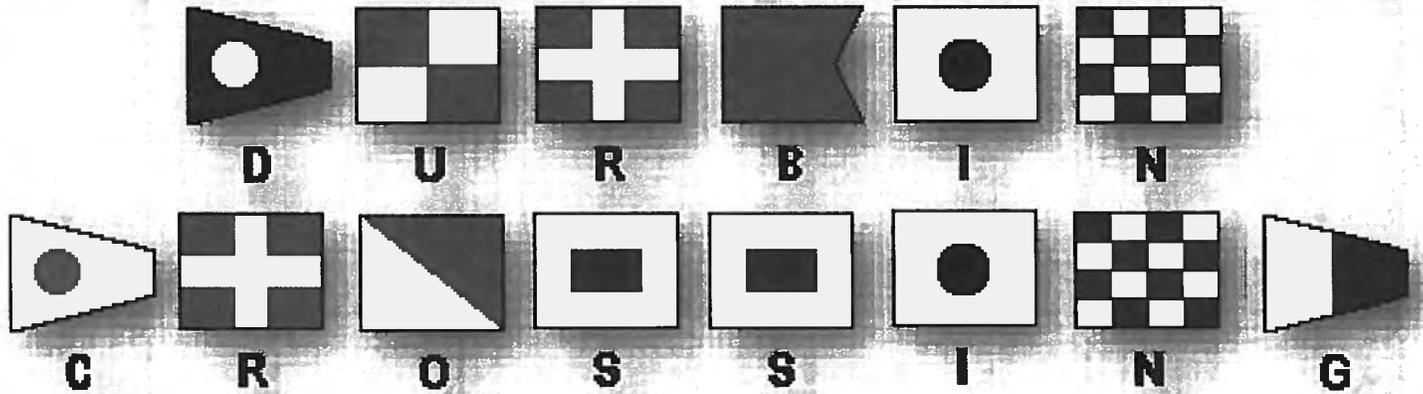
Kindest regards,

A handwritten signature in cursive script that reads "Leslie F. Pragasam". The signature is written in black ink on a white background.

Leslie F. Pragasam

Sales Manager / Biologist Jacksonville Division





No matter how you get the news, make sure to keep up with all the latest in Durbin Crossing!

durbincrossingliving.com



Please visit our website at: durbincrossingliving.com
Sign up for our weekly e-blast and monthly e-newsletter either on the website or at the Durbin South Amenity office.

Find us on  Search for [@DurbinCrossing](https://www.facebook.com/DurbinCrossing) for our Facebook page.



Lastly, be sure you are logged onto our Twitter page [@dcamenities](https://twitter.com/dcamenities). We will post important pool information you will know if the current weather conditions have temporarily closed the pools, amenities, etc.

****Please note: any photos taken at Durbin Crossing events may be seen in our monthly newsletters and/or on our website.**



Durbin Interest Groups

Book Club

Book Club meets at South Durbin on the first Wednesday of each month at 7:30pm. Bring a snack to share.

Senior Ladies Card Group

Senior Ladies card group meets at South Durbin every Thursday at 10:30am. Various card games are played while they enjoy each other's company.

Mahjong

Our newest club will meet every Monday morning, 10am at North Durbin. You do not need to be an experienced player, we will teach too. Come on out have fun and meet new neighbors. A new game, new friends you can't lose!



Senior Ladies Luncheon

Senior Ladies Luncheon is held the 2nd Wednesday of each month at 12:30pm at South Durbin. Bring a dish to share.

St Johns Small Business Alliance

St Johns Small Business Alliance: connecting, supporting and empowering small business owners and entrepreneurs. Thursdays 9:00-10:00am at South Durbin.

Ladies Lunch and Game Day

Join us at South Durbin the last Friday of every month at 10:30am. Please bring \$5 and a brunch item to share. No experience required but be prepared for FUN!

Senior Men's Group

Senior Men's group meets at South Durbin every Tuesday at 10:30am. The Senior Men discuss many topics while they enjoy coffee and treats.

****If you are interested in starting an interest group, please email the Amenity Staff at amenities@durbincrossing.com.**

We look forward to hearing from you.



Chick-fil-A®



TO GO... EVERY Thursday

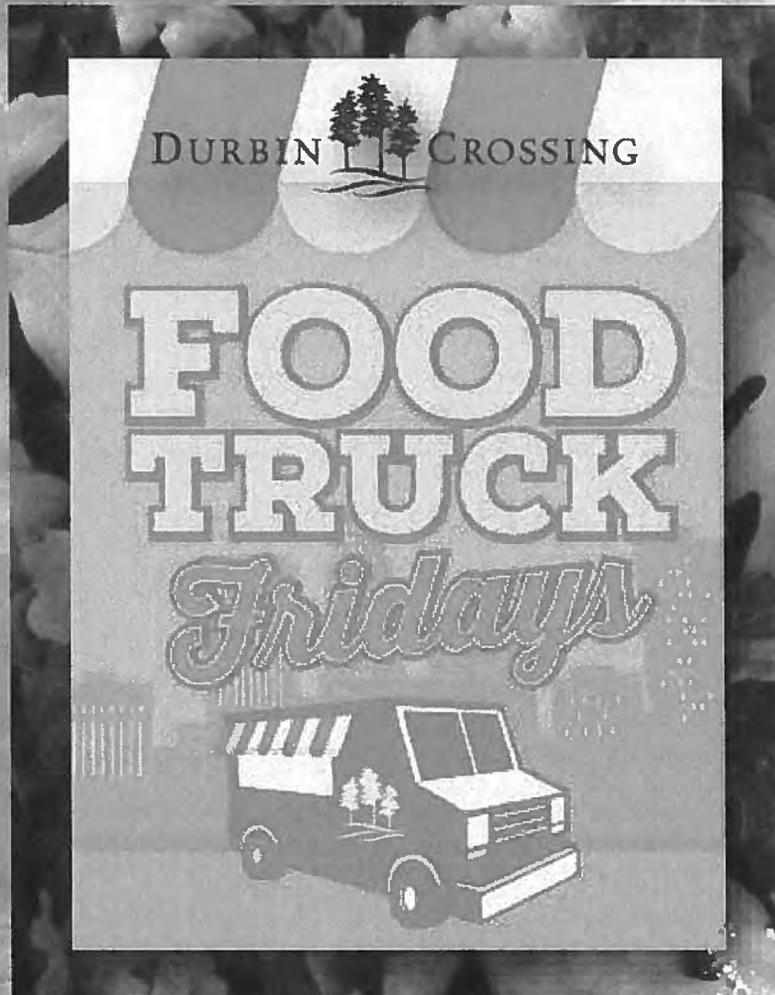
That's right, Chick-fil-A will be visiting us **EVERY THURSDAY from 5:30pm-6:30pm** at South Durbin. Come on down and take some great Chick-fil-A treats home with you!

Choose from the catering menu below. Please note they accept cash, credit and debit cards. They are unable to accept Chick-fil-A gift cards. See you Thursday!

Chick-fil-A Chicken Sandwich	440 Calories	\$3.79
Chick-fil-A Spicy Chicken Sandwich	490 Calories	\$4.09
Grilled Chicken Cool Wrap	340 Calories	\$6.29
Grilled Market Salad	200 Calories	\$8.69
Side Salad	80 Calories	\$3.55
Fruit Cup (small)	30 Calories	\$2.45
Chick-fil-A Chicken Sandwich Pkg. Meal	980-1060 Cal	\$6.98
* Package meal includes Chips and Chocolate Chunk Cookie		
Chocolate Chunk Cookie	330 Calories	\$1.39
Chips	210 Calories	\$1.80
Drinks, See options below		\$1.85
Dasani Water/0 Calories, Iced Tea, Sweet/90-220 Calories, Lemonade, regular/170-340		



*Before placing your order, please inform your server if a person in your party has a food allergy.
2,000 calories a day is used for general nutrition advice, but calorie needs vary.
Additional nutrition information available upon request or at chick-fil-a.com*



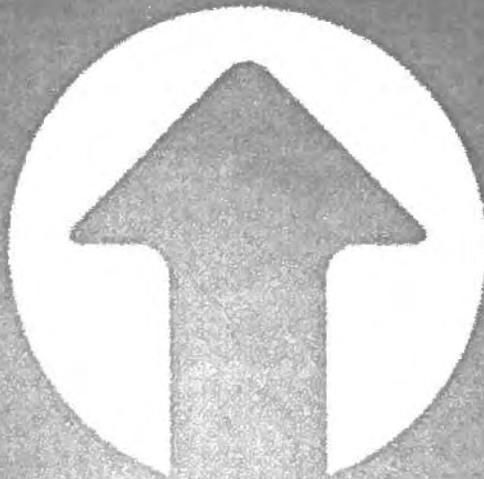
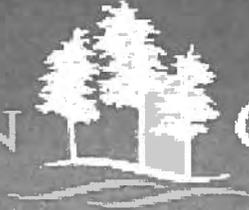
The weather will soon be getting cooler, we hope...
Mark your calendars for *EVERY* Friday night
because it is FOOD TRUCK FRIDAY!
Cancel all plans to cook and come to South Durbin
between 5 and 8pm.

