



Dupree Lakes
Community Development District

Richard Thomson, Chairman

Steve Shaw, Vice Chairman

Nicole Thomson, Assistant Secretary

Robert Fox, Assistant Secretary

Timothy Price, Assistant Secretary

January 8, 2018



Dupree Lakes

Community Development District

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January 2, 2018

**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 **January 8, 2018 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. Approval of the Minutes of the December 18, 2017 Meeting

Segment II: Workshop Section

- A) Discussion of Website Reservation Options
- B) Discussion of BrightView
- C) Discussion of GMS
- D) Discussion of Amenity Manager
- E) Discussion of Parcel Lockers

Segment III:

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

Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: <http://dupreelakescdd.com>

**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, December 18, 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
Alan Scheerer	Field Manager
Michael Pawelczyk	District Counsel (by phone)
Lisa Kagan	Vesta Property Services
Roy Deary	Vesta Property Services
Rick Linard	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. Showe: Are there any Supervisor requests?

Mr. Fox: I think that we might want to consider a flagpole by the rock. We already mentioned sending out email blasts a couple of days before the meetings, to hopefully get more participation. I spoke to a company about a mail locker that could be used by UPS,

Fed-ex, etc. The residents could have all of their packages delivered here, and come and get them at any time, day or night. I am going to bring someone to the next meeting with a proposal for the Board to consider. What do we have to do to require vendors to attend our meetings?

Mr. Showe: Typically, you have to include that as part of the contract when you bid it out or request that they attend. I think we had good success, if we received a request in advance to have vendors there, but they are not always available. I think we had more participation when the meetings were at 6:00 p.m. If there's a specific question, we can always get answers in advance.

Mr. Fox: We have an electrician, landscape company and handyman, and I think it would be a good idea if they were here and participating in case we have any questions. It's just a thought.

Ms. Thomson: Jason mentioned the earlier hour to meet. Maybe we can alternate meetings to an earlier hour to get more participation, if residents are working in town and it's more convenient for them to attend at 6:00 p.m., versus 7:00 p.m.

Mr. Fox: I don't have a problem with it, but it's difficult for Tim and Steve, because of their work schedule, to get here at 6:00 p.m. Every third meeting I can make accommodations.

Mr. Thomson: They are not obligated to show up. Of course, we will request that they attend, but they are not obligated, regardless of the hour.

Mr. Showe: You don't have a security vendor, but that's the one that typically shows up at meetings, just because they are an integral part of the community. Typically, vendors do not show up to the Board meetings. They work directly with Board Members as needed when questions arise.

Mr. Fox: But we pay a lot of money to our security company. I never had any conversations with them and I don't see that they are doing what they are supposed to do, for example, making announcements. Every Tuesday night we use the tennis courts for cornhole and they make announcements that you can't even hear. It was about 9:00 p.m. or 9:15 p.m., but since you couldn't hear them, how would anybody even know. Those are the

types of issues that we should talk to them about, and find out what the program really consists of. We pay a lot of money to them.

Ms. Thomson: Do they come by and do sound checks?

Mr. Scheerer: They made some changes, but I don't think Bob's request is unreasonable. I don't see why we can't reach out to whichever vendors you would like to attend the meeting.

Mr. Showe: If there's a vendor that you would like to see at the next meeting, we can invite one and just try it one at a time.

Mr. Thomson: Steve, Nicole and I reviewed the security contract. Maggie, from a previous Board, worked with the security company to re-write the contract. Michael was instrumental and spent a lot of time on that as well. They tried to lock us into the contract for years, without a way to terminate it. I think this last version of the contract, which is a year or two old, we are locked in for a certain number of years, but we have the option of terminating it. If we can get a copy of that contract so we can share it with the Board, we will know where we are with security and what our obligations are. I believe there is a penalty if we terminate it.

Ms. Thomson: Its due to the amount of equipment that they provided to us.

Mr. Price: Do you have enough questions, Bob, that you want them here at the next meeting?

Mr. Shaw: I don't know where you are going with this, but it has to do with accountability. It's getting frustrating as Board Members to have to point out things to vendors that are wrong. When we did the lights, there were numerous electrical problems. How many lights were out?

Mr. Fox: 26 lights. We knew about that. A proposal was submitted to the Board by Reid Electric to fix 46 broken lights.

Mr. Shaw: I ran on Sunday with the family and counted 15 different valve covers that were nicked. I can show you pictures. On top of that, I reviewed prior regarding wet check reports. We asked them to have these included each month. The contract stipulates that they are supposed to include it as part of the invoices but I haven't seen any. We've

been asking since May. There is so much debris in the gutters that there's a root ball. If I have to contact the office, someone is not doing their job. Either we get everybody in here and start questioning them, or we start cutting contracts and move in different directions. Am I the only one that's frustrated?

Ms. Thomson: No.

Mr. Fox: You're not.

Mr. Shaw: Out of 85 bollards, 29 are working. I counted them last night. We have areas of landscaping that we spent almost \$600,000 on, and I'm shaking my head wondering what's happening here. BrightView is not coming out here on a consistent basis, but they have laborers here on a weekly basis. Are people getting out of the trucks looking at different things? That's what I want to know and that's what I want to see moving forward.

Mr. Scheerer: A couple of meeting ago, Mr. Fox requested a ride through with me. Bob knows that it's very frustrating that we couldn't always have someone from BrightView attend, because they couldn't make the days that we were here doing the ride-throughs. We still did the ride-throughs, and I documented the deficiencies and sent to Jeff, Terry and Jason. Bob and I rode again on Friday and I'm seeing the same things that you are seeing, so we set up a meeting with the Regional Vice President, James Boynton on Wednesday morning at 9:00 a.m.

Mr. Shaw: From an irrigation perspective, I was running it at night and all of the water was hitting the sidewalk. Our sidewalk was wet, but not the grass.

Mr. Scheerer: They were here today doing a complete run through of the irrigation system.

Mr. Shaw: It was clearly sprinkling the entire sidewalk. My daughter was wondering the same thing. I saw the irrigation at the main entry last night.

Mr. Scheerer: I reported it.

Mr. Showe: It was photo documented on Friday.

Mr. Shaw: I was wondering if we could have this discussion during the workshop.

Mr. Fox: No, I think it needs to be on record, so we can go back and say that we addressed this; whereas, at the workshop, there is no recording. Something like this, in my

opinion, needs to be addressed, tonight. At the next meeting, we need to make a decision on how we are going to move forward.

Mr. Shaw: I agree that it needs to be on the record.

Mr. Fox: I think that workshops are important, but this is something that needs to be part of the minutes, so there are no surprises; although BrightView shouldn't think there's a surprise, because I stirred the pot and Steve stirred the pot, to get things to happen. That should not have to happen at all. We are paying them a ton of money for nothing.

Mr. Shaw: We are getting a year warranty on all of the plant material. Did a letter ever go out to them from GMS indicating that our year was up and we expect them to replace under the warranty?

Mr. Showe: We told them several times.

Mr. Shaw: Yes, but did a letter go out to them?

Mr. Showe: We have emails.

Mr. Scheerer: We never sent a formal letter. We were asked to get a hold of someone above Terry and Mark and were referred to someone at BrightView in Central Florida, who gave me their personal cellphone and the company email of James Boynton, III, Regional Vice President. He confirmed that all of the plants that were identified during the October 23 walk-through would be replaced, as well as all of the sod. The area that you pinpointed was marked, as well as several other areas. I received confirmation from Terry McClain today. We have it in writing from the Regional Vice President that all of the plants and sod would be replaced.

Mr. Shaw: In the future, we as a Board need to protect ourselves other than having verbal communication. It's unfortunate. I'm glad that BrightView stepped up.

Mr. Showe: We have it in writing in an email.

Mr. Scheerer: It's in writing. We have it and can share it with you, if you would like.

Mr. Shaw: I guess the next question, as it relates to your services is who is monitoring the gym? I know the hours are 5:00 a.m. to 7:00 a.m. and sometimes from 3:00 a.m. to 7:00 a.m. How is that being monitored and how much can Jeff physically do, before going to his real job during the day?

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Mr. Deary: It's my understanding that is his real job. He just does it in several different communities. This is not necessarily a side gig. It's my understanding, from the moment I met Jeff years ago, that this is what he does every day. To give the Board some peace of mind, to tie in with the email that I received from Jason this morning, I've been around long enough to know that there have been times when people are concerned about whether the security guard shows up when he is supposed to. They have a wand and a reader. We can document when he's physically here by using the card reader. That wouldn't be hard at all to track, but at the end of the day, I tend to look for results more than measuring how long he is actually here. If the Board is unhappy with the results, we certainly need to know that.

Mr. Thomson: I see Steve's point and I've also seen it too. If you are here when it's dark, you are very limited on what you can do. You can't go outside, so he probably does half of what he is supposed to do here.

Mr. Deary: I certainly want to defer to Lisa who has been on the job for about five days. Did Lorraine give you a detailed schedule on when the security guard is actually here?

Ms. Kagan: From what I understand, he's here Monday through Friday, from 5:00 a.m. to 7:00 a.m. or 7:30 a.m., and then on Wednesday, Thursday and Friday, for several hours in the afternoon. I did see him on Thursday and Friday. On Friday, he was doing some pressure washing out front, as well as several other projects. When he was here during the hours that I was here, I was able to observe him doing work that needed to be done.

Mr. Fox: At 4:00 a.m. to 5:00 a.m., what can he really do? Clean up? Does it take him two hours to clean a toilet? No. My point is, and I think Steve and Rich's point is, what does he really do?

Mr. Shaw: I guess the question is why does he have to come in at such odd hours. My company cleaning crew takes my trash out as I sit at my desk at night.

Mr. Deary: Because he only works 20 hours a week here. He has to work at other communities to pay his bills. We are not getting him during the 8:00 a.m. to 5:00 p.m. shifts

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Monday through Friday, but we are getting him. We can change that if the clubhouse isn't getting cleaned properly.

Mr. Shaw: My concern is not necessarily cleaning, but all I know is that when I leave the subdivision in the early morning, I don't see any lights on in here. That's why I was asking the question of who was monitoring this activity. I do see the grounds though and see trash in the parking lot. That was a problem at one time and I corrected that with the owners. I know that we are trying to move in a different direction as it relates to adding more duties around the clubhouse, such as painting fences. He can't do that when its dark out. That was my question related to Jeff.

Mr. Deary: What we prefer to do and when our budget allows for it, which I alluded to during prior meetings, when you were considering whether to do an RFP and our scope of services, and anybody's scope of services for amenity services, was consolidating similar functions. Leave that aside for a moment. We typically can provide and justify a 40 hour per week maintenance person and janitor, to perform general facility maintenance and pool maintenance repairs, during a 40-hour week. I don't know what's required. The alternative is to piecemeal it. We have a pool vendor, janitorial and field staff, so it's maybe not ideal, but economically, it may be the best approach for you. You just have to figure out the balancing act and the tradeoffs of all of that. We love the convenience of having a 40 per hour week person say, "*We do the toilet, maintain the pool and take out the trash*". Some of the other larger Districts have a full-time person onsite four to five days a week. I don't think that you are at that point yet.

