



Lake Ashton

Community Development District

Carol Pontious, Chair

Borden Deane, Vice Chair

Brenda VanSickle, Assistant Secretary

Bob Ference, Assistant Secretary

Mike Costello, Assistant Secretary

January 12, 2018

Lake Ashton

Community Development District

5385 N. Nob Hill Road, Sunrise, Florida 33351

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

January 5, 2018

**Board of Supervisors
Lake Ashton
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Lake Ashton Community Development District** will be held on **January 12, 2018 at 9:00 a.m. at the Lake Ashton Clubhouse Ballroom, 4141 Ashton Club Drive, Lake Wales, Florida 33859.**

1. Roll Call and Pledge of Allegiance
2. Audience Comments on Specific Items on the Agenda (*speakers will fill out a card and submit it to the District Manager prior to beginning of the meeting*)
3. Approval of the Minutes of the December 8, 2017 Meeting
4. Engineer's Report and Consideration of Work Authorization Number 2018-1
5. Unfinished Business
6. New Business and Supervisors Requests
 - A. Discussion on Traffic Safety (*requested by Supervisor VanSickle*)
 - B. Discussion on Lake Ashton Boulevard Hedge Height and Maintenance (*requested by Supervisor VanSickle*)
 - C. Consideration of RFP for Amenity Management
7. Monthly Reports
 - A. Attorney
 - B. Community Director
 - C. Field Operations Manager
 - D. CDD Manager
8. Financial Reports
 - A. Approval of Check Run Summary
 - B. Combined Balance Sheet
9. General Audience Comments
10. Adjournment

**MINUTES OF MEETING
LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lake Ashton Community Development District was held on Friday, December 8, 2017 at 9:00 a.m. at the Lake Ashton Clubhouse Ballroom, 4141 Ashton Club Drive, Lakes Wales, Florida 33859.

Present and constituting a quorum:

Borden Deane	Vice Chairman
Brenda Van Sickle	Assistant Secretary
Michael Costello	Assistant Secretary
Bob Ference	Assistant Secretary

Also present:

Darrin Mossing	District Manager
Andrew d'Adesky	District Counsel
Tricia Adams	Community Director
John Cruz	Community Watch Solutions
Alan Scheerer	Field Operations Manager
Numerous Residents	

FIRST ORDER OF BUSINESS

**Roll Call and Pledge of
Allegiance**

Mr. Mossing called the roll and established a quorum was present and Mr. Deane led the pledge of allegiance.

Mr. Deane: If you could stand a moment for a prayer.

Mr. Ference: Heavenly Father, look down from heaven from your holy dwelling place and be present to Paul and Carol as in this hour of need they look to You for strength, guidance and a path to everlasting life. We are grateful for the many blessings that you have shared with them and with us and together we come together to strengthen their will to understand what is Your divine will for them. Oh Lord be mindful of all your children, especially those who have most need of your help, and today that would be Carol and Paul. Every blessing is from above and we thank You. Amen.

SECOND ORDER OF BUSINESS

Audience Comments on Specific Items on the Agenda *(speakers will fill out a card and submit it to the District Manager prior to beginning of the meeting)*

Mr. Deane: Audience comments. I have one from Alan Goldstein.

