



Dupree Lakes

Community Development District

Robert Fox, Chairman

Timothy Price, Vice Chairman

Bobby Fox, Assistant Secretary

Rick Linard, Assistant Secretary

Robert Hornbeck, Assistant Secretary

January 14, 2019

Dupree Lakes

Community Development District

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January 7, 2019

**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 14, 2019 at 6:00 p.m. at the Dupree Lakes Clubhouse, 6255 Dupree Lakes Blvd.** Following is the advance agenda:

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 17, 2018 Meeting
4. Consideration of Engagement Letter with Friscia & Ross, PA for District Counsel Services
5. Consideration of **Resolution #2019-04** Designating Francis E. Friscia as District's Registered Agent and the Office of Friscia & Ross, PA as the Registered Office
6. Discussion of Landscape RFP
 - A. Consideration of Proposal for Consultant Services
 - B. Discussion of RFP Draft Document
7. Consideration of Contracts for CDD Staff Members
 - A. Community Director
 - B. Amenity Manager
8. Staff Reports
 - A. Attorney
 - B. Engineer – Presentation of Property Map
 - C. Club Manager
 - D. Field Manager
 - E. CDD Manager Action Items List
9. Financial Reports
 - A. Approval of Check Run Summary
 - B. Approval of Combined Balance Sheet
10. 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 on Monday, December 17, 2018 at 6:00 p.m. at the Dupree Lakes Clubhouse, 6255 Dupree Lakes Boulevard, Land O'Lakes, Florida.

Present and constituting a quorum were:

Robert Fox	Chairman
Timothy Price	Vice Chairman
Bobby Fox	Assistant Secretary
Robert Hornbeck	Assistant Secretary
Rick Linard	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Jason Greenwood	GMS
Alan Scheerer	Field Manager
Michael Pawelczyk (<i>via phone</i>)	District Counsel
John Most	Vesta Property Services

The Pledge of Allegiance was recited by all who attended the meeting.

FIRST ORDER OF BUSINESS

**Oath of Office for Mr. Bob
Hornbeck**

Mr. Showe: We administered the CDD oath to Mr. Hornbeck in advance of the meeting, so he is officially sworn in.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll. A quorum was present.

THIRD ORDER OF BUSINESS

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

Mr. Showe: We will begin with the Supervisors requests.

Mr. Robert Fox: What we have on the agenda looks like it has everything listed, so we can continue on.

Mr. Hornbeck: I have a number of things. Reading through the minutes of the last meeting, the discussion about the landscaping plants. Mark Yahn is supposedly giving us a proposal?

Mr. Showe: Yes, we do not have it today because he was in Houston for a couple weeks. I met with him onsite, I introduced him to Bob Fox and Mike Mantai and he will get us something by the next Board meeting. It is in my managers report. I gave him a copy of the scope and the current irrigation map that Brightview did for the site when they were here as well as the property map. We drove the whole property and he feels confident he can get us an itemized scope for various services that the Board may want.

Mr. Hornbeck: He is going to give us a quote for how much he will charge us?

Mr. Showe: For various items, yes.

Mr. Hornbeck: I went through all the maps I have, and specifically in relationship to Rick's request about that space behind his house, there actually is common area behind those houses.

Mr. Scheerer: Yes, it's about ten feet.

Mr. Hornbeck: Yes, it's ten feet to the wetland area from the back of the property line.

Mr. Scheerer: Brightview was cutting some of those areas throughout the community, but they weren't cutting them all. That's all Cardinal was asked to cut at the time. If it's something you feel we need to revisit, then we can do that.

Mr. Hornbeck: I think we should, because on the plat map I have that I pulled specifically for that area it calls it open space. The CDD at least needs to define and know what the common area is called, whether it's buffer zone or common area, but that area

needs to be cut. The CDD is paying to cut it twenty feet behind my house, so it's only right that we pay to cut it behind other houses.

Mr. Scheerer: I don't argue with that one bit, but we need to update the map and get it approved by the Board. Then we need to take that map to get it bid or give it to Cardinal and see what they bid for all these additional areas. The key would be to identify the areas.

Mr. Showe: In talking with the engineer, what she would like to do is finalize the map and come up with the definitions. She also wants 'do's and 'don'ts' for those areas. She wants to come to the next meeting and present that, so she can directly answer those. I wanted to check with you guys because you are sensitive to the cost to the District, but as long as you guys are fine we will make sure she is at the next meeting.

Mr. Robert Fox: I think she should be here.

Mr. Hornbeck: That's fine. We don't want to be doing something that SWFMD says we shouldn't be doing, but we want to be doing what we do in one area for our members the same even if it is a difference of distance. Let's make sure we get common terms for that.

Mr. Robert Fox: Would you get in contact with Tanya and direct her to get in touch with SWFMD and find out what they have?

Mr. Showe: I will do that.

Mr. Hornbeck: I suspect that is probably this map, it was pulled from SWFMD.

Mr. Showe: It looks very close to that, with different colors.

Mr. Hornbeck: There are some areas in here that are not defined, like the black area compared to the dotted area. The dotted area is wetland but it doesn't define what the black area is. When you go to the plat maps, it's defined and laid out differently.

Mr. Hornbeck: The next item was the Envera equipment change out, did they do that?

Mr. Linard: No, I talked to her today and it's going to be approximately 90 days. If they don't need the permits it will be 60 days.

Mr. Hornbeck: They need permits?

Mr. Showe: Every municipality is different, sometimes you need them, sometimes you don't. They're probably just doing their due diligence.

Mr. Bobby Fox: I have a friend that has been in that business for about 20 years. He said he would come give us a free assessment of what we have, can he look at our equipment and tell us what we should paying?

Mr. Linard: That's fine.

Mr. Robert Fox: Absolutely.

Mr. Hornbeck: I noticed there was no item in the agenda for landscaping. We talked about splitting up the RFP for the different aspects that are currently under one contract.

Mr. Scheerer: We are waiting on Mark Yahn to come together with his proposal because we are going to look to him to draft the RFP if the Board so chooses. Then we can itemize that fee summary schedule accordingly once we get to that process.

Mr. Hornbeck: Wouldn't it make sense for us to ask GMS to be at least working on what they would look at as an RFP and splitting up the four segments?

Mr. Showe: If that's what the Board chooses.

Mr. Hornbeck: Well Mark could say he's going to charge us \$5,000 to tell you how to do it, but we have a management company that has some experience writing RFPs for landscaping. Per the request that we make to split the RFP up into the four different items, you guys should be able to write a RFP for that.

Mr. Scheerer: We have plenty of examples of RFPs it's getting the fee summary scheduled correctly.

Mr. Hornbeck: When we went out two weeks ago, one of the things I requested was as we look at each of these areas or items, particularly our trees, that we have a long term plan. We should know what we are going to do long term in relationship to these individual areas. Obviously, flower rotation doesn't need a long term plan, but we've been rotating four times a year. The two experts I've talked to about flower rotation, say twice a year is all we need. As we go forward, I want to see if it would be a lower cost with only doing it twice unless somebody can give me a counter reason why it needs to be done more than twice.

Mr. Linard: Right now it's part of the contract, and that's another reason for a RFP.

Mr. Scheerer: We never had much luck with anything less than four for the survivability of annuals. But, I have properties where they do it three times a year and you might be able to stretch it to three depending on the annual.

Mr. Hornbeck: That's what I want to have looked at. When we're talking about the tree plan, I would think minimum ten years. We can't afford to take out every tree that we talked about taking out in one year. If we are going to take out thirty trees because they are against fences and walls, we want to do that as early as we can but we obviously need some kind of a multi-year plan because we can't afford to do it all in one step.

Mr. Robert Fox: When Mark Yahn comes back, that's supposed to be his expertise.

Mr. Hornbeck: I understand that, but I want him to know that he has to put that into the plan.

Mr. Scheerer: Is the request a multi-year tree plan to remove trees?

Mr. Hornbeck: Yes, there are trees that are up against walls that are lifting the walls with their roots.

Mr. Showe: As part of that, we will have to talk to the county because typically when you remove trees off of your own property you have to replace.

Mr. Hornbeck: That's why we need to plan for how we are going to do it. After the meeting, I want to talk to you about the setting up a separate email address for me. I see here that Cardinal gave us the irrigation timer schedule.

Mr. Showe: Yes, they did.

Mr. Hornbeck: There was going to be contact by Mike or GMS on the swale area, are you going to cover that?

Mr. Showe: Yes, I can cover that now while we're here. I reached out to the county and I copied Mike on it, they would not say yes or no you can't. The answer I got was, 'I think you can do that.' We also do get permits to remove the trees there, so the county is granting us the permission to remove the trees. So, it is a Board option of whether you would like to continue that or not.

Mr. Pawelczyk: There's a right of way permit process for removal of any trees in the right of way. We are obtaining that permit before we remove any. As long as we comply with the tree ordinance we should be okay, if the Board wants to proceed in that direction.

Mr. Hornbeck: That was part of the concern, but going forward we also talked about passing a resolution. We will talk about that later. I think that's all that I had at this point in time.

Mr. Showe: Are there any other Supervisor's requests? Hearing none, I will open it up for any audience comments. There being none, we will move on to the next item.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the
November 26, 2018 Meeting**

Mr. Showe: The minutes of the November 26, 2018 meeting were provided in your agenda package. We can take any corrections or changes, at this time.

On MOTION by Mr. Robert Fox seconded by Mr. Hornbeck with all in favor the Minutes of the November 26, 2018 Meeting were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution #2019-03
Designating Rich Hans as Assistant
Secretary**

Mr. Showe: This next item, I should have added Mr. Rich Hans, who is at our South Florida office as one of our Vice Presidents, as an assistant secretary to sign documents.

Mr. Hornbeck: How many do we have now from your office?

Mr. Showe: It's myself, and I believe that's all you have as assistant secretary.

Mr. Pawelczyk: Luis is also an assistant secretary.

Mr. Showe: That's correct, Luis Hernandez is an assistant secretary as well.

Mr. Hornbeck: We need this additional one?

Mr. Showe: Yes, there are different offices in South Florida, and he is the one in the accounting office. He was on there before, he is not a new addition.

On MOTION by Mr. Richard Fox seconded by Mr. Price with all in favor, Resolution #2019-03 Designating Rich Hans as Assistant Secretary was approved.

SIXTH ORDER OF BUSINESS

Review of Mulch Quotes

Mr. Showe: We received three mulch quotes. Jason Greenwood worked with the three vendors. I will note that they all give different quantities, but I think the most important thing to look at is the rate for each one. If you want to proceed we can narrow down the locations that you want. Cardinal's quote was the two main entrances and the clubhouse so that's why their quote is a little bit lower, but it is higher per quantity. You do have a budget of \$10,000 for mulch. Typically we have the mulch added as part of the landscape contract.

Mr. Price: The labor is part of the contract?

Mr. Showe: Yes, the labor is included in these prices.

Mr. Scheerer: When we do the fee summary schedule, if you want to do mulch in the spring there will be an additional line item that says mulch and will list the quantity and cost from the contractor. You always have the ability to bid it out, you don't get billed for it in the contract, you get billed for it in the month that you are supposed to get mulch.

Mr. Robert Fox: One thing we have to be really careful about is the mounds are already high. If they come in and blow two or three inches of mulch, it's going to run right into the street. You can dust the ones for curb appeal and put mulch where it's necessary. Eventually, you are going to have to pull some mulch.

Mr. Bobby Fox: With these quotes, do they remove the old mulch or put it on top?

Mr. Scheerer: They put it on top. It's a minimum of two inches combined.

Mr. Price: The EZ Mulch plan, what does it mean by Dupree Lakes CDD? It says Dupree Lakes playground and CDD.

Mr. Scheerer: I believe it is what Jason described earlier, which is the clubhouse and every entrance to every community. So, that's all mulched areas along your boulevard, entrances, the clubhouse, the medians, and cul-de-sacs.

Mr. Price: American Mulch is essentially the same thing, for half the price.

Mr. Showe: They're only going to a 1 inch depth, instead of two. So they were doing more of a top dressing over everything. The main thing to look at on these is the price per quantity. That's what they will charge you, and we can direct them to put as much as the Board wants. I think the American Mulch is the cheapest of the quantities per yard. This is not a decision you need to make tonight; the Board was asking for these and we wanted to provide the information.

Mr. Scheerer: If you would like us to get more information from these vendors we can certainly do that too.

Mr. Price: I think we need more information from the vendors. We need to know how deep, exactly what areas, etc.

Mr. Scheerer: We typically mulch in the spring, so if the Board is okay we will finalize this information and then work on getting mulch.

Mr. Robert Fox: When did we mulch last?

Mr. Scheerer: I don't believe the Board has authorized mulch since I've been here.

Mr. Showe: We haven't used that account line.

Mr. Scheerer: So, it has been a while since it has been mulched, since before Jason and I were here.

Mr. Showe: We will bring that back for the Board.

Mr. Robert Fox: To speak to what Tim just said, we need to look for local contractors. I'm sure a lot of these companies are good but I would prefer to keep the money in Pasco County or around here.

Mr. Scheerer: Sure, we can do that. These guys are all from Tampa, that's not your neck of the woods, but it is close.

Mr. Price: Since we are in agreement that we won't do this until the spring, let's go back to Cardinal and ask them to define in more detail since they are our landscape provider. What do they mean by surrounding area?

Mr. Scheerer: Yes sir, we will do that.

Mr. Linard: If we do anything on the playground, we need to get someone to fix the edging. It needs to be fixed before we put any mulch down.

Mr. Scheerer: I'll make sure that is done before the time comes to mulch.

SEVENTH ORDER OF BUSINESS Discussion of Meeting Workshops

Mr. Showe: Based on the discussion at the last meeting, I put together a draft workshop schedule. I placed the workshop two weeks before every Board meeting. There's not one before the January meeting because there would not be enough time to advertise in between, so I started it with January 28th.

Mr. Robert Fox: No, I want one before the next meeting. I don't want to wait two months to have our workshop.

Mr. Hornbeck: The workshops should be no more than one week before the next meeting. I say that because when we have a regular meeting issues come up and we ask vendors or GMS to research things and come back to us, we need to give them time to do that.

Mr. Robert Fox: I'm thinking we can have one on the 2nd, 3rd, or 4th of January. Will any of those work for you Tim?

Mr. Price: Yes.

Mr. Showe: Do you know what time you want to set that for?

Mr. Robert Fox: Three or four?

Mr. Linard: No, not that late.

Mr. Robert Fox: Two then.

Mr. Showe: Okay, so January 2nd and 2:00 p.m.

Mr. Bobby Fox: What time will those be going forward? This will be at 2:00 p.m. but what about going forward?

Mr. Robert Fox: Whatever we come up with. Jason Greenwood would you be available?

Mr. Greenwood: I wouldn't be able to make it on the 2nd.

Mr. Showe: I believe I could make the 2nd.

Mr. Robert Fox: You could attend by phone if you'd like.

Mr. Showe: I understand what Mr. Hornbeck was saying, the only reason I went two weeks out is because we typically have the agendas for that meeting out a week in advance. So, it would be impossible to have the agenda out a week in advance if we are still adding things a week before at the workshop.

Mr. Linard: My thought would be we split it. We do a meeting two weeks, a workshop two weeks, a meeting two weeks, etc.

Mr. Showe: That's basically how the draft is set up, the workshops are all two weeks in advance of the meetings.

Mr. Linard: Are these all Mondays?

Mr. Showe: Yes. Do you want to make all the workshops at 2:00 p.m.?

Mr. Robert Fox: It depends on Tim's and Bobby's availability, because us other guys don't work anymore.

Mr. Price: I won't be able to make it at 2:00.

Mr. Hornbeck: Yes, that will be difficult for the working guys. It's important we have as many Board members there as we can.

Mr. Price: I can do Mondays at 6:00 p.m.

Mr. Robert Fox: We will do 6:00 then because everyone needs to attend.

Mr. Showe: We'll approve the schedule in your agenda package with the addition of January 2nd at 2:00 p.m.

Mr. Hornbeck: We should only have a workshop if we have something specific to discuss. So, if you are going to publish the schedule do we have to publish what is going to be discussed?

Mr. Showe: We would be advertising all of these as workshops. The advertisement would say these workshops are intended to hold any items that would come for discussion in front of the Board. If the Board decides they don't need to hold a meeting we can cancel it. We would update the website to say the meeting is cancelled and send out an email blast.

Mr. Robert Fox: I have a question, why can't we send all of the agenda packets here and then the Board members can pick them up rather than spending \$20 per Board member to Fedex them.

Mr. Showe: It's the Board's choice, we can do that if the Board directs us to. Some Boards want them delivered to their house. Also, if you don't want a hard copy sent to your house we can send out the electronic version. We will start sending the packets here now and everyone can pick them up.

On MOTION by Mr. Robert Fox seconded by Mr. Hornbeck with all in favor the Meeting Workshop for January 2nd at 2:00 p.m. and the Meeting Workshop Schedule was approved.

EIGHTH ORDER OF BUSINESS Discussion of Potential Tree Planting Rules

Mr. Showe: In this District, you own the right of way. Starting in section 2, it describes the policy. Essentially the District put out a policy that said they don't want any kind of trees that might damage sidewalks placed within 8 feet of the sidewalks. This is something you could discuss at the workshop, but this gives you a start of a way to do that.

Mr. Robert Fox: Once we come up with the final product, it should be sent out to all the residents.