Mr. Shaw: We went back to porter services, but we lose the portion this week when he gave his notice. \$16,700 was his budget for the year. What is our pool expense?

Mr. Scheerer: We have someone training for porter services.

Mr. Deary: It looks like it's about \$22,000. Does that sound right for "*Pool/Water Park Maintenance*".

Mr. Showe: No, the budget is \$8,800 or \$735 a month.

Mr. Thomson: It includes chemicals.

Mr. Deary: That is a good size budget, which includes chemicals.

Mr. Shaw: I don't think that includes chemicals. Why don't you look at what a 40-hour work week would cost us and let us know, because we might be able to look at it next month.

Mr. Deary: I brought that up in the past and maybe that's a possibility, especially if you did an RFP. If you want that information from us, we can give it to you.

A. Consideration of Request for Dupree Lakes CDD Wine and Cheese Event

Mr. Showe: I provided a proposal from Tim. As soon as I noticed that it didn't make it into the agenda, we emailed it to the Board.

Mr. Price: It was in there. I don't know if the Board had a chance to review my proposal, which is to have a wine and cheese night on January 19, from 7:00 p.m. to 9:00 p.m.

Mr. Pawelczyk: I looked at it from a legal side, to ensure that, from an insurance standpoint, you were covered. It is my understanding that Vesta was going to include this as part of their service and provide that coverage. That's what I was told. It looks fine to me for a first-time event, but if you are going to do something like that more often, we need to address it in the rules.

Mr. Price: This is a one-time exemption to see how it goes. Residents would bring wine or beer and staff would supply the cheese and crackers.

Mr. Fox: How many people do you think we would be able to invite?

Mr. Price: That was one of my questions for Lisa.

Mr. Deary: Heather has done this successfully at Lakeshore Ranch.

Mr. Price: She cuts it off at 60 people, if I remember correctly.

Mr. Deary: We could cut off whatever number you want. Her clubhouse is much larger than this one. Lisa may want to cut it off at 40 people.

Mr. Showe: I think that's what they said was in the RSVP.

Mr. Price: First, let's see if the Board votes for it.

Mr. Deary: We can start out at 40.

Mr. Fox: Will we take reservations through the clubhouse?

Mr. Price: That's what I would like to do.

Ms. Kagan: I can send out an email blast.

Mr. Price: We could include it on the website.

Ms. Thomson: Is that something we can do through the website or email?

Mr. Showe: Vesta has a good email blast system. We haven't utilized the one from the website. I don't want to create duplication on their part. If it comes from different sources, it could cause confusion. I don't want to change what is already working. It's easy enough to get it on the website, once we have all of the information.

On MOTION by Mr. Fox seconded by Mr. Price with all in favor, holding a wine and cheese event on January 19, 2018, with Vesta providing cheese and crackers and allowing for a one-time exception for residents to bring their own beer and wine, was approved.

Ms. Kagan: I will prepare a flyer regarding the event.

Mr. Showe: When you distribute the flyer, please send one to me, so that I can place it on the website.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 20, 2017 Meeting

Mr. Showe: The minutes of the November 20, 2017 meeting were provided in your agenda package. We can take any corrections or changes to those at this time. Not hearing any,

On MOTION by Ms. Thomson seconded by Mr. Thomson with all in favor, the Minutes of the November 20, 2017 Meeting were approved, as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Revised Contract
for Amenity Services**

- A. Proposal**
- B. Scope of Work**
- C. Amended and Restated Club Management Agreement**

Mr. Showe: This is a follow-up to the discussion from the last meeting. Vesta provided a revised proposal and scope of work, which is in line with what the Board requested at the last meeting. District counsel drafted a contract. I provided two changes from what is in your agenda package, which I will highlight. Under "B", which is the term on the first page, what was in your agenda package goes through 2020, but we are changing that to go through 2018. Then you have the option of three additional terms to be mutually agreed upon. The other change is to the scope on the next page, under Section "D". We worked with Mr. Fox to re-tool this to give you more flexibility. This defines that it's 260 labor hours and that the Board will have the full control and ability of using those labor hours, in terms of what services you want to provide, which gives you more flexibility. We thank Mr. Fox for working with us and making sure that the District was protected.

Ms. Thomson: What advance notice do you need?

Mr. Deary: Good question. I think it varies on the individual and the time of year. We would plan events months in advance, but I think, possibly, there could be situations where within 30 days we decide that we want to host an event we can market and promote well. Anything short of 30 days, is not much time to get the attendance we want with the residents.

Mr. Fox: Will it be an issue of us saying that we want to start a card night? That being the case, they would need to make a reservation in advance, but is it necessary to have someone here?

Mr. Deary: Ultimately, the Board gets to decide that issue and that very question. Lisa and I were talking about it an hour ago and you have a choice of allowing people in here without staff or not allowing people without staff. For a community-wide event, I don't think we ever experienced not having staff. The question that you are asking me is for a particular program or an activity, what you allow. What we have done, very successfully, for many years, is for a reservation, the Board would decide whether to have a Facility

Attendant on duty, but the resident reserving that space pays for that Facility Attendant, so that it does not impact the CDD's budget. So, it's fairly easy and straightforward to say to the resident renting the room, "*Well there are no impacts to the budget, so if you want this place staffed you have to pay \$15 an hour*". I think the fee was mentioned in our proposal, and it's been in there for years. Aside from a resident reserving a space for a particular function, if the Board wants us to open up the space for a particular event, that goes back to your question. Basically, you tap into the 260 hours that we offered you, or else it fits within the normal operating hours that we already had in place for years. Those are your three choices.

Mr. Fox: I know that there's a group that comes in here during the day and that's a possibility too, but in the evening, if in fact it's the same group, week-after-week, we rely on the people that are here not to be destructive.

Ms. Kagan: One issue that needs to be considered is that the clubhouse has to be locked at the end of the evening.

Mr. Thomson: And the security system turned on.

Mr. Fox: Security needs to be notified too.

Mr. Deary: They would obviously need your orders to know when to monitor and when not to monitor. They are going to scale down their staff, unless they were told otherwise. I think Lisa can provide that communication for exceptions to the normal schedule, but clearly, she would already know weeks in advance whether there was going to be an exception to that normal schedule for Envera. Somebody being responsible for physically locking up the facility, is probably more uncertain than Envera knowing how to deal with these discussions. We are completely relying on a resident, or whoever was responsible for the event to lock up. Aside from that, you have an access controlled system that would activate automatically. We need the doors to be locked. You are not here today, but most clubhouses deal with it that way.

Mr. Shaw: That gives us something to work on.

Mr. Fox: Yes.

Mr. Deary: We could get bogged down for a long time talking about all of the details. What I suggested a month ago, was to give Lisa 30 days to provide the Board with a calendar of all the different programs and ideas that we suggest.

Mr. Showe: If approved by the Board, obviously you can start using the 260 hours any way that you want, but with the meeting being held in three weeks, it may be good for the Board to think about how to start using those hours. You have the flexibility to try a couple of nights of extended hours. If you don't like that, you can maybe open up the clubhouse earlier.

Mr. Fox: We will be using the hours for the wine and cheese event, right?

Mr. Showe: I think it depends on the amount of time.

Mr. Deary: It depends on when you want to have it. In terms of our contract, assuming that the pool is busy during the summer, and what Lorraine said to the Board at recent meetings, Lisa could be beneficial with her experience. I want all of you to realize, that having 260 hours, makes it difficult to add pool monitor services. We can propose all of that next month.

Mr. Shaw: I wasn't here last month, but one of the biggest things that I was told over the year is that we need a pool monitor. Unfortunately, security is somewhat lax, and a lot of people that should not be here are using the pool. Hopefully, Lisa can keep those that need to be here.

Mr. Showe: The one nice thing is, because of the options that they provided to you, you can try these things out through September 30th, before you get billed extra by them, to see what services you feel like you need. You are getting a chance to sample what they have.

Mr. Deary: Of most importance, what we just eluded to, Jason, is that your budget season is going to come before you realize it, so the quicker you start figuring out what's working and what's not, the better you will be able to budget for next year.

Mr. Shaw: I think some of it, with regards to pool monitoring, was walking around and checking IDs. I don't think that was done in the past, at least what I heard from some residents.

Mr. Deary: We don't disagree with you. You are not paying to have Facility Attendants sit in the clubhouse or at a computer on a Saturday when you have activities. That's not what you are paying for.

Mr. Shaw: The only question I have, as it relates to the contract, are additional hours for Fiscal Year 2018. Was there a reason that we didn't have additional hours for 2019 and 2020?

Mr. Showe: That was what the Board agreed to at the last meeting.

Mr. Deary: If I am answering your question correctly, Steve, in processing all of the discussion at the meetings, submitting RFPs and coming back with the best offer that we could provide the Board, what we settled on was to provide additional staffing during the balance of the current fiscal year; however, from a cost standpoint, we said "*That's as far as we can go*". We thought it was justified, considering that you already approved your budget for this fiscal year. You could change that. To reiterate your point, we put money into the pot to tap into, to see what works and doesn't, to help you budget for the following year. We didn't feel like we could justify providing another \$4,000, that was in the proposal, for additional staff. If that addresses your question, that was my answer last month. If your question was about why the terms could not be in a multi-year agreement, I was asking for a multi-year agreement, but District counsel suggested this other approach.

Mr. Showe: The 260 hours makes it difficult to lock the District into a multi-year agreement.

Mr. Shaw: I just don't want to come back next year and then all of a sudden this line item for 260 hours disappeared.

Mr. Deary: It's clearly on the record and I have no problem saying this. What I tried to make very clear to you, is the \$94,000 is our fee for the next four years. Including this current year, we are staying at \$94,000, but it's the same number as last year. There was no new budget. What I tried to be clear on is what are we doing in addition to what we have been doing for \$94,000. I tried to make that clear under that scope of work. The fee won't change.

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Mr. Thomson: So when there's a winter party sponsored by the clubhouse, it uses those hours?

Mr. Deary: No. What I tried to clarify in the proposal was the \$3,000 for additional community events, is where the sponsorship money comes in, but if I didn't make it clear in the proposal, I'm saying it now on the record. If we can't get sponsorship money, we are still going to provide the additional \$3,000.

Mr. Thomson: I just wanted to find out if a portion of the 260 hours, is allocated to a specific party?

Mr. Deary: Richard, you make a very good point. When we normally have a special events line item, out of the budget number, which I believe is \$8,000, we typically use it for staff, vendors, supplies, whatever it takes to put on the events. We manage that budget well for each District. You could apply some of those 260 hours to an event and then we can bring in a different vendor to that event and the staffing part is covered under your 260 hours. As Jason stressed, we are totally flexible on how you use all of these different items.

Mr. Thomson: That line item in the budget is not just for staff. It's for maintaining the clubhouse.

Mr. Deary: Out of "*Special Events*"?

Mr. Thomson: Yes.