Mr. Goldstein: Good morning. Merry Christmas, Happy Chanukah, and we hope we all feel that way when we leave the meeting today. I want to just speak for a minute on what I brought up before the last three meetings we discussed it, but nothing has been done since. I think it needs to be done and I think this is a good time to end the year and end the process. As most contracts for a CDD are bid out by the CDD, or by the administrator, I would like to know why the District Manager's position and GMS has not ever been put up to bid. Now I have been told it's been on the job for 12 years. Some people tell me no, it is five years. I don't know how many years it is, but I know it is not up for bid. I don't care if GMS wins the bid or not, I care that the process is done to make sure that our monies are handled correctly. Speaking about our monies, our monies are tax monies, and you as CDD Supervisors are responsible to watch over the money. You have heard from all the political parties and political activities over the last couple of years what is the most important thing is transparency. The way that we are operating is not transparent. We have employees that should be CDD employees that are GMS employees. We don't know what their job descriptions are. We are not allowed to hire or fire and all we do is rubber stamp what GMS says. I would like to see that corrected and keep our neighborhood a growing prosperous and happy place. That is basically it. If you want to know all the paperwork I have quoting all the laws and all the rules, yes, you do operate under 190.6 and you do a good job with it. I think some of our residents don't understand what the Sunshine Law is. They think if you have dinner with another member of the CDD you are breaking the law. That is not the fact of the case. I mean you can have dinners. The five of you can get together if you want 5 to 7 days a week and have dinner as long as you are not talking about business or making decisions about business of the CDD. You are allowed to have your friends, but because of rumors and non-transparency these types of problems happen. So I am asking today to put a final to

it. Make a decision and let's bid all our processes. I wish everybody a Merry Christmas. Thank you.

Mr. Deane: Al, with regards to what you said 4 years ago, it was bid. The only bidder for the management was GMS.

Mr. Goldstein: Who asked for the bids?

Mr. Deane: The Board requested a bid for the management. The only bidder was GMS.

Mr. Goldstein: Ok. I think it needs to be done again. Again, in the bylaws, or in the statutes it says that the CDD is to allow, to instruct the job description, the hiring, the salaries, etc. of all the employees. That means that it should be your employees, not the management company's employees. They are your employees. This is where the loyalties and loyalty matters should come from.

Ms. VanSickle: I do have a quick question. I think the way we usually do this is to hold for an agenda item, but I don't recall this being bid out four years ago. We renewed the contract but I don't recall it being bid. I was on the Board four years ago.

Mr. Deane: It was bid out.

Ms. Adams: I think Darrin has all the dates that it was actually bid.

Ms. VanSickle: I was here and I don't recall that.

Mr. Mossing: There are technically two contracts. There is what we call the administrative management of the District, which is our office here in Orlando. Then we have a separate contract for our onsite personnel, which includes Tricia and her onsite group. The part that was bid was the amenity management lifestyle services of the contract. So that is the \$300,000 line item in your budget. It was 2012, I believe.

Ms. Adams: I recently looked this up Darrin and I have been discussing this as well, but as I recall it was bid out in 2009-2010 and the only responder was Lake Ashton Management. That was very close to the time that that Board transitioned from being a developer-run to resident-run or resident elected Supervisors. In 2010 in January the newly elected Board requested that there was a workshop for various services. At the time all of those services were run by Lake Ashton Management, which was the

developer's group. That included security services, restaurant services, amenity management services, and landscaping services. The Board spent several months working through requests for proposals and defining the scope of services for all of those positions. In May the Board made a decision to hire GMS for amenity management services. I think that was as a result of the services recently being bid out and the net being cast pretty wide throughout central Florida and only having one responder, which was the developer. I think that was seen as an opportunity. The Board was looking for an opportunity to make a different decision, and was looking for solutions to that challenge of not having a lot of amenity management services bidders come forward. On the other hand, there were bidders that came forward for landscaping services and for security services. When the Board became resident-controlled in the calendar year 2010 there were quite a few changes.

Ms. VanSickle: I was on the Board then so I was well aware it wasn't bid out four years ago.

Mr. Goldstein: Brenda, if you would let me just finish this, and I will get out of your way. The District Manager may hire or otherwise employ and terminate the employment of such other persons including without limitation professional, supervisory and clerical employees as maybe necessary and authorized by the Board. The compensation and other conditions of employment of the offices and employees of the District shall be as provided by the Board. I am going to drop it right there because that doesn't mean leave it up to the third party. Thank you.

Mr. Deane: Any comments?

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 10, 2017 meeting

Mr. Deane: We have approval of the minutes from the November 10, 2017 meeting. Any additions or corrections? We need a motion.

On MOTION by Mr. Ference seconded by Mr. Costello with all in favor the minutes of the November 10, 2017 meeting were approved.