Mr. Hornbeck: Before we pass any resolution regarding an area that is not ours, we need to go back to the county commissioners and request that they give us written verbiage that gives us some authority over that area. I'd like to hear from the county, because the reason they probably don't want to say they own the sidewalk is because that would imply that they own the grass and irrigation and mailbox. That has never been defined. I think we need to go to the county commissioners and tell them we want their attorney to tell us what we can do in this area if we can do anything at all. We can't make a claim over that area for maintenance reasons. If somebody plants a tree on their property within two feet and in ten years it grows up and lifts up the sidewalk, if it's us that goes after them because we have clear responsibility to maintain the sidewalk then we are not going to pay for that. The landowner is going to pay for that. It's their tree that's lifting the sidewalk. You can ask the HOA to modify their declarations and that will require 446 votes to approve it. But, we can't simply put out a resolution that says a property owner can't do something on their property. We don't have the authority as a CDD to do that. Secondly, removing trees when we don't

know who the owner is. If the property owner plants it in the swale, it doesn't automatically make it the county's property or the CDD's property.

Mr. Robert Fox: If they plant it on county property it becomes the county property.

Mr. Hornbeck: How is that any different than the grass in the swale? They maintain the grass if it goes bad, they resod it. Because they resod it, does that mean the county owns it? What about the irrigation system?

Mr. Robert Fox: I'm going to start attending the commission meetings anyways. So, I will get on the docket and find out.

Mr. Hornbeck: We need clarification before we pass a resolution. It was the county and the developer that really messed it up a long time ago.

Mr. Showe: About a year ago we tried take the license and maintenance agreements we have and build them out to cover the entire District. We tried for about 6 months before we decided we couldn't get anywhere with them on this.

Mr. Robert Fox: I will take this to the commissioners meeting and put this on the docket.

Mr. Hornbeck: What if we write up a resolution and take it to the county commission and ask them to pass it and approve it at a commission meeting.

Mr. Pawelczyk: As a former municipal attorney I can tell you that won't happen unless staff has reviewed it first. As a citizen, you can't just have something put on the agenda. Somebody is going to have to put it on there or the commissioner is going to have to sponsor it.

Mr. Robert Fox: We will ask Mr. Moore to sponsor it and we will spend the time we need to with him.

NINTH ORDER OF BUSINESS

Discussion of Lighting Quotes for Monuments

Mr. Showe: I don't believe I've seen the quotes yet.

Mr. Robert Fox: I only have one quote, it's the same electrician that's been doing the other electrical work. He has been pretty efficient and reasonable. He's offering 3 high intensity low voltage lights for \$1,540 per side including labor.

Mr. Hornbeck: So, we're looking at \$3,800.

Mr. Price: The area between Sunset and Reserve, they don't have lights in the middle, do they?

Mr. Robert Fox: No, but it's pretty open. We may consider putting one light there.

Mr. Hornbeck: These are not LED?

Mr. Robert Fox: They are LED high intensity lights. We can put more in if we want, at Huntington they have five or six.

Mr. Price: I think all of the other entrances have one per tree. For standardization we could do that.

Mr. Robert Fox: I'm good with that.

Mr. Hornbeck: You don't have the exact details about what lights they are?

Mr. Robert Fox: They're similar to the ones shining on the monument at Magnolia that Clayton put in.

Mr. Scheerer: They're smaller LED lights in box fixtures, and they are 15 watt 5,000K.

Mr. Hornbeck: 120 volt?

Mr. Scheerer: Yes sir. We just replaced the incandescent lights there with the LED lights.

Mr. Price: I like to have three quotes, but is that a good price?

Mr. Hornbeck: It seems expensive.

Mr. Robert Fox: It's \$325 per light, and then the install and transformer takes it to \$1,540.

Mr. Hornbeck: I agree with Tim, I think we need another quote.

Mr. Robert Fox: Alright we'll get more bids. Who wants to get the bids?

Mr. Scheerer: GMS will get an additional one or two quotes. Bob, could you email that to us to get quotes with?

Mr. Hornbeck: What about a local company like Cornerstone, a lot of people in the community have used them.

Mr. Scheerer: They're not the cheapest, but we will get them down here and get a quote from them.

Mr. Price: Can we do a not to exceed so we can keep it moving forward?

Mr. Showe: Yes, you can approve a not to exceed and delegate authority to the chair to authorize the contract. What's the not to exceed amount?

Mr. Price: Let's do \$3,200.

Mr. Hornbeck: What item does this come out of?

Mr. Showe: We have a line item for monument, street light, decorative light maintenance and it is \$7,500.

On MOTION by Mr. Robert Fox seconded by Mr. Hornbeck with all in favor the Not to Exceed of \$3,200 with Chair authority to approve contract was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Pawelczyk: I don't have anything specific to report, but I would answer any questions the board has at this time.

The Board had no questions and Mr. Pawelczyk was dismissed from the meeting at 7:05.

B. Engineer

Mr. Showe: We don't have any specific updates from the District Engineer, we will have her attend the next Board meeting with an update on the map and she can answer all those questions.

C. Club Manager

Mr. Most: You each have a report in your packet, and in addition to what you see here, Envera came out on Friday and basically rewired and relocated the wiring for the gates we have on the pool. The problem was that the wire for the pool gate was running into this electric box here and shorting out constantly. They've redone that and it is working beautifully. This is the first time it has worked since I've been here, we have always had issues. It's not on your report because they just did it Friday. We completed the restoration and replacement of the playground equipment. There are pictures of that in your report. We

were able to get that done at no charge to the Board with all new parts. As of Thursday we completed all the cutting of the bamboo, and it looks very good. We are going to be either paving it, resodding it, etc. We clear cut it so we will be able to put the poison on it, and we will put as much on it as it takes to kill the root system. Hopefully then we can pull the root system out. The next step would be to level it and add some soil or dirt.

Mr. Hornbeck: What's the plan for the drainage?

Mr. Most: It depends on what we do, if we put in pavers or sod.

Mr. Robert Fox: You could do french drains too.

Mr. Most: Yes, if not you're going to have to raise that up to whatever level you want to do pavers at.

Mr. Hornbeck: I think raising the level is the only option. There's no fence between the paved pool area and what you are doing back there.

Mr. Most: Do you want to put that on the first workshop on January 2nd? I will look forward to your recommendations.

Mr. Hornbeck: I would look to you for what we would do for that drainage. You can't just leave it at a low level.

Mr. Most: I would like to see you all put in the shrubbery vine that you have on the back fence. Again, that's up to the Board.

Mr. Price: I thought Cardinal was supposed to give us an option for that?

Mr. Scheerer: The original discussion was to put podocarpus fence back there. That was the easiest thing to do to provide some sort of screen between the folks in the pool and the folks on the outside of the fence. John and I talked and we think you are going to have to have that drain looked at.

Mr. Hornbeck: We've created a hazard with the drain for kids. The bamboo somewhat blocked it. We've made open access to the drain from the pool area.

Mr. Scheerer: We could plant something around it temporarily.

Mr. Most: Bob, I wasn't being facetious about looking forward to what your long term aesthetic is for that area. Do you want to have sod and some barbeque grills, or do you want to have pavers so it extends? We knocked down the bamboo and nothing more. We started

the process of getting rid of that. In your workshops, talk about what you envision that area being best suited for.

Mr. Hornbeck: I think we should ask Cardinal what they suggest for that area long term. Then we can come up with a long term plan for it, even if it's just three years. Right now though, it is a safety issue. In my opinion, we need to mitigate the safety issue of that drain area.

Mr. Scheerer: Clayton will be here tomorrow, we will put something around it temporarily.

Mr. Hornbeck: You could put an arc of the podocarpus around the drain. That would do as much if not more than what the bamboo did.

Mr. Most: The decorations to the exterior of the clubhouse and the palms are up. Bob got us some good looking lights and supplies for that. I thank Bob and John for decorating that. We set up some filing cabinets in the storage room that have eight years' worth of agenda packages in them for your personal research and education. We will also be putting the maps in there for your viewing pleasure.

Mr. Linard: They cannot leave.

Mr. Most: No, they cannot leave the building. I can make a photocopy if you need. I thank GMS for their help with the paving and restriping of the parking lot. That's all I have this month.

Mr. Price: What about the concrete work that is supposed start on the playground?

Mr. Scheerer: We got bids, but that was put on hold.

Mr. Price: I think we authorized that two months ago.

Mr. Scheerer: I knew we brought the quotes in, but I apologize. If that was authorized that it's on me. I will check on that.

Mr. Most: We had a wonderful holiday event here a week ago on Saturday. We had a Santa Claus and an elf train. Those pictures will be in the newsletter that goes out. For those of you that weren't able to attend, I brought you some gifts. Also, as a quick segway, we are going to have this coming Friday night at 7:00 a winner for decorating the monuments contest.

D. Field Manager

Mr. Scheerer: Jason handed out an email we received from Cardinal, and Mike apologizes for not being here. The clubhouse is in great shape. I received a couple calls from Mr. Fox that the initial coat that went down was not what it needed to be. There was also a discrepancy between a single coat and a double coat. There were some thin exposed pavement areas that didn't look like they got covered with a base coat. They came out and recoated that again and they were out today. Clayton spent the day with AAA. I was on the phone with Matt Greene, who is the owner of AAA. He assured me they would spray as many times as necessary to make sure the Board was happy with the work they did. He was out of town in Dallas, TX. But, I do believe they are completed as of today. They finished striping the parking spaces late today, so we will be back out again tomorrow afternoon for the normal ride through. Hopefully Mike can come tomorrow and we'll do a final punch list on the parking lot. The request is to try to open it on Wednesday. We have rain moving in, but most of the paint is dry now. Nobody will be paid until everybody is satisfied that the job is done.

Mr. Hornbeck: What was the issue with the one coat, two coat?

Mr. Scheerer: The issue was the quote was for one coat, not two coats. So at no additional coats AAA came out and applied the second coat. We were all, including myself, under the impression it was a two coat application.

Mr. Hornbeck: So Rich signed the quote for one coat?

Mr. Scheerer: Yes, that is the quote that was approved by the Board at the meeting.

Mr. Hornbeck: He might have signed a one coat quote, but I was sitting here and we agreed to two coats.

Mr. Scheerer: Okay, we got two coats at the same cost. There will not be an upcharge.

Mr. Hornbeck: Didn't somebody look at that quote besides Rich?

Mr. Scheerer: I thought we all did. It was delayed for a while before that was never executed.

Mr. Linard: I have a problem with what we define as a coat. When I look out there, I can still see five or six spots in that parking lot that were never filled in. They were sprayed over, they were not filled in.

Mr. Scheerer: They were not filling in the pot holes.

Mr. Linard: But to me, in the future it should be. They are tripping hazards.

Mr. Scheerer: I do not recall that ever coming up in any of the discussion about sealing.

Mr. Linard: I have never seen anything sealed without filling in the holes first.

Mr. Scheerer: I don't disagree with you, in the future we will make sure that repair work is included as part of the seal coat pricing.

Mr. Hornbeck: I would ask going forward that stuff like that be brought up by you guys, because you are the experts here.

Mr. Scheerer: I am not an expert in seal coat, parking, milling, and repaving. I have never claimed that. We were asked to get a price to seal coat the parking lot.

Mr. Hornbeck: Okay, I see.

Mr. Scheerer: Going forward, we will make sure any discrepancies in the parking lots are included.

Mr. Showe: As a point of reference for the Board, the contract does provide a warranty. Any defects we notice within a year of the work they have done would be fixed.

Mr. Robert Fox: That one depression that Rick is referring to, we could buy a bag of asphalt and fix it ourselves.

Mr. Scheerer: Tomorrow when they go through the community and do the punch list, point those out to Clayton and we will measure them. We will ask AAA to give us a quote to saw cut them and patch them. Moving on, the pool and splash pad are in good shape. The ponds are looking a lot better now that the weather has cooled off. We continue to meet with Cardinal each week at 1:00 on Tuesday. Mr. Hornbeck came on a ride a couple of weeks ago. Do you have any comments or questions?

Mr. Hornbeck: No, nothing additional to what I mentioned earlier with the RFP and looking at these things on a long term basis.

Mr. Scheerer: The only other couple items I have was the information we already discussed. We met with Mark Yahn, he came out and took a look at the project. We also had the golf cart service.

Mr. Bobby Fox: Has anybody brought up the streetlight outside of Magnolia? Somebody hit it.

Mr. Linard: Yes, I had Highway Patrol there too.

Mr. Scheerer: It takes a while to get those things replaced.

Mr. Linard: Alan, any time we have these big capital projects I think it is necessary for a GMS employee to be there to oversee it.

Mr. Scheerer: Yes sir.

Mr. Linard: Do we have an irrigation specialist that we could call on? The reason I ask is because we have an irrigation system with one pressure switch and we are blowing lines. Under normal conditions, they shouldn't blow. Several years back somebody mentioned if the pressure is not regulated there could be a surge.

Mr. Scheerer: I think I would look to Cardinal for that.

Mr. Linard: I don't think they know enough. In addition to that, how many meters are we paying for with reclaimed water? One meter? We've got 200 residents paying for reclaimed water and there is only one meter. Are we getting double dipped by the county?

Mr. Hornbeck: The main line coming in from Collier Parkway is a 12 inch line. Right before that big blue pipe where our meter is above ground, there is a tee. The tee has 12 inch coming in on one side and six inch coming to our piping and 8 inch going to the residents. That is completely separate. We do have two meters on reclaimed water.

Mr. Scheerer: We will do some digging and see what we can find out.

E. CDD Manager

Mr. Showe: I don't have a CDD update. Is there anything else for me or Alan?

Mr. Hornbeck: I have an issue that I would like you to address. GMS adding items to the agenda that were brought up in the previous meeting. For example, I know you made a list just now. I went through the minutes and came up with all these other things that I added because they weren't in the agenda. I know you come to the Board members to say

what other items do you want on the agenda, but I think you should be adding these items that you just made a list of to the next meeting agenda.

Mr. Showe: To make sure I get everything after the meeting, I normally write a set of summary notes and I'll send those out to the Board that way you can look at them and make sure we are on the same page and if there are any issues you can let me know.

Mr. Hornbeck: The other item I had was that we need to have local District counsel. By the next meeting, I would ask that we as a Board research or bring in whoever we feel would be our pick as counsel for the Board.

Mr. Showe: There is an RFQ process that you have to go through as a CDD. We can prepare those documents and have you take a look at them then you have to go through the advertisement process.

Mr. Hornbeck: Can we look at them individually outside of the meeting?

Mr. Showe: Once they are drafted I can send them out.

Mr. Pawelczyk: You're not required to go through an RFQ to hire District counsel.

Mr. Showe: Okay.

Mr. Pawelczyk: I've represented you guys for a long time and I understand. You can bring in counsel and replace me that day. If you want to do an RFQ process you can or you can just request Jason to solicit other law firms that do this. If you move forward with this, I would suggest not hiring District counsel that does not have experience in being CDD counsel. It is a specialized area.

Mr. Hornbeck: I don't think we need to do an RFQ.

Mr. Showe: Is there anything you want me to do?

Mr. Robert Fox: We will discuss it at the workshop and make a decision.

Mr. Hornbeck: At the workshop, I want to put on the agenda reviewing all the agreements. Having a Board with three new members, I think the Board needs to look at each one and review them.

Mr. Most: In regards to amenity management, January 30th is your extension. At the workshop you'll be discussing whether to resolute an extension on that or go month to month on that.

Mr. Hornbeck: Yes, that needs to be discussed at the workshop.

Mr. Showe: I will add that.

Mr. Most: By the next meeting on January 14th, I would be informed as to what direction the Board is taking amenity management in the future?

Mr. Robert Fox: That will be part of the discussion at the workshop.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Approval of Check Run Summary

Mr. Showe: In your general fund you have checks #1414-1439 for \$61,453.57. You have your auto pays and utilities for \$16,430.52. That totals \$77,884.09 We can answer any questions about those invoices.

Mr. Hornbeck: Thank you for adding those.

Mr. Linard: When was the last time we did an energy audit of the clubhouse? Are these air conditioners efficient?

Mr. Showe: I think if you call the power company they will do that for you at no charge.

Mr. Most: The people who have been out here have said to keep some money in the reserve for that because what you have here is not great.

Mr. Hornbeck: Wasn't the solar issue brought up?

Mr. Scheerer: I don't remember that.

Mr. Hornbeck: Does the CDD qualify for the 30% rebate?

Mr. Most: You have two options Bob, buy it or lease it.

On MOTION by Mr. Robert Fox seconded by Mr. Linard with all in favor the Check Run Summary was approved.

B. Approval of Combined Balance Sheet

Mr. Showe: No action is required by the Board. We have started to get your tax receipts in and we are 84% collected already so we are in good shape.

Mr. Bobby Fox: What are all the irrigation repairs for Cardinal?

Mr. Scheerer: We have had a few main line breaks, where they have to dig about three feet down.

Mr. Hornbeck: Did Cardinal fix that lane sensor in the circle?

Mr. Scheerer: Yes, they did. We will check it again tomorrow.

TWELTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Robert Fox seconded by Mr. Price with all in favor the meeting was adjourned.

Secretary/ Assistant Secretary

Chairman/ Vice Chairman

FRISCIA & ROSS, P.A.

Attorneys and Counselors at Law
SUITE 250
5550 WEST EXECUTIVE DRIVE
TAMPA, FLORIDA 33609

FRANCIS E. FRISCIA
BRENTON J. ROSS
GEORGE D. ROOT, III
JOHN J. CAVALIERE, III

TEL: (813) 286-0888
FAX: (813) 286-0111
www.frpalegal.com

January 4, 2019

Via Email Only: jmcconnelli@gmssf.com

Board of Directors
Dupree Lakes Community Development District
c/o Governmental Management Services
5385 N. Nob Hill Road
Sunrise, Florida 33351

Re: Legal Representation

Dear Board:

Thank you for selecting our firm for representation of Dupree Lakes Community Development District.