**Take out is always available too!*

DURBIN CROSSING



DURBIN CROSSING



UPCOMING
EVENTS

DON'T MISS OUT





We will place the ads and put out the directional signs alerting shoppers we are having our sale. All you need to do is place your belongings and let the selling begin. Best of luck to sellers and shoppers!



Haven Hospice will be on hand at the South Durbin Amenity Center beginning at 1PM to accept donations. If you have a large item that you cannot transport yourself, please call the amenity center at 904.230.2011 and we will do our best to arrange a pick up.

Sales generated at the Haven Hospice Attic Resale Stores directly support Haven patients and families as well as many others in the community served by Haven's programs and services. The Attic Resale Stores depend on the generous support from donors, volunteers and shoppers.

There are a few items that Haven cannot accept. Please click the link below for donation guidelines and lists.

<http://beyourhaven.org/how-you-can-help/attic-resale-stores/attic-donation-guidelines/>

DURBIN CROSSING

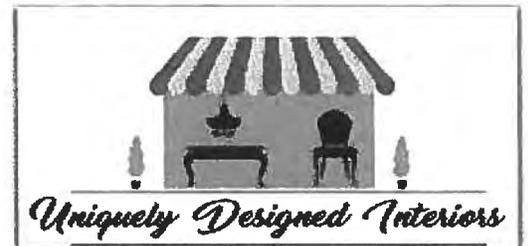


FREE DESIGN SEMINAR

Join the experts from Uniquely Designed Interiors as we discuss seasonal “spruce ups” and holiday décor.

SMALL CHANGES FOR BIG IMPACT.

**BRING A FRIEND!
RSVP NOW - DRAWING FOR
DOOR PRIZES**



www.SignUpGenius.com/go/20F044EA9A623A6F85-free16

www.durbincrossingliving.com



FREE HEALTH AND WELLNESS
SEMINAR
South Durbin Amenity Center
October 19th at 6:30 pm

*Real life solutions for your
real life! Easy steps you can
take today for a healthier
and happier you!*

Do you Suffer
from Chronic
Pain?

Learn 5 Ways to
Reduce Inflammation,
so you can Enjoy Life
Again



Join Kathy Riley, a Certified Health and Wellness Coach, who helps people lose weight, understand chronic conditions and create a life they love.

This seminar will help you to understand one of the most common reasons for poor health in the US, inflammation. We will uncover how most diseases are directly related to inflammation while learning how to reduce your risks. I will teach you the 5 foundations of wellness; which you can implement and create a life of renewed health and vitality.

Some topics we'll cover during the program:

Which diseases are related to inflammation?

Why certain foods can cause inflammation.

The most common culprits and why these foods can be problematic.

How to determine if there are foods that are affecting your inflammation.

How getting more sleep can reduce inflammation.

How to practice safe movement at any age (no gym needed).

How reducing stress in as little as 5-10 minutes each day aids in sleep.

How to have more fun, at any age.

It's totally FREE!

And you'll walk away with actionable steps to take right away to reduce inflammation.

Oh, and if you know anyone else who is frustrated with their aches and pains,
PLEASE bring them with you, so they can learn these techniques too!

Please RSVP so we can know how many to expect:
www.SignUpGenius.com/go/20F044EA9A623A6F85-free18



ACHIEVE CULINARY ENLIGHTENMENT

- CHEF MATT SULLIVAN -

Fine Dining Fridays are back



**Please join your host and Chef, Matt Sullivan
Friday, November 10th at 7:30pm || \$40 per person
Registration deadline is Tuesday, November 7th.**

First Course:

Herb Infused with pasta served over San Marzano Pomodoro sauce,
accompanied by shaved pecorino and focaccia

Second Course:

Insalata Antipasto – bib lettuce arranged with marinated olives, prosciutto ham, fresh mozzarella,
roasted garlic and grilled vegetables. Finished with Balsamic vinaigrette

Third Course (choose one):

- ◊ Beef Braciola – flank steak rolled with Italian bread, fresh herbs, aged parmesan. Slowly braised and sliced with a robust natural gravy
- ◊ Sicilian Baked Mahi – parmesan crusted Mahi filet oven roasted with tomato, capers, onions, red wine, and fresh herbs.
- ◊ Classic Chicken Marsala – chicken scaloppini sautéed with crimini mushrooms and roasted shallots, finished with marsala wine and demi-glace.
- ◊ Eggplant Rollatini – thin sliced eggplant dipped and sautéed in egg then rolled with herb ricotta cheese. Baked with spinach, mozzarella, and fire roasted tomato sauce.

Fourth Course:

Tira Mi Su

****Prepay at the South Amenity Center, cash and checks only.
(checks made payable to Matt Sullivan).**



Board & Brush
creative studio®

BETH SEARCY

530 STATE ROAD 13 N • SAINT JOHNS • FL • 32259

✉ stjohns@boardandbrush.com ☎ (904) 798-0900

▶ WWW.BOARDANDBRUSH.COM/STJOHNS ◀

*Durbin Crossing Night
at Board & Brush
\$10 off for
Durbin Residents*

*November 3rd
6:30 - 9:30*

Just for THE RESIDENTS OF DURBIN CROSSING. You get to pick your project from anything in our gallery *and* you will get \$10 off! Bring your friends and neighbors for a great night of fun!

Just a few details:

1. Registration will close on Wednesday, November 1st at 6:30 P.M.
2. We are a BYOB establishment and we allow for snacks/ appetizers.
3. We provide complimentary sodas, water, and coffee. We also provide paper products (napkins, utensils, plates, cups, etc...)
4. A workshop typically lasts 3 hours - it is instructor led so no artistic ability needed.
5. Signs in the gallery are only examples. You get to pick your stain and paint colors when you come to the workshop.
6. Our studio can hold 30 people.

To register and get your resident discount, click the link below and use the code:
DURBINCROSSING (case sensitive).

<https://boardandbrush.com/stjohns/6231>



Story Time

at Durbin Crossing

Thursday, October 12th & 26th
10:30am at North Durbin

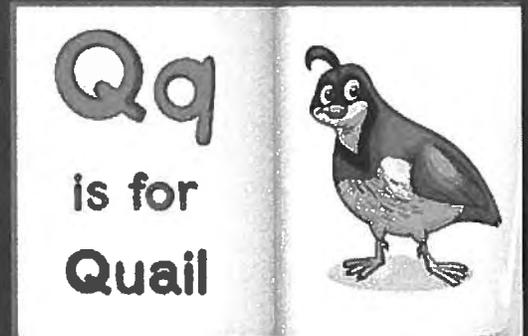
Join Ms. Karen from the St. Johns County Bookmobile Extension Services Department for story time, games, songs, finger plays, rhymes, and crafts.

Thursday, October 12 10:30am - Quiet Quails

Letter Q words

Make a letter Q Quail

Read Letter Q stories



Thursday, October 26 10:30am - Rockin' Rabbits

Letter R words

Make a letter R Rabbit

Read Rabbit stories

Bunny Hop



The Bookmobile is coming to Durbin Crossing! There are many perks, read on...

Take advantage of this great opportunity for reading and fun in Durbin Crossing. The bookmobile will come on the posted Thursdays below of each month from 10:30am-12:00pm. You can pretty much do anything on bookmobile that you can do at a branch. They offer Wi-Fi but don't have a computer available for public use. Bring your own device if you need Wi-Fi. They have all types of materials for kids *and* adults. Movies, fiction, non-fiction, books on tape, cd's etc., etc. You can place and pick up holds on our scheduled visits rather than having to drive to a library branch to pick them up. All items regardless of its loan period at a branch (if checked out on bookmobile) are due the next time the bookmobile returns to your location. That includes DVD's which are only a 3 day loan period at a branch. You can return your books back to bookmobile or any St. Johns County branch library.