FOURTH ORDER OF BUSINESS

Engineers Report

Mr. Deane: Now we have the pleasure of the engineer, who has shown up for a change.

Mr. Malave: Just for the record only because you have asked me not to come. I do not take that personal. Good morning. A couple of things we have on our list. One, some of the construction that we still want to undertake were put on hold until we get the water to come down further again. We still have that information and work in progress to go forward with that contractor so we will still have our eye on the water levels where we can go and economically do those repairs as we have in that bid that we originally had with All-Terrain. All the work that was done with him with what I have seen is in good shape and we have inspected all that. Number two is there is a request that was submitted to everyone and to be precise it is Item #6G. Since it is a little bit of engineering in there I would like to request from the Board if we could bring that forward so that I can comment on it and provide direction a little bit on it. I looked at both sites, when I say both sites I looked at this particular address 4564 Turnberry Lane, and all those houses along Olsen Road have the same conditions. The survey basically shows two easements there. One is an egress easement that is not ours, is not the CDD's and there is a 15 foot drainage and utility easement. That is per the plat. We have rights to that especially from the drainage standpoint. Therefore we do have control over that easement. In the request they are asking for a 5 foot encroachment into that 15 foot. The site is basically when you look at all those lots along Olsen Road, generalities from the back of the house to the street drains towards Turnberry. The back yard generally drains toward Olsen Road or away from the house. There is substantial fill there for all those lots. Olsen Road is pretty low and therefore somewhat drains to portions of what can be construed as a swale which is what that 15 foot drainage easement was originally intended for. Based on some of the information provided, what we would recommend that if the owner of that lot, there is also another house that never got a change, so they are technically in violation of the easement also. That is on 4588 Turnberry Lane about five or six houses down, does have a pool. They do encroach into the easement. What we would recommend is that both of those units, this one in particular 4564, obtain a

letter waiver from within our permit with the Southwest Florida Water Management District. They have already indicated that it would be minor and if they were to provide that modification that we should recommend approval for that incident and for all those houses that would probably want one. The key element here is that most of the drainage will go towards the road. It is only the back yards, very little in any case, and there is no way Olsen Road or even the back yard could drain into a swale and into our lake. It will probably go down Olsen Road, which is the low point, and then into our pond anyways. So that would be my recommendation. It should not be at a cost to the CDD since it is not our work. It should be of the owner of the house because he wants the pool. With that any questions you may have?

Mr. Deane: Rey, is what you are saying is if the owner gets the variance for lack of a better word from S.W.F.W.M.D., then we will approve the requests.

Mr. Malave: It is a permit modification.

Mr. Deane: S.W.F.W.M.D. has to give the permit modification.

Mr. Malave: They can do that by letter.

Mr. Deane: That is what it says in their thing. Ok. We are probably going to need to vote on that.

Mr. Costello: I make a motion that we follow the recommendation of the engineer.

Ms. VanSickle: Second.

Mr. Deane: We have a motion from Mike and a second from Brenda. Any more discussion?

On MOTION by Mr. Costello seconded by Ms. VanSickle with all in favor the request from the resident at 4564 Turnberry Lane to encroach into LACDD easement would be approved once the resident obtained a waiver from Southwest Florida Water Management District per recommendation from District Engineer.
--

Mr. Malave: The second one is.

Ms. Adams: Do you want me to introduce it? While Rey is here in deference to his schedule and billable hours we thought to bring forward all of the projects that touch on