Friscia & Ross, PA has over 25 years of experience representing both homeowner and condominium associations in various capacities, including the collection of assessments, deed restriction enforcement matters, interpretation of association documents in conjunction with current statutory requirements, amendment of association governing documents, and construction defect litigation. The firm currently represents community associations in Hillsborough, Pinellas, Pasco and Hernando Counties as well as other counties in the Greater Tampa Bay Area. The firm has collaborated with various county and municipal governments with regard to issues involving code enforcement, ownership of land and facilities, and taxation.

I have enclosed, for your review, a copy of the firm's Martindale Hubbell Directory insert. This gives a brief biographical sketch of the attorneys that are currently with the firm.

The firm invoices all clients on a per hour basis, plus costs incurred. We currently agree to represent homeowner associations at the rate of \$250.00 per hour for Partner's time and \$195.00 per hour for Associate's time, plus any court costs incurred.

All invoices will be sent on a monthly basis to your management company, currently Government Management Services.

You can find additional information about our firm on the firm's website: www.frpalegal.com.

I hope that this engagement letter answers the questions you have about the firm's charges for services and the attorneys that work here. If you have any additional questions,

Dupree Lakes Community Development District
Re: Legal Representation
January 4, 2019
Page 2 of 3

please let us know. I look forward to working with you in the future and, again, want to thank you for considering this firm for representation of your association.

Very truly yours,

FRISCIA & ROSS, P.A.



Francis E. Friscia
Email: ffriscia@frpalegal.com

FEF/ajw
Enclosure

Agreed and Accepted on this _____ day of _____, 20__.

BY: _____

Print Name: _____

Title: _____

FRISCIA & ROSS, P.A.
5550 West Executive Drive, Suite 250
Tampa, Florida 33609
Tel. 813.286.0888 • Fax 813.286.0111

Litigation in State and Federal Courts involving representation of Homeowners Associations and Condominium Associations, Commercial Litigation, First Party Insurance Litigation, Creditor Bankruptcy Representation for Homeowners and Condominium Associations. General Condominium and Homeowner Association representation. Real Property.

FRANCIS E. FRISCIA, born September 22, 1961; admitted to Florida Bar, 1986; 1987, U.S. District Court, Southern and Middle Districts of Florida. *Education*: University of Florida (B.S., 1983); Cumberland School of Law, Samford University (J.D., 1986). Managing Associate, Tampa Office, Papy & Weissenborn, P.A., 1990-1991. Shareholder, Meirose & Friscia, P.A., 1992-2014. *Member*: Hillsborough County Bar Association and American Bar Association, Member: Tort and Insurance Practice Section; The Florida Bar; Florida Defense Lawyers Association, Community Associations Institute; Defense Research Institute.

BRENTON J. ROSS, born in South Bend, Indiana, November 9, 1977; admitted to Florida Bar, 2005, U.S. District Court, Middle District of Florida, *Education* University of Notre Dame (B.A. 2000, *cum laude*); University of Florida Levin College of Law (J.D. 2004).

GEORGE D. ROOT, III, born in Jackson, Tennessee, July 20, 1979; admitted to Florida Bar, 2010, U.S. District Courts for the Middle District of Florida and the Southern District of Florida, *Education* St. Leo University, (B.A. 2001); Stetson University College of Law, J.D. 2009) *Member* Florida Bar Association.

JOHN J. CAVALIERE, III, born in Clearwater, Florida, February 9, 1988; admitted to The Florida Bar, 2014. *Education* Florida State University (B.A., 2010); Ave Maria School of Law (J.D., 2014, *magna cum laude*). Law Clerk to Hon. Scott D. Makar, Florida First District Court of Appeal (2014-2015); Editor-in-Chief, *Ave Maria Law Review* (2014-2015); Judicial Intern to Hon. Sheri Polster Chappell, U.S. District Court for the Middle District of Florida (2013), and Hon. Cynthia A. Pivacek, Florida Twentieth Judicial Circuit, Collier County (2012-2013).

REPRESENTATIVE CLIENTS: Concentrating in representation of unit owner controlled Homeowner and Condominium Associations in West Central Florida. Working closely with select property management companies.

Friscia & Ross, P.A. is an AV rated law firm with Martindale-Hubbell.

RESOLUTION 2019-04

A RESOLUTION OF THE DUPREE LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING FRANCIS E. FRISCIA AS THE DISTRICT'S REGISTERED AGENT AND DESIGNATING THE OFFICE OF FRISCIA & ROSS, P.A. AS THE REGISTERED OFFICE

WHEREAS, Chapter 189.416 of the Florida Statutes requires each District to designate a registered office and a registered agent within 30 days after the first meeting of its governing board; and

WHEREAS, the Board of Supervisors designates Francis E. Friscia as its registered agent and designates his business address of 5550 W. Executive Dr. Suite 250, Tampa, Florida 33609, as its registered office:

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

1. Francis E. Friscia is designated as registered agent and the office at Friscia & Ross, P.A., 5550 W. Executive Dr. Suite 250, Tampa, Florida 33609 is designated as registered office of the District.
2. The District Manager shall transmit copies of this resolution to the Local Governing Authority(s) and to the State of Florida Department of Community Affairs.

Adopted this _____ day of _____, 2019

Chairman/Vice Chairman

Secretary/Assistant Secretary



Proposal

January 2, 2019

Mr. Alan Schereer
Dupree Lakes CDD
C/o Governmental Management Services
135 Wes Central Blvd., Suite 320
Orlando, FL 32801

Re: Proposal to provide Landscape
Management Services for
Dupree Lakes CDD

Dear Alan,

I appreciate your referral and introduction to Bob Fox at Dupree Lakes and the opportunity to submit our proposal for Landscape Management Service to the CDD.

During our site visit on December 11th, I thought the Community's landscape was in fair condition and believe it could truly benefit from improved maintenance practices. Some plant varieties appear to be struggling for various reasons while others may have been planted incorrectly (improper spacing). With the time of year on our side, much improvement can be made with seasonal pruning in the late winter/early spring time period and improved trimming techniques throughout the growing season. Also, soil testing should be done immediately so the results can be accounted for in the agronomic program we would implement for the property. Proper nutrition, proactive pest and disease management and balanced hydration are key to a healthy and well maintained landscape. In conjunction with improved maintenance levels, some re-planting will be required that should be well thought out to blend in with the existing plant pallet.

If retained, we would begin by developing a proper "Scope of Work" for the landscape and irrigation maintenance of the property. Further, if chosen as options by the CDD BOD, we would proceed with the creation of service maps and fee schedules to accompany the Scope of Work in the pricing of the revised program. This process would take approximately thirty days, at which time we could proceed with an RFP or negotiate with the current vendor in a joint effort with Governmental Management Services depending on the direction given by the CDD BOD. Included in our management of the RFP process is the review and analysis of the bid results, assisting with the selection process and the development of contract documents. The same type of assistance would occur if negotiating with the current vendor. Once a new contract is executed, we would schedule a startup meeting with the new contractor attempting to launch the new program successfully, establishing important milestone dates and seasonal priorities. If the CDD BOD elects to approve our ongoing management services, we would begin our monthly inspections of the property followed by a detailed report to all interested parties.

January 2, 2019

Mr. Alan Scherer
Dupree Lakes CDD
C/o Governmental Management
Services

Proposal to provide Landscape
Management Services for
Dupree Lakes CDD

Page 2 of 2

Our fee to provide the services listed above would be \$2,000.00 to develop a new scope of work only, \$2,850.00 to provide a new scope of work, service area mapping and fee schedules and \$6,150.00 to provide all of the above and administer the RFP/contractor negotiations. Our fee to provide ongoing Landscape Management services would be \$2,150.00 per month.

SunScape Consulting's monthly service would include managing all aspects of the program, including monitoring the mowing, edging and trimming process, all detailed-related work, their agronomic program, palm trimming, arbor care work, mulch Pine straw installation, irrigation system operation and repair, miscellaneous plant replacements and minor landscape repairs/enhancements. Significant projects over \$5,000.00 in value can be managed for a separate fee of 8.5%.

SunScape Consulting agrees to maintain all proper licenses for our services required by the State of Florida and maintain general liability, professional liability, business auto and workers compensation insurance coverage at policy limits commensurate with our exposure and Dupree Lakes CDD requirements. Also, SunScape Consulting assumes no responsibility for the landscape contractor's service level or negligence, including environmental accidents. If our proposal is approved, I will forward our service agreement to be signed by the appropriate CDD BOD member.

Sincerely,



Mark S. Yahn
President

MSY/bp

Price Form - Due to District Manager's Office by __/__/2019

TASK	Dupree Lakes CDD
-------------	-------------------------

Maintenance	Annual Maintenance Cost
Turf Mowing/Edging/Trimming	
Shrub/Ground Cover - Pruning/Weeding	
Tree Care - Pruning	
Mulching	
Subtotal	

Contractor may bid on any and/or all of the scopes

Pest Control and Fertilization	Annual Maintenance Cost
Turf	
Shrubs and Ground Cover	
Tree Care	
Subtotal	

Annual	Annual Maintenance Cost
Quarterly Replacement	
Subtotal	

Irrigation System Monitoring	Annual Maintenance Cost
Twice Monthly Inspection	
Subtotal	

Total	
--------------	--

Notes:

1. The amounts listed above are fixed fees for the time period noted. The fixed fee shall include the Contractor's profit and general overhead and all costs and expenses of any nature whatsoever (including, without limitation, trench safety, labor, equipment, materials and all taxes).
2. Refer to the scope of services for the specific description and frequency of the services to be provided.
3. Invoices will be submitted monthly, prorated, based on the above fees.

EXHIBIT B - Overall

SCOPE OF SERVICES/PROJECT MANUAL

Scope of Services

1. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

The Contractor shall meet the requirements and follow the procedures associated with all items in this Agreement. These general requirements and procedures are as follows:

1.1 Operation Procedures

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday unless specified otherwise or directed by the Owner. In addition, operation of leaf blowers shall be prohibited between the hours of 7:00 a.m. and 9:00 a.m. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner may designate where Contractor's crew will take breaks, lunches, and use restroom facilities.

1.2 Key Personnel

1.2.1 All Work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees for the maintenance and technical services performed under this contract.

1.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Manager shall serve as the point of contact between the Owner and Contractor. The Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services.

1.2.3 Contractor shall provide at least one (1) onsite Field Supervisor to observe and monitor the daily activities including landscape, irrigation, and general grounds maintenance operations.

1.3 Personnel Dress Code

The Contractor shall ensure that employees working on the Project shall wear professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

1.4 Personnel Conduct

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees who communicate and interact with the community and any other customer/party associated with the Project are knowledgeable of the Project and the Services the Contractor is performing.

1.5 Safety Program

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and Federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to, items necessary to protect its employees and the general public, if applicable.

1.6 Facility Location

The Owner shall not provide a facility on the Project Site for the Contractor as part of this Scope of Services. The Contractor shall, upon receipt of written approval from the Owner, be allowed to temporarily store, if necessary, its materials and equipment on site at an Owner-selected location. The Contractor shall be responsible for security of its stored materials and equipment, as well as any connections for utilities to the storage site.

1.7 Subcontractors

If the Contractor, as a part of the performance of its Services, elects to employ Subcontractors, the follow shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its Subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.

- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.9 Document Control and Data Management

1.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A "document log" shall be maintained during the work of this Contractor to provide records on the information available to or from this Contractor. The "log" shall outline document titles and dates, the originator, received dates, and to/from information. This "log" shall be updated monthly and submitted to the Owner when requested.

1.10 Verification of Data

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

1.11 Ownership of Data

It is to be understood that all data transmitted and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the Project, after which, no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all Project data, material, or equipment to the Owner immediately upon fourteen (14) days' written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return all Project data to the Owner.

1.12 Quality Control

The Owner will have the right, at any stage of the operation, to reject any or all of the Contractor's services and materials, which in the Owner's opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor's own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from irrigation system as directed by the Owner. All replacements shall meet the current size, specifications, and quality of surrounding related material. Any other CDD items damaged due to the Contractor's negligence shall be repaired or replaced as directed by the Owner at the Contractor's own expense. All repairs and replacements shall also occur within two (2) weeks of notice from the Owner. In the event work is not performed within specified timeframe Owner has right to perform work and deduct the expense from the Contractors pay.

If requested by the Owner, the Contractor will make bi-weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. A checklist will be developed by the Owner and Contractor to facilitate the bi-weekly reviews. The checklist will reflect the work performed and any necessary repairs and adjustments. The checklist will be filled out by the Owner and signed by the Owner and the Contractor. The Contractor will make repairs and adjustments, as directed by the Owner, during these site visits. A monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining all activities including potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. An annual inspection of all trees will be performed by a certified arborist to ensure proper pruning and maintenance.

2.0 COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

2.1 General Coordination

The Contractor shall meet with the Owner and its separate consultants as appropriate, on an as requested basis. Those meetings shall serve as forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner or the Contractor. -

Coordination of the construction, operation, and general maintenance at the Project is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with the need to know is crucial to the success of the Project. While all parties involved with the Project cannot be identified at this time, a partial list is provided as follows:

- CDD District Manager
- CDD District Engineer
- CDD On-site Manager
- CDD Aquatic Weed Control Maintenance Contractor
- Pasco County and its various departments
- Florida Department of Transportation
- Water Management District
- Adjacent property owners, as directed by the Owner

2.2 Contractor's Project Manager

Contractor shall designate a representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of contact, on a daily basis, between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (pager, cellular phone, or radio) and shall respond to such calls in a timely manner. This individual shall be

responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this daily schedule for quality control of the Contractor's service and for arranging and supervising unscheduled service requests by Owner.

3. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, pressure washing and litter removal, as required in this Agreement. The contractor shall make a complete site inspection of Baytree, specifically the areas of CDD maintenance. Attachment A includes plans identifying the general limits of CDD maintenance by area. All landscaping within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

3.1 Turf Care

3.1.1 Mowing

- a. All lawns located in developed areas, including St. Augustine and Bahia, shall be mowed once per week from April through September, three (3) times per month in March and October, and once every other week from November through February. Mowing shall be performed at a minimum frequency of 40 times per year.
- b. Turf areas shall be cut to a height necessary to foster photosynthesis and healthy root development.
- c. Mower blades shall be kept sharp at all times to prevent tearing of grass blades.
- d. Mulching type-mowing equipment is preferred and no side discharges are permitted on walk-behind mowers.
- e. Visible clippings after mowing shall be removed to prevent thatch build up.
- f. Various mowing patterns shall be employed to prevent ruts in the turf caused by mowers.
- g. All clippings shall be kept out of ornamental beds, off all sidewalks, roadways, and waterways.

3.1.2 Edging

- a. Hard surface edging is to be defined as outlining and/or removing turf from along all sidewalks and curbs, and soft surface edging is to be defined as outlining and/or removing turf from all tree rings and planting beds, etc. by the use of a mechanical edger.
- b. All hard surface edging shall be performed to maintain straight and sharp edges between curbs/sidewalks and turf areas. Edging shall be completed the same day and at the same frequency that an area is mowed.
- c. All soft surface edging shall be performed neatly to maintain the shape and configuration of all planting areas in a clean manner, free of imperfections, at the same frequency as detailing of plant beds (once every two weeks). All plant bed edges shall be maintained to the curves, as originally designed.
- d. The edging equipment shall be equipped with manufacturer's guard to deflect hazardous debris. String or lined trimmers shall not be used.
- e. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.

- f. The proper safety precautions shall be taken when edging (i.e., safety vest, signage, warning light, etc.) along roadways as required by Federal, State or local law, as deemed necessary by the Contractor and/or as directed by the Owner.

3.1.3 Trimming

All areas inaccessible to mowers and/or otherwise unmowable due to trees, light poles, chain link fences, signs, rocks, culverts, miscellaneous hardscape items, etc. shall be trimmed at the same height, same day, in the same frequency as mowing. This includes grass runners around all ponds. Trimming shall be performed with the use of a string trimmer or other mechanical means. Chemical use shall be encouraged when working within six (6) inches of any vinyl fence posts. All other chemical use will not be permitted unless approved by Owner.

3.2 Shrubs/Ground Cover Care

3.2.1 Pruning

- a. Detailing of planted areas shall be performed in a sectional method, with the frequency of once every three weeks. Detailing includes trimming, pruning and shaping of all shrubbery, ornamentals and ground cover, removal of under story tree suckers, removal of unwanted vegetation, and the fluffing of bark or chips. Contractor shall provide to the Owner a sectional detailing operation map for review and approval within 30 days after the Contractor's notice to proceed.
- b. Shrubs shall be hand clipped to remove only the top excess growth. Hedge sheering shall not be performed until shrub rows are completely full and have obtained at least three (3) feet full height. Pruning sides of shrubs shall be avoided to allow the mass to naturally fill.
- c. No pruning shall be performed on live wood that alters the shape and fullness with respect to the intended character of the plantings. Any shrub damage from equipment, other negligent activities, or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- d. Shrubs shall be pruned according to Owner's specific instructions.
- e. Summer flowering shrubs shall be pruned yearly during late winter/early spring (late February – April).
- f. Spring flowering shrubs shall be pruned yearly after blooming.
- g. Broad leaf evergreen shrubs shall be hand-pruned yearly to maintain their natural appearance after the new growth has hardened off.
- h. Conifers shall be pruned yearly after the foliage of the new growth has changed color.
- i. Ground covers shall be edged and pruned to contain them within the planting beds.
- j. The main stem of shrubs or vine-lie plants planted near fences shall be secured to the fence with plastic tie material to allow new growth to be guided as directed by the Owner.
- k. All clippings shall be removed from all sidewalks, roadways, and waterways, and disposed off-site.
- l. Selective pruning, balling and shaping shall be performed as needed to expose landscape lights and remove all dead wood.