DURBIN CROSSING BOOKMOBILE SCHEDULE 10:30am -12pm:

October 12

December 14

****No bookmobile or programs in November due to a mandatory staff workshop and the Thanksgiving Holiday.**



Durbin Crossing Session One



Tuesdays - Mary Time Music - caregiver and child
Time: 9:25 -10:10 am - 2 1/2 years-up to 5 years
Time: 10:15-11:00 am - 12 months-2 1/2 years
Dates: Aug 22, 29, Sept 5, 12, 19, 26, Oct 3, 10, 17, 24
Price: \$85 Durbin Crossing Residents, \$90 Visitors



Fridays- Mary Time Music and Fables to Fitness
Music Toddlers and Preschoolers - 9:30-10:15 am
(caregiver and child class)
Fables to Fitness - 10:30 -11:15 am
(3 years and older - parent drop off)
Dates: Aug 25, Sep 1, 8, 15, 22, 29 Oct 6, 13, 20, 27
Price: \$85 Durbin Crossing Residents, \$90 Visitors

Excited to be adding a new segment to the class with a focus on Introducing letters of the alphabet!

Tuesday, October 31st Mummy and Me Baby Boo Bounce 9:30-10:30 am
Baby Class! Non-Scary Music and Activities for little ones with their costumes!
Tuesday October 31st Music Monsters Bash 10:30-11:30 am
Toddler and Preschool ages - Craft, Snack-livity, Music and Activities in Costumes
Price: \$10/one child, \$17/two children

Registration and Payment Details:

- Please email me at marytimemusic@gmail.com which class day/time you are registering for, child's name and age.
- Sibling rate: \$15 off class rate
- Sign up for two music classes a week and take 10% off total.
- Sign up for both a Mary Time Music class and Fables to Fitness class and Receive \$10 off total
- Make ups are available at Durbin Crossing and Heritage Landing. Please try to make up the class one to two weeks after the missed class.
- Spaces are limited, maximum is 12 children. If classes do not fill, walk-ins are available at \$10/class.
- Please email me with any questions!
- www.facebook.com/marytimeprograms



**MARY TIME
HALLOWEEN EVENT!**

**AT DURBIN CROSSING NORTH ANNEBY
CENTER**

TUESDAY, OCTOBER 31ST:

**MUMMY AND ME
MARY BOO BOUNCE
9:30-10:30 AM**

**MUSIC MONTH'S BASH
2 YEARS AND OLDER
10:30-11:30 AM**

**REGISTER: EMAIL
MARYTIMEMUSIC@GMAIL.COM
\$10/one child, \$17/Two children**



- Halloween Parade Games
- Guitar Jammin!
- Bat Clappers
- Halloween and Fall Songs
- Rhythm Scarves
- Lap Rides and Bounces
- Finger Plays
- Parachute Play
- Circle Songs
- Snack-tivity!
- Drums
- Shakers
- Rhythm Sticks
- Castanets
- Bean Bags



Mary Time Music's Halloween Programs are going to be the most action packed hour of fun and excitement for your little ones. Or at least until a few hours later when they run around to houses and get a bunch of candy;) We will parade around with our costumes, make a yummy snack-tivity, enjoy fun halloween props and instruments, enjoy silly lap rides, sing halloween and fall songs, and play with a variety of percussion instruments. Spaces are limited. RSVP, ASAP!



Ballet at Durbin Crossing

2 - 3 Spots Available

Ballet classes are held in the North Amenity Center in Durbin Crossing on Thursdays, from 9:30 AM - 10:15 AM
We have 2 - 3 spots open for children ages 2.5 - 4!
The Fall Session has time left, don't delay!
The girls are performing for the neighborhood Christmas Party in early December!
Cost for the remaining session is \$140

Students will be introduced to basic ballet positions & vocabulary. We focus on balance, coordination, building on the natural talent of each dancer, all while having fun!

Space is limited, For more information or to register Contact Cristina Duncan at crisduncan08@gmail.com OR call 904-434-5607.





DURBIN  CROSSING

HALLOWEEN EVENTS

Ghost Tour

Pumpkin Decorating

**Halloween Costume Parade
and Movie Night**

5K Run & Fun

**Read on for the
SPOOKTACULAR
details...**





PUMPKIN DECORATING



Saturday, October 21 from 10am-11am

Join us for a morning of fun and let your creativity soar! We will have all the supplies needed and there is no carving so even the youngest can participate. You will get to pick your pumpkin and we will bring all the supplies to you. Don't miss out - tickets are only \$5 per resident child (\$7 per non-resident guest).

The last day to prepay for your ticket is Thursday, October 19.

Don't miss this chance to create a one of a kind pumpkin and make some more Durbin memories. Happy Fall Y'all!



DARK OF THE MOON



Saturday,
October 21st
7PM

\$25 || Meet at the Lighthouse museum

Don't get stuck looking over the fence! Take the only tour that lets you investigate the most haunted place in St. Augustine. Conduct your own paranormal investigation of the St. Augustine Lighthouse & Maritime Museum on this exclusive guided ghost tour that's been featured on TAPS/Ghost Hunters, CNN, Parade Magazine, FoxNews and The Weather Channel.

Purchase your tickets at the South Durbin Amenity Center,
Cash or check only please.

Registration deadline: October 13th



Happy
Halloween

SOUTH



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>2</p> <p>POOL CLOSED</p> <p>Women's Beginner / D Team Tennis 7:30-8:30PM</p>	<p>3</p> <p>Senior Men's Group 10:30am</p> <p>Kids Tennis Clinic Ages 6-10/5:30-7pm Ages 11+ / 7-8:30pm</p>	<p>4</p> <p>C-Team Tennis 7-8:30pm</p>	<p>5</p> <p>St Johns Small Bus Alliance 9am Senior Ladies Group 10:30am Chick-fil-a 5:30pm Kids Tennis Clinic See Tues.</p>	<p>6</p> <p>Food Truck Fri 5-8pm</p>	<p>7</p> <p>Sign up today for our Durbin Crossing Brush & Board event. Tickets are going fast!</p>
<p>9</p> <p>POOL CLOSED</p> <p>Women's Beginner / D Team Tennis 7:30-8:30PM</p>	<p>10</p> <p>Senior Men's Group 10:30am</p> <p>Kids Tennis Clinic Ages 6-10/5:30-7pm Ages 11+ / 7-8:30pm</p>	<p>11</p> <p>Ladies Lunch 12:30pm</p> <p>FREE Design Seminar</p> <p>C-Team Tennis 7-8:30pm</p>	<p>12</p> <p>St Johns Small Bus Alliance 9am Senior Ladies Group 10:30am Chick-fil-a 5:30pm Kids Tennis Clinic See Tues.</p>	<p>13</p> <p>Food Truck Fri 5-8pm</p>	<p>14</p> <p>Community Yard Sale 7am - 1pm</p>
<p>16</p> <p>POOL CLOSED</p> <p>Women's Beginner / D Team Tennis 7:30-8:30PM</p>	<p>17</p> <p>Senior Men's Group 10:30am</p> <p>Kids Tennis Clinic Ages 6-10/5:30-7pm Ages 11+ / 7-8:30pm</p>	<p>18</p> <p>C-Team Tennis 7-8:30pm</p>	<p>19</p> <p>St Johns Small Bus Alliance 9am Senior Ladies Group 10:30am Chick-fil-a 5:30pm Kids Tennis Clinic See Tues. FREE Wellness Sem.</p>	<p>20</p> <p>Food Truck Fri 5-8pm</p>	<p>21</p> <p>Pumpkin Decorating Day 10-11am. Don't delay get your tickets today!</p> <p>Ghost Tour 7pm Tickets Required</p>
<p>23</p> <p>POOL CLOSED</p> <p><u>CDD Meeting 6pm</u></p> <p>Women's Beginner / D Team Tennis 7:30-</p>	<p>24</p> <p>Senior Men's Group 10:30am</p> <p>Kids Tennis Clinic Ages 6-10/5:30-7pm Ages 11+ / 7-8:30pm</p>	<p>25</p> <p>C-Team Tennis 7-8:30pm</p>	<p>26</p> <p>St Johns Small Bus Alliance 9am Senior Ladies Group 10:30am Chick-fil-a 5:30pm Kids Tennis Clinic See Tues.</p>	<p>27</p> <p>Ladies Game Day & Luncheon 10:30am</p> <p>Costume Parade 6:15 Movie Night 7pm</p> <p>Food Truck Fri 5-8pm</p>	<p>28</p> <p>First annual 5K Run / 1 Mile Fun Run</p>
<p>30</p> <p>POOL CLOSED</p> <p>Women's Beginner / D Team Tennis 7:30-8:30PM</p>	<p>31</p> <p>Senior Men's Group 10:30am</p> <p>Kids Tennis Clinic Ages 6-10/5:30-7pm Ages 11+ / 7-8:30pm</p>				

ADVERTISE WITH LIS

*Durbin Crossing is a community that cares!
Providing local businesses a connection with
our resident through affordable advertising.*

Package:

\$90.00 for a three month advertising program. The package includes a full page advertisement in our monthly Durbin Crossing Newsletter.