engineering. Two of them are related to hurricane repairs and hurricane restoration. Included in the agenda packet is a community director report. Attached to the community director report is information regarding 400 linear feet of shoreline restoration. The target area is south of the clubhouse, approximately from the west end of the pool deck, and then moving west towards the pavilion. There is about 400 feet of shoreline that requires restoration. Unfortunately Hurricane Irma eroded that lake bank to the point that we have some safety situation near the golf cart path. The Board had recently considered and made an approval for shoreline restoration back in August so what you have in the packet is you have cover memorandum, you have the proposal for the 400 linear feet of shoreline including some diagrams identifying the targeted area. Then just to refresh the Board's memory I included that information packet that was presented in August. In August staff bid out the project of 160 linear feet of shoreline restoration. There were three different vendors that came forward with competitive proposals and different solutions. Two of the solutions were very similar. The geo-tube solution which the District has utilized in the past and then also a new solution called dredge sox. It is very similar to the geo-tube. The difference being that it is more like a sling rather than a totally encompassed structure. Eventually with the dredge sox solution it actually vegetates all the way through the dredge sox which really secures that shoreline very well. Happily, the dredge sox solution is also the least expensive of the three options. There seemed to be a lot of reasons to go forward with that solution. When we had additional damage after Hurricane Irma, Lake & Wetland Management came down onsite. Two different times they met with staff and they actually were able to be here when the District Manager, George Flint, was here. They ended up meeting with both of us at the same time. We carefully looked at that project. Based on the amount of erosion that occurred after Hurricane Irma they recommended 12 feet width of the 400 feet of shoreline restoration. They were deferential to the cost that the District had recently endured with the other projects that they discounted 160 feet of that project by \$35 a linear foot. At this time I will take any questions about the project and also the engineer is here to take any technical questions about the project.

Mr. Malave: Just for the record, these are solutions that have been used in other CDDs and other shoreline restoration projects very similar. We do recommend either, but this one is definitely the best, and being the least expensive it is definitely the best way to go.

Ms. Adams: So if the Board doesn't have any further questions, staff would be seeking approval for the erosion control agreement with Lake & Wetland Management for \$24,400.

Ms. VanSickle: So moved.

Ms. Adams: So if you are at the community director report and you go back to the very first page of the Lake & Wetland Management Erosion Control Agreement, in the middle of the page, bold underlined it says total dredge sox investment \$24,400. That is dated November 28th on the top of it.

Mr. Ference: All-Terrain is a whole lot less but does not give as much.

Ms. Adams: Just to be clear and to clarify the information that I presented, the other proposals that you see are a reiteration of what you saw in August and that was for 160 linear feet. What we are looking at now is 400 linear feet because we had additional problems after Hurricane Irma. So the 160 feet that was previously repaired needs restoration as well as an additional 240 feet for a total of 400 feet.

Mr. Ference: All- Terrain never bid on that additional linear feet?

Ms. Adams: We did not because it had been so recently bid out a few months ago and because this was the most economical and best solution, we sought a proposal from just the one vendor.

Mr. Ference: Are we satisfied with just getting one bid on that? Rey, what do you feel about that?

Mr. Malave: The cost based on what I see with other vendors is right in line with what it is so that is why I deferred to not getting other ones. All-Terrain was proposing a different system. It is not really comparable. When you look at the different ones this is definitely the better one for what we would like based on what I have seen in other CDD's that have installed some of these. The cost is within mind.

Mr. Ference: \$65 a square foot?

Mr. Malave: That is in line with what it is including restoration, sodding and all that.

Mr. d'Adesky: We are not required to get it. It is under the threshold.

Mr. Ference: I just want to make sure Al is listening to our request for other information.

Ms. Adams: If you want to review the proposal you see the All- Terrain, Lake & Wetland Management and Dragonfly Pond Works when you look at those three you are comparing apples-to-apples vendors. Lake & Wetland Management is the least expensive option.

Mr. Ference: Ok, let's move on.

Mr. Deane: We have a motion and a second and no more discussion.

On MOTION by Ms. VanSickle seconded by Mr. Ference with all in favor proposal from Lake & Wetland Management for \$24,400 for shoreline erosion repair was approved.