3.2.2 Weeding

- a. The Contractor shall be required to maintain all mulched areas free of weeds to a level that is acceptable to the Owner by hand pulling or chemical means as environmental, horticultural and weather conditions permit. An appropriate combination of "pre" and "post" emergent is strongly recommended. Weeding shall be performed in conjunction with the detailing of planted areas at a minimum frequency of once every three weeks. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeds around impervious surfaces shall be sprayed as soon as observed. All weeds collected shall be removed and disposed off-site.
- b. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhere to or failing to adhere to these regulations.
- c. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.2.3 Mulching

All mulched beds shall be turned over for a fresh appearance during ever other required bed detailing sequence. Premium cypress mulch shall be installed two times per year in Spring and Fall at a depth of 1.5 inches to 2 inches. Mulch in excess of 2 inches shall be removed from the planting areas.

3.2.4 pH Adjustment

A soil analysis and pH adjustment shall be provided for shrubs/ground cover.

3.3 Tree Care

3.3.1 Pruning

- a. Removal of dead limbs and branches from all trees shall occur at a minimum of two times per year, February and August, or as directed by the Owner. No pruning should be performed on live wood that would affect the fullness with respect to the intended character of the plantings. Any tree damaged from equipment, other negligent activities or improper pruning shall be replaced by the Contractor at no additional cost to the Owner.
- b. Removal of all sucker growth from base of trees shall be performed on a regular basis. Contractor shall remove any limbs, which in the Owner's opinion, pose a threat to public safety.

Contractor will provide specific pruning practices, unless otherwise directed by the Owner, for the following items:

- Oaks: Generally prune trees to maintain the desired uniform appearance by thinning or tipping. No topping shall be performed on

oak trees. Branches are encouraged to hang over walks with adequate pedestrian and bicycle clearance.

- Crape myrtles: Crape myrtles shall be tipped in January, but only by approximately two to three feet. Sever topping shall be considered out of character.
 - Wax Myrtle: Wax myrtles shall be tipped mildly in January, cleaned at the base to two feet clear trunk and dead wood removed.
 - Holly: Burford hollies shall be kept full headed and pruned only to bring clear trunk level to two feet above ground cover level. All holly trees shall be hand-clipped (not hedged) for naturally formed appearance. Sever shearing into "pyramids or lollipops" shall be avoided.
 - Ligustrum: Ligustrums shall be hand clipped for natural form. Sever shearing into "gloves" shall be avoided, unless directed by the Owner.
 - Magnolias: Prune only sucker growth to maintain an attractive, clear trunk appearance.
 - Sabal (cabbage) Palms: Complete pruning of trees once per year.
 - Queen Palms: Pruning of trees once per year, however prune seed pods as necessary.
 - Madjool Palms: Pruning of trees once per year, however prune seed pods as necessary.
- c. Other ornamental trees shall be pruned yearly during late winter/early spring (late February – April).
- d. All other trees shall be pruned yearly to enhance their natural character as directed by the Owner.
- e. Trees shall be canopied in a manner that will prevent interference with pedestrian walkways, as well as assist in the general appearance of the property. This service will be performed as necessary during the detail three-week rotation to maintain uniformity and property clearances.
- f. Selective pruning and shaping shall be performed as needed to expose landscape lights.

3.3.2 Mulching

All individual isolated trees shall have their tree ring remulched as per the requirements of 3.2.3.

3.3.3 Hand Watering

- a. Contractor shall provide hand watering for all planted trees that are not fully covered by irrigation. Contractor shall provide an average of 50 gallons of water, per tree, per daily application, three (3) days per week for the first four (4) months; 30 gallons of water, per tree, per daily application, two (2) days per week for the next four (4) months; and 10 gallons of water, per tree, per daily application, two (2) days per week for last four (4) months of the contract period.
- b. Contractor shall be responsible to decrease or increase hand watering application rates for the health and survival of the trees. Any trees that decline beyond acceptance to the Owner or die due to lack of watering shall be replaced at the

Contractor's own expense, as per paragraph 1.12. If the Contractor believes the water application rates need to increase for the health survival of the trees, the Contractor must initiate the increased rate by contacting the Owner. Any increase in hand watering applications beyond the requirements of this Scope shall be considered unscheduled maintenance.

3.4 Litter Removal

3.4.1 Landscape Areas

Any litter found in planting beds or in turf areas shall be collected and disposed of off-site prior to each mowing cycle.

3.4.2 Road Rights-of-Way, Ponds, Parks

Contractor shall monitor all road rights-of-way, stormwater ponds, and parks to collect any litter and dispose of the litter off-site.

4. UNSCHEDULED MAINTENANCE AND REPAIRS

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Scope of Services. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

4.1 General

The Contractor shall be responsible for all repairs within the Phase 1 limits of work unless directed otherwise by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and, therefore, shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion, are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one execute copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time-and-material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner, shall include copies of invoices from others providing work or materials on

the repair.

4.2 Damaged Facilities

- 4.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

4.3 Emergency Repairs

- 4.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time-and-material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 4.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time-and-material basis.
- 4.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner prior to commencing the repair. However, a Work Authorization will be completed and referenced on the Contractor's monthly invoice to the Owner.

4.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.
- Provide mowing of undeveloped areas.
- Provide, in late October of each year, over-seeding in undeveloped Bahia areas with Winter Rye. The Contractor shall provide seeding mix to the Owner for approval prior to application. Any reapplications required, in the Owner's

opinion, due to poor germination or inconsistent coverage, shall be provided at the Contractor's own expense.

- Provide selective weeding and pruning for existing wooded areas.

END OF SCOPE OF SERVICES

DRAFT

EXHIBIT B - Irrigation

SCOPE OF SERVICES/PROJECT MANUAL

Scope of Services

1. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

The Contractor shall meet the requirements and follow the procedures associated with all items in this Agreement. These general requirements and procedures are as follows:

1.1 Operation Procedures

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday unless specified otherwise or directed by the Owner. In addition, operation of leaf blowers shall be prohibited between the hours of 7:00 a.m. and 9:00 a.m. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner may designate where Contractor's crew will take breaks, lunches, and use restroom facilities.

1.2 Key Personnel

1.2.1 All Work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees for the maintenance and technical services performed under this contract.

1.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Manager shall serve as the point of contact between the Owner and Contractor. The Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services.

1.2.3 Contractor shall provide at least one (1) onsite Field Supervisor to observe and monitor the daily activities including landscape, irrigation, and general grounds maintenance operations.

1.3 Personnel Dress Code

The Contractor shall ensure that employees working on the Project shall wear professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

1.4 Personnel Conduct

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees who communicate and interact with the community and any other customer/party associated with the Project are knowledgeable of the Project and the Services the Contractor is performing.

1.5 Safety Program

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and Federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to, items necessary to protect its employees and the general public, if applicable.

1.6 Facility Location

The Owner shall not provide a facility on the Project Site for the Contractor as part of this Scope of Services. The Contractor shall, upon receipt of written approval from the Owner, be allowed to temporarily store, if necessary, its materials and equipment on site at an Owner-selected location. The Contractor shall be responsible for security of its stored materials and equipment, as well as any connections for utilities to the storage site.

1.7 Subcontractors

If the Contractor, as a part of the performance of its Services, elects to employ Subcontractors, the follow shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its Subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.

- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.9 Document Control and Data Management

1.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A “document log” shall be maintained during the work of this Contractor to provide records on the information available to or from this Contractor. The “log” shall outline document titles and dates, the originator, received dates, and to/from information. This “log” shall be updated monthly and submitted to the Owner when requested.

1.10 Verification of Data

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

1.11 Ownership of Data

It is to be understood that all data transmitted and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the Project, after which, no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all Project data, material, or equipment to the Owner immediately upon fourteen (14) days’ written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return all Project data to the Owner.

1.12 Quality Control

The Owner will have the right, at any stage of the operation, to reject any or all of the Contractor’s services and materials, which in the Owner’s opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor’s own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from irrigation system as directed by the Owner. All replacements shall meet the current size, specifications, and quality of surrounding related material. Any other CDD items damaged due to the Contractor’s negligence shall be repaired or replaced as directed by the Owner at the Contractor’s own expense. All repairs and replacements shall also occur within two (2) weeks of notice from the Owner. In the event work is not performed within specified timeframe Owner has right to perform work and deduct the expense from the Contractors pay.

If requested by the Owner, the Contractor will make bi-weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. A checklist will be developed by the Owner and Contractor to facilitate the bi-weekly reviews. The checklist will reflect the work performed and any necessary repairs and adjustments. The checklist will be filled out by the Owner and signed by the Owner and the Contractor. The Contractor will make repairs and adjustments, as directed by the Owner, during these site visits. A monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining all activities including potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. An annual inspection of all trees will be performed by a certified arborist to ensure proper pruning and maintenance.

2.0 COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

2.1 General Coordination

The Contractor shall meet with the Owner and its separate consultants as appropriate, on an as requested basis. Those meetings shall serve as forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner or the Contractor. -

Coordination of the construction, operation, and general maintenance at the Project is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with the need to know is crucial to the success of the Project. While all parties involved with the Project cannot be identified at this time, a partial list is provided as follows:

- CDD District Manager
- CDD District Engineer
- CDD On-site Manager
- CDD Aquatic Weed Control Maintenance Contractor
- Pasco County and its various departments
- Florida Department of Transportation
- Water Management District
- Adjacent property owners, as directed by the Owner

2.2 Contractor's Project Manager

Contractor shall designate a representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of contact, on a daily basis, between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (pager, cellular phone, or radio) and shall respond to such calls in a timely manner. This individual shall be

responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this daily schedule for quality control of the Contractor's service and for arranging and supervising unscheduled service requests by Owner.

3. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, pressure washing and litter removal, as required in this Agreement. The contractor shall make a complete site inspection of Baytree, specifically the areas of CDD maintenance. Attachment A includes plans identifying the general limits of CDD maintenance by area. All landscaping within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

3.1 Irrigation System

3.1.1 General Requirements

- a. The Contractor shall be responsible for continual, full operation of all system parts. Any plant damage resulting from non-operation of system, over-watering, or insufficient watering due to maintenance neglect shall be the Contractor's responsibility, as per Section 1.12. Contractor shall replace damaged materials or reimburse the Owner for the cost of replacement or repairs as directed by the Owner.
- b. The Contractor shall be responsible for repairs to the system caused by the Contractor or by the Contractor's neglect for the term of this Agreement.
- c. Automatic irrigation system will be programmed weekly to provide watering frequency sufficient to replace soil moisture below the root zone.
- d. All irrigation shall run between 1:00 a.m. and 7:00 a.m. Any extension from this schedule shall be approved by the Owner.

3.1.2 Monitoring/Adjustments

- a. The Contractor shall inspect the entire operation of the system no less than once every two weeks. A written report shall be furnished to the Owner at the completion of each inspection. During this inspection, the Contractor shall perform the following:
 - Activate each zone of the existing system.
 - Visually check for and report any damaged heads or ones needing repair.
 - Ensure the operation and coverage is sufficient for proper healthy landscape growing conditions.
- b. Spray patterns for all irrigation heads shall be adjusted, if required, when detected by the Contractor or as directed by the Owner.
- c. Any adjustments to the spray nozzles, spray patterns, controllers, etc. required to provide optimum growth of the landscape shall be provided on an as-needed basis as part of the base Scope of Services.

3.1.3 Valve/Valve Boxes

- a. The Contractor shall provide any miscellaneous cleaning of valves for proper functioning on an as-needed basis.
- b. The Contractor shall ensure that all valve boxes remain flush and level with grade. The valve boxes shall be kept free of any overgrowth of plant material or sod. The interior of each box shall be kept clean and lined with pea gravel, as needed, as per the original construction details.

4. UNSCHEDULED MAINTENANCE AND REPAIRS

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Scope of Services. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

4.1 General

The Contractor shall be responsible for all repairs within the Phase I limits of work unless directed otherwise by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and, therefore, shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion, are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one execute copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time-and-material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner, shall include copies of invoices from others providing work or materials on the repair.

4.2 Damaged Facilities

4.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

4.2.2 Irrigation Repairs

- a. All breaks shall be repaired immediately. Lines shall be flushed thoroughly before installing new heads.
- b. All replacement parts shall be the same manufacture as the initial irrigation installation. Execution of all repairs/installation shall be as per original construction details/specifications.
- c. Above-ground irrigation components damaged by the Contractor while performing landscape maintenance activities shall be repaired and replaced by the Contractor within 24 hours at no change to the Owner.
- d. Any damage on property due to washouts created by irrigation breaks that went undetected for a period of time due to negligence of the Contractor shall be repaired by the Contractor at no charge to the Owner.
- e. Irrigation components damaged by accident caused by someone other than the Contractor, by wear and tear, or by vandalism shall be reported to the Owner immediately. Execution and payment for these repairs is explained in Section 4.1.

4.3 Emergency Repairs

- 4.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time-and-material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 4.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time-and-material basis.
- 4.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner prior to commencing the repair. However, a Work Authorization will be completed and referenced on the Contractor's monthly invoice to the Owner.

4.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.

- Provide mowing of undeveloped areas.
- Provide, in late October of each year, over-seeding in undeveloped Bahia areas with Winter Rye. The Contractor shall provide seeding mix to the Owner for approval prior to application. Any reapplications required, in the Owner's opinion, due to poor germination or inconsistent coverage, shall be provided at the Contractor's own expense.
- Provide selective weeding and pruning for existing wooded areas.

END OF SCOPE OF SERVICES

DRAFT

EXHIBIT B - Annuals

SCOPE OF SERVICES/PROJECT MANUAL

Scope of Services

1. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

The Contractor shall meet the requirements and follow the procedures associated with all items in this Agreement. These general requirements and procedures are as follows:

1.1 Operation Procedures

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday unless specified otherwise or directed by the Owner. In addition, operation of leaf blowers shall be prohibited between the hours of 7:00 a.m. and 9:00 a.m. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner may designate where Contractor's crew will take breaks, lunches, and use restroom facilities.

1.2 Key Personnel

1.2.1 All Work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees for the maintenance and technical services performed under this contract.

1.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Manager shall serve as the point of contact between the Owner and Contractor. The Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services.

1.2.3 Contractor shall provide at least one (1) onsite Field Supervisor to observe and monitor the daily activities including landscape, irrigation, and general grounds maintenance operations.

1.3 Personnel Dress Code

The Contractor shall ensure that employees working on the Project shall wear professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

1.4 Personnel Conduct

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees who communicate and interact with the community and any other customer/party associated with the Project are knowledgeable of the Project and the Services the Contractor is performing.

1.5 Safety Program

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and Federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to, items necessary to protect its employees and the general public, if applicable.

1.6 Facility Location

The Owner shall not provide a facility on the Project Site for the Contractor as part of this Scope of Services. The Contractor shall, upon receipt of written approval from the Owner, be allowed to temporarily store, if necessary, its materials and equipment on site at an Owner-selected location. The Contractor shall be responsible for security of its stored materials and equipment, as well as any connections for utilities to the storage site.

1.7 Subcontractors

If the Contractor, as a part of the performance of its Services, elects to employ Subcontractors, the follow shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its Subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.

- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.9 Document Control and Data Management

1.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A "document log" shall be maintained during the work of this Contractor to provide records on the information available to or from this Contractor. The "log" shall outline document titles and dates, the originator, received dates, and to/from information. This "log" shall be updated monthly and submitted to the Owner when requested.

1.10 Verification of Data

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

1.11 Ownership of Data

It is to be understood that all data transmitted and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the Project, after which, no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all Project data, material, or equipment to the Owner immediately upon fourteen (14) days' written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return all Project data to the Owner.

1.12 Quality Control

The Owner will have the right, at any stage of the operation, to reject any or all of the Contractor's services and materials, which in the Owner's opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor's own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from irrigation system as directed by the Owner. All replacements shall meet the current size, specifications, and quality of surrounding material. Any other CDD items damaged due to the Contractor's negligence shall be repaired or replaced as directed by the Owner at the Contractor's own expense. All repairs and replacements shall also occur within two (2) weeks of notice from the Owner. In the event work is not performed within specified timeframe Owner has right to perform work and deduct the expense from the Contractors pay.

If requested by the Owner, the Contractor will make bi-weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. A checklist will be developed by the Owner and Contractor to facilitate the bi-weekly reviews. The checklist will reflect the work performed and any necessary repairs and adjustments. The checklist will be filled out by the Owner and signed by the Owner and the Contractor. The Contractor will make repairs and adjustments, as directed by the Owner, during these site visits. A monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining all activities including potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. An annual inspection of all trees will be performed by a certified arborist to ensure proper pruning and maintenance.

2.0 COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

2.1 General Coordination

The Contractor shall meet with the Owner and its separate consultants as appropriate, on an as requested basis. Those meetings shall serve as forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner or the Contractor. -

Coordination of the construction, operation, and general maintenance at the Project is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with the need to know is crucial to the success of the Project. While all parties involved with the Project cannot be identified at this time, a partial list is provided as follows:

- CDD District Manager
- CDD District Engineer
- CDD On-site Manager
- CDD Aquatic Weed Control Maintenance Contractor
- Pasco County and its various departments
- Florida Department of Transportation
- Water Management District
- Adjacent property owners, as directed by the Owner

2.2 Contractor's Project Manager

Contractor shall designate a representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of contact, on a daily basis, between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (pager, cellular phone, or radio) and shall respond to such calls in a timely manner. This individual shall be

responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this daily schedule for quality control of the Contractor's service and for arranging and supervising unscheduled service requests by Owner.

3. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, pressure washing and litter removal, as required in this Agreement. The contractor shall make a complete site inspection of Baytree, specifically the areas of CDD maintenance. Attachment A includes plans identifying the general limits of CDD maintenance by area. All landscaping within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

3.1 Annuals

- 3.1.1 Annual flowers will be changed (4) times per year at only the entrance monuments (front and rear) with selected 4 inch varieties best suited to the seasonal and environmental conditions at the ideal spacing for the varieties chosen (average 8" spacing).
- 3.1.2 Fungicides and insecticides will be applied as needed to maintain healthy planting beds.
- 3.1.3 Annual flower beds will be serviced as needed to remove flowers that are fading or dead ("deadheading") to prolong blooming time and to improve the general appearance of the plant.
- 3.1.4 All soils will be roto-tilled to a depth of 4 inches after removing and prior to installing new flowers.
- 3.1.5 Annual flower beds are not to be left empty for more than 4 working days at any given time, unless replacement is prevented by severe weather conditions. If replacement material is needed to keep all beds full and healthy between scheduled changes, **Contractor** will remove and install new material at no additional cost to the **Owner**, except in the case of damage due to severe weather conditions (flooding, high winds and frost).

4. UNSCHEDULED MAINTENANCE AND REPAIRS

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Scope of Services. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

4.1 General

The Contractor shall be responsible for all repairs within the Phase 1 limits of work unless directed otherwise by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and, therefore, shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion,

are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one execute copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time-and-material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner, shall include copies of invoices from others providing work or materials on the repair.

4.2 Damaged Facilities

- 4.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

4.3 Emergency Repairs

- 4.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time-and-material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 4.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time-and-material basis.
- 4.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner prior to commencing the repair. However, a Work Authorization will be completed and referenced on the Contractor's monthly invoice to the Owner.

4.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in addition

to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.
- Provide mowing of undeveloped areas.
- Provide, in late October of each year, over-seeding in undeveloped Bahia areas with Winter Rye. The Contractor shall provide seeding mix to the Owner for approval prior to application. Any reapplications required, in the Owner's opinion, due to poor germination or inconsistent coverage, shall be provided at the Contractor's own expense.
- Provide selective weeding and pruning for existing wooded areas.

END OF SCOPE OF SERVICES

DRAFT

EXHIBIT B – Fert/Pest

SCOPE OF SERVICES/PROJECT MANUAL

Scope of Services

1. GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

The Contractor shall meet the requirements and follow the procedures associated with all items in this Agreement. These general requirements and procedures are as follows:

1.1 Operation Procedures

The Contractor shall perform the basic services outlined within the Scope of Services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday unless specified otherwise or directed by the Owner. In addition, operation of leaf blowers shall be prohibited between the hours of 7:00 a.m. and 9:00 a.m. The Contractor may submit a request for additional operation time, in response to poor weather conditions, to be reviewed for approval by the Owner. The Owner may designate where Contractor's crew will take breaks, lunches, and use restroom facilities.

1.2 Key Personnel

1.2.1 All Work shall be managed and/or directed by key personnel identified in the proposal. Any changes in the assigned key personnel shall be subject to approval by the Owner. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees for the maintenance and technical services performed under this contract.

1.2.2 Contractor shall provide one (1) Project Manager who is knowledgeable of the Contractor's daily activities when performed at the site. This Manager shall serve as the point of contact between the Owner and Contractor. The Manager shall be responsible for coordinating all scheduled services with the Owner and for the timely scheduling of unscheduled maintenance services.

1.2.3 Contractor shall provide at least one (1) onsite Field Supervisor to observe and monitor the daily activities including landscape, irrigation, and general grounds maintenance operations.

1.3 Personnel Dress Code

The Contractor shall ensure that employees working on the Project shall wear professional attire at all times. Clothing that expresses or implies obscene language or graphics, degrading or demeaning connotations, or in the opinion of the Owner is unsightly for any reason, shall be strictly prohibited. Contractor personnel shall wear shirts at all times and shall wear footwear that conforms to safe work practices.

1.4 Personnel Conduct

The Contractor shall enforce strict discipline and good order among its employees on the Project site. The Contractor shall ensure that its employees who communicate and interact with the community and any other customer/party associated with the Project are knowledgeable of the Project and the Services the Contractor is performing.

1.5 Safety Program

The Contractor shall develop, implement, and maintain a safety program for its operations on the Project. That safety program shall include, at a minimum, a safety policy, safety rules and procedures, safety training, procedures for reinforcing and monitoring safety programs, procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping.

The Contractor shall comply with all State of Florida and Federal and local regulations, rules and orders, as they pertain to occupational safety and health, the safe operation and security of the facilities.

The Contractor shall provide, at the Contractor's expense, all safety equipment and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to, items necessary to protect its employees and the general public, if applicable.

1.6 Facility Location

The Owner shall not provide a facility on the Project Site for the Contractor as part of this Scope of Services. The Contractor shall, upon receipt of written approval from the Owner, be allowed to temporarily store, if necessary, its materials and equipment on site at an Owner-selected location. The Contractor shall be responsible for security of its stored materials and equipment, as well as any connections for utilities to the storage site.

1.7 Subcontractors

If the Contractor, as a part of the performance of its Services, elects to employ Subcontractors, the follow shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its Subcontractors.
- The Contractor shall require all of its Subcontractors, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.8 Consultants

If the Contractor, as a part of the performance of its Services, elects to employ consultants, the following shall apply:

- The Contractor shall be responsible for, and coordinate with, the services of any of its consultants.

- The Contractor shall require all consultants, as a condition of employment, to agree to the applicable terms and conditions identified in the Contract Documents.

1.9 Document Control and Data Management

1.9.1 Document Control

The Contractor shall keep accurate records of documents received and, if applicable, issued by this Contractor. A "document log" shall be maintained during the work of this Contractor to provide records on the information available to or from this Contractor. The "log" shall outline document titles and dates, the originator, received dates, and to/from information. This "log" shall be updated monthly and submitted to the Owner when requested.

1.10 Verification of Data

All data provided to the Contractor shall be examined for consistency with its records and work efforts. Any obvious inconsistency shall be reported to the Owner verbally and in writing, upon discovery.

1.11 Ownership of Data

It is to be understood that all data transmitted and material/equipment purchased under this contract by the Contractor or provided to the Contractor, either by the Owner or third parties, are the sole properties of the Owner. The Contractor shall have temporary charge of the data while performing contracted services for the Project. All data shall be returned to the Owner at the conclusion of the Project, after which, no copies of the data may be kept by the Contractor without the express written permission of the Owner.

The Owner shall retain the right to require that the Contractor transfer all Project data, material, or equipment to the Owner immediately upon fourteen (14) days' written notice, for any reason. The same procedures shall apply should it become necessary for the Contractor to voluntarily return all Project data to the Owner.

1.12 Quality Control

The Owner will have the right, at any stage of the operation, to reject any or all of the Contractor's services and materials, which in the Owner's opinion does not meet the requirements of these specifications. Throughout the entire landscape, the Contractor shall maintain the installed number of shrubs, ground cover, and trees in addition to the installed amount of turf grasses. The Contractor shall replace or reimburse the Owner for the cost of replacement or repairs, at the Contractor's own expense, those turf areas, shrubs, ground cover, and trees that are damaged or lost due to insects, disease, fungus, and/or over watering or insufficient watering from irrigation system as directed by the Owner. All replacements shall meet the current size, specifications, and quality of surrounding related material. Any other CDD items damaged due to the Contractor's negligence shall be repaired or replaced as directed by the Owner at the Contractor's own expense. All repairs and replacements shall also occur within two (2) weeks of notice from the Owner. In the event work is not performed within specified timeframe Owner has right to perform work and deduct the expense from the Contractors pay.

If requested by the Owner, the Contractor will make bi-weekly walk-through reviews of the entire site related to visual observations and the Contractor's performance. A checklist will be developed by the Owner and Contractor to facilitate the bi-weekly reviews. The checklist will reflect the work performed and any necessary repairs and adjustments. The checklist will be filled out by the Owner and signed by the Owner and the Contractor. The Contractor will make repairs and adjustments, as directed by the Owner, during these site visits. A monthly Maintenance Report shall be generated by the Contractor and submitted to the Owner outlining all activities including potential problem areas and the Contractor's proposed corrective action, upcoming work approval request, coordination, scheduling, etc. An annual inspection of all trees will be performed by a certified arborist to ensure proper pruning and maintenance.

2.0 COORDINATION

The Contractor shall provide coordination with the Owner for all items associated with the requirements of this Agreement.

2.1 General Coordination

The Contractor shall meet with the Owner and its separate consultants as appropriate, on an as requested basis. Those meetings shall serve as forum for the exchange of information, identification of pertinent and critical issues, determination of an action plan and schedule for resolving those issues, review of schedule and budget status, and discussion of other landscape, irrigation and maintenance related issues deemed appropriate by the Owner or the Contractor. -

Coordination of the construction, operation, and general maintenance at the Project is considered one of the many critical activities of the Contractor. Further, coordination of those efforts with all parties involved, or those with the need to know is crucial to the success of the Project. While all parties involved with the Project cannot be identified at this time, a partial list is provided as follows:

- CDD District Manager
- CDD District Engineer
- CDD On-site Manager
- CDD Aquatic Weed Control Maintenance Contractor
- Pasco County and its various departments
- Florida Department of Transportation
- Water Management
- Adjacent property owners, as directed by the Owner

2.2 Contractor's Project Manager

Contractor shall designate a representative who will be responsible for overall supervision of the Contractor's work force on the Project and shall act as the single point of contact, on a daily basis, between the Owner and the Contractor. This individual shall maintain at all times a means of being contacted by the Owner (pager, cellular phone, or radio) and shall respond to such calls in a timely manner. This individual shall be

responsible for maintaining the Contractor's schedule of activities and notifying the Owner of this daily schedule for quality control of the Contractor's service and for arranging and supervising unscheduled service requests by Owner.

3. SCHEDULED OPERATIONS AND MAINTENANCE

The Contractor shall meet all requirements associated with turf care, shrubs/ground cover care, tree care, irrigation system, pressure washing and litter removal, as required in this Agreement. The contractor shall make a complete site inspection of Baytree, specifically the areas of CDD maintenance. Attachment A includes plans identifying the general limits of CDD maintenance by area. All landscaping within the CDD areas shall be maintained by this Contractor in accordance with the following requirements:

3.1 Turf Care

3.1.1 Weed and Disease Control

- a. Two (2) applications (full coverage) of weed and disease/fungus control shall be provided in the months of March and November of each year for all St. Augustine and Bahia areas. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense. Weeding shall be performed to a level that is acceptable to the Owner. Additional requirements for weed control are defined in paragraph 3.2.2
- b. Turf areas shall be continuously monitored for infestations of disease/fungus and weeds and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All State and Federal regulations governing the use/application of chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to these regulations.
- d. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.1.2 Fertilization

All fertilizers shall be applied (full coverage) according to manufacturer's instructions. Fertilizers shall be applied when the turf is dry and not over an early morning dew. Fertilizers shall be watered following application on the same day. Apply lawn fertilizer with broadcast spreaders and overlap consistently for uniform coverage.

- a. A custom blended granular fertilizer shall be applied at least four (4) times per year (February, April, June, and October) for St. Augustine and Bermuda. Bahia shall be fertilized three (3) times per year (March, July, and November). Additional applications of micronutrients may be needed in July or August for St. Augustine and Bermuda turf. Analysis, scheduled applications, and application rates per 1,000 square feet shall be approved by the Owner and at a minimum include a full trace element package of iron, magnesium, zinc and calcium. Analysis may be different depending on the season of application and should always meet the specific site conditions.

The minimum application rate shall be one (1) pound of nitrogen per 1,000 square feet per application. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.

- b. The Owner reserves the right to make reasonable adjustments to the specifications, timing, rate of application and elementary composition according to actual horticultural conditions at the time.
- c. To maintain uniform turf color, fertilization shall be completed within ten (10) working days per phase in its entirety.
- d. All fertilizers shall be kept out of canals and stormwater retention ponds and be removed immediately from all sidewalks and roadways.
- e. A report shall be submitted immediately following fertilization indicating work performed.
- f. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- g. Contractor shall provide MDSO sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MDSO sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.1.3 Pest Control

- a. The Contractor shall provide four (4) applications (full coverage) of insect control per year in the months of March, May, July and September for St. Augustine and Bahia. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Turf areas shall be continuously monitored for infestations of insects and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- d. Contractor shall provide MDSO sheets for all chemicals to the Owner prior to start of contract. Contractor shall also provide MDSO sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.1.4 pH Adjustment

It is anticipated that the soil pH level may require adjustment in various areas throughout the Project site. The Contractor shall perform, as directed by the Owner, soil tests for any and all areas where the landscape is not responding adequately to the landscape care program. Based on the pH test results, the Contractor shall provide a pH adjustment program, if required, to be approved by the Owner. These areas will be monitored and, as directed by the Owner, follow-up tests will be required. The soil test and the pH adjustments shall be considered part of the base scope of Services.

3.2 Shrubs/Ground Cover Care

3.2.2 Fertilization

- a. A custom blend fertilizer shall be applied at least three (3) times per year (February, May and October). Analysis shall include a trace element of iron, magnesium, zinc and calcium. Analysis and program should be structured to meet the specific site conditions. Reapplications, if required in the Owner's opinion, shall be provided at the Contractor's own expense.
- b. Fertilizers shall be applied at a rate of 12 pounds of nitrogen per 1,000 square feet of bed area.
- c. Fertilizers shall have the following:
 1. Forty percent nitrogen derived from sulfate; 60% from controlled release.
 2. A ratio of nitrogen to potassium at 1 to 1.
 3. Two percent iron, minimum.
 4. Two percent magnesium, minimum.
 5. One percent magnesia, minimum.
 6. Three percent phosphorous, minimum.
 7. Include elements of calcium, boron, copper, zinc and phosphor.
- d. Alternative fertilizer analysis may be approved by the Owner, if the Contractor substantiates reasons for healthier plant growth.
- e. Granular fertilizer shall be applied by hand or hand-operated broadcast spreader insuring uniform coverage. Fertilization shall be completed within ten (10) working days.
- f. All fertilizer shall be kept out of canals and lakes and be removed immediately from all sidewalks, pedestrian areas and roadways.
- g. A report containing name of product applied, mix ratio, rate of application, amount of product applied, and location of application shall be submitted immediately following fertilization.
- h. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to. Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- i. Contract shall provide MSDS sheets for all chemicals to the Owner prior to start of the contract. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.2.3 Pest and Disease Control

- a. The Owner shall be notified one week prior to any chemical application. All over spray shall be prevented and contact with any pedestrians, their property or pets shall be strictly avoided.
- b. All landscape areas shall be continuously monitored for infestations of insects and disease/fungus, and treated immediately for proper control. Contractor shall provide a monthly monitoring report of these activities to the Owner.
- c. Six (6) applications (full coverage) of insect and disease control shall be required per year in the months of February, April, June, August, October and December. Any reapplications required, in the Owner's opinion, shall be provided at the Contractor's own expense.

- d. Use manufacturers' instructions for proper applications. Operating personnel shall be knowledgeable for monitoring and identification and licensed for application. All chemicals shall be used in strict accordance with Federal, State and County directive on environmental control and carry an EPA approval number.
- e. All State and Federal regulations governing the use/application chemicals shall be strictly adhered to; Contractor assumes all related liability for adhering to or failing to adhere to these regulations.
- f. Contractor shall provide MSDS sheets for all chemicals to the Owner prior to start of the Agreement. Contractor shall also provide MSDS sheets for any changes in chemical use to the Owner, prior to application, throughout the entire contract period.

3.2.4 pH Adjustment

A soil analysis and pH adjustment shall be provided for shrubs/ground cover as per section 3.1.7.

3.3 Tree Care

3.3.1 Fertilization

Trees, except for Palms, shall be fertilized as per the requirements of 3.2.3. Established palms shall be fertilized with a slow release palm fertilizer a minimum of twice per year in the March/April and July/August timeframes. A palm fertilizer in the form of slow release pellets containing roughly 12 to 13 percent nitrogen, 3 to 4 percent potassium, 12 to 13 percent phosphorus plus trace elements should be used. Any alternative fertilizer analysis recommended specifically for individual trees may be approved if the Contractor substantiates reasons for healthier plant growth.

3.3.2 Pest Control

Preventative insect/disease control treatments shall be provided for individual trees, as per the requirements of 3.2.4.

3.3.3 pH Adjustment

Soil testing and pH adjustment shall be provided as per the requirements of 3.1.7.

4. UNSCHEDULED MAINTENANCE AND REPAIRS

The Contractor shall be equipped and organized to provide any unscheduled maintenance and repairs required in this Scope of Services. The following addresses the general procedures for unscheduled maintenance and repairs, response to damaged facilities and emergencies, and unscheduled maintenance activities.

4.1 General

The Contractor shall be responsible for all repairs within the Phase 1 limits of work unless directed otherwise by the Owner. Repairs that result from the Contractor's failure to properly perform the Services under this Scope of Services shall not be considered an Additional Service and, therefore, shall not warrant additional compensation to the Contractor. Repairs that, in the Contractor and Owner's opinion, are not as a result of Contractor negligence shall be deemed an Additional Service and shall, at the Owner's election, be made by the Contractor upon receipt of a Work Authorization from the Owner. When the Contractor determines that a repair is necessary, the Contractor shall submit to the Owner a Work Authorization form together with the Contractor's estimate of the cost to perform the repair. Whenever possible, this Work Authorization and cost estimate should be sent to the Owner seven (7) calendar days in advance of the Contractor performing the Services. The Owner shall return one execute copy of the Work Authorization form and shall indicate the method of compensation. In the event the Services are to be provided on a unit price or time-and-material basis, within seven (7) calendar days upon completion of the Services, the Contractor shall submit to the Owner, an itemized listing of the Contractor's costs to perform the Services including all unit quantity items or labor, equipment, materials, and Subcontractor's accordingly. The itemized listing shall be presented in a format acceptable to the Owner and if requested by the Owner, shall include copies of invoices from others providing work or materials on the repair.