Note:

- **We must receive your ad by the 20th of each month to be included in the next month's newsletter.**
- **Advertisers are responsible for supplying all advertising information and electronic publications.**
- **Advertisements are purchased in a three month package.**
- **Spaces are limited to a first come first serve basis.**



**Sign up at the Durbin Crossing
South Amenity Center
Tuesday - Sunday from 10am - 6pm
145 South Durbin Parkway
St. Johns, FL. 32259
904.230.2011
amenities@durbin crossing.com**



WE SELL

DURBIN CROSSING!



We have **SOLD 58** Homes in Durbin Crossing!

Our Featured Listings in Durbin Crossing



AVAILABLE NOW!

113 N. Torwood Drive
4 bedrooms - 3 1/2 baths + Loft
Patio - Large back yard - Preserve
Upgrades throughout! 3 Car Garage
2,297 sf - \$359,000



AVAILABLE NOW!

94 Forest Edge Drive
5 bedrooms - 3 1/2 baths + Loft
Screened Patio - Fenced Yard
Upgrades throughout!
2,565 sf - \$329,000

We Have SOLD 58 Homes In Durbin Crossing....

Call us Today..... Your Home Could Be Next!

Bill and Nina Bay - Realtors®

Phone: 904-553-8518

Email: NinaBay@Roundtablerealty.com

www.BillandNinaBay.com



- Husband and Wife Team
- Durbin Crossing Residents
- Proudly Serving Buyers and Sellers Real Estate needs since 2003



Carpet Cleaning



Tile & Grout



Wood Floors



Upholstery



www.SteamLux.com
904-240-9324

**Steam Lux, LLC is one of
Durbin Crossing's
most trusted professional
floor cleaners.**

Using Latest Technologies
Excellent Customer Service
Certified Trained Technicians

**Whether it's residential or
commercial cleaning, our
technicians treat your
home or office special
to make your guest's first
impressions the best it can be.**

Eliminate:
Germs, Dirt, and Allergens.

Additional Services:
Scotchgard Protection
Deodorization
Grout Sealant

**Convenient online booking or
call for your next appointment.**

From our family to yours,
Keck Lynn



BOS Reviewed
OK with 6-13-11



DUPREE LAKES

COMMUNITY DEVELOPMENT DISTRICT

COMMUNITY/AMENITIES GUIDELINES

Dupree Lakes Community Development District (CDD)

Dupree Lakes Clubhouse

6255 Dupree Lakes Blvd. • Land O Lakes, FL • 34639-2815

Phone: 813-995-9482 • Fax: 813-995-9468



DUPREE LAKES

OVERVIEW

Hours of Operation

Clubhouse	Tuesday – Saturday	10:00 a.m. – 6 p.m.
	Sunday	12:00 p.m. – 5 p.m.
	Monday	12:00 p.m. – 5 p.m.
Swimming Pool	Monday – Sunday	8:00 a.m. – Dusk
Basketball Courts	Monday – Sunday	6:00 a.m. – Dusk
Tennis Courts	Monday – Sunday	6:00 a.m. – 10:00 p.m.
Outdoor Areas	Monday – Sunday	6:00 a.m. - Dusk

***All hours of operation are subject to change. The Dupree Lakes Community Development District maintains the right to close the facilities due to any unforeseen circumstances.*

Operating Calendar and Holidays

Holidays

The facility will be closed on the following days:

- Thanksgiving
- Christmas
- New Year's Day
- Easter

Inclement Weather

We will make every attempt to remain open during times of inclement weather; however, the facilities will be closed if the conditions are determined to be a threat to the residents and members and staff. The Clubhouse facility is not a designated emergency shelter.

Maintenance Days

In an effort to achieve the highest standards of facility cleanliness and safety, there will be times when certain areas of the facility will be shut down for improvements, cleaning, and preventative maintenance. Resident understanding and patience is appreciated as efforts are made to improve and maintain the cleanliness, safety, and aesthetics of the facility. Whenever possible, maintenance days will be planned in advance and residents and members will be notified.

Facility Access and Eligibility for Use

All residents, members of households living in our community and designated tenants; hereinafter, called "residents," are entitled to use the community facilities and amenities. Furthermore, approved non-resident members; hereinafter, called "members," who pay the applicable annual non-resident usage fee may also use the community facilities and amenities.

Non-resident owners who have delegated the right to use the community amenities to their tenant must provide written authorization, a listing of tenants and a copy of the lease. Tenants will be required to provide proof of residency before they receive access ID cards to the facility. Non-



DUPREE LAKES

resident owners are responsible for turning in their access ID cards to the Clubhouse management for reissue to the tenant.

The management reserves the right to suspend a resident's or member's use of the amenities for failure to follow the policies and procedures, posted rules and regulations, directives of staff on duty, and for a resident's or member's failure to pay any amounts owed to the District.

Disclaimer

Homeowners and guests using the facilities do so at their own risk. The safety of our residents and members and guests of our community is a primary concern. All persons using the facilities do so at their own risk and agree to abide by the rules for use of the facility. The Dupree Lakes Community Development District assumes no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of property arising from the use of the facilities or from the acts, omissions or negligence of other persons using the facilities. Residents and members are responsible for their actions and those of their guests.

Access Cards

Use of the District's amenity areas is restricted to residents, members and their guests. An access card is necessary to gain entry to the amenity areas. Each household is issued two (2) initial access cards. Additional cards and replacements for lost or damaged cards are available for an additional fee. No more than four (4) Access Cards (issued to those 16 years or older) may be held by any resident or member household at any time. This access card system protects you and the facility from unapproved non-resident entry. Under no circumstance should a resident or member provide their access card to an unapproved non-resident to allow them to utilize the amenities. Doing so may result in suspension of access to facilities.

Guest Policies

Resident and member households will be able to bring up to 5 guests with them to the facility. These guests must be accompanied by an adult resident (18 years or older). Residents and members 16 to 17 years old, who are visiting the facility without their families, may bring one guest. All guests will be required to sign a waiver and log in at the front desk prior to utilizing the facility.

Private Rental Usage Guidelines and Request Form

Private Rental Request and Waiver Forms are utilized for private rental of specified indoor amenities available for private functions. Residents must read and agree to follow the Private Rental Usage Guidelines before a request will be approved.



DUPREE LAKES

Resident Clubs and Interest Groups

Our facility is available to interest group and activity club meetings and social events. Clubs and interest groups will be resident managed and self-supporting. The staff will help to facilitate meetings and assist in the development and promotion of activities developed by the clubs. Any resident or member wishing to develop an interest group or club should contact the staff to receive information and an application.

Meeting and event dates will be subject to facility availability. All clubs must be open to any resident or member. Guests may be permitted to attend club functions on a limited basis with permission from the staff.

Program Suggestions and Ideas

The staff is constantly striving to improve programs and services offered to the community. Residents and members are encouraged to submit ideas and suggestions for upcoming programs by completing a Comments and Suggestion Form.

FACILITY FEATURES AND USAGE GUIDELINES

Community Amenities Overview

Dupree Lakes offers residents and members a wide variety of resort style amenities and services including:

- Resort Style Pool
- Water feature/Splash Zone
- Catering Kitchen
- Covered Veranda & 2 Cabanas in Pool Area
- Tennis and Basketball Courts
- Tot Lot and Children's Playground

General Facility Policies and Guidelines

The following usage guidelines have been established to maintain the facility and ensure the safety and enjoyment of all residents and members.

General Facility Policies

1. All residents and members are entitled to utilize the amenities if they meet all eligibility requirements.
2. Residents and members must have, at all times in their possession, their access card to enter and utilize the amenities.
3. Guests must be accompanied by an adult resident (18 years or older).



DUPREE LAKES

4. Residents and members under the age of 16 must be accompanied by an adult resident (18 years or older), when using the amenities. Additional age requirements may apply as listed in the usage guidelines for specific areas.
5. Residents and members are not permitted to "drop off" anyone under the age of 16 without the appropriate supervision.
6. Residents and members are encouraged to speak to their physician before engaging in physical exercise. All residents and members utilize the amenities at their own risk.
7. Assumption of risk and liability forms must be signed and on file before utilizing the amenity areas.
8. With the exception of the pool and wet areas where bathing suits are permitted, residents and members must be properly attired with shirts and shoes to utilize the amenities.
9. Bathing suits and wet feet are not allowed indoors with the exception of the pool restroom area
10. Food and drink will be limited to designated areas only.
11. Smoking is not permitted under any circumstance.
12. Alcoholic beverages are strictly prohibited.
13. Anyone that appears to be under the influence of drugs or alcohol will be asked to leave the facility.
14. Staff is to be treated in a courteous and considerate manner. No associate shall be reprimanded or harassed in any way by an individual using the clubhouse facilities, or District property.
15. Use of profane or inappropriate language is prohibited.
16. Bullying, fighting and vandalism are prohibited.
17. Anyone who verbally threatens the physical well-being of another person, or who engages in behavior which may be dangerous, create a health or safety problem, create a hostile environment, or otherwise disturb others may be reported to the local law enforcement agency.
18. Excessive noise that will disturb other residents and members and guests is not permitted.
19. Any type of harassment or disrespect to staff or other residents and members is prohibited.