Mr. Showe: That's a repair and renewal line item.

Mr. Thomson: We have a repair and renewal line item for maintaining the clubhouse. You have money budgeted for events and maintenance of the clubhouse, which is \$5,000.

Mr. Showe: About that amount.

Mr. Thomson: It's based on the revenue that the clubhouse generates and maintenance.

Mr. Showe: That's above and beyond.

Mr. Deary: You manage the \$5,000. We don't. The revenue is what we are trying to generate. We are going to listen to how the Board wants us to utilize the \$3,000 that we included in the proposal. Lisa is going to explain all of this next month.

Ms. Thomson: In the past, have we had many partially funded events by sponsors? Most of are sponsored by Vesta, right?

Mr. Deary: The community-wide events?

Ms. Thomson: Yes.

Mr. Deary: We are trying to get you to wherever your budget is and are using that line item for it. When we are able to have an event for free, we have great attendance and when we can subsidize an event by charging \$5 instead of \$10, we have better attendance. I don't think Vesta has been subsidizing a lot of events.

Ms. Thomson: The cable company and Verizon sponsored events years ago.

Mr. Deary: Lisa has experience bringing in sponsorship money.

Mr. Showe: Just to be clear, the reason why we did a one year agreement is because the 260 hours is an unknown going into Fiscal Year 2019. We didn't want to lock you into anything. Obviously, we have to negotiate the contract again anyway, in terms of what additional work you want added in, because those 260 hours don't carry over to next year. That gives you more flexibility.

Ms. Thomson: Can you provide us, on a quarterly basis, when it gets close to budget time, how we are using the funds?

Mr. Deary: Yes, possibly even on a monthly basis.

Mr. Showe: You could add that to the Amenity Manager Report.

Ms. Thomson: Then we will know if we get close to the 260 hours.

Mr. Deary: Absolutely.

Mr. Showe: Did you have any other comments on the agreement, Mike?

Mr. Pawelczyk: No. The agreement is basically the same form that we had before, for the most part, with the amenity scope and the changes that Jason discussed. There's a 60-day notice of termination, which is what was in the current agreement. I don't think that's normal for a Club Manager Agreement, but it is in there. If you were to make a change, you would need to provide 60 days' notice, as opposed to the normal 30 days. Those are all the comments I have.

Mr. Deary: Jason, I just want to correct for the record. A few minutes ago, I eluded to the hourly rate for residents to pay for additional staffing services. I was guessing that it was around \$15 an hour, but what we stated in the proposal was \$20 an hour.

Mr. Showe: That is paid for when they rent the room, versus not having the CDD pay for it.

Ms. Thomson: Will Lisa be here Monday through Friday?

Mr. Deary: Good question. This is something that we talked about. She has a family, so what we try to do, is to create a work/life balance. A couple of Saturdays a month tends to be needed in our business, but not necessarily all four Saturdays a month. We try to be flexible and allow for a certain season of the year where maybe she can get more hours Monday through Friday and other seasons Tuesday through Saturday, because Saturdays are very busy during the summer. I don't know if you want to add to that Lisa, but that's basically what we discussed. You want to be able to have Lisa work a couple of Saturdays.

Ms. Kagan: Yes. Roy touched on all of the highlights. In addition to that, if there is a special event, obviously I would be here for that. I like to plan calendars for an entire year in advance. That way I can plan everything I do outside of work around that. Obviously it has to be fluid. Sometimes I plan something that's nine or ten months out, and it may need to change, based on a variety of factors. I have a level of flexibility as well. Pretty much everything that Roy said is correct, and making sure, as far as the weekends, that I'm here when there is something going on that requires a manager to be there.

Mr. Deary: She also said that her 15-year-old can provide cheap labor for you.

Ms. Kagan: I always use teens in the neighborhood as volunteers. A lot of time they can get community service hours for volunteering events. High school kids are excellent volunteers. I put out some communication about that. I have a 13-year-old and 15-year-old. If I can get them to come and volunteer, they are my best volunteers.

Mr. Thomson: What do they usually do?

Ms. Kagan: They will do everything to help out with an event. My daughter is an avid photographer and will take hundreds of pictures. She does a really good job for someone her age. Whatever is needed they will do. They are both good with kids and can

babysit. Obviously, I wouldn't bring them to the wine and cheese event, because it isn't appropriate for that age group, but when there's an event for that age group, I would have them attend. In addition, many of the local teens, the ones that live here, may be seeking out those community hours. In prior communities where I worked, I always had parents calling me, especially in April or May when they realize that their kids need those community hours. If they are high school age, I never turn them away. If they are middle school age, I usually have them come with a parent the first time, and if I see that they can work independently, and they want to continue doing it, they can come without their parent.

Mr. Shaw: Did we identify the number of Facility Attendants?

Mr. Deary: How many did you inherit Lisa? About three?

Ms. Kagan: Yes. I have to check with the schedules. If they are not going to be here, then I would be here myself.

Mr. Shaw: So, the plan right now, is to have three attendants working at the clubhouse?

Mr. Deary: I think all of you would agree that as a brand new manager, Lisa has an opportunity to assess these folks and decide who to keep.

Ms. Kagan: There are a couple that were here on weekends only. I stopped by here on both Saturday and Sunday, because I wanted to introduce myself. From what I understand, we also have four part-time people that are on staff here. Two of them are here on weekends only. Each pick one Saturday and Sunday a month that they come in to work, and then there is a third gentleman who fills in all of the other weekends. He is a student at USF. Over the holidays and in the summertime, he has more flexibility to work additional hours on other days, if necessary. The fourth person, from what I understand, works an occasional day here or there. That's the one that I have not met yet, because I'm not sure when she is coming in. I haven't had the opportunity to sit down with her.

Mr. Deary: We are intentionally creating a lot more cohesiveness, with not just Lakeshore Ranch, but also with Concourse Station. I think its relevant to your question, Steve. We are just trying to figure out how to create the right balance. We have staffing and

contractors that we can pull from other places when we need to for an event. It just makes sense.

Mr. Shaw: So Lisa can access these people?

Mr. Deary: Absolutely.

Mr. Shaw: Ultimately that should be her call.

Ms. Kagan: It seems like a system was already established before I started working here. I want to see if that's going to continue to work the way that we want it to, to make it effective for running the clubhouse the way that it needs to be run, without an excessive number of hours. I've been here a week now, so I'm still trying to assess everything. The three Facility Attendants that I met seem confident and comfortable and the facility seems to be running smoothly. As time goes on, I will make any adjustments that are necessary.

Mr. Thomson: I wanted to bring up a point that I brought up with Roy. In the past, there was a daycare center here, but I haven't seen one in quite a long time. That was a great benefit, but unfortunately not to the community, because the attendants are stuck in here most of the time, keeping an eye on their own children. Several times I came here and they were watching TV or keeping busy or in the office. My problem was that they are in the office and not out here. They are not interacting with the people at the pool and doing what we want them to do and that is frustrating, which I brought up to Roy. Going forward, I hope that we have that.

Mr. Fox: I think that's why we originally installed cable TV. We had basic and then all of a sudden, we had to have the expensive cable.

Mr. Thomson: That was something that I wanted you to be aware of.

Mr. Shaw: We are excited about the change and look forward to see what you bring back to us next month.

On MOTION by Mr. Shaw seconded by Mr. Fox with all in favor, the Amended and Restated Club Management Agreement with Vesta was approved.

FIFTH ORDER OF BUSINESS

Discussion of Reserve Study

Mr. Showe: We received the Reserve Study. I will give you time to digest it. The main thing that you want to look at is Page 1.2, which is your Executive Summary. They recommended that you have \$80,000 in reserves, so we are starting to put aside \$80,000 worth of reserves in your capital projects fund each year, to fund all of the improvements that they laid out over a period of 30 years. They recommend a step-up increase, which in some ways is nice for your residents, because you are not hitting them with a large increase. Having that kind of approach would not cause a mailed notice every single time. As we get closer to the budget, depending on which level you feel comfortable with to start with a reserve, we can talk about how you want to do that. Typically, it's our recommendation, if you look at a 10-year window, you should have a number that gets you to the same end product at the end of 10 years, and as opposed to setting aside \$15,000, \$30,000, \$45,000 or \$60,000, you can set aside \$65,000 each year. There's a lot of information in here, which the Board can review. This will be a good tool to use for budgeting purposes, to look at all of our facilities and see how we want to go about maintaining those as we move forward.

Ms. Thomson: Just a recap, our Reserve budget is designated for these items, specifically in general?

Mr. Showe: Typically what we do in our budget process, is you set up a Reserve Account, which is your Capital Project Fund. Say that you set \$65,000 every year into a Reserve Account, we would start setting that amount aside. They lay that out in the first year, on what they recommend repairing and what it typically costs. We will start budgeting those things in the same years. Again, this is a theoretical exercise, so you may get to three years in and say, "*That really doesn't need repair now*", but we still need to keep it in the cycle. We will need that money at some point. Some things get moved around. It gives you a tool to start laying money aside for long-term capital improvements.

Mr. Fox: Is this money earmarked or can it be used for anything?

Mr. Showe: Typically, you set aside capital project money. That doesn't mean that you are locked into any particular expense, the same way that you have a Capital Project Fund now. As a Board, you can use that any way that you want. It's generated from your assessments, so the Board has flexibility. If you set this amount of money aside, you have a

plan for how you are going to spend it, because the Reserve Study will lay that out, but if an emergency happens, that money is available. It's not specifically earmarked just for these things. Management will not approve to approve any expenses until we come back to the Board to discuss it, decide what we need to do and how we are going to move forward.

Ms. Thomson: Its slightly different than a bond loan.

Mr. Shaw: It's a lot of money.

Mr. Thomson: In the past, the reserve money quickly disappeared.

Mr. Showe: We talked about it. We are using some carry forward to balance your budget now. The way that you are funding your budget now is through carry forward, which at some point is not sustainable money.

Mr. Thomson: We have to address that before looking at building a reserve, because we are going to have to increase assessments based on our current spending to cover what we are carrying forward.

Mr. Showe: If you average the 10 years, you are looking at a \$100 increase for the 55 foot lots and \$110 a year increase for the 65 foot lots.

Ms. Thomson: Is that for \$60,000?

Mr. Showe: That is if you reserve \$61,000. Typically, we recommend that you take a 10-year average. The step-up approach is nice because you are not hitting your residents all at once, but you are getting hit every single year.

Mr. Thomson: Why are you increasing our assessments? I don't like the way that the grass looks.

Mr. Showe: We have Districts that do the step-up approach and they told their residents that they are going to see an increase for the next five years, while other Districts choose to have the one-time assessment and take the hit all at once. It is really up to you. This Reserve Study gives you a great tool as we head into the budget cycle, to look at all of your facilities and what you want for the future.

Mr. Price: What are the numbers again?

Mr. Showe: They want you to put \$61,830 into the reserve, for the first 10 years.

Mr. Price: What was it about the lot sizes?