4.2 Damaged Facilities

- 4.2.1 Should the Contractor become aware of damage to the facilities within the area maintained by the Contractor, the Contractor shall notify the Owner as soon as possible. If the Owner elects to have the Contractor perform the repair, the Owner shall issue a Work Authorization to the Contractor to proceed with the repair.

4.3 Emergency Repairs

- 4.3.1 If the repair to a damaged facility is deemed an emergency and immediate repair is judged necessary by the Contractor, District Manager, District Engineer, or Owner, upon receipt of authorization by the Owner, the Contractor shall proceed with providing all material, labor, and equipment on a time-and-material basis necessary to make the repair and restore the facilities. If the repair is required due to Contractor's negligence, the Owner shall back charge the Contractor for the repair.
- 4.3.2 The Contractor shall provide any emergency repairs to the irrigation system immediately once detected by the Contractor. If the emergency repairs are due to Contractor negligence, the Contractor shall provide these repairs at its own expense. If these repairs are beyond the Contractor's control within the Scope of Services, the Contractor shall provide the repairs and submit an invoice on a time-and-material basis.
- 4.3.3 Emergency repairs, as agreed by the Owner, are the only repairs that will not require a Work Authorization from the Owner prior to commencing the repair.

However, a Work Authorization will be completed and referenced on the Contractor's monthly invoice to the Owner.

4.4 Unscheduled Maintenance

The Contractor shall provide occasional unscheduled maintenance that is in addition to the base Scope of Services. The Contractor shall receive a Work Authorization from the Owner and shall respond and complete the request within two weeks or a mutually agreeable time with the Owner. The Contractor's cost estimate to provide the work shall be approved by the Owner prior to commencement. The Contractor shall be available and willing to provide the following unscheduled maintenance services:

- Raise the height of irrigation heads.
- Provide landscape and irrigation materials, replacements, or repairs due to vandalism or acts of God.
- Provide mowing of undeveloped areas.
- Provide, in late October of each year, over-seeding in undeveloped Bahia areas with Winter Rye. The Contractor shall provide seeding mix to the Owner for approval prior to application. Any reapplications required, in the Owner's opinion, due to poor germination or inconsistent coverage, shall be provided at the Contractor's own expense.
- Provide selective weeding and pruning for existing wooded areas.

END OF SCOPE OF SERVICES

DUPREE LAKES

Amenity Center Management Report

COMMUNITY DEVELOPMENT DISTRICT BOARD MEETING

JANUARY 2019

JOHN MOST



FACILITY

- **Removed and cleaned algae and mildew from playground equipment**
- **Clear cutting all Bamboo at poolside for new sod restoration**
- **Installed new plaque honoring decorating contest winners**
- **Repaving and striping parking lot at clubhouse**
- **Begin construction of Paragos renovation poolside**

December Events

- **Holiday Event for Dupree Lakes Community Dec 8**
- **Christmas Party for Land O' Lakes Christian School Dec 1**
- **Marjjung Wednesday Dec 5**
- **Decorating contest awards celebration Dec.21**
- **Vendor Event Dec 22**
- **Final CDD meeting for 2018**

Amenity Management

- **Continued staffing for all parties & events**
- **Sent monthly newsletter via email blast on October 1, 2018**
- **Sent weekly email blasts to residents with amenity updates and reminders**
- **Posted event flyers on the bulletin board outside the clubhouse**

JANUARY CLUBHOUSE MEETINGS AND RENTALS

- **1/5 Event Party 11:00 – 4:00pm**
- **1/11 Bingo Night**
- **1/12 Event Party 11:00 - 4:00pm**
- **1/18 Wine & Cheese Social - 6:00pm**
- **1/25 Bingo Night**
- **1/26 Event Party 11:00 – 4:00pm**
- **1/27 Event Party 1:00 – 5:00pm**





Dupree Lakes CDD Action Items

Item #	Action Item	Assigned To:	Status	Comments
1	Mulch Quotes	J. Greenwood	In Process	Awaiting Revised Quotes with More Details
2	Tree Planting Rules	R. Fox	In Process	R. Fox to discuss issue with County
3	Landscape RFP	A. Scheerer/J. Showe	In Process	To Be Discussed in Jan 2019 Meeting
4	Pool Landscape Area	A. Scheerer/J. Most	In Process	Request to Cardinal for Options
5	Monument Lighting	J. Greenwood	In Process	NTE of \$3200 approved at Dec 2018 meeting, awaiting some other quotes
6	Energy Audit for Clubhouse	J. Most	In Process	John to contact Solar companies and Duke for Energy Audit

Dupree Lakes
Community Development District

Check Run Summary

January 14, 2019

Date	Check Numbers	Amount
<u>General Fund</u>		
December 6, 2018	1440-1449	\$905,553.63
December 13, 2018	1450	\$6,600.00
December 20, 2018	1451-1453	\$5,313.67
<u>Capital Reserve</u>		\$0.00
		<hr/> \$917,467.30
<u>Utilities and Autopayments</u>		
	Pasco County Utility	\$1,508.38
	Duke Energy	\$14,190.31
	Frontier Online	\$478.19
TOTAL UTILITIES PAID ONLINE OR AUTOPAY		<hr/> \$16,176.88
		<hr/> \$933,644.18

*** CHECK DATES 12/01/2018 - 12/31/2018 ***
 DUPREE LAKES - GENERAL FUND
 BANK B DUPREE LAKES - WF

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO... YRMO DPT ACCT# SUB	VENDOR NAME SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/06/18	00027	11/30/18	173873 201811 320-53800-46400	NOV 18 - AQUATIC PLANT MG APPLIED AQUATIC MANAGEMENT, INC.	*	829.00	829.00	001440
12/06/18	00003	10/31/18	152914 201810 310-51300-31500	OCT 18 - GENERAL COUNSEL BILLING, COCHRAN, LYLES, MAURO &	*	1,600.00	1,600.00	001441
12/06/18	00030	12/06/18	TAX REC 201812 300-20700-10000	TRANSFER OF TAX RECEIPTS DUPREE LAKES CDD	*	386,506.95	386,506.95	001442
12/06/18	00005	11/27/18	63811273 201811 310-51300-42000	DELIVERIES THRU 11/27 FEDEX	*	196.70	196.70	001443
12/06/18	00001	12/01/18	108 201812 310-51300-34000	DEC 18 - MGMT FEES 201812 310-51300-49500 DEC 18 - WEBSITE ADMIN 201812 310-51300-51000 DEC 18 - SUPPLIES 201812 310-51300-42000 DEC 18 - POSTAGE 201812 310-51300-42500 DEC 18 - COPIES 201812 310-51300-49000 DEC 18 - CRASH REPORTS 201812 310-51300-41000 DEC 18 - TELEPHONE 201812 330-57200-34200 DEC 18 - FIELD SERVICES	*	5,125.00	6,904.97	001444
12/06/18	00089	11/26/18	215285 201810 320-53800-46300	OCT 18 - AQUATIC PLANT HORNER ENVIRONMENTAL PROFESSIONALS	*	850.00	850.00	001445
12/06/18	00117	12/06/18	321390 201812 300-15100-10000	TRANSFER TO STATE BOARD STATE BOARD OF ADMINISTRATION	*	500,000.00	500,000.00	001446
12/06/18	00008	12/03/18	4925 201812 330-57200-46100	DEC 18 - POOL SERVICE SUNCOAST POOL SERVICE	*	735.00	735.00	001447

DUPR -DUPREE LAKES- PPOWERS

*** CHECK DATES 12/01/2018 - 12/31/2018 ***
 DUPREE LAKES - GENERAL FUND
 BANK B DUPREE LAKES - WF

CHECK DATE	VEND#	INVOICE DATE	EXPENSE YRMO	TO ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #	
12/06/18	00118	12/01/18	349844	201812	330-57200	34000			*	4,274.27		
		DEC 18 - FACILITY MGR										
12/01/18	349844	201812	330-57200	34100				*	602.55			
		DEC 18 - FACILITY ATTENDS										
12/01/18	349844	201812	330-57200	34100				*	602.55			
		DEC 18 - FACILITY ATTENDS										
12/01/18	349844	201812	330-57200	46000				*	1,017.64			
		DEC 18 - GEN FACILITY MNT										
12/01/18	349844	201812	330-57200	46000				*	1,339.00			
		DEC 18 - JANITORIAL SVCS										
										VESTA PROPERTY SERVICES, INC.	7,836.01	001448

12/06/18	00123	12/02/18	1147	201812	310-51300	49510			*	95.00		
		DEC 18 - WEB MAINT										
										VGLOBALTECH	95.00	001449

12/13/18	00004	12/01/18	675656	201901	320-53800	34500			*	6,600.00		
		JAN-MAR 19 - MONITORING										
										ENVERA	6,600.00	001450

12/20/18	00129	11/19/18	LOWE'S	201812	330-57200	52000			*	18.60		
		CUP HOOKS/GORILLA GLUE										
12/16/18	AMAZON	201812	330-57200	52000				*	46.45			
		PENS										
										ROBERT F FOX	65.05	001451

12/20/18	00099	12/12/18	10247112	201812	330-57200	49400			*	835.00		
		MUSIC LICENSE										
										SESAC	835.00	001452

12/20/18	00118	11/30/18	350575	201811	330-57200	49400			*	1,450.44		
		NOV 18 - REIMBURSEABLE										
11/30/18	350575	201811	330-57200	52000				*	1,302.12			
		NOV 18 - REIMBURSEABLE										
11/30/18	350575	201811	330-57200	53000				*	1,661.06			
		NOV 18 - REIMBURSEABLE										
										VESTA PROPERTY SERVICES, INC.	4,413.62	001453

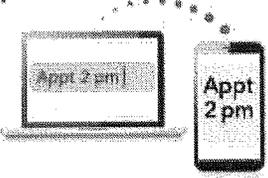
									TOTAL FOR BANK B	917,467.30		
									TOTAL FOR REGISTER	917,467.30		

Account Summary

New Charges Due Date	12/28/18
Billing Date	12/04/18
Account Number	813-995-9482-072711-5
PIN	4113
Previous Balance	478.19
Payments Received Thru 11/27/18	-478.19
Thank you for your payment!	
Balance Forward	.00
New Charges	478.19
Total Amount Due	\$478.19

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IF YOU HAVE ANY QUESTIONS, BILLING CONCERNS, OR A RECURRING ISSUE, PLEASE CONTACT OUR FLORIDA-BASED CUSTOMER CARE TEAM AT 1-888-457-4110. OUR FLORIDA TEAM IS EAGER TO HELP YOU GET SPECIALIZED ATTENTION.

PAYING YOUR BILL

Pay online, by phone, by mail or at any Authorized Payment Location. Paying by check authorizes Frontier to make a one-time electronic funds transfer from your account, as early as the day your check is received. Visit Frontier.com to set up recurring electronic payments to streamline bill payment.

LATE PAYMENTS, RETURNED CHECK FEES and PAST DUE BALANCES

You are responsible for all legitimate, undisputed charges on your bill. If you pay your bill after the due date, you may be charged a fee (including a Treatment Charge if your account has been delinquent for 3 consecutive months and your past due balance is greater than \$99), your service may be interrupted and you may have to pay a reconnection charge to restore service. A fee may be charged for a check that is returned by the bank for any reason. Continued nonpayment of undisputed charges (incl. 900 and long distance charges) may result in collection action and a referral to credit reporting agencies, which may affect your credit rating. When making an online payment, please allow time for the transfer of funds. If the funds are not received by Frontier by the due date, a fee may be assessed.

IMPORTANT CONSUMER MESSAGES

You must pay all basic local service charges to avoid basic local service disconnection. Failure to pay other charges will not cause disconnection of your basic service but this may cause other services to be terminated. Frontier Bundles may include charges for both basic and other services.

Frontier periodically audits its bills to ensure accuracy which may result in a retroactive or future billing adjustment.

SERVICE TERMS

Visit Frontier.com/terms, Frontier.com/tariffs or call customer service for information on applicable tariffs, price lists and other important Terms, Conditions and Policies ("Terms") related to your Frontier services - voice, internet and/or video - including limitations of liability, and early termination fees and the effective date of and billing for the termination of service(s). Frontier's Terms, include a binding arbitration provision to resolve customer disputes (Frontier.com/terms/arbitration). Subscribers to Frontier's TV and Internet services are billed one full month in advance. If you cancel your TV and/or Internet service subscription, termination of your service subscription(s) and any early termination fees will be effective on the last day of your Frontier billing cycle. No partial month credits or refunds will be provided for previously billed service subscriptions. We encourage you to review the Terms as they contain important information about your rights and obligations, and ours. By using or paying for Frontier services, you are agreeing to these Terms and that disputes will be resolved by individual arbitration.

Hard of Hearing, Deaf, Blind, Vision and /or Mobility Impaired customers may call 1-877-462-6606 to reach a consultant trained to support their communication needs.



CURRENT BILLING SUMMARY

Local Service from 12/04/18 to 01/03/19

CUSTOMER TALK

If your bill reflects that you owe a Balance Forward, you must make a payment immediately in order to avoid collection activities. You must pay a minimum of \$205.28 by your due date to avoid disconnection of your local service. All other charges should be paid by your due date to keep your account current.

Beginning on January 1, 2019, the standard broadcast recovery fee will be increased by \$2.50 to \$5.49 per month. This monthly fee helps cover a portion of the costs charged by local programming providers to Frontier for basic tier programming channels. Questions? Please contact customer service.

Beginning with your next bill, the Carrier Cost Recovery Surcharge will increase to \$4.99. Questions? Please contact customer service.

Important Information About Your Equipment...

If you change or cancel your service, you must return rented equipment. To facilitate equipment return, Frontier will send you a prepaid return mailer at the time of your order change/cancellation. Equipment that is not returned or is received damaged (except for reasonable wear and tear) is subject to a substantial fee. Additional return mailers can be requested at www.frontier.com/returns

Closed Captioning Contact Information...

If you have a question or concern about closed captioning on any program, please call Frontier at 1-877-462-6606. You can also send written correspondence by fax to 1-304-340-0283, by email to Video.Closed.Caption@ftr.com, or by mail to Frontier, 1500 MacCorkle Avenue, Charleston, WV 25396, Attn: Anthony Kasey, Manager.

Qty Description	813/995-9482.0	Charge
Basic Charges		
2 FTR Solutions for Business Addl Line Total Unlimited Pak		170.00
FTR Solutions for Business Total Pak Unlimited		87.00
3 Acc Rec Chrg Multi-Ln Ctx		7.17
3 Federal Subscriber Line Charge		25.44
Federal Excise Tax		.97
Federal USF Recovery Charge		6.54
FCA Long Distance - Federal USF Surcharge		9.06
FL State Communications Services Tax		15.01
FL State Gross Receipts Tax		7.67
County Communications Services Tax		7.46
3 FL Telecommunications Relay Service		.30
3 Pasco County 911 Surcharge		1.20
Total Basic Charges		337.82
Non Basic Charges		
Frontier Secure Business Security Pro Plus Bundle		24.99
FiOS Internet 75/75 Static		144.99
Frontier Business Texting - Economy		7.99
Other Charges-Detailed Below		8.84
Partial Month Charges-Detailed Below		-117.00
Federal Excise Tax		.25
FCA Long Distance - Federal USF Surcharge		1.32
FL State Communications Services Tax		-4.81
FL State Gross Receipts Tax		-2.46
County Communications Services Tax		-2.40
County Sales Tax		.04
FL State Sales Tax		.24
Total Non Basic Charges		61.99
Video		
FiOS TV - Business Preferred Public		99.99
2 HD Set Top Box		25.98
Other Charges-Detailed Below		6.00
Partial Month Charges-Detailed Below		-45.00
FCC Regulatory Recovery Fee		.07
Broadcast TV Surcharge		2.99
FL Video Communications Service Tax		3.16
FL State Gross Receipts Tax		1.62
County Video Communications Services Tax		1.56
County Sales Tax		.26
FL State Sales Tax		1.56
Total Video		98.19
Toll/Other		
Other Charges-Detailed Below		3.99
Partial Month Charges-Detailed Below		-19.00
FCA Long Distance - Federal USF Surcharge		-3.03
FL State Communications Services Tax		-.87
FL State Gross Receipts Tax		-.45
County Communications Services Tax		-.45
Total Toll/Other		-19.81

TOTAL 478.19

**** ACCOUNT ACTIVITY ****

Qty Description	Order Number	Effective Dates	
1 Federal Primary Carrier Centrex Line	AUTOCH	12/04	2.20
813/995-9468		Subtotal	2.20
1 Business High Speed Internet Fee	AUTOCH	12/04	3.99
1 Regional Sports Fee	AUTOCH	12/04	6.00
1 Frontier Road Work Recovery Surcharge			
Frontier Business Texting - Economy - Credit	AUTOCH	12/04	1.25
	AUTOCH	12/04	-3.00
1 Federal Primary Carrier Centrex Line	AUTOCH	12/04	2.20
1 Carrier Cost Recovery Surcharge	AUTOCH	12/04	3.99
813/995-9482		Subtotal	14.43
1 Federal Primary Carrier Centrex Line	AUTOCH	12/04	2.20

Qty	Description	Order Number	Effective Dates	Subtotal
	813/996-7950			2.20
Partial Month Charges				
	LD Discount Freedom Bus	PROMOTION 12/04	1/03	-6.00
	CustoDiscount Sol for Bus	PROMOTION 12/04	1/03	-46.00
	813/995-9468			-52.00
	Secure BB Business	PROMOTION 12/04	1/03	-5.00
	FiOS TV Discount for Bus	PROMOTION 12/04	1/03	-45.00
	LD Discount Freedom Bus	PROMOTION 12/04	1/03	-7.00
	CustoDiscount Sol for Bus	PROMOTION 12/04	1/03	-20.00
	813/995-9482			-77.00
	LD Discount Freedom Bus	PROMOTION 12/04	1/03	-6.00
	CustoDiscount Sol for Bus	PROMOTION 12/04	1/03	-46.00
	813/996-7950			-52.00
Subtotal				-162.17