Pool & Children's Water Feature Guidelines

We are pleased to provide our residents and members with a fantastic aquatic amenity area. The following usage guidelines have been established to maintain the facility and ensure the safety and enjoyment of all residents and members.

Usage Guidelines:

1. The swimming pool facilities are open from 8:00 am to DUSK.
2. Access cards are necessary to enter the pool facility.
3. Each household may bring up to five guests for use of the pool facilities, all guests must be accompanied by an adult resident (18 or older) at all times.
4. Lifeguards will not be present at the pool facilities. Persons using these facilities do so at their own risk.
5. Children under the age of 16 must be accompanied by an adult resident (18 years or older) at all times.
6. Adults accompanying children are responsible for ensuring that they do not urinate or defecate in the pool. (Rubber briefs should be placed over diapers of infants and very small children).
7. All persons using the pool facilities shall obey the capacity requirements as defined by Pasco County. The capacity for the pool is 97 persons.
8. Proper swimming attire must be worn while using the pool facilities (i.e., bathing suits only, no cut-off shorts, no thongs).
9. Showering is mandatory before use of the pool facilities.
10. No running is allowed in the pool facility area.
11. No rough housing or chicken fighting is allowed in the swimming pool.
12. No diving is allowed.



DUPREE LAKES

13. Flotation devices are allowed in the pool; however, they must not interfere with the enjoyment of other guests using the pool.
14. No balls or toys should be thrown within the pool or pool area.
15. No smoking.
16. No animals are allowed in the pool facilities.
17. No food or drink is allowed within four feet of the pool.
18. No alcoholic beverages are allowed in the pool facilities.
19. No glass containers are allowed in the pool area.
20. Radios will be kept to a reasonable volume as not to disturb other residents, members or guests. No explicit lyrics will be tolerated.
21. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool.
22. Cabana or Veranda area, or any tables and chairs on the deck area, may not be reserved by placing towels or personal belongings on them.
23. Belongings left in the pool facilities after dusk shall be placed in the Clubhouse "Lost & Found" for a period of 30 days. If the item(s) are not claimed, they will be discarded.
24. In the event of an EMERGENCY CALL 911.

Clubhouse and Gathering Area

The facility contains common social areas that are open for the use of residents, members and their guests. These areas may have scheduled programs or Private Events during specific times of business operating hours.

Usage Guidelines

1. All areas are open for resident and member utilization unless a structured program, event or Private Event Rental is taking place.
2. Private Event Rentals require completion of an indemnification agreement, a security deposit and a specified rental fee.
3. No one under the age of 16 is allowed in these areas alone unless accompanied by an adult resident (18 years or older).
4. Only specified areas are available for Private Event Rentals.
5. Profanity is prohibited.
6. Residents and members are responsible for cleaning up after themselves.
7. Food and beverages may only be consumed in designated areas.
8. Proper attire including shirt and shoes is required. Absolutely no wet feet or clothing, including swimwear are permitted in the clubhouse
9. All other general facility rules apply.

Tennis Courts

Our community offers (2) lighted tennis courts for informal use, lessons and clinics.

Usage Guidelines

1. The tennis courts are open from 7:00 am to 10:00 pm.
2. Courts are available for use by residents, members and their guests on a first come first serve basis only.
3. Courts may only be reserved for a community approved program or event.
4. The courts are lighted and can be used until 10:00 pm each night.
5. When other players are waiting, tennis court use should be limited to 1 hour.



DUPREE LAKES

6. No one under the age of 16 is allowed in the area alone unless accompanied by an adult resident (18 years or older).
7. Bikes, rollerblades, roller shoes, skateboards and equipment with wheels are not permitted on the courts.
8. All players shall be dressed in appropriate attire, which includes: shirts, tennis shoes, shorts or warm up suits. These items must be worn at all times. Hard and/or black soled shoes are restricted from the tennis courts.
9. The rules established by the United States Tennis Association (U.S.T.A.) should be strictly followed and adhered to by all players at all times.
10. Smoking in the tennis court areas is prohibited.
11. Food and gum are not permitted on the courts. Drinks must be in a non-breakable spill-proof container.
12. Profanity, fighting and disruptive behavior will not be tolerated.
13. No furniture will be allowed on the playing surfaces.
14. All sports instructors and coaches are Independent Contractors that must be approved, certified, insured and must have a contractual agreement with the District.
15. All other general facility rules apply.

Basketball Courts

Our community offers (2) half court basketball courts for residents, members and their guests.

Usage Guidelines

1. The basketball courts are open from 7:00 am to DUSK.
2. Courts are available for use by residents, members and their guests on a first come first serve basis only and cannot be reserved for a private function.
3. Courts may only be reserved for a community approved program or event.
4. Residents and members are responsible for bringing their own equipment.
5. All players shall be dressed in appropriate attire, which includes: shirts, tennis shoes, shorts or warm up suits. These items must be worn at all times. Hard and/or black soled shoes are restricted from the basketball courts.
6. No one under the age of 16 is allowed in the area alone unless accompanied by an adult resident (18 years or older).
7. Bikes, rollerblades, roller shoes, skateboards and equipment with wheels that may damage the courts are prohibited.
8. Profanity, fighting and disruptive behavior will not be tolerated.
9. Smoking on the courts is prohibited.
10. Food and gum are not permitted on the courts. Drinks must be in a non-breakable spill-proof container.
11. All sports instructors and coaches are Independent Contractors that must be approved, certified, insured and must have a contractual agreement with the District.
12. All other general facility rules apply.

All Outdoor Areas/Soccer Field

All other outdoor areas have been beautifully designed and maintained for enjoyment and utilization.

Usage Guidelines

1. The outdoor areas/soccer field is open from 7:00 am to DUSK.



DUPREE LAKES

2. All outdoor areas are available for use by residents, members and their guests on a first come first serve basis only. These areas may only be reserved for a community approved program or event.
3. No one under the age of 16 is allowed in these areas alone unless accompanied by an adult resident (18 years or older).
4. Bikes, rollerblades, skateboards and equipment with wheels is prohibited.
5. Chalking or marking the outdoor areas must be approved in advance and proper marking materials must be utilized.
6. Pets must be kept on a leash and residents and members must pick up and dispose of pet waste in appropriate outdoor receptacles.
7. Profanity, fighting and disruptive behavior will not be tolerated.
8. Smoking in these areas is prohibited.
9. (2) outdoor grills are available on a first come, first served basis. Please bring your own charcoal and grill accessories.
10. Residents and members are responsible for bringing their own equipment.
11. All instructors and coaches are Independent Contractors that must be approved, certified, insured and must have a contractual agreement with the District.
12. Amplified sound systems and DJs are prohibited unless it is a community approved program or event.
13. Residents and members must clean up after themselves and dispose of trash in the appropriate outdoor receptacles.
14. All other general facility rules apply.

Playground and Tot Lot

Our community provides a Tot Lot and Playground area for residents, members and their guests to enjoy with their children. Tot Lot equipment for children ages 2 yrs – 5 yrs and other Playground equipment for children ages 5 yrs – 12 yrs of age.

Usage Guidelines

1. The Playground and Tot Lot is open from 7:00 am to DUSK.
2. Residents and members may utilize the Playground and Tot Lot at their own risk.
3. Signage with usage guidelines for the playground equipment is posted on or near each playground area.
4. For the safety of all children and adults, only children between the ages of 2 yrs and 12 yrs of age may use the playground equipment.
5. Residents, members and their guests are responsible for the behavior of their children.
6. Adult resident supervision (18 years or older) is required for children under 16. Children must remain in the sight of parents/guardians.
7. Proper footwear is required and no loose clothing, especially with strings, should be worn.
8. The mulch material is necessary for reducing fall impact and for good drainage. It is not to be picked up, thrown, or kicked for any reason.
9. The following is not allowed around the playground equipment: Food, drinks or gum, pets of any kind (with the exception of service animals), sticks, wooden or metal bats, ropes, roller skates, roller blades or skateboards, hard balls such as baseballs, golf balls, etc.
10. Playground equipment is for all children. They should take turns and share the equipment.
11. All children are expected to play cooperatively with other children.
12. No jumping off from any high climbing bars or platforms.
13. Improper use of the equipment will not be tolerated. Use traditional methods when going up ladders and down slides. No fancy tricks.