Mr. Showe: As an example, a 55-foot lot will increase about \$94 and a 65-foot lot will increase about \$110.

Mr. Shaw: Jason, according to the Reserve Study, they said that the bollards were in good condition. Obviously, they didn't see them at night, as well as the playgrounds. They said that everything was in good condition and didn't get into any details. For priority items, everything was deferred. They didn't really give us their opinion at all. I would ask them to revisit that because if everything is per the Board's discretion, we are paying them to complete a Reserve Study, based upon what they notice in the field, what they expect the timeline to be and the budget expectancy. I want an answer.

Mr. Showe: I will see if they can do that. They are not a professional engineering firm, so I don't know if they will be able or have the capabilities of providing any opinion.

Mr. Thomson: They prepared it.

Mr. Shaw: They didn't provide any opinion whatsoever.

Mr. Thomson: We could've done that. That doesn't give us much direction.

Mr. Showe: I can have them take a look at it again and see what we can get out of them.

Mr. Thomson: Did we pay them?

Mr. Showe: Per the agreement we had to, but they can make adjustments.

Mr. Thomson: In the agreement, what did they say that they were going to provide?

Mr. Showe: This is exactly what they said they were going to provide. They even provided links to some documents that they provided.

Mr. Thomson: So basically, they just wandered around and said, "*This is okay and that is okay*".

Mr. Showe: They didn't wander around. They drove around in a golf cart with the porter. They took pictures and inspected all of the facilities of the District. For example, they looked at the pool, estimated the cost, the size, what the industry standards say the cost of full repair is and then the amount of usable life left in that product. It's all laid out on the table as far as which years you should repair them.

Mr. Fox: It's just an assumption that 10 years from now we are going to resurface the pool.

Mr. Showe: It's an assumption based on his review of the pool, plus his expertise in all of the other Districts he's managed. It's not an engineering expertise level, but based on all of the standards of the industries. They look at every facility here.

Mr. Fox: I'm not trying to belabor this, but if it's the standards of the industry, why do we pay them?

Mr. Shaw: We needed a baseline to move forward, so when residents ask this question about why we are raising their assessment, we have a document justifying that. I'm just trying to understand where it says, "*deferred to the Board*". We need something with a little more background to give to residents when we raise the rates.

Ms. Thomson: When they say "*History original*", the only reference is the development starting construction in 2004.

Mr. Showe: If there wasn't something that indicated its been repaired or replaced, it's the original.

Mr. Scheerer: They mention the pool in here and the arbors that were painted.

Mr. Showe: We also met with them for about an hour, to go through all of the budgets. We showed them everything we had, talked about all of the facilities and what's been repaired and when, so he would have a baseline for laying out in what years you would need to repair these items. They go out and conduct a physical inspection to confirm that.

Mr. Thomson: I guess what I see and what Steve is eluding to, is the overall condition. It's very generic and not as helpful, as if it was assessed with a little bit more information. He said that there were "x" number of bollards missing, so obviously he's evaluating them during the day. Unless they were turned on, you wouldn't see that more were out.

Mr. Shaw: What they didn't get right was the fence. I think it scored less. Everything else was good, overall.

Mr. Thomson: I brought up to Jason and Alan, that the two-mile section of fence in the back, was not mentioned in this report, which we are responsible for maintaining.

Mr. Shaw: This is only a guide.

Ms. Thomson: What I was looking for was some understanding in regards to the roof and air conditioning.

Mr. Thomson: It's in there.

Ms. Thomson: It says that the useful life is 12 to 18 years. The A/C is 12 years old.

Mr. Showe: They have a detailed chart. They structured it, so it has a usable life of 16 years, even though they estimated that it would last 12 years. They put replacement four years from now. That's how everything is laid out on the chart.

Ms. Thomson: Is there a way that we can get this in Excel?

Mr. Showe: I think I have it in Excel. I wanted to let you have some discussion before we had the workshop.

Mr. Thomson: I think that all of the Board Members should be sent an email with a link where they can download the documents. As its updated, it's a living document.

Mr. Showe: As part of the report, we received an Excel file that we can manipulate internally. If we determine that things need to be moved around, we have that flexibility.

Ms. Thomson: Lisa, has Lorraine shown you any documentation in regards to service maintenance on the HVAC system?

Ms. Kagan: She showed me some of the vendors. I don't specifically remember that one. I'm sure it's in the file.

Mr. Scheerer: I think its Cornerstone. He was here last time.

Mr. Showe: We will work with the vendor to see if they can give us some recommendations.

Mr. Thomson: Based on current conditions.

Mr. Showe: Is there any other discussion? If not, we will proceed to the workshop.

Segment II: Workshop Section

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

- A. Discussion of Electrician Contract**
- B. Update on Monuments**
- C. Landscape Improvements Update**
- D. Holiday Lighting**
- E. Discussion of Other Projects and Workshop Items**

Segment III:

SIXTH ORDER OF BUSINESS

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

Mr. Showe: We need a motion to terminate the Tim Reed contract.

On MOTION by Mr. Fox seconded by Ms. Thomson with all in favor, terminating the Reed Electric contract for quarterly monument lighting inspections, as stated on the record and discussed in the workshop was approved.

Mr. Showe: There was consensus on everything else during the workshop, so we will proceed with the remaining items on the agenda.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Pawelczyk: I don't have anything to report on today that we haven't already discussed. The only item of major importance was working on the amended and restated Club Management Agreement. Unless there are any questions, I don't have anything further.

B. Engineer

Mr. Showe: I don't have any updates from the District engineer. To save the District money, she hasn't been attending, but if you have any concerns or questions, we can get with her immediately.

C. Club Manager

Mr. Showe: We can have Lisa discuss the Club Manager Report.

Ms. Kagan: Lorraine prepared this report before she left. We had a couple of special events earlier this month. Lorraine told me about the holiday party that took place on December 9 from 2:00 p.m. to 4:00 p.m. Santa was here, there was a candy cane express train, various crafts, food, drinks and from what I understand it was a fun event that had a

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great turnout. The following day there was a vendor event, where various vendors had products to sell. It was open to the community at large. From what I understand, it was a success. One thing that I like to do when we have special events is to take a lot of pictures. Is there a place or a website where we can post the pictures?

Mr. Showe: Send me an email.

Ms. Kagan: Perfect. In terms of the clubhouse, because of the cooler weather, it's been quiet at the pool, and it was a good opportunity for Lorraine and I to do some training together last week. Regarding Christmas Eve and New Year's Eve, from what I understand, last year the clubhouse closed at 1:00 p.m. This year, those two days fall on a Sunday when the clubhouse normally doesn't open until 1:00 p.m. Lorraine suggested that I ask if we can stay closed those days or if you wanted to do something else.

Mr. Fox: I think we should be closed.

Ms. Kagan: I will send an email blast out so that the community knows what the plan is.

Ms. Thomson: So we are closed on Sunday and Monday of both weeks?

Ms. Kagan: Right. Other than that, I don't have anything else.

Ms. Thomson: Did you start on Monday?

Ms. Kagan: I started a week ago today.

Mr. Deary: I forgot to mention it earlier, but if you haven't checked out the website recently, go look at it, because I worked with Jason on it over the last month. We reformatted it to have rotating pictures, videos and photos. There are pictures from the fall festival. I think the pictures from the holiday party were just uploaded, so when I heard that your daughter takes pictures, I was very excited. As we do these events, I want to blast it on the website and afterwards, I want the pictures uploaded, so people from outside of the community that are googling this neighborhood to possibly buy in here, can see what we do and that we are active.

Ms. Kagan: Exactly.

Mr. Deary: It looks a lot better.

Mr. Showe: If she sends the pictures to me, we will put them right on the website. It already has a section for upcoming events. Every month, we will include your report on the website, as well as upcoming events. There are links on the right side of the website.

Ms. Kagan: Hopefully within the next few days, I'll have a flyer for the upcoming wine and cheese event and I will send that over to you.

Mr. Showe: Absolutely.

Ms. Kagan: As Roy mentioned, I will have a proposed calendar for the next meeting for the Board to look over. I will continue to filter information to post on the website.

Mr. Fox: If you could, let us know when the clubhouse is rented, so folks in the community can see that its reserved two months from now or whatever.

Mr. Showe: What we do Bob, just so you know, is to have events posted on the website.

Ms. Kagan: I know that information has been provided to you with these Manager Reports. Is that something that you want me to send to you or someone else at GMS, via email on a more frequent basis?

Mr. Showe: I think once a month is probably good enough to get it to the website. It's not really intended to be fully active. You are submitting it a month ahead of time, so it already has the upcoming information on it.

Mr. Fox: The website looks a lot better.

Mr. Price: Did we resolve all of the link issues?

Mr. Showe: I can address that. Ultimately there's a lot of reason why all of that happened, but as your District manager, I will take responsibility for it. I saw the email last Saturday. It was the first time that I saw it. I worked with the vendor all week long. Anything that was in error has been resolved. I've also worked hard to reformat the entire design of the page, so that information is a lot easier for residents to get to. We do some of that prior to even seeing that email. As Tim indicated, we added a tab on the right, so even if you don't know where to go, if you want to look for a budget, it now says "*Budgets/Agendas/Minutes*", in addition to the drop down menus at the top. We resolved all of the issues that were errors. The good thing is that most of those are not going to be things

that are constantly updated. I've also committed some other GMS resources to make sure that we keep an eye on all of those things, just to keep it updated and fresh going forward. In terms of formatting, you selected a vendor and that's their format. I haven't changed a lot of the way that it looks for that reason.

Mr. Price: I think this is a lot more modern.

Mr. Showe: I would encourage you to go to the website to see the way that it's been reformatted. They want to do a good job for you. We as District manager want to represent you in the best light as well. Any changes you see that need to be made, just let me know and we will handle them. You guys have the best website you ever had up to this date.

Mr. Price: There is contact information and great photos. I agree.

Mr. Fox: Look at the video.

Ms. Thomson: Is Lisa's name on there?

Mr. Showe: Not yet. I think the Club Manager email address is there, but we can update it after tonight.

Mr. Fox: How are we going to take reservations for the wine and cheese event? Do you have any idea?

Mr. Thomson: Lisa can send out an email blast.

Ms. Kagan: I can do that. I don't know if your website is capable of having an RSVP button.

Mr. Showe: I can find out. Typically, those things were managed by Vesta.

Mr. Thomson: Can we see how Heather does it at Lakeshore?

Ms. Kagan: Yes. I will find out. Before I worked for Vesta, I had websites where there was an RSVP button, which residents could click on if they were registered on the website. It would have their name and it would count the number of attendees. If we wanted a maximum of 40 people, once it hits 40, if you were the 41st person, you couldn't register. That's why I was asking.

Mr. Thomson: That would be the easiest way.

Ms. Kagan: If it's not possible to do that through the website, I can have people email me and it will just be first come/first served. The one thing that you might run into, since

you are not charging for the event and the only charge is the alcohol that they bring with them, you might have some no shows. If you want to limit the event to 40 people, I suggest that you allow 50 people to RSVP. Even if all 50 show up, I don't think it's going to be a disaster.