CIRCUIT ID DETAIL

10/KQXA/942801 / /VZFL

Detail of Frontier Charges

Toll charged to 813/995-9482

Ref #	Date	Time	Min	*Type	Place and Number Called	Charge
E	1 NOV 27	2:24P	1.0	DD	SARASOTA FL (941)952-3712	.00 U
Subtotal						.00

Detail of Frontier Charges

Toll charged to 813/996-7950

Ref #	Date	Time	Min	*Type	Place and Number Called	Charge
E	2 NOV 04	10:47A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	3 NOV 04	6:04P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	4 NOV 05	4:19A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	5 NOV 05	6:40A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	6 NOV 05	12:49P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	7 NOV 05	5:56P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	8 NOV 06	4:49A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	9 NOV 06	6:24A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	10 NOV 06	10:05A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	11 NOV 06	6:00P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	12 NOV 07	4:42A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	13 NOV 07	5:31A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	14 NOV 07	9:50A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	15 NOV 07	6:02P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	16 NOV 08	4:45A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	17 NOV 08	5:28A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	18 NOV 08	9:55A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	19 NOV 08	5:59P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	20 NOV 09	4:45A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	21 NOV 09	5:23A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	22 NOV 09	10:00A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	23 NOV 09	9:19P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	24 NOV 10	5:32A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	25 NOV 10	6:04A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	26 NOV 10	9:26A	2.0	DD	SARASOTA FL (941)341-0073	.00 U
E	27 NOV 10	10:02A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	28 NOV 10	6:00P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	29 NOV 11	1:00P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	30 NOV 11	6:01P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	31 NOV 12	4:23A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	32 NOV 12	5:47A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	33 NOV 12	12:57P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	34 NOV 12	6:18P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	35 NOV 13	4:32A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	36 NOV 13	5:13A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	37 NOV 13	9:50A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	38 NOV 13	6:03P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	39 NOV 14	9:53A	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	40 NOV 14	6:01P	1.0	DD	SARASOTA FL (941)341-0073	.00 U
E	41 NOV 15	5:00A	1.0	DD	SARASOTA FL (941)341-0073	.00 U

Frontier Communications and its affiliates (collectively "Frontier") would like to offer you products and services that best meet your needs by using information about services you have already purchased from Frontier. To do this, Frontier may use your customer proprietary network information (CPNI), which includes your current services, how you use them, and the related billing of those services to determine which new products or services might best meet your needs. Protecting the confidentiality of your CPNI is your right and our duty under federal law. You may choose not to allow us to use your CPNI to offer you additional products or services, such as, long distance, High-Speed Internet, or bundled packages. If Frontier's use of your customer information for this purpose is acceptable to you, you do not need to take any action. Your consent to Frontier's use of your CPNI will be inferred after thirty (30) days. If you wish to restrict Frontier's use of your CPNI, you may call 1-877-213-1556 or visit www.frontier.com/cpni. Even if you consent to Frontier's use of your CPNI, as described above, you can change your mind at any time and contact customer service to make that change. Any restriction of Frontier's use of your CPNI will stay in effect until you notify us otherwise. If you choose to restrict access to your CPNI, your service will not be affected - you will continue to receive the same high quality services from Frontier. You should know that restricting Frontier's use of your CPNI will not eliminate all of our marketing contacts with you. You may still receive marketing contacts that are not based on your restricted CPNI. Frontier takes the privacy of customer information seriously and appreciates the opportunity to provide high quality communications services to you. Questions? Please contact customer service.

For up-to-date channel information please visit:
<http://frontier.com/channelupdates>

If your unresolved complaint involves FiOS TV, an additional contact may be under Local Franchise Authority. Local Franchise Authority - FiOS TV
Your FCC Community ID is: FL1308



Ref #	Date	Time	Min	*Type	Place and Number Called	Charge	
E 42	NOV 15	5:32A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 43	NOV 15	9:45A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 44	NOV 15	6:04P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 45	NOV 16	4:55A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 46	NOV 16	5:36A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 47	NOV 16	10:01A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 48	NOV 16	9:39P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 49	NOV 17	5:49A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 50	NOV 17	6:11A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 51	NOV 17	9:22A	2.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 52	NOV 17	9:32A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 53	NOV 17	6:02P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 54	NOV 18	1:02P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 55	NOV 18	6:07P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 56	NOV 18	6:10P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 57	NOV 18	6:12P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 58	NOV 19	4:33A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 59	NOV 19	6:02A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 60	NOV 19	6:19A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 61	NOV 19	12:52P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 62	NOV 19	6:01P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 63	NOV 20	4:34A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 64	NOV 20	5:18A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 65	NOV 20	9:59A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 66	NOV 20	6:39P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 67	NOV 21	4:28A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 68	NOV 21	5:44A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 69	NOV 21	10:03A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 70	NOV 21	6:01P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 71	NOV 23	11:50A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 72	NOV 23	11:59A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 73	NOV 24	10:03A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 74	NOV 24	6:00P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 75	NOV 25	1:03P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 76	NOV 25	6:02P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 77	NOV 26	4:19A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 78	NOV 26	5:41A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 79	NOV 26	12:39P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 80	NOV 26	8:11P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 81	NOV 27	4:34A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 82	NOV 27	5:34A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 83	NOV 27	9:50A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 84	NOV 27	6:03P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 85	NOV 28	4:31A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 86	NOV 28	5:28A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 87	NOV 28	9:56A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 88	NOV 28	5:58P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 89	NOV 29	4:37A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 90	NOV 29	5:25A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 91	NOV 29	9:54A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 92	NOV 29	6:05P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 93	NOV 30	4:39A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 94	NOV 30	5:07A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 95	NOV 30	8:43A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 96	NOV 30	6:00P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 97	DEC 01	5:36A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 98	DEC 01	5:56A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 99	DEC 01	8:53A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 100	DEC 01	9:03P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 101	DEC 02	12:32P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 102	DEC 02	12:44P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 103	DEC 02	12:59P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 104	DEC 02	6:05P	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 105	DEC 03	4:24A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 106	DEC 03	5:33A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
E 107	DEC 03	10:32A	1.0	DD	SARASOTA FL (941)341-0073	.00 U	
813/996-7950						Subtotal	.00



Detail of Frontier Com of America Charges

Toll charged to 813/995-9482

Ref #	Date	Time	Min	*Type	Place and Number Called	Charge
E 108	NOV 05	1:27P	.3	DD	JACKSONVL FL (904)355-1831	.00 U
E 109	NOV 05	3:55P	9.2	DD	JACKSONVL FL (904)355-1831	.00 U
E 110	NOV 07	2:43P	1.5	DD	JACKSONVL FL (904)355-1831	.00 U
E 111	NOV 08	10:24A	2.5	DD	JACKSONVL FL (904)355-1831	.00 U
E 112	NOV 08	10:59A	2.7	DD	JACKSONVL FL (904)355-1831	.00 U
E 113	NOV 30	10:10A	.9	DD	BROOKSVL FL (352)346-2845	.00 U
813/995-9482						Subtotal .00

Legend Call Types:

DD - Day

Caller Summary Report

	Calls	Minutes	Amount
Main Number	7	18	.00
813/996-7950	106	108	.00
***Customer Summary	113	126	.00

Caller Summary Report

	Calls	Minutes	Amount
Intra-Lata	107	109	.00
Intrastate	6	17	.00
***Customer Summary	113	126	.00





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104 0 1
 29-10014

DUPREE LAKES

Service Address: **0 DUPREE LAKES BOULEVARD**

Bill Number: 11371001
 Billing Date: 12/27/2018
 Billing Period: 10/29/2018 to 11/29/2018

Account #	Customer #
0011080	01285478
Please use the 15-digit number below when making a payment through your bank	
001108001285478	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	11563816	10/29/2018	52089	11/29/2018	53875	31	1786

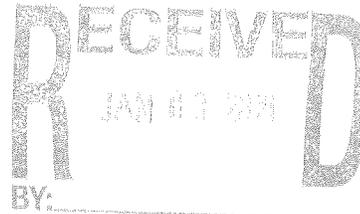
Usage History
 Reclaimed

November 2018	1786
October 2018	2070
September 2018	1685
August 2018	1865
July 2018	1216
June 2018	1201
May 2018	1304
April 2018	1739
March 2018	2224
February 2018	1938
January 2018	2953
December 2017	2437

Transactions

Previous Bill	1,345.50
Payment 12/17/2018	-1,345.50 CR
Balance Forward	0.00
Current Transactions	
Reclaimed	
Reclaimed	1,786 Thousand Gals X \$0.65 1,160.90
Total Current Transactions	1,160.90
TOTAL BALANCE DUE	\$1,160.90

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

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Account # 0011080
 Customer # 01285478
 Balance Forward 0.00
 Current Transactions 1,160.90

Total Balance Due	\$1,160.90
Due Date	1/14/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/14/2019.

DUPREE LAKES
 5385 N NOB HILL
 SUNRISE FL 33351-4761

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012854787001108041137100120001160907



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103 0 1
 29-10014

DUPREE LAKES COMM. DEVELOPMENT

Service Address: **0 WOOD VIOLET CT**

Bill Number: 11371000

Billing Date: 12/27/2018

Billing Period: 10/29/2018 to 11/29/2018

Account #	Customer #
0919260	01285367
Please use the 15-digit number below when making a payment through your bank	
091926001285367	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	12703555	10/29/2018	892	11/29/2018	907	31	15

Usage History

Reclaimed

November 2018	15
October 2018	23
September 2018	21
August 2018	52
July 2018	51
June 2018	22
May 2018	24
April 2018	26
March 2018	28
February 2018	29
January 2018	28
December 2017	33

Transactions

Previous Bill	14.95
Payment 12/17/2018	-14.95 CR
Balance Forward	0.00
Current Transactions	
Reclaimed	
Reclaimed	15 Thousand Gals X \$0.65 9.75
Total Current Transactions	9.75
TOTAL BALANCE DUE	\$9.75

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



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Account # 0919260
 Customer # 01285367
 Balance Forward 0.00
 Current Transactions 9.75

Total Balance Due	\$9.75
Due Date	1/14/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/14/2019.

DUPREE LAKES COMM. DEVELOPMENT
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20 0 1
 18-70396

DUPREE LAKES CDD

Service Address: **0 SHASTA DAISY PLACE**

Bill Number: 11336085
 Billing Date: 12/14/2018
 Billing Period: 11/7/2018 to 12/7/2018

Account #	Customer #
0387355	01285479
Please use the 15-digit number below when making a payment through your bank	
038735501285479	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Irrig Potable	13298970	11/7/2018	669	12/7/2018	674	30	5

Usage History

Irrigation

December 2018	5.00
November 2018	5.00
October 2018	5.00
September 2018	20.00
August 2018	21.00
July 2018	6.00
June 2018	21.00
May 2018	20.00
April 2018	25.00
March 2018	25.00
February 2018	20.00
January 2018	27.00

Transactions

Previous Bill	24.46
Payment 12/3/2018	-24.46 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	9.51
Water Charges	5.0 Thousand Gals X \$2.99
	14.95
Total Current Transactions	24.46
TOTAL BALANCE DUE	\$24.46

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



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Account # 0387355
 Customer # 01285479

Balance Forward 0.00
 Current Transactions 24.46

Total Balance Due	\$24.46
Due Date	1/2/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/02/2019.

DUPREE LAKES CDD
 5385 N NOB HILL RD
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21 0 1
 18-70396

DUPREE LAKES CDD

Service Address: **0 DITTANY CT**

Bill Number: 11336086
 Billing Date: 12/14/2018
 Billing Period: 11/7/2018 to 12/7/2018

Account #	Customer #
0387360	01285479
Please use the 15-digit number below when making a payment through your bank	
038736001285479	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Irrig Potable	13298973	11/7/2018	648	12/7/2018	655	30	7

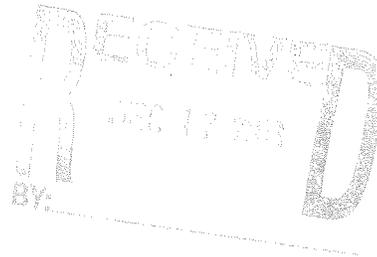
Usage History

	Irrigation
December 2018	7.00
November 2018	10.00
October 2018	18.00
September 2018	28.00
August 2018	32.00
July 2018	30.00
June 2018	29.00
May 2018	26.00
April 2018	22.00
March 2018	24.00
February 2018	25.00
January 2018	24.00

Transactions

Previous Bill	39.41
Payment 12/3/2018	-39.41 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	9.51
Water Charges 7.0 Thousand Gals X \$2.99	20.93
Total Current Transactions	30.44
TOTAL BALANCE DUE	\$30.44

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



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Account # 0387360
 Customer # 01285479
 Balance Forward 0.00
 Current Transactions 30.44

Total Balance Due	\$30.44
Due Date	1/2/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/02/2019.

DUPREE LAKES CDD
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25 0 1
 18-70396

DUPREE LAKES COMMUNITY DEVEL DIS

Service Address: **0 DAINTY BESS CT**

Bill Number: 11336103
 Billing Date: 12/14/2018
 Billing Period: 11/7/2018 to 12/7/2018

Account #	Customer #
0387350	01289015
Please use the 15-digit number below when making a payment through your bank	
038735001289015	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Irrig Potable	13382274	11/7/2018	731	12/7/2018	739	30	8

Usage History

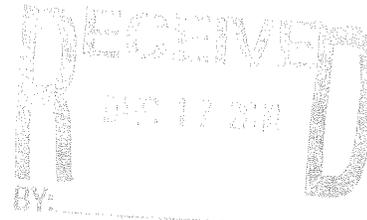
Irrigation

December 2018	8.00
November 2018	10.00
October 2018	8.00
September 2018	19.00
August 2018	26.00
July 2018	27.00
June 2018	26.00
May 2018	26.00
April 2018	25.00
March 2018	31.00
February 2018	28.00
January 2018	28.00

Transactions

Previous Bill	39.41
Payment 12/3/2018	-39.41 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	9.51
Water Charges 8.0 Thousand Gals X \$2.99	23.92
Total Current Transactions	33.43
TOTAL BALANCE DUE	\$33.43

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasyway.pascocountyfl.net

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Account # 0387350
 Customer # 01289015
 Balance Forward 0.00
 Current Transactions 33.43

Total Balance Due	\$33.43
Due Date	1/2/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/02/2019.

DUPREE LAKES COMMUNITY DEVEL DIS
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24 0 1
 18-70396

DUPREE LAKES COMMUNITY DEVEL DIS

Service Address: 0 EVERLASTING LANE

Bill Number: 11336102

Billing Date: 12/14/2018

Billing Period: 11/7/2018 to 12/7/2018

Account #	Customer #
0387345	01289015
Please use the 15-digit number below when making a payment through your bank	
038734501289015	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Irrig Potable	13400725	11/7/2018	898	12/7/2018	907	30	9

Usage History

Irrigation

Transactions

December 2018	9.00
November 2018	7.00
October 2018	9.00
September 2018	12.00
August 2018	6.00
July 2018	32.00
June 2018	38.00
May 2018	37.00
April 2018	34.00
March 2018	38.00
February 2018	38.00
January 2018	37.00

Previous Bill	30.44
Payment 12/3/2018	-30.44 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	9.51
Water Charges	9.0 Thousand Gals X \$2.99
Total Current Transactions	36.42
TOTAL BALANCE DUE	\$36.42

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0387345
 Customer # 01289015
 Balance Forward 0.00
 Current Transactions 36.42

Total Balance Due	\$36.42
Due Date	1/2/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/02/2019.

DUPREE LAKES COMMUNITY DEVEL DIS
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23 0 1
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DUPREE LAKES COMMUNITY DEVEL DIS

Service Address: 0 TIGERFLOWER CT

Bill Number: 11336101

Billing Date: 12/14/2018

Billing Period: 11/7/2018 to 12/7/2018

Account #	Customer #
0387340	01289015
Please use the 15-digit number below when making a payment through your bank	
038734001289015	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Irrig Potable	13384632	11/7/2018	893	12/7/2018	907	30	14

Usage History

Irrigation

December 2018	14.00
November 2018	13.00
October 2018	14.00
September 2018	22.00
August 2018	14.00
July 2018	1.00
June 2018	7.00
May 2018	18.00
April 2018	21.00
March 2018	26.00
February 2018	79.00
January 2018	28.00

Transactions

Previous Bill	57.41
Payment 12/3/2018	-57.41 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	9.51
Water Charges 10.0 Thousand Gals X \$2.99	29.90
Water Charges 4.0 Thousand Gals X \$6.00	24.00
Total Current Transactions	63.41
TOTAL BALANCE DUE	\$63.41

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



Please return this portion with payment



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Check this box if entering change of mailing address on back.

Account #	0387340
Customer #	01289015
Balance Forward	0.00
Current Transactions	63.41

Total Balance Due	\$63.41
Due Date	1/2/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/02/2019.