DUPREE LAKES

14. If anything is wrong with the equipment or someone gets hurt, notify a staff member immediately.
15. All other general facility rules apply.

FORMS AND WAIVERS

New Resident and Member Information Form and Waiver

An information form is kept on file for all residents and members. This allows the staff to maintain current information on those who are eligible to utilize the amenities. This form also contains the Assumption of Risk and Waiver of Liability that must be signed by each member of the household. Photos are taken of each resident or member who is issued an access card. These photos will be placed on the access card for visual identification purposes.

Interest Group and Club Applications

Applications may be filed by anyone wishing to form a resident interest group or club. These applications provide information necessary to form an interest group or club and provide the group/club with associated privileges.

Private Event Rental Agreement

Residents and members who would like to rent the Clubhouse for a Private Event, must execute a Private Event Rental Agreement. Approved fees and a security deposit are required. This information is available at the clubhouse office.

Guest Registration and Waiver

Residents or members bringing guests to the clubhouse facilities must have them sign the Guest Registration and Waiver form before they are able to enjoy the amenities.

CONSEQUENCES FOR GENERAL FACILITY POLICY AND GUIDELINES VIOLATIONS

Policy Enforcement

Please be aware that staff must protect the rights and privileges of rule-abiding residents and members, and that inappropriate behavior will not be tolerated. All patrons are responsible for compliance with the rules and regulations established for the safe operations of all the facilities. For severe violations or anyone continuing to violate clubhouse rules, individual(s) may be refused access to the clubhouse and its amenities. The staff reserves the right to ask residents,



DUPREE LAKES

members, or guests to leave the facilities and suspend their privileges and/or access cards. The staff retains the full right to contact the local law enforcement agency and have violators trespassed permanently from any District property.

Depending on the severity of the violation, the individual(s) may be asked to leave the facilities until a consequence is determined. If a minor is involved in a violation, a parent or guardian will be contacted and a written warning may be issued. Documentation of incidences will be kept on file.

Any appeals will need to be made in writing to the District's Board of Supervisors. Appeals will be reviewed at the next regularly scheduled District Board of Supervisors meeting from the date the appeal was received.

Consequences

1. *Warnings:* The violation will be brought to the attention of the individual(s) involved. If the behavior continues, the violator will be asked to leave the property.
2. *Suspensions:* All suspensions will be treated on a case by case basis. Consequences and decision outcomes will be determined by the management. While suspended from District property, access cards for residents or members will be deactivated. Any suspension of privileges from District property, which resulted from Policy and Guideline violations, may be issued as follows:
 - 7 days/1 week
 - 1 month
 - 3 - 6 months
 - Indefinite

Dupree Lakes Clubhouse: Rental Policies

Residents and Non-Resident Club Members may reserve the Dupree Lakes Clubhouse through the Clubhouse Office for various meetings, classes, and events for a maximum of four (4) hours per event. This is on a first come first serve basis and is subject to approval by the Clubhouse Manager. A refundable deposit is required and will be returned after the function, provided there is no evidence of damage to the facility.

No alcohol is permitted in the clubhouse or on CDD property at any time. All food and beverages used during the event will be the responsibility of the applicant and are to be removed immediately after the event.

Decorations shall not be attached to the ceiling or to the walls. There are several hooks to hang any decorations. Confetti and/or glitter, bird seed, or rice are not permitted in the clubhouse area for use as decorations.

A cleanup fee generally may be assessed in the event of not following or meeting the standard cleanup procedures. The amount determined will be deducted from the rental deposit. Please contact the Dupree Lakes Clubhouse to make the proper arrangements regarding availability and various other service fees.

Below are a list of policies and guidelines set forth and agreed upon by the Board and District Management regarding events in the Dupree Lakes Clubhouse:



DUPREE LAKES

Policies:

1. Applicant must be a Resident or Non-Resident Club Member.
2. Person responsible for the application/reservation of the "Gathering Area", must be present at the function during the entire period of the reservation.
3. **The rental of the above-mentioned room does not include use of the full facility. The rental area includes the kitchen and areas behind the double doors where the tables and chairs are located. The clubhouse will remain open during normal business hours and other residents are permitted to use the amenities during a rented event – i.e. the TV viewing area and room.**
4. **The patio/veranda and pool may not be reserved for private use.**
5. **The use of the pool facilities and all other amenities are NOT included in the rental of the room**
6. Facilities will be reserved on a first come, first served basis.
7. Applicant may reserve the "Gathering Area", for a maximum of four (4) hours.
8. All applicants will be required to fill out and sign the District Facility Use Application Agreement at the Dupree Lakes Clubhouse Office.
9. No early set up. All events will receive one hour to set up prior to event start time & one hour to breakdown at the end.
10. The facility shall be left in the same condition it was found prior to the event.
11. You may not exceed the time you are allotted.
12. Renter must supply all kitchen products. This includes: plates, napkins, cups, etc. Dupree Lakes will provide cleaning supplies and garbage bags.
13. Alcohol is prohibited.
14. I understand that I am responsible for any damage or change in the condition of the facility, including restrooms, caused by my guests or event. I also agree to be responsible for the conduct of my guests
15. Use of pool and other amenities areas fall under the standard guidelines of residents that states each household may have 5 guests accompany them while using the facilities

Procedures:

1. A non-refundable rental fee for use of the Clubhouse will be charged as follows: \$50.00 for day events starting at 11:30 a.m. & 12:00 p.m. and \$100.00 for evening events, starting at 6:00 pm for Residents. The fee for Non-Resident Club Members is \$300.00.
2. A refundable security deposit of \$150.00 shall be charged to the persons making the reservation and shall be submitted to the Clubhouse Manager in the form of a separate check made payable to "Dupree Lakes Community Development District".
3. Application Agreement must be completed and signed no later than **fourteen (14)** days before the event date. Deposit and Rental Fee must be paid with signing of the Agreement.
4. A staff charge, if applicable, will be added to include any necessary fees.

Any Violation of rental policies may result in forfeiture of the security deposit and may include additional damages at the discretion of Management



DUPREE LAKES

Private Event Rental Schedule of Fees

Saturday ____ 11:30am-3:30pm \$ 50.00 ____ 6pm-10pm \$100

Sunday ____ 1:00 pm – 5 p.m. \$50.00

Weekday Rental (Choose a 4 hour period between 11am-10pm): _____

Non-Resident Fee \$300.00

Security Deposit: \$150.00

Access Card Fees

Facility Access Card Fee: \$10.00

Additional/Replacement Access Cards \$10.00

AMENITIES CENTER HOURS OF OPERATION

Clubhouse	Monday – Saturday	9AM – 9PM
	Sunday	12PM – 6PM
Swimming Pool	Monday – Sunday	7AM – Dusk
Play Ground Swimming Pool	Monday - Sunday	Same Hours as the
All outdoor areas except Tennis Court	All Days	Sunrise – Sunset
Tennis Court	All Days	Sunrise – 10PM

Upon Approval of Clubhouse Manager, Extended Hours available upon request for additional fee \$15.00 per hour

*Suggested
hours for
AMENITIES CTR*

Dupree Lakes Community Development District
135 W. Central Blvd. Orlando, Florida 32801

Memorandum

DATE: November 20, 2017
TO: Jason Showe **via email**
District Manager
FROM: Alan Scheerer
Field Services Manager
RE: Dupree Lakes CDD Monthly Managers Report – November 20, 2017

The following is a summary of activities related to the field operations of the Dupree Lakes Community Development District.

Amenity Center:

1. The Dupree Clubhouse is in pretty good shape.
2. Staff will be meeting with Lorraine each week regarding concerns at the clubhouse.

Swimming Pool/Splash Pad:

1. The pool and Splash Pad are operating properly.

Lakes:

1. All ponds have been treated in accordance to our contract with Applied Aquatics. We are experiencing algae in some ponds.
2. Staff has requested that Applied Aquatic look at our ponds to determine if we need more grass carp. As of this report I have not received the information requested. Staff will provide the information as soon as it is available.

Landscaping:

1. Irrigation inspections are being performed and repairs are being made as needed.
2. Staff is meeting with Brightview each week to review the property.
3. The landscaper continues to address molehills and ants as needed.
4. Brightview has applied the fungicide to the take all root rot areas of sod. They have not provided us with a timeline to replace the sod. BV was to apply a liquid

- fertilizer to the affected areas and then evaluate the total sq ft of sod to be replaced.
5. Staff met with Brightview along with Mr. Fox to review all of the landscape that is either declining, dead or not performing. As of this report I have not received any updates from BV on what they will or will not do to replace the plants.
 6. BV fertilized all shrubs along the roadway.
 7. BV was instructed to make sure the irrigation staff is covering the drip tube lines as part of the irrigation inspection.
 8. All irrigation issues that were reported to staff were forwarded to BV for repair.
 9. Staff received a proposal to repair the soccer field that did not include the aeration of the field. We sent that proposal back to BV and are waiting a revised proposal.
 10. BV has stated that they cannot meet the NTE for median enhancements set forth by the Board.