Mr. Thomson: That's a good idea.

Ms. Kagan: It would be a good way to gauge how many no shows we have for a particular event.

Mr. Fox: There are probably 10 or 12 reservations right here.

Mr. Showe: Bob, I will get with the vendor and see what we can set up. I don't think that's going to be a problem, but we will find out for sure.

Mr. Fox: What about liquor?

Mr. Thomson: I didn't think we wanted to get that specific.

Mr. Fox: What if residents come in with a bottle?

Mr. Showe: My understanding is if you are bringing it for your own consumption, it doesn't matter.

Mr. Deary: We just said beer and wine. Hopefully they stick to that.

Ms. Thomson: We should say, "*We prefer you to bring wine or beer*".

Mr. Showe: Right. I think you advertised it as a wine and cheese event.

Mr. Price: With all of this discussion, what is your experience with setting up gambling tables?

Ms. Kagan: I have done casino nights. I worked with a couple of vendors and they are really fun events.

Mr. Price: I attended a party where they had a casino night. They gave everybody \$5,000 and when they went to the table, they got their chips and played. Throughout the night, they were asking questions. The people who answered correctly were given money to keep them going.

Mr. Fox: They also had a raffle.

Mr. Price: In the end \$1,000 bought you one raffle ticket and then you had vendors who would sponsor a hotel or weekend getaway.

Mr. Showe: That sounds like a good idea to me. Use the plan that they laid out.

Mr. Shaw: I just don't think that you can do it by the 19th.

Mr. Price: I'm just throwing it out there as a discussion.

Ms. Kagan: Casino nights are a lot of fun and it's a great way to get people involved. I have a lot of ideas. I spent the last five years planning events and I have been very successful at it. It's something that I'm very excited about. It seems like what we had thus far, has been a really great base, focused primarily on special and family oriented events. What I want to do is to build on that and continue some of the things that have been successful, and add in some of the adult only events. The wine and cheese event is a great place to start. Casino nights are a lot of fun. We can do murder mysteries. I could sit here all night and talk about my ideas.

Mr. Thomson: What is the cost for having a casino night?

Ms. Kagan: A casino night is going to end up running a few thousand dollars. We might want to look at charging for the events, but some of those details and logistics we can talk about at a future date. I can present different possibilities and how it works. I think that you should take into account some of the sponsorship money that we are hoping to gain this year to offset the special events budget. That's what I plan to present next month, along with a proposed calendar, strategy and some things that might be somewhat of a change for this community and things that tend to work in similar communities. It's something that I would like to try here. Five years ago, I started a lifestyle program at a community with 1,000 homes that never really had any programming before. They had maybe one event a year, because a group of residents would step forward and volunteer to do it. If it's okay with you, I would like to talk through some of those details, present the calendar and talk about some of the strategy for how we are going to accomplish that. You have a great clubhouse and there's so much more that we can do to take advantage of it to create that neighborhood atmosphere to get people excited about coming to events. I'm looking forward to talking to all of you about that more in the next few weeks.

Mr. Fox: Have you ever done a Bingo?

Ms. Kagan: I've never done one.

Mr. Fox: I know a lot of people that expressed an interest in Bingo, but I don't know what the logistics are, if you have to buy the card for "x" number of dollars and then you win.

Ms. Kagan: That's what I'm here for, which is to research and find out whether or not I've done it before. It's something that probably can be done. I know that it has been done, so if that's something that the Board is interested in, I will get information on that.

D. Field Manager - Monthly Report

Mr. Scheerer: I will be meeting with Vesta each week. The pool and splash pad look good. The lakes are in good shape. We talked about BrightView ad nauseum today, and have some clear marching orders on that. They installed the annuals. They are here this week monitoring the new sod and plants. I didn't know if any residents took advantage of the date that I shared with you.

Mr. Fox: No, because the plants were hit by a frost two nights before.

Mr. Scheerer: That's why we do them quarterly. We talked about the porter services and the power washing with Jayman. We talked about the missing flags. We hope to have those this week. I was told that it would be this week. I have no doubt that it would be this week, as well as the stones that GFCI and the Edgewood monument lack.

Mr. Shaw: What about the streetlights along Dupree Lakes Boulevard?

Mr. Scheerer: I marked out the ones that were out this evening along Dupree Lakes Boulevard. About four lights were out when I came through. I'm pretty sure that I didn't miss any.

Mr. Shaw: They are mostly in Phase 2/Phase 3.

Mr. Scheerer: I marked them one way or the other. They were out when I drove by, so if they are on when I go buy them, that's a plus.

Mr. Shaw: A white conduit that they put in the median and sidewalk, is sticking out of the ground. It has black tape on top of it, but it's probably about 3 feet high. I'm just worried about someone falling.

Mr. Scheerer: Where?

Mr. Shaw: In Phase 2, going towards Collier on the left-hand side. There's an opening at the wetland. Its right where the fence ends and the wetland area.

Mr. Fox: They probably just never capped it off.

Ms. Thomson: Is it new?

Mr. Shaw: No, it's been there for a while.

Mr. Scheerer: We just need to flush cut it and maybe put a box on it.

Mr. Thomson: Can you tell the Board about how the monument looks?

Mr. Scheerer: It looked pretty good, except for a bunch of cuts that someone decided to throw in the preserve area back there, but it was mowed recently. I think it's in good shape. I drove up with Rich today. The porters are coming out tomorrow to get all of the debris and trash cleaned up. Overall, I think its improving, due to the extra maintenance that the Board approved.

Ms. Thomson: Have you been able to drive by that area off of Ehren Cutoff?

Ms. Kagan: Yes.

Ms. Thomson: Every weekend I see people out there taking photos.

Mr. Thomson: Do we own it?

Ms. Thomson: yes.

Mr. Thomson: There's a couch out there.

Ms. Thomson: It must be a beautiful backdrop.

Mr. Scheerer: It's very unique.

Mr. Thomson: Someone is making money.

Mr. Shaw: Regarding your drive throughs, is there any possibility that we can ride in a golf cart, because you can see a lot more. I noticed that myself just driving around.

Mr. Scheerer: I don't disagree. I will do that.

E. Field Manager - Action Items List

Mr. Showe: Under the Action Items List, the License and Maintenance Agreement with the County is on hold. We discussed the landscape improvements. As far as the conservation area, the first two treatments were completed. Two additional treatments are

planned, but it is progressing well. The County is happy with everything that they have seen so far and that item will be removed from the Action Item List.

Mr. Thomson: Jason, have we ever heard back from Duke regarding the electrical contract that we agreed to?

Mr. Showe: I reached out several times and I will do that again to see if we can get an update. The answer I received last time is that they do not know what is going on. I will find out.

Mr. Thomson: We have the names of people who requested it from us.

Mr. Scheerer: That's who I was responding to.

Mr. Showe: I will just put it on my follow-up list to check every couple of weeks. We will bug them until they give us an answer.

Mr. Fox: We need to make a motion for the flagpole.

Mr. Scheerer: I thought we were going to bring quotes back first.

Mr. Shaw: Let's get a quote first. I think we looked into this at one point in time.

Mr. Scheerer: Was it recent?

Ms. Thomson: About three or four years ago.

Mr. Fox: I believe the price was \$3,000.

Mr. Thomson: How much did it cost to put one in your subdivision?

Mr. Fox: \$150.

Ms. Thomson: It has to be grounded.

Mr. Fox: It has to be in concrete.

Mr. Scheerer: The one that I am putting in right now is about \$3,000, for a poured foundation, bolt patterns, brushed aluminum pole that sits on top of the footer, lights and permitting.

Mr. Showe: I think the one in Melbourne was \$2,500

Mr. Scheerer: I am putting two in Osceola County right now. We will get some information on it.

Mr. Shaw: Alan, we have a lot of dying plants that have to be pulled. You don't need to do it between now and the next meeting, but I think eventually we should get a price to put some grass in.

Mr. Scheerer: Are you talking about against the chain link fence?

Mr. Shaw: Just right at this corner, if you walk the path and go between the tennis courts.

Mr. Scheerer: Bob and I were looking at that area. I think I have a proposal. We should look at that before we put a hold on all of their activities. Let me research it.

Mr. Thomson: You said that you had a couple of lights that you could replace these broken ones with.

Mr. Scheerer: I do.

EIGHTH ORDER OF BUSINESS Financial Reports

A. Approval of Check Run Summary

Mr. Showe: We have Checks #1141 through #1162 for \$69,980.46. Alan and I can answer questions about those invoices.

Mr. Shaw: I don't have a question, just a comment. When it comes to BrightView's invoicing, with regards to irrigation, the contract says that they are responsible for things that they destroy when cutting. We need to keep them accountable for breaking irrigation heads.

Mr. Scheerer: We won't approve anything until they are replaced.

On MOTION by Mr. Shaw seconded by Mr. Fox 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. There is one item that I want to point out to the Board. We just found out on Friday that the District has not been paying for the giant reclaimed meter on Dupree Lakes Boulevard for the past four years.

Mr. Thomson: Correct.

Ms. Thomson: I asked the first year where the bill was.

Mr. Showe: We never saw it either.

Mr. Thomson: I don't think the CDD ever received a bill.

Mr. Showe: Well, we received one. Obviously, that is unbudgeted at this point.

Mr. Fox: How much?

Mr. Showe: It was \$16,000 for October, for 26,000 gallons of reclaimed water.

Mr. Shaw: Is there a leak?

Mr. Scheerer: No.

Mr. Showe: On the plus side, obviously, you haven't been billed for that for the past four years. We just found this information out on Friday. We contacted Pasco County to get all of the history as far as where it was being billed to. At this point, I don't have that information, but it is in the interest of keeping all of the new improvements going for landscaping. It is the meter that feeds all Dupree Lakes Boulevard. We paid for it now, but are doing the research on it. I don't have the answers right now.

Mr. Fox: Does that include the water that goes to the residents?

Mr. Showe: I don't believe so.

Mr. Scheerer: No. I think that the two meter boxes behind the shrubs are for the Boulevard.

Mr. Shaw: It is such a Catch 22. The County requires us to put in a collector road, which we essentially paid for with the bonds. We are required to maintain the landscaping for the County road and now we have to pay for the water to maintain the landscaping. It's very frustrating.

Mr. Scheerer: The surprising thing is why all of a sudden, we have this.

Mr. Showe: We are trying to find that information. A multitude of people in our office are working.

Mr. Shaw: If it's truly going to be \$16,000 a month, we might want to look at having wells.

Mr. Price: Pasco County won't permit us to pull water from the ground. That's why we had to go to reclaimed. That was way back when Phase 3 was being built. I recall the

Board saying, "We want to continue to use the Hoover Pump that is in the middle of the community that was pulling water." Pasco County said "You are going to be on reclaimed water now and we are not going to allow you to have a permit to pull water from the ponds". It could have changed now, but I believe that was the reason why we had to go to reclaimed and redid all of the lines. At one time, it was fed from the Hoover Pump Station through the community, and then they had to cut that off and put in a new pipe for all of the reclaimed when they came through. If they allow us, that's one thing.