Ms. Adams: There is one more thing that is not explicitly on the agenda but a couple of Supervisors had inquired this week regarding the shade awning on the patio. The shade awning on the patio was damaged during Hurricane Irma and the insurance adjuster is looking both at the cost to temporarily repair it, as well as the replacement cost. Those would be covered expenses. Some Supervisors have inquired during Board discussion and then reiterated an interest in understanding the difference between replacing the shade awning on the existing aluminum frame that is outside or upgrading that environment to a hard roof structure which would allow screening and a more water tight roof. Right now that shade awning protects against the sun but it is not a waterproof hard structure that would allow for screening. So as some Supervisors are aware, there have been various times over the years that the structure out on the patio has been damaged. It was damaged during Hurricane Charlie. There was another wind storm that came up in 2010 that damaged that structure. In 2010 it ended up that the frame and the shade on the awning were both damaged. At that time the Board asked staff to seek

proposals for both replacing the type of structure that is out there now or the hard roof structure. There were two bids that came forward for a hard roof structure. One of them was from Rogers Construction, who is no longer in business. The other estimate that I found that had been included in the Board agenda packets is a vendor that I am not familiar with but it is called Lumatech. Back in August 2010, they provided some light engineering specifications and they also provided a proposal in 2010 for \$37,600 for a hard roof structure. Rey has briefly just looked over these drawings. He may have some comments about them but I would be happy to pass that down if the Board has an interest. I also have information included in the agenda packet about how much it is going to cost to replace the shade awning. We are ready for Board discussion on this item or any questions for the engineer.

Mr. Malave: From our perspective doing a hard roof is probably your longer thing. You have already replaced it a few times. It will give you that and the range you are talking about is probably about \$20,000 assuming give or take a little. So that gives you an idea of what you are looking for. I think what we would recommend is giving direction to staff to obtain hard bids on both options recommending that this is probably your better bet. I would assist with helping with some of the structural in the designs and the specs so that we can get a good structure there.

Mr. Ference: I would make a motion that we pursue the bidding on hard replacement since we already replaced the other awning three or four times already and not go that way again. I think we would waste some time and energy trying to rebid the soft shade so let's just go with the hard shade. Get some bids and then let's get it done.

Ms. Adams: Do I need a motion?

Mr. Mossing: No, that is a Board direction.

Mr. Malave: We will do as requested. With that, that is all that I have unless you have any questions for me as the engineer.

Mr. Deane: Rey, thank you.

Mr. Malave: Thank you and I wish you all a Merry Christmas, Happy New Year. I will see you all next year. Blessings and lots of health.

Mr. Deane: Thank you.

FIFTH ORDER OF BUSINESS

Unfinished Business

Mr. Deane: Unfinished Business. We have nothing in unfinished business, but we have Mr. Goldstein, who has a request. Any discussions with regards?

Mr. Costello: It appears that Mr. Goldstein quite honestly and even with what Brenda just said maybe we should make a motion that the contract is reviewed on a timely basis. Make it two years or four years. From what we are being told by Tricia nobody else is bidding it. I will be very honest with you. We do operate every day. It is not like we are not operating, but in an effort to be calm and a little bit more, quote unquote, transparent maybe we should make it where we will rebid it. The only problem that I honestly see is the fact that Tricia, and believe me I am not trying to get on anybody, but you do work for this company and your loyalty is going to lie to this company. I don't blame you in the least for that. My question becomes how do we get more bids in to see if there is another company out there that is going to be a little bit more in line with what we want? Quite honestly, I am not dissatisfied at all. Chances are if nobody else is bidding it, you are going to remain here. I don't know what to tell you.

Mr. Ference: We could just advertise it. The numbers speak for themselves. We advertise the contract.

Mr. Costello: You are right, Bob. The only thing is Tricia told us that it was advertised last time and nobody bothered to bid it. It is like a dog chases its tail more or less. Even if he catches it, what is it going to do, but at the same token if appears that we are more transparent by rebidding it on a certain cycle, I think it would be the way to go.

Mr. Deane: I agree with that. I think maybe it should be put out like our other contracts. Put three year contracts I believe if I am not mistaken. Most of our contracts are three year contracts. One year with two year possible extension.

Mr. d'Adesky: For our non-professional contracts.