Other:

1. Porter services are going well. He is doing a good job.
2. The historical site is scheduled for mowing this month.
3. Jayman still waiting for material to come in to repair the Ehren Cutoff monument.
4. Jayman was approved to pressure wall all the neighborhood monuments. We hope that work will begin next week.
5. Staff is still pricing a generator for the clubhouse as requested.
6. Jayman has been authorized to replace the missing flags on the monuments. He has ordered them and they will be installed as soon as they are available.
7. New net installed on basketball court.
8. Tennis court gate was adjusted.
9. Reed Electric is pricing the repair of the landscape lighting in an around the clubhouse.
10. Geoffrey (Porter) worked on the storage facility to make sure there is space to store Christmas decoration after the holiday.
11. Staff opened a Home Depot account to assist with the purchase of Christmas decorations.
12. Staff ordered some of the Christmas Decoration as requested by Mr. Fox.

Respectfully,

Alan Scheerer

Dupree Lakes CDD Action Items

Item #	Action Item	Assigned To:	Status	Comments
1	License and Maintenance Agreement with County	J. Showe	On Hold	
2	Landscape Improvements	A. Scheerer	In Process	Alan conducting Weekly Inspections
3	Conservation Area	A. Scheerer/J. Showe	In Process	Started in Oct., Project Ongoing

Dupree Lakes
Community Development District

Check Run Summary - General Fund

October 31, 2017

<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>
<i>Wells Fargo</i>		
October 6, 2017	1128-1139	\$30,714.13
October 23, 2017	1140	\$150.00
		\$30,864.13

CHECK DATE	VEND#	INVOICE DATE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	...CHECK...#
10/06/17	00027	9/30/17	164854	201709	320-53800-46400				*	829.00	
					SEP 17-AQUATIC PLANT MGMT						
10/06/17	00003	8/31/17	144271	201708	310-51300-31500			APPLIED AQUATIC MANAGEMENT, INC.	*	2,627.04	829.00 001128
					AUG 17-LEGAL SERVICES						
10/06/17	00021	9/27/17	197754	201709	330-57200-52000			BILLING, COCHRAN, LYLES, MAURO &	*	93.25	2,627.04 001129
					CLEANING SUPPLIES						
10/06/17	00007	9/27/17	SEP 17	201709	320-53800-43000			CLEANSWEEP SUPPLY CO., INC.	*	1,006.69	93.25 001130
					SEP 17-ELECTRIC SVCS						
		9/27/17	SEP 17	201709	320-53800-43001				*	12,748.50	
					SEP 17-ELECTRIC SVCS						
10/06/17	00005	9/26/17	5-940-61	201709	310-51300-42000			DUKE ENERGY FLORIDA, INC.	*	34.25	13,755.19 001131
					DELIVERIES THRU 09/26/17						
10/06/17	00001	10/02/17	77	201710	310-51300-34000			FEDEX	*	5,125.00	34.25 001132
					OCT 17-MGMT FEES						
		10/02/17	77	201710	310-51300-42000				*	41.11	
					OCT 17-POSTAGE						
		10/02/17	77	201710	310-51300-42500				*	145.20	
					OCT 17-COPIES						
		10/02/17	77	201710	310-51300-41000				*	16.95	
					OCT 17-TELEPHONE						
		10/02/17	78	201710	330-57200-34200				*	1,391.67	
					OCT 17-PORTER SERVICES						
10/06/17	00104	9/30/17	246	201709	330-57200-46010			GOVERNMENTAL MANAGEMENT SERVICES	*	25.00	6,719.93 001133
					REPAIR TENNIS COURT GATE						
		9/30/17	246	201709	330-57200-46010				*	100.00	
					REPAIR DECORATIVE BRICKS						
10/06/17	00006	8/08/17	9554449	201708	320-53800-43100			JAYMAN ENTERPRISES, LLC	*	76.14	125.00 001134
					6300 DUPREE LAKES BLVD						
		9/27/17	9572544	201708	320-53800-43100				*	8.24	
					0 WOOD VIOLET CT						
		9/27/17	9572545	201708	320-53800-43100				*	5,188.00	
					0 DUPREE LAKES BLVD						
					PASCO COUNTY UTILITIES						

DUPR -DUPREE LAKES- MPHILLIPS

*** CHECK DATES 10/01/2017 - 10/31/2017 ***
 DUPREE LAKES - GENERAL FUND
 BANK B DUPREE LAKES - WF

CHECK DATE	VEND#	INVOICE DATE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	...CHECK... AMOUNT
10/06/17	00055	9/26/17	01131679	201709	320-53800-46800			REED ELECTRIC, LLC	*	408.09	408.09 001136
								QTRLY LIGHTING INSPECTION			
10/06/17	00008	10/01/17	4037	201710	330-57200-46100			SUNCOAST POOL SERVICE	*	735.00	735.00 001137
								SWIMMING POOL SVC			
10/06/17	00022	9/21/17	48256	201709	330-57200-46300			TROPICARE TERMITE AND PEST CONTROL	*	45.00	45.00 001138
								SEP 17-PEST CONTROL SVC			
10/06/17	00010	10/01/17	0277242-	201710	330-57200-43200			WASTE MANAGEMENT INC. OF FLORIDA	*	70.00	70.00 001139
								OCT 17-REFUSE SERVICE			
10/23/17	00127	10/14/17	1	201710	330-57200-49400			TOP HATTER ENTERTAINMENT	*	150.00	150.00 001140
								BALLOON ARTISTRY			

TOTAL FOR BANK B 30,864.13
 TOTAL FOR REGISTER 30,864.13

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
October 31, 2017

	<u>Governmental Fund Types</u>			<u>Totals</u>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>(Memorandum Only)</u> <u>2018</u>
<u>ASSETS:</u>				
Cash - Wells Fargo	\$37,311	---	---	\$37,311
Cash - Region Money Market	\$6,850	---	---	\$6,850
Investments:				
State Board	\$247,806	---	---	\$247,806
State Board - Capital Reserve Series 2015	---	---	\$105,727	\$105,727
Reserve	---	\$157,250	---	\$157,250
Interest	---	\$108,203	---	\$108,203
Revenue	---	\$7,428	---	\$7,428
Construction	---	---	\$89,453	\$89,453
Due from General Fund	---	\$3,108	---	\$3,108
TOTAL ASSETS	<u>\$291,967</u>	<u>\$275,989</u>	<u>\$195,180</u>	<u>\$763,136</u>
<u>LIABILITIES:</u>				
Accounts Payable	\$56,218	---	---	\$56,218
Due to Debt Service	\$3,108	---	---	\$3,108
FUND BALANCES:				
Restricted for Debt Service	---	\$275,989	---	\$275,989
Restricted for Capital Reserves	---	---	\$105,727	\$105,727
Restricted for Capital Projects	---	---	\$89,453	\$89,453
Unassigned Fund Balance	\$232,641	---	---	\$232,641
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$291,967</u>	<u>\$275,989</u>	<u>\$195,180</u>	<u>\$763,136</u>

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures
For The Period Ending October 31, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/2017	ACTUAL THRU 10/31/2017	VARIANCE
REVENUES:				
Maintenance Assessments	\$792,866	\$0	\$0	\$0
Interest Income	\$3,500	\$292	\$295	\$3
Clubhouse Rentals	\$5,000	\$0	\$300	\$300
TOTAL REVENUES	\$801,366	\$292	\$595	\$303

EXPENDITURES:

ADMINISTRATIVE:

Supervisor Fees	\$12,000	\$1,000	\$1,000	\$0
FICA Taxes	\$918	\$77	\$77	\$0
Engineering	\$7,500	\$625	\$0	\$625
Arbitrage	\$600	\$0	\$0	\$0
Assessment Roll	\$5,150	\$5,150	\$5,150	\$0
Attorney	\$30,000	\$2,500	\$0	\$2,500
Trustee Fees	\$4,000	\$0	\$0	\$0
Annual Audit	\$3,800	\$0	\$0	\$0
Management Fees	\$61,500	\$5,125	\$5,125	\$0
Telephone	\$500	\$42	\$17	\$25
Postage	\$2,300	\$192	\$174	\$18
Printing & Binding	\$2,250	\$188	\$145	\$42
Insurance	\$6,562	\$6,562	\$5,965	\$597
Legal Advertising	\$1,500	\$125	\$0	\$125
Other Current Charges	\$1,000	\$83	\$53	\$30
Website Development	\$1,200	\$100	\$0	\$100
Office Supplies	\$1,000	\$83	\$0	\$83
Property Taxes	\$1,500	\$0	\$0	\$0
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE EXPENDITURES	\$143,455	\$22,026	\$17,881	\$4,145