Ms. Thomson: Only in times when its dry.

Mr. Showe: I don't have all of the answers at this point, but I wanted to make you aware, as a group, what's happening, because of all the improvements down the main Boulevard. We don't want to risk letting it go dry for now while we find out the answers. They would not give us any information over the phone. I even had our President of the company call and they would not provide information over the phone.

Mr. Price: How many thousands of gallons?

Mr. Showe: 26,000. The bill actually has usage over the last year on it. That is the higher end, but the range of what was used, ranged from 10,000 to 30,000 gallons.

Mr. Shaw: That was strictly just for that month. It wasn't a carry over.

Mr. Showe: Correct.

Mr. Shaw: For 200 homes, that's \$200,000 a year, which could be a \$300 per house rate increase.

Mr. Price: The math is not adding up.

Mr. Showe: I elevated this to the President of our company, as soon as I found out. He is estimating about \$150,000. There is usage that fluctuates, so it's not always going to be that high. I'm just letting you know as we know things. We are still trying to get that information. As soon as I have that information, I will present it back to you. We are working on that issue. I'm trying to get all of the history on that. They would not give us any information over the phone about who was paying. We assume that someone was paying for it, because there was a lot of usage on that meter, but we don't know anything at this point, other than we wanted to get it paid so we could keep the grass green.

Ms. Thomson: When this first started, I would see the water bills every month.

Mr. Showe: We have not been billed for that meter since April, 2013.

Mr. Scheerer: There are main line breaks throughout the community.

Ms. Thomson: In the very beginning, that is what we were worried about.

Mr. Scheerer: The bills are coming from the same GMS office. If they were sending them to you and they are not, we can find out why.

Mr. Showe: We are trying to get the history on it now.

Ms. Thomson: When was GMS hired?

Mr. Showe: March, 2013.

Ms. Thomson: Maybe they were going to Rizzetta's office.

NINTH 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

From: **VB Joshi** contact@vglobaltech.com
Subject: Re: Dupree Lakes
Date: December 19, 2017 at 12:25 PM
To: Jason Showe jshowe@gmscfl.com
Cc: Kristen Thornburgh kristen@vglobaltech.com, Ariel Lovera alovera@gmscfl.com, Alan Scheerer ascheerer@gmscfl.com

Hello Jason,
Yes that's possible with a professional plugin like Events Calendar. It has RSVP and cutoff features etc. It also allows for tickets sales with additional plugin integration. Here is the price of the plugin. Let me know if this is something you want us to purchase and integrate. <https://theeventscalendar.com/product/wordpress-events-calendar-pro/>.

Regards,
VB Joshi, Chief Executive Spider,
VGlobalTech.com

On Tue, Dec 19, 2017 at 11:18 AM, Jason Showe <jshowe@gmscfl.com> wrote:
Kristen,

Got a request last night about adding an RSVP function to certain events that may occur at the Clubhouse. Is this something we can add, and what functions are we capable of doing? Can we allow a maximum number if the event is capped? As an example, they may hold a Wine and Cheese night, can we create an RSVP form that will cut off or cap at say 40 reservations? Looking at options

Jason Showe
District Manager
Governmental Management Services, Central Florida
135 W. Central Blvd.
Suite 320
Orlando, FL 32801
407-841-5524 X 105 - Office
407-839-1526 - Fax
407-470-8825 - Cell
jshowe@gmscfl.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

History.—s. 1, ch. 2006-232.

On Dec 15, 2017, at 1:44 PM, Kristen Thornburgh <kristen@vglobaltech.com> wrote:

Hi Jason.

Events have been added.

On 12/15/2017 12:51 PM, Jason Showe wrote:

Kristen,

See attached schedule of events at the bottom of the report below to add to Dupree Lakes website.

Jason Showe
District Manager
Governmental Management Services, Central Florida
135 W. Central Blvd.
Suite 320
Orlando, FL 32801
407-841-5524 X 105 Office
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jshowe@gmscfl.com



The Events Calendar

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[ABOUT US \(HTTPS://THEEVENTSCALENDAR.COM/ABOUT/\)](#)
<https://theeventscalendar.com>
[LOGIN \(HTTPS://THEEVENTSCALENDAR.COM/MY-ACCOUNT/\)](#)

Limited Support (Dec 21st - Jan 2nd)

Forum replies may be delayed while our team members enjoy time off with their families. Regular response times will resume on January 2nd.



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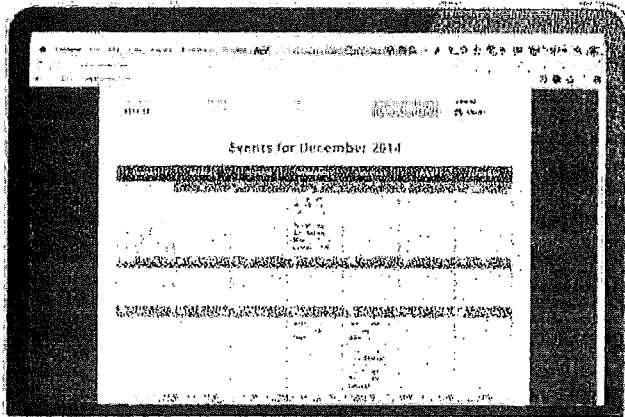
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List View

Day View

Week View ^{PRO}

Map View ^{PRO}

Photo View ^{PRO}

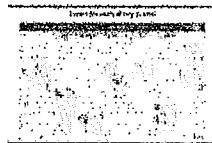
Screenshots



(https://theeventscalendar.com/wp-content/uploads/2013/02/screenshot-2013-02-20_2-month-view.png)



(https://theeventscalendar.com/wp-content/uploads/2013/02/screenshot-2013-02-20_2-list-view.png)



(https://theeventscalendar.com/wp-content/uploads/2013/02/screenshot-2013-02-20_2-week-view.png)



(https://theeventscalendar.com/wp-content/uploads/2013/02/screenshot-2013-02-20_2-day-view-e1465861678382.png)



(https://theeventscalendar.com/wp-content/uploads/2013/02/screenshot-2013-02-20_2-photo-view.png)

- Photo View ✓
- Map View ✓
- Location Search (plus Map View geolocation) ✓
- Venue & Organizer View ✓
- Advanced Widgets ✓
- Shortcodes ✓
- Additional Fields ✓

We value design greatly. Design doesn't just mean pretty. It means tools that are easy to use, intuitive, and delightful. We consistently conduct user experience tests to validate and improve our interfaces.

Beyond designing for user experience, we also want to make sure that our products look amazing on everyone's website. We can't accommodate every one of the million themes out there, but we continue to do our best to make using Events Calendar Pro a seamless experience for you and your users.

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If you've got events that occur on a schedule, you've gotta get Pro. [Monthly, weekly, or custom recurring events](https://theeventscalendar.com/knowledgebase/pro-recurring-events/) (<https://theeventscalendar.com/knowledgebase/pro-recurring-events/>) make it easy to manage your calendar.

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Visitors can search for event in or near their city and state. Map View will even display the distance from the searched location. All map functionality is fully powered by the Google Maps API!

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Sometimes, there are event details beyond just time, date, venue and organizer that need to be displayed prominently in your event listing. Additional Fields allows you to add new content within any event.

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Christmas Joy 2014

Does the Christmas season overwhelm you? Do you need a break from all the wrapping, shopping and Christmas chaos? Settle in at Christmas Joy to enjoy a speaker, worship and some laid back, crazy-free shopping!

Christmas Joy is the ultimate kickoff to December's celebrations. Tickets are only \$10 so stop by the Women's Ministry Booth at church or come by the church office to pick

Date

December 5, 2014

Time

7:00 -- 9:00 PM

Location

Worship Center

Learn More

More Information

Need more information on Events Calendar PRO? Be sure to check out our [Knowledgebase articles](http://theeventscalendar.com/knowledgebase/) (<http://theeventscalendar.com/knowledgebase/>), particularly the [section on PRO features](http://theeventscalendar.com/knowledgebase-category/pro-features/) (<http://theeventscalendar.com/knowledgebase-category/pro-features/>). You'll also want to check out our [demo site](http://wpshindig.com) (<http://wpshindig.com>) to see Events Calendar PRO (and our other add-ons) in action. If you have questions about Events Calendar PRO's functionality or what plugins are best for you, please post a thread to our open [Pre-Sales Help Desk](http://theeventscalendar.com/support/forums/forum/_welcome/pre-sales-questions/) (http://theeventscalendar.com/support/forums/forum/_welcome/pre-sales-questions/) and we'd be happy to help out.

Don't see what you're looking for? Let us know! If you've got ideas for features or functionality that would make your life easier, [share them with us](http://tribe.uservoice.com/forums/195723-feature-ideas/category/85253-the-events-calendar-events-calendar-pro) (<http://tribe.uservoice.com/forums/195723-feature-ideas/category/85253-the-events-calendar-events-calendar-pro>)... we're always listening.



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- [Ask a question](https://theeventscalendar.com/support/forum/sales-questions/#dl_new-post/) (https://theeventscalendar.com/support/forum/sales-questions/#dl_new-post/)
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- [Knowledgebase](http://theeventscalendar.com/knowledgebase/) (http://theeventscalendar.com/knowledgebase)
- [Help Desk](https://theeventscalendar.com/support/forum/calendar-pro/) (<https://theeventscalendar.com/support/forum/calendar-pro/>)

Some of our favorites

We love seeing our plugins in use across the web. These sites show off the elegance and flexibility of Events Calendar PRO.



DUPREE LAKES

Amenity Center Management Report

Date of Meeting: January 8, 2018

Submitted by: Lisa Kagan, Clubhouse and Amenities Manager

FACILITY

- The Lego Club from Pine View Elementary continues to meet at the clubhouse on Thursdays from 5:00-6:00pm.
- Jeff, Maintenance Tech, is continuing to power wash the sidewalks around the clubhouse.
- Called Cornerstone to replace burnt out lightbulb at tennis court. They will need to rent a bucket lift to do so and are scheduled to provide an estimate on January 10. I am researching to find out if there is a less expensive alternative.

SPECIAL EVENTS

- Wine & Cheese Party is scheduled for January 19, 7 – 9 pm. Email blast was sent Dec 20 and received a good response. Thirty-one residents submitted an RSVP as of Dec. 27. Also received positive feedback from residents who would like to see additional adult-only events and events that permit alcoholic beverages.
- Two kids' events are planned for January
 - Jan. 5 (during winter break): winter craft – snowflake picture frames and hot chocolate
 - Jan. 27: Cookies and Coloring
- Created and sent monthly newsletter via email blast.
- Sent weekly email blasts to residents with amenity updates and reminders.
- Posted event flyers on the bulletin board.
- Sent event details to GMS to post on the website.
- Working on a calendar of events for the remainder of FY 2018

AMENITY MANAGEMENT

- The clubhouse was closed on Sunday, December 24, Monday, December 25, Sunday, December 31 and Monday, January 1 for Christmas and New Year's.
- Trained John Most, new Clubhouse and Amenities Manager.
- Staff hours utilized December 2017: 74
*Excess hours were used primarily for the Holiday Party on December 9 and weekday coverage during the first week of the month. 46 staff hours are scheduled for January.