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22 0 1
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DUPREE LAKES COMMUNITY DEVEL DIS
 Service Address: **6255 DUPREE LAKES BOULEVARD**

Bill Number: 11336100
 Billing Date: 12/14/2018
 Billing Period: 11/7/2018 to 12/7/2018

Account #	Customer #
0387330	01289015
Please use the 15-digit number below when making a payment through your bank	
038733001289015	

New Water & Sewer rates, charges, and fees take effect Oct. 1, 2018.
 Please visit bit.ly/ratechanges2019 for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Water	13324740	11/7/2018	2062	12/7/2018	2074	30	12

Usage History

Month	Meter #
December 2018	12
November 2018	19
October 2018	27
September 2018	33
August 2018	53
July 2018	87
June 2018	19
May 2018	25
April 2018	25
March 2018	25
February 2018	9
January 2018	6

Transactions

Previous Bill	208.24
Payment 12/3/2018	-208.24 CR
Balance Forward	0.00
Current Transactions	
Water	
Water Base Charge	19.34
Water Tier 1	12.0 Thousand Gals X \$1.88 = 22.56
Sewer	
Sewer Base Charge	41.07
Sewer Charges	12.0 Thousand Gals X \$5.55 = 66.60
Total Current Transactions	149.57
TOTAL BALANCE DUE	\$149.57

Conserve water and check for leaks to prevent wasting water and money. Please visit www.PascoCountyUtilities.com for conservation tips.



Please return this portion with payment



TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Check this box if entering change of mailing address on back.

Account # 0387330
 Customer # 01289015
 Balance Forward 0.00
 Current Transactions 149.57

Total Balance Due	\$149.57
Due Date	1/2/2019

10% late fee will be applied if paid after due date

The Total Due will be electronically transferred on 01/02/2019.

DUPREE LAKES COMMUNITY DEVEL DIS
 5385 N NOB HILL RD
 SUNRISE FL 333514761

PASCO COUNTY
 UTILITIES SERVICES BRANCH
 CUSTOMER INFORMATION & SERVICE DEPT.
 P.O. BOX 2139
 NEW PORT RICHEY, FL 34656-2139

012890150038733021133610070000149578

DUPREE LAKES COMM DEV DIST Account #19305-70390
1 DUPREE LAKES BLVD PUMP, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Amount due

\$0.00

 **IMPORTANT MESSAGE**

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Products & Services

As a Duke Energy customer, you have access to an array of exclusive products and services that can help you save energy, protect your budget and make better energy decisions every day.

Energy Efficiency for Business >

Learn how to lower your bill and qualify for valuable incentives by scheduling a free onsite Business Energy Check.

Custom Incentives >

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Outage Alerts >

Get the latest power outage information in the palm of your hand. Text REG to 57801 or click here to sign up and manage your contact info.

DUPREE LAKES COMM DEV DIST Account #20652-81194
6255 DUPREE LAKES BLVD, LAND O LAKES, FLORIDA 34639-2815

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$486.28

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Small Business Energy Saver >

See us for a free, no-obligation energy assessment. We'll pay up to 80% of the cost of your improvements.

DUPREE LAKES COMM DEV DIST Account #22296-23485
6255 DUPREE LAKES BLVD, LAND O LAKES, FLORIDA 34639-2815

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$29.70

 IMPORTANT MESSAGE

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Payment Options

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Avoid billing surprises

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DUPREE LAKES COMM DEV DIST Account #25403-73575
5451 DUPREE LAKES BLVD LITE, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$11.16

 IMPORTANT MESSAGE

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DUPREE LAKES COMM DEV DIST Account #26273-30430
22572 QUEENANN LACE WAY, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$40.01

 IMPORTANT MESSAGE

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Payment Options

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Business Energy Check >

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Energy Efficiency for Business >

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DUPREE LAKES COMM DEV DIST Account #36273-62022
22545 QUEENANN LACE WAY, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$15.88

 IMPORTANT MESSAGE

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DUPREE LAKES COMM DEV DIST Account #36424-49306
22413 CORIANDER WAY, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$30.45

 IMPORTANT MESSAGE

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Payment Options

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DUPREE LAKES COMM DEV DIST Account #39694-77471
5527 DUPREE LAKES BLVD LITE, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$9.42

 IMPORTANT MESSAGE

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Custom Incentives >

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DUPREE LAKES COMM DEV DIST Account #51973-21239
6255 DUPREE LAKES BLVD, LAND O LAKES, FLORIDA 34639-2815

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$1,055.10

 IMPORTANT MESSAGE

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Energy Efficiency for Business >

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STATEMENT OF SERVICE

DECEMBER 2018



ACCOUNT NUMBER

60833 34530

FOR CUSTOMER SERVICE OR
PAYMENT LOCATIONS CALL:
1-877-372-8477

WEB SITE: www.duke-energy.com

TO REPORT A POWER OUTAGE:
1-800-228-8485

DUPREE LAKES COMM DEV DIST
% GOVERNMENTAL MGMT SERVICES
5385 N NODHILL RD
SUNRISE FL 33351

SERVICE ADDRESS
000 DUPREE LAKES BLVD LITE
LAND O LAKES FL 34639

DUE DATE TOTAL AMOUNT DUE
JAN 17 2019 12,347.55

NEXT READ DEPOSIT AMOUNT
DATE ON OR ON ACCOUNT
ABOUT Blanket Cash

PIN: 723523734

METER READINGS

YOUR PAYMENT FOR THIS STATEMENT WILL BE ELECTRONICALLY PROCESSED
FOR \$12,347.55 ON 01/17/19
PAYMENTS RECEIVED AS OF DEC 17 2018 12,318.07 THANK YOU

LS-1 017 LIGHTING SER COMPANY OWNED/MAINTAINED
BILLING PERIOD .11-26-18 TO 12-26-18 30 DAYS

CUSTOMER CHARGE			1.20
ENERGY CHARGE	18669 KWH @	2.86900¢	535.61
FUEL CHARGE	18669 KWH @	3.94500¢	736.49
ASSET SECURITIZATION CHARGE	18669 KWH @	0.04100¢	7.65
*TOTAL ELECTRIC COST			1,280.95
EQUIPMENT RENTAL FOR:			
381	DEC CONC VIC II 16		
381	SVGACR 9500		
FIXTURE TOTAL			10,378.44
MAINTENANCE TOTAL			655.32
GROSS RECEIPTS TAX			32.84

TOTAL CURRENT BILL 12,347.55

TOTAL DUE THIS STATEMENT \$12,347.55

Duke Energy will be closed on December 24 and 25, 2018 and January 1, 2019. You may visit duke-energy.com for self-service options. To report an outage, please call our outage line at 1-800-228-8485.

ENERGY USE

DAILY AVG. USE - 622 KWH/DAY
USE ONE YEAR AGO - 622 KWH/DAY
*DAILY AVG. ELECTRIC COST -\$410.49

BF_BL_DEF_20181226_214609_3.CSV-222-000000739

NZ 0000371

Duke Energy

ACCOUNT NUMBER - 60833 34530

000222 000000739



DUPREE LAKES COMM DEV DIST
% GOVERNMENTAL MGMT SERVICES
5385 N NODHILL RD
SUNRISE FL 33351



DUPREE LAKES COMM DEV DIST Account #65737-11409
5397 DUPREE LAKES BLVD SIGN, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$31.71

 IMPORTANT MESSAGE

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[Energy Efficiency for Business >](#)

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[Custom Incentives >](#)

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[Small Business Energy Saver >](#)

See us for a free, no-obligation energy assessment. We'll pay up to 80% of the cost of your improvements.

DUPREE LAKES COMM DEV DIST Account #67071-29526
22855 WOOD VIOLET CT, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$18.01

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DUPREE LAKES COMM DEV DIST Account #70271-96315
6200 DAINTY BESS CT, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$22.16

 IMPORTANT MESSAGE

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Outage Alerts >

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DUPREE LAKES COMM DEV DIST Account #75699-33096
6220 EVERLASTING PL, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$16.00

 **IMPORTANT MESSAGE**

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Custom Incentives >

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DUPREE LAKES COMM DEV DIST Account #76700-83063
6320 DUPREE LAKES BLVD, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$33.10

 IMPORTANT MESSAGE

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Business Energy Check >

Learn how to lower your bill and qualify for incentives.

DUPREE LAKES COMM DEV DIST Account #96520-88384
22351 CORIANDER WAY, LAND O LAKES, FLORIDA 34639

[Change Account](#)

Account Summary

Payment due on Jan 22, 2019

\$43.78

 **IMPORTANT MESSAGE**

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Payment Options

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DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
November 30, 2018

	<u>Governmental Fund Types</u>			Totals
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>(Memorandum Only) 2019</u>
ASSETS:				
Cash - Wells Fargo	\$74,274	---	\$20,000	\$94,274
Cash - Region Money Market	\$6,850	---	---	\$6,850
Investments:				
State Board	\$212,933	---	---	\$212,933
State Board - Capital Reserve <i>Series 2015</i>	---	---	\$87,670	\$87,670
Reserve	---	\$157,250	---	\$157,250
Interest	---	\$59	---	\$59
Revenue	---	\$29,966	---	\$29,966
Construction	---	---	\$39,628	\$39,628
Due from General	---	\$7,526	---	\$7,526
TOTAL ASSETS	<u>\$294,058</u>	<u>\$194,801</u>	<u>\$147,298</u>	<u>\$636,157</u>
LIABILITIES:				
Accounts Payable	\$47,585	---	---	\$47,585
Due to Debt Service	\$7,526	---	---	\$7,526
FUND BALANCES:				
Restricted for Debt Service	---	\$194,801	---	\$194,801
Restricted for Capital Reserves	---	---	\$107,670	\$107,670
Restricted for Capital Projects	---	---	\$39,628	\$39,628
Unassigned Fund Balance	\$238,947	---	---	\$238,947
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$294,058</u>	<u>\$194,801</u>	<u>\$147,298</u>	<u>\$636,157</u>

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues & Expenditures
For the Period Ended November 30, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/18	ACTUAL THRU 11/30/18	VARIANCE
REVENUES:				
Maintenance Assessments	\$792,866	\$36,879	\$36,879	\$0
Interest Income	\$4,200	\$700	\$1,062	\$362
Clubhouse Rentals	\$5,000	\$833	\$500	(\$333)
TOTAL REVENUES	\$802,066	\$38,412	\$38,441	\$29

EXPENDITURES:

ADMINISTRATIVE:

Supervisor Fees	\$12,000	\$2,000	\$1,800	\$200
FICA Taxes	\$918	\$153	\$138	\$15
Engineering	\$7,500	\$1,250	\$590	\$660
Arbitrage	\$600	\$0	\$0	\$0
Assessment Roll	\$5,150	\$5,150	\$5,150	\$0
Attorney	\$30,000	\$5,000	\$1,600	\$3,400
Annual Audit	\$3,900	\$0	\$0	\$0
Trustee Fees	\$4,000	\$0	\$0	\$0
Management Fees	\$61,500	\$10,250	\$10,250	\$0
Telephone	\$500	\$83	\$19	\$64
Postage	\$3,000	\$500	\$439	\$61
Printing & Binding	\$2,000	\$333	\$132	\$202
Insurance	\$6,562	\$6,562	\$5,965	\$597
Legal Advertising	\$1,000	\$167	\$0	\$167
Other Current Charges	\$1,600	\$267	\$412	(\$145)
Property Taxes	\$2,150	\$2,150	\$1,651	\$499
Website Development	\$1,200	\$200	\$190	\$10
Office Supplies	\$1,200	\$200	\$229	(\$29)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE EXPENDITURES	\$144,955	\$34,440	\$28,739	\$5,701

FIELD

Security	\$27,000	\$6,600	\$6,600	\$0
Electric	\$16,157	\$2,693	\$2,361	\$332
Street Lighting	\$155,500	\$25,917	\$26,010	(\$93)
Water	\$34,000	\$5,667	\$3,369	\$2,298
Solid Waste Assessment	\$1,000	\$1,000	\$934	\$66
Landscape Maintenance	\$164,245	\$27,374	\$29,290	(\$1,916)
Open Areas/Conservation Maintenance	\$5,000	\$833	\$0	\$833
Landscape Contingency	\$15,000	\$2,500	\$3,330	(\$830)
Infill-plants Replacement	\$5,000	\$833	\$0	\$833
Annuals	\$9,900	\$1,650	\$2,625	(\$975)
Mulching	\$10,000	\$1,667	\$0	\$1,667
Landscape Replacement	\$6,500	\$1,083	\$0	\$1,083
Irrigation Repairs & Maintenance	\$20,000	\$3,333	\$5,563	(\$2,230)
Entry & Walls Maintenance	\$9,000	\$1,500	\$0	\$1,500
Pressure Cleaning	\$12,000	\$2,000	\$0	\$2,000
Mitigation Monitoring	\$7,500	\$1,250	\$850	\$400
Aquatic Control	\$9,948	\$1,658	\$1,658	\$0
Lake Bank Maintenance	\$5,000	\$833	\$0	\$833
Well/Pump Repairs & Maintenance	\$1,500	\$250	\$0	\$250
Monuments/Streetlight/Decorative Light Maintenance	\$7,500	\$1,250	\$2,800	(\$1,550)
Sidewalk Repair & Maintenance	\$1,500	\$250	\$0	\$250
Holiday Decoration	\$5,000	\$833	\$0	\$833
TOTAL FIELD EXPENDITURES	\$528,250	\$90,975	\$85,390	\$5,585

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues & Expenditures
For the Period Ended November 30, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/18	ACTUAL THRU 11/30/18	VARIANCE
<u>CLUBHOUSE</u>				
Facility Management	\$60,000	\$10,000	\$8,549	\$1,451
Facility Attendants	\$18,460	\$3,077	\$2,410	\$666
Facility Maintenance	\$19,570	\$3,262	\$4,713	(\$1,452)
Phone/Fax/Internet	\$5,100	\$850	\$956	(\$106)
Porter Services	\$16,700	\$2,783	\$2,783	(\$0)
Refuse Service	\$850	\$142	\$140	\$2
Property Insurance	\$13,168	\$13,168	\$15,289	(\$2,121)
Pool/Water Park/Fountain Maintenance	\$8,820	\$1,470	\$1,470	\$0
Pool/Water Park/Fountain Repairs	\$6,000	\$1,000	\$95	\$905
Clubhouse Furniture Repairs/Replacement	\$1,000	\$167	\$0	\$167
Pool Furniture Repairs/Replacement	\$1,000	\$167	\$0	\$167
Athletic/Park/Court/Field Maintenance	\$5,000	\$833	\$293	\$540
Pest Control	\$890	\$148	\$90	\$58
Contingency	\$5,000	\$833	\$0	\$833
Employee Reimbursable	\$2,500	\$417	\$0	\$417
Special Events	\$15,000	\$2,500	\$7,928	(\$5,428)
Operating Supplies	\$12,500	\$2,083	\$1,384	\$699
Clubhouse Wear and Tear	\$5,000	\$833	\$0	\$833
Dues/Licenses/Permits	\$425	\$71	\$0	\$71
TOTAL CLUBHOUSE EXPENDITURES	\$196,983	\$43,804	\$46,101	(\$2,297)
TOTAL EXPENDITURES	\$870,188	\$169,219	\$160,229	\$8,989
<u>OTHER SOURCES/(USES):</u>				
Interfund Transfer In/(Out) Debt Service	\$12,581	\$0	\$0	\$0
TOTAL OTHER	\$12,581	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$55,540)		(\$121,788)	
FUND BALANCE - Beginning	\$55,540		\$360,735	
FUND BALANCE - Ending	<u>(\$0)</u>		<u>\$238,947</u>	

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL RESERVES FUND
Statement of Revenues & Expenditures
For the Period Ended November 30, 2018

	ADOPTED BUDGET	ACTUAL THRU 11/30/18	ACTUAL THRU 11/30/18	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$351	\$351
TOTAL REVENUES	\$0	\$0	\$351	\$351
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
<u>OTHER SOURCES/(USES):</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$351	
FUND BALANCE - Beginning	\$0		\$107,319	
FUND BALANCE - Ending	\$0		\$107,670	

0

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND - SERIES 2015 Refunding Bonds

Statement of Revenues & Expenditures

For the Period Ended November 30, 2018

	ADOPTED BUDGET	ACTUAL THRU 11/30/18	ACTUAL THRU 11/30/18	VARIANCE
<u>REVENUES:</u>				
Assessments	\$449,282	\$20,897	\$20,897	\$0
Interest Income	\$500	\$42	\$906	\$864
TOTAL REVENUES	\$449,782	\$20,939	\$21,803	\$864
<u>EXPENDITURES:</u>				
Series 2015				
Interest Expense - 11/1	\$104,753	\$104,753	\$104,753	\$0
Interest Expense - 5/1	\$104,753	\$0	\$0	\$0
Principal Expense - 5/1	\$240,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$449,506	\$104,753	\$104,753	\$0
<u>OTHER SOURCES/(USES):</u>				
Interfund Transfer In/(Out)	(\$12,581)	\$0	\$0	\$0
TOTAL OTHER	(\$12,581)	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$12,305)		(\$82,950)	
FUND BALANCE - Beginning	\$121,075		\$277,751	
FUND BALANCE - Ending	<u>\$108,770</u>		<u>\$194,801</u>	

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL PROJECTS FUND - SERIES 2015 REFUNDING BONDS
Statement of Revenues & Expenditures
For the Period Ended November 30, 2018

	ADOPTED BUDGET	ACTUAL THRU 11/30/18	ACTUAL THRU 11/30/18	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$37	\$37
TOTAL REVENUES	\$0	\$0	\$37	\$37
EXPENDITURES:				
Series 2015				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$37	
FUND BALANCE - Beginning			\$39,592	
FUND BALANCE - Ending			\$39,628	

\$0.00

DUPREE LAKES
COMMUNITY DEVELOPMENT DISTRICT
LONG TERM DEBT REPORT

Bond Issue:	<u>Series 2015 Capital Improvement Revenue and Refunding Bonds</u>
	\$6,835,000
Interest Rate:	3.00-3.625%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	50% of Max Annual. --> 70% of requirement funded with cash, 30% satisfied with Reserve Policy
Bonds outstanding - 3/19/15	\$6,835,000
Less: 5/1/16	(\$220,000)
5/1/17	(\$225,000)
5/1/18	(\$230,000)
Current Bonds Outstanding:	<u><u>\$6,160,000</u></u>