FIELD

Security	\$27,000	\$6,600	\$6,600	\$0
Electric	\$16,157	\$1,346	\$1,009	\$337
Street Lighting	\$155,500	\$12,958	\$12,419	\$540
Water	\$6,322	\$527	\$0	\$527
Solid Waste Assessment	\$1,000	\$83	\$0	\$83
Landscape Maintenance	\$200,000	\$16,667	\$14,913	\$1,753
Open Areas/Conservation Maintenance	\$5,000	\$417	\$0	\$417
Landscape Contingency	\$15,000	\$1,250	\$0	\$1,250
Infill-plants Replacement	\$5,000	\$417	\$0	\$417
Annuals	\$9,900	\$825	\$0	\$825
Mulching	\$10,000	\$833	\$0	\$833
Landscape Replacement	\$6,500	\$542	\$0	\$542
Irrigation Repairs & Maintenance	\$12,000	\$1,000	\$1,267	(\$267)
Entry & Walls Maintenance	\$12,000	\$1,000	\$0	\$1,000
Pressure Cleaning	\$12,000	\$1,000	\$0	\$1,000
Mitigation Monitoring	\$7,500	\$625	\$0	\$625
Aquatic Control	\$9,948	\$829	\$829	\$0
Lake Bank Maintenance	\$5,000	\$417	\$0	\$417
Well/Pump Repairs & Maintenance	\$1,500	\$125	\$0	\$125
Monuments/Streetlight/Decorative Light Maintenance	\$7,500	\$625	\$0	\$625
Sidewalk Repair & Maintenance	\$1,500	\$125	\$0	\$125
Holiday Decoration	\$5,000	\$417	\$0	\$417
Reserve Study	\$0	\$0	\$4,450	(\$4,450)
TOTAL FIELD EXPENDITURES	\$531,327	\$48,627	\$41,487	\$7,140

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending October 31, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/2017	ACTUAL THRU 10/31/2017	VARIANCE
CLUBHOUSE				
Facility Management	\$51,291	\$4,274	\$0	\$4,274
Facility Attendants	\$14,461	\$1,205	\$0	\$1,205
Facility Maintenance	\$28,280	\$2,357	\$0	\$2,357
Phone/Fax/Internet	\$5,100	\$425	\$445	(\$20)
Porter Services	\$16,700	\$1,392	\$1,392	(\$0)
Refuse Service	\$850	\$71	\$70	\$1
Property Insurance	\$13,168	\$13,168	\$11,971	\$1,197
Pool/Water Park/Fountain Maintenance	\$8,820	\$735	\$735	\$0
Pool/Water Park/Fountain Repairs	\$6,000	\$500	\$0	\$500
Clubhouse Furniture Repairs/Replacement	\$1,000	\$83	\$0	\$83
Pool Furniture Repairs/Replacement	\$1,000	\$83	\$0	\$83
Athletic/Park/Court/Field Maintenance	\$5,000	\$417	\$0	\$417
Pest Control	\$890	\$74	\$45	\$29
Contingency	\$5,000	\$417	\$0	\$417
Employee Reimbursable	\$2,500	\$208	\$0	\$208
Special Events	\$15,000	\$3,750	\$3,750	\$0
Operating Supplies	\$12,500	\$1,042	\$173	\$868
Holiday Decorations	\$0	\$0	\$0	\$0
Clubhouse Wear and Tear	\$5,000	\$417	\$0	\$417
Dues/Licenses/Permits	\$425	\$35	\$0	\$35
TOTAL CLUBHOUSE EXPENDITURES	\$192,985	\$30,653	\$18,581	\$12,072
TOTAL EXPENSES	\$867,767	\$101,306	\$77,949	\$23,357
EXCESS REVENUES (EXPENDITURES)	(\$66,401)		(\$77,354)	
FUND BALANCE - Beginning	\$66,401		\$309,995	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$232,641</u>	

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL RESERVES FUND
Statement of Revenues & Expenditures
For The Period Ending October 31, 2017

	ADOPTED BUDGET	PRORATED THRU 10/31/2017	ACTUAL THRU 10/31/2017	VARIANCE
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REVENUES:

Interest Income	\$0	\$0	\$122	\$122
TOTAL REVENUES	\$0	\$0	\$122	\$122

EXPENDITURES:

Series 2015

Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0

EXCESS REVENUES (EXPENDITURES)	\$0		\$122	
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FUND BALANCE - Beginning	\$105,619		\$105,605	
FUND BALANCE - Ending	\$105,619		\$105,727	

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND - SERIES 2015 Refunding Bonds
Statement of Revenues & Expenditures
For The Period Ending October 31, 2017

	ADOPTED BUDGET	PRORATED THRU 10/31/2017	ACTUAL THRU 10/31/2017	VARIANCE
<u>REVENUES:</u>				
Assessments	\$449,282	\$0	\$0	\$0
Interest Income	\$500	\$42	\$196	\$155
TOTAL REVENUES	\$449,782	\$42	\$196	\$155
<u>EXPENDITURES:</u>				
<u>Series 2015</u>				
Interest Expense - 11/1	\$108,203	\$0	\$0	\$0
Interest Expense - 5/1	\$108,203	\$0	\$0	\$0
Principal Expense - 5/1	\$230,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$446,406	\$0	\$0	\$0
<u>OTHER SOURCES/(USES):</u>				
Interfund Transfer In/(Out)	(\$4,590)	\$0	\$0	\$0
TOTAL OTHER	(\$4,590)	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$1,215)		\$196	
FUND BALANCE - Beginning	\$114,783		\$275,793	
FUND BALANCE - Ending	\$113,568		\$275,989	

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND - SERIES 2015 REFUNDING BONDS
Statement of Revenues & Expenditures
For The Period Ending October 31, 2017

	ADOPTED BUDGET	PRORATED THRU 10/31/2017	ACTUAL THRU 10/31/2017	VARIANCE
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REVENUES:

Interest Income	\$0	\$0	\$64	\$64
TOTAL REVENUES	\$0	\$0	\$64	\$64

EXPENDITURES:

Series 2015

Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0

EXCESS REVENUES (EXPENDITURES)	\$0		\$64	
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FUND BALANCE - Beginning			\$89,389	
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FUND BALANCE - Ending			\$89,453	
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DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
LONG TERM DEBT REPORT

<i>Bond Issue:</i>	<u>Series 2015 Capital Improvement Revenue and Refunding Bonds</u>
	\$6,835,000
<i>Interest Rate:</i>	3.00-3.625%
<i>Maturity Date:</i>	May 1, 2037
<i>Reserve Fund Requirement:</i>	50% of Max Annual.
	--> 70% of requirement funded with cash, 30% satisfied with Reserve Policy
<i>Bonds outstanding - 3/19/15</i>	\$6,835,000
<i>Less: 5/1/2016</i>	\$220,000
<i>Less: 5/1/2017</i>	\$225,000
<i>Current Bonds Outstanding:</i>	<u><u>\$6,390,000</u></u>

Dupree Lakes
Community Development District
Capital Improvement Revenue and Refunding Bonds Series 2015

1. Recap of Capital Project Fund Activity Through October 31, 2017

Opening Balance in Construction Account		\$1,157,493.03
Source of Funds:	Interest Earned	\$1,512.63
	Interfund Transfers In/(Out)	(\$1,640.66)
Use of Funds:		
Disbursements:		
	COI	(\$424,774.51)
	Landscape Maintenance	(\$505,452.92)
	Furniture	(\$38,233.80)
	Pool Maintenance	(\$11,787.00)
	Sod	(\$60,064.00)
	Clubhouse Repairs	(\$14,615.99)
	Bus Stop	(\$7,850.00)
	Professional Services	(\$5,133.68)
Adjusted Balance in Construction Account at October 31, 2017		\$89,453.10

2. Funds Available For Construction at October 31, 2017

Book Balance of Construction Fund at October 31, 2017	\$89,453.10
Construction Funds available at October 31, 2017	\$89,453.10

3. Investments - US Bank

October 31, 2017					
Construction Fund:	<u>Type</u>	<u>Yield</u>	<u>Due</u>	<u>Maturity</u>	<u>Principal</u>
	Money Market	0.05%	Overnight	\$89,453.10	\$89,453.10
				ADJ: Outstanding Requisitions	\$0.00
				Balance at 10/31/2017	\$89,453.10