QUESTIONS/PROPOSALS

- Assuming the Wine & Cheese Party on January 19 goes well as expected, is it ok to keep the clubhouse open for other community-wide events that take place in the evening ex. More Wine & Cheese events, Casino Night, PJ Storytime for kids?

EVENTS & MEETINGS

Friday, January 5 – Kids' Craft event

Saturday, January 13 - Private Rental - baby shower

Sunday, January 14 - Private Rental

Friday, January 19 – Wine & Cheese party

Saturday, January 27 – Cookies & Coloring event

Saturday, January 27 – Private Rental – wedding shower

Sunday, January 28 – Private Rental - birthday party

Saturday, February 10 – Private Rental - birthday party

Monday, February 12 – CDD Meeting

Dupree Lakes CDD Action Items

Item #	Action Item	Assigned To:	Status	Comments
1	Landscape Improvements	A. Scheerer	In Process	Alan conducting Weekly Inspections
2	Conservation Area	A. Scheerer/J. Showe	In Process	First 2 Treatments Done, 2 More to Go

Dupree Lakes
Community Development District

Check Run Summary - General Fund

December 31, 2017

Date	Check Numbers	Amount
<u>Wells Fargo</u>		
<i>December 6, 2017</i>	<i>1163-1177</i>	<i>\$80,482.93</i>
<i>January 2, 2018</i>	<i>1178-1188</i>	<i>\$40,272.19</i>
		<i>\$120,755.12</i>

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
12/06/17	00027	11/30/17 166123	201711 320-53800-46400		NOV 17-AQUATIC MGMT SVC APPLIED AQUATIC MANAGEMENT, INC.	*	829.00	829.00 001163
12/06/17	00003	10/31/17 145243	201710 310-51300-31500		SERVICE THRU-10/31/17 BILLING, COCHRAN, LYLES, MAURO &	*	1,827.22	1,827.22 001164
12/06/17	00113	9/30/17 30319911	201709 320-53800-46200		SEP RETAINAGE	*	1,657.04	
		11/07/17 5498932	201711 320-53800-46600		REPLACE VALVE CLOCK	*	529.45	
		11/08/17 5506000	201711 320-53800-46600		IRRIGATION REPAIRS	*	268.00	
		11/10/17 5494855	201711 320-53800-46200		NOV 17 - LANDSCAPE MAINT	*	14,913.38	
		11/29/17 30319911	201711 320-53800-46200		NOV RETAINAGE BRIGHTVIEW LANDSCAPE SERVICES, INC.	*	3,314.08	20,681.95 001165
12/06/17	00007	11/22/17 NOV-17	201711 320-53800-43000		NOV 17 - ELECTRIC	*	888.60	
		11/22/17 NOV-17	201711 320-53800-43001		NOV 17 - ELECTRIC DUKE ENERGY FLORIDA, INC.	*	12,569.51	13,458.11 001166
12/06/17	00005	11/21/17 6-007-30	201711 310-51300-42000		DELIVERIES THRU-11/21/17 FEDEX	*	17.60	17.60 001167
12/06/17	00129	11/15/17 11152017	201711 330-57200-53000		REIMBURSE-ORNAMENTS	*	42.91	
		11/30/17 11302017	201711 330-57200-53000		REIMBURSE-GIFT BOXES ROBERT F FOX	*	129.96	172.87 001168
12/06/17	00103	11/04/17 813-995-	201711 330-57200-41000		SERVICE THRU-11/04/17 FRONTIER	*	460.75	460.75 001169
12/06/17	00001	12/01/17 8	201712 310-51300-34000		MGMT FEES-DEC 17	*	5,125.00	
		12/01/17 8	201712 310-51300-51000		SUPPLIES-DEC 17	*	9.87	
		12/01/17 8	201712 310-51300-42000		POSTAGE-DEC 17 GOVERNMENTAL MANAGEMENT SERVICES -	*	121.70	5,256.57 001170

DUPR -DUPREE LAKES- MPHILLIPS

*** CHECK DATES 12/01/2017 - 01/02/2018 ***
 DUPREE LAKES - GENERAL FUND
 BANK B DUPREE LAKES - WF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/06/17	00089	10/31/17	214503	201710	320	53800	46300		AQUATIC PLANT MANAGEMENT	*	850.00		
									HORNER ENVIRONMENTAL PROFESSIONALS			850.00	001171
12/06/17	00104	11/15/17	294	201711	320	53800	47000		PRESSURE WASH MONUMENTS	*	1,200.00		
		12/03/17	311	201712	320	53800	47000		PRESURE WASH EXT. STATION	*	200.00		
									JAYMAN ENTERPRISES, LLC			1,400.00	001172
12/06/17	00006	10/27/17	OCT-17	201710	320	53800	43100		UTILITIES - OCT 17	*	18,395.11		
									PASCO COUNTY UTILITIES			18,395.11	001173
12/06/17	00008	12/01/17	4161	201712	330	57200	46100		SWIMMING POOL SVC	*	735.00		
									SUNCOAST POOL SERVICE			735.00	001174
12/06/17	00022	11/21/17	50442	201711	330	57200	46300		NOV 17 PEST CONTROL SVC	*	45.00		
									TROPICARE TERMITE AND PEST CONTROL			45.00	001175
12/06/17	00118	10/01/17	333880	201710	330	57200	34000		FACILITY MANAGER	*	4,274.27		
		10/01/17	333880	201710	330	57200	34100		FACILITY ATTENDANTS	*	1,205.10		
		10/01/17	333880	201710	330	57200	46000		GEN FACILITY MAINT SVC	*	1,017.64		
		10/01/17	333880	201710	330	57200	46000		JANITORIAL SVCS	*	1,339.00		
		10/31/17	336420	201710	330	57200	52000		OPERATING SUPPLIES	*	611.73		
		12/01/17	336407	201712	330	57200	34000		FACILITY MANAGER	*	4,274.27		
		12/01/17	336407	201712	330	57200	34100		FACILITY ATTENDANTS	*	1,205.10		
		12/01/17	336407	201712	330	57200	46000		GEN FACILITY MAINT SVC	*	1,017.64		
		12/01/17	336407	201712	330	57200	46000		JANITORIAL SVCS	*	1,339.00		
									VESTA PROPERTY SERVICES, INC.			16,283.75	001176
12/06/17	00010	12/01/17	0295608-	201712	330	57200	43200		6 YARD DUMPSTER	*	70.00		
									WASTE MANAGEMENT INC. OF FLORIDA			70.00	001177

DUPR -DUPREE LAKES- MPHILLIPS

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/02/18	00113	12/10/17	5531079	2017	12	320-53800-46200			DEC 17-MAINT SERVICES	*	14,913.38		
									BRIGHTVIEW LANDSCAPE SERVICES, INC.			14,913.38	001178
1/02/18	00131	12/28/17	19509	2017	12	320-53800-46204			REM.DEAD & DECLINING PLNT	*	1,200.00		
									CARDINAL LANDSCAPING SERVICES OF			1,200.00	001179
1/02/18	00090	10/16/17	62158INV	2017	10	330-57200-49000			AC SERVICE CALL	*	69.00		
		10/16/17	62158INV	2017	10	330-57200-49000			DRAIN LINE FLUSH	*	198.00		
									CORNERSTONE AIR			267.00	001180
1/02/18	00030	1/02/18	010218	2018	01	300-20700-10000			TRANSFER OF TAX RECEIPTS	*	1,596.27		
		1/02/18	01022018	2018	01	300-20700-10000			TRANSFER OF TAX RECEIPTS	*	13,416.94		
									DUPREE LAKES CDD			15,013.21	001181
1/02/18	00004	12/01/17	666334	2018	01	320-53800-34500			JAN 17-ALARM MONITORING	*	6,600.00		
									ENVERA			6,600.00	001182
1/02/18	00005	11/21/17	6-001-01	2017	11	310-51300-42000			DELIVERIES THRU 11/21/17	*	145.89		
									FEDEX			145.89	001183
1/02/18	00103	12/04/17	813-995-	2017	12	330-57200-41000			SERVICE THRU 01/03/2017	*	469.71		
									FRONTIER			469.71	001184
1/02/18	00130	2/24/18	02242018	2018	02	310-51300-49000			MEMBERSHIP - A1	*	50.00		
									MR GERALD D LYNN, PACA TREASURER			50.00	001185
1/02/18	00006	11/04/17	NOV 17	2017	11	320-53800-43100			NOV 17 - UTILITIES	*	950.18		
									PASCO COUNTY UTILITIES			950.18	001186
1/02/18	00055	12/08/17	0131728	2017	12	320-53800-46800			SVC ELECTRICIAN & SUPPL	*	617.82		
									REED ELECTRIC, LLC			617.82	001187
1/02/18	00022	12/21/17	51544	2017	12	330-57200-46300			DEC 17-PEST CONTROL	*	45.00		
									TROPICARE TERMITE AND PEST CONTROL			45.00	001188
TOTAL FOR BANK B											120,755.12		
DUPR -DUPREE LAKES- MPHILLIPS													

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

RUN 1/02/18

PAGE 4

*** CHECK DATES 12/01/2017 - 01/02/2018 ***

DUPREE LAKES - GENERAL FUND
BANK B DUPREE LAKES - WF

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
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TOTAL FOR REGISTER 120,755.12

DUPR -DUPREE LAKES- MPHILLIPS

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

	Governmental Fund Types			Totals
	General	Debt Service	Capital Projects	(Memorandum Only) 2018
ASSETS:				
Cash - Wells Fargo	\$1,192,180	---	---	\$1,192,180
Cash - Region Money Market	\$6,850	---	---	\$6,850
Investments:				
State Board	\$128,057	---	---	\$128,057
State Board - Capital Reserve Series 2015	---	---	\$105,846	\$105,846
Reserve	---	\$157,250	---	\$157,250
Interest	---	\$41	---	\$41
Revenue	---	\$7,728	---	\$7,728
Construction	---	---	\$61,153	\$61,153
Due from General Fund	---	\$432,496	---	\$432,496
TOTAL ASSETS	<u>\$1,327,086</u>	<u>\$597,515</u>	<u>\$166,999</u>	<u>\$2,091,600</u>
LIABILITIES:				
Accounts Payable	\$26,445	---	---	\$26,445
Due to Debt Service	\$432,496	---	---	\$432,496
FUND BALANCES:				
Restricted for Debt Service	---	\$597,515	---	\$597,515
Restricted for Capital Reserves	---	---	\$105,846	\$105,846
Restricted for Capital Projects	---	---	\$61,153	\$61,153
Unassigned Fund Balance	\$868,145	---	---	\$868,145
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$1,327,086</u>	<u>\$597,515</u>	<u>\$166,999</u>	<u>\$2,091,600</u>

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

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

REVENUES:	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/2017	ACTUAL THRU 12/31/2017	VARIANCE
Maintenance Assessments	\$792,866	\$756,350	\$756,350	\$0
Interest Income	\$3,500	\$875	\$546	(\$329)
Clubhouse Rentals	\$5,000	\$750	\$750	\$0
TOTAL REVENUES	\$801,366	\$757,975	\$757,645	(\$329)

EXPENDITURES:

ADMINISTRATIVE:

Supervisor Fees	\$12,000	\$3,000	\$3,000	\$0
FICA Taxes	\$918	\$230	\$230	\$0
Engineering	\$7,500	\$1,875	\$0	\$1,875
Arbitrage	\$600	\$0	\$0	\$0
Assessment Roll	\$5,150	\$5,150	\$5,150	\$0
Attorney	\$30,000	\$7,500	\$1,827	\$5,673
Trustee Fees	\$4,000	\$0	\$0	\$0
Annual Audit	\$3,800	\$0	\$0	\$0
Management Fees	\$61,500	\$15,375	\$15,375	\$0
Telephone	\$500	\$125	\$17	\$108
Postage	\$2,300	\$575	\$499	\$76
Printing & Binding	\$2,250	\$563	\$323	\$239
Insurance	\$6,562	\$6,562	\$5,965	\$597
Legal Advertising	\$1,500	\$375	\$0	\$375
Other Current Charges	\$1,000	\$250	\$166	\$84
Website Development	\$1,200	\$300	\$0	\$300
Office Supplies	\$1,000	\$250	\$27	\$223
Property Taxes	\$1,500	\$1,500	\$2,146	(\$646)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE EXPENDITURES	\$143,455	\$43,804	\$34,900	\$8,904

FIELD

Security	\$27,000	\$6,600	\$6,600	\$0
Electric	\$16,157	\$4,039	\$1,898	\$2,141
Street Lighting	\$155,500	\$38,875	\$24,988	\$13,887
Water	\$6,322	\$1,581	\$19,345	(\$17,765)
Solid Waste Assessment	\$1,000	\$250	\$934	(\$684)
Landscape Maintenance	\$200,000	\$50,000	\$48,054	\$1,946
Open Areas/Conservation Maintenance	\$5,000	\$1,250	\$0	\$1,250
Landscape Contingency	\$15,000	\$3,750	\$1,200	\$2,550
Infill-plants Replacement	\$5,000	\$1,250	\$0	\$1,250
Annuals	\$9,900	\$2,475	\$0	\$2,475
Mulching	\$10,000	\$2,500	\$0	\$2,500
Landscape Replacement	\$6,500	\$1,625	\$0	\$1,625
Irrigation Repairs & Maintenance	\$12,000	\$3,000	\$2,064	\$936
Entry & Walls Maintenance	\$12,000	\$3,000	\$0	\$3,000
Pressure Cleaning	\$12,000	\$3,000	\$1,400	\$1,600
Mitigation Monitoring	\$7,500	\$1,875	\$850	\$1,025
Aquatic Control	\$9,948	\$2,487	\$1,658	\$829
Lake Bank Maintenance	\$5,000	\$1,250	\$0	\$1,250
Well/Pump Repairs & Maintenance	\$1,500	\$375	\$0	\$375
Monuments/Streetlight/Decorative Light Maintenance	\$7,500	\$1,875	\$618	\$1,257
Sidewalk Repair & Maintenance	\$1,500	\$375	\$0	\$375
Holiday Decoration	\$5,000	\$1,250	\$0	\$1,250
Reserve Study	\$0	\$0	\$4,450	(\$4,450)
TOTAL FIELD EXPENDITURES	\$531,327	\$132,682	\$114,060	\$18,622

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/2017	ACTUAL THRU 12/31/2017	VARIANCE
CLUBHOUSE				
Facility Management	\$51,291	\$12,823	\$12,823	(\$0)
Facility Attendants	\$14,461	\$3,615	\$3,615	(\$0)
Facility Maintenance	\$28,280	\$7,070	\$7,070	\$0
Phone/Fax/Internet	\$5,100	\$1,275	\$1,376	(\$101)
Porter Services	\$16,700	\$4,175	\$2,783	\$1,392
Refuse Service	\$850	\$213	\$210	\$3
Property Insurance	\$13,168	\$13,168	\$11,971	\$1,197
Pool/Water Park/Fountain Maintenance	\$8,820	\$2,205	\$2,205	\$0
Pool/Water Park/Fountain Repairs	\$6,000	\$1,500	\$0	\$1,500
Clubhouse Furniture Repairs/Replacement	\$1,000	\$250	\$0	\$250
Pool Furniture Repairs/Replacement	\$1,000	\$250	\$0	\$250
Athletic/Park/Court/Field Maintenance	\$5,000	\$1,250	\$0	\$1,250
Pest Control	\$890	\$223	\$135	\$88
Contingency	\$5,000	\$1,250	\$267	\$983
Employee Reimbursable	\$2,500	\$625	\$0	\$625
Special Events	\$15,000	\$3,750	\$3,750	\$0
Operating Supplies	\$12,500	\$3,125	\$785	\$2,340
Holiday Decorations	\$0	\$0	\$3,298	(\$3,298)
Clubhouse Wear and Tear	\$5,000	\$1,250	\$0	\$1,250
Dues/Licenses/Permits	\$425	\$106	\$0	\$106
TOTAL CLUBHOUSE EXPENDITURES	\$192,985	\$58,122	\$50,288	\$7,834
TOTAL EXPENSES	\$867,767	\$234,608	\$199,248	\$35,360
EXCESS REVENUES (EXPENDITURES)	(\$66,401)		\$558,398	
FUND BALANCE - Beginning	\$66,401		\$309,748	
FUND BALANCE - Ending	\$0		\$868,145	

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

	ADOPTED BUDGET	PRORATED THRU 12/31/2017	ACTUAL THRU 12/31/2017	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$240	\$240
TOTAL REVENUES	\$0	\$0	\$240	\$240
EXPENDITURES:				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$240	
FUND BALANCE - Beginning	\$105,619		\$105,605	
FUND BALANCE - Ending	\$105,619		\$105,846	

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT

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

	ADOPTED BUDGET	PRORATED THRU 12/31/2017	ACTUAL THRU 12/31/2017	VARIANCE
REVENUES:				
Assessments	\$449,282	\$428,589	\$428,589	\$0
Interest Income	\$500	\$42	\$537	\$495
TOTAL REVENUES	\$449,782	\$428,631	\$429,126	\$495
EXPENDITURES:				
Series 2015				
Interest Expense - 11/1	\$108,203	\$108,203	\$108,203	\$0
Interest Expense - 5/1	\$108,203	\$0	\$0	\$0
Principal Expense - 5/1	\$230,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$446,406	\$108,203	\$108,203	\$0
OTHER SOURCES/(USES):				
Interfund Transfer In/(Out)	(\$4,590)	\$0	\$0	\$0
TOTAL OTHER	(\$4,590)	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$1,215)		\$320,923	
FUND BALANCE - Beginning	\$114,783		\$276,592	
FUND BALANCE - Ending	\$113,568		\$597,515	

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

	ADOPTED BUDGET	PRORATED THRU 12/31/2017	ACTUAL THRU 12/31/2017	VARIANCE
<u>REVENUES:</u>				
<i>Interest Income</i>	\$0	\$0	\$192	\$192
<i>TOTAL REVENUES</i>	\$0	\$0	\$192	\$192
<u>EXPENDITURES:</u>				
<u>Series 2015</u>				
<i>Capital Outlay</i>	\$0	\$0	\$28,427	(\$28,427)
<i>TOTAL EXPENDITURES</i>	\$0	\$0	\$28,427	(\$28,427)
<i>EXCESS REVENUES (EXPENDITURES)</i>	\$0		(\$28,235)	
<i>FUND BALANCE - Beginning</i>			\$89,389	
<i>FUND BALANCE - Ending</i>			<u>\$61,153</u>	

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>\$6,390,000</u>

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

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

Opening Balance in Construction Account		\$1,157,493.03
Source of Funds:	Interest Earned	\$1,639.91
	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	(\$88,491.00)
	Clubhouse Repairs	(\$14,615.99)
	Bus Stop	(\$7,850.00)
	Professional Services	(\$5,133.68)
Adjusted Balance in Construction Account at December 31, 2017		<u><u>\$61,153.38</u></u>

2. Funds Available For Construction at December 31, 2017

Book Balance of Construction Fund at December 31, 2017	\$61,153.38
Construction Funds available at December 31, 2017	<u><u>\$61,153.38</u></u>

3. Investments - US Bank

December 31, 2017

Construction Fund:	<u>Type</u>	<u>Yield</u>	<u>Due</u>	<u>Maturity</u>	<u>Principal</u>
	Money Market	0.05%	Overnight	\$61,153.38	\$61,153.38
				ADJ: Outstanding Requisitions	\$0.00
				Balance at 12/31/2017	<u><u>\$61,153.38</u></u>

Dupree Lakes
Community Development District
Tax Collections
Fiscal Year Ending September 30, 2018

							\$ 477,960.68			\$ 843,477.19			\$ 1,321,437.87
Date Received	Gross Tax Received	Discounts	Commissions/ Postage	Interest	Net Amount Received		Gross (22) Debt Service Fund 36.17%		Gross General Fund 63.83%		Total 100.00%		
11/10/2017	\$ 1,861.24	\$ 97.71	\$ 35.27	\$ -	\$ 1,728.26		\$ 625.11		\$ 1,103.15		\$ 1,728.26		
11/22/2017	\$ 37,591.58	\$ 1,503.70	\$ 721.76	\$ -	\$ 35,366.12		\$ 12,791.83		\$ 22,574.29		\$ 35,366.12		
12/5/2017	\$ 148,789.26	\$ 5,951.61	\$ 2,856.75	\$ -	\$ 139,980.90		\$ 50,630.73		\$ 89,350.17		\$ 139,980.90		
12/8/2017	\$ 114,045.98	\$ 4,561.85	\$ 2,189.68	\$ -	\$ 107,294.45		\$ 38,808.13		\$ 68,486.32		\$ 107,294.45		
12/15/2017	\$ 928,126.45	\$ 37,125.19	\$ 17,820.03	\$ -	\$ 873,181.23		\$ 315,827.41		\$ 557,353.82		\$ 873,181.23		
12/29/2017	\$ 28,117.23	\$ 1,105.73	\$ 540.22	\$ -	\$ 26,471.28		\$ 9,574.59		\$ 16,896.69		\$ 26,471.28		
12/29/2017	\$ 964.25	\$ 28.93	\$ 18.72	\$ -	\$ 916.60		\$ 331.53		\$ 585.07		\$ 916.60		
TOTALS	\$ 1,259,495.99	\$ 50,374.72	\$ 24,182.43	\$ -	\$ 1,184,938.84		\$ 428,589.33		\$ 756,349.51		\$ 1,184,938.84		95.31%