Mr. Costello: The question that I continuously come back to like I say is that and believe me, like I say, Tricia, I am not trying to, it is a matter of your loyalty lies to that

company. Who do we get to write the RFP on this and ensure ourselves of transparency that this is being done in a proper manner?

Mr. Ference: Well the same conditions by which the company we have now operates. Those conditions should be advertised to any other company that wants to compete with them for price and for contract. I don't think there is any question about re-writing. We have already established the modus operandi and those who would like to bid against it can do so. I don't think Tricia has anything to say about that.

Mr. d'Adesky: Part of the field management contract, too, because there is two contracts. You are talking about with the District management services. That is what the District Manager does, which you are required by Statute to have to provide certain services, auditing, budgeting, etc. Then you have field management. There is scope of services. There is a contract. There is a scope of services for those services. It is already there. It is a matter of taking that scope of services, putting it in a RFP and sending it out.

Mr. Costello: Ok then let's go with it.

Ms. Adams: I would recommend that the Board reviews the scope of services because the scope of services that was last developed by the Board as I said as a workshop for several months in January, February, and March 2010. Subsequent to that time there has been some tasks that have been assigned to the amenity management team, for example issuing guest cards, issuing identification cards, registering guests and various other things that have been added to the scope of services that are not yet articulated. So it would be very healthy for the Board to review and make sure that everything that you want for your amenity team to do is contracted.

Mr. Ference: Tricia, we can't dot every I and cross every T. How many copies do we make to someone? We can't cover everything.

Mr. d'Adesky: I think it is in terms of major items that you want incorporate in the contract. You need to list those because if you don't you are going to end up with a management situation where they just frankly don't do them. We have dealt with this with management companies that come to us and say it wasn't in our contract to issue guest cards. We are not going to do it, too bad, that costs them part of their profitability.

Mr. Ference: If that is the way the business is run then I guess we have to comply with our standard practices. I am just saying that we can't always cross every T and dot every I when it comes to management services.

Mr. d'Adesky: Absolutely that is why you paint the broad stroke.

Mr. Ference: Very good.

Mr. Mossing: On the comment of Tricia's loyalty being to the company, I just want to disagree with that. This is the onsite staff. Other than Valerie doing some part-time work for us, this is their only work here. Tricia doesn't provide any services to any of our other clients. So I disagree. Her loyalty and her staff's loyalty is 110% to this community because whether she is a District employee or a company employee I don't see any difference. Just for clarification.

Mr. Costello: I don't see us as being quote unquote enemies or anything of that nature by any means. What I am saying is that Tricia's check comes from you people and quite honestly all I am saying is people want it to be transparent, so let's make it transparent every three or four or six years, on a regular basis let us go out and re-bid the contract. This way nobody can say to us well somebody is in your pocket or anything of that nature. All I am saying is this way here it is above Board.

Mr. Ference: Let's move on. I think we have discussed ad nauseum. Let's move on.

Mr. d'Adesky: So I think just to clarify and make sure we are all on the same page. I think the Board direction is to maybe at the next meeting bring back the RFP with scope of services so we can talk about the broad strokes and we will discuss it at a future meeting.

Mr. Deane: That should be at the next meeting.

Mr. d'Adesky: Ok.

SIXTH ORDER OF BUSINESS

New Business and Supervisors Requests

A. Consideration of Joint CDD Meetings

Mr. Deane: Consideration of Joint CDD meetings. It was proposed that we join with the other CDD if we could have a joint meeting sometime in the first part of next year. Is everyone in favor of that is what I am trying to find out? I believe we are.

Ms. VanSickle: Yes.

Mr. Ference: Absolutely yes.

Mr. Deane: I will go to this afternoon meeting and ask a question there and see if we can set it up.

**B. Discussion on Merging Lake Ashton CDD and Lake Ashton II CDD
(requested by Supervisor Deane)**

Mr. Deane: The next item is Discussion of Merging Lake Ashton CDD I and Lake Ashton CDD II. This was my request. Over the past few months there has been a lot of comments made to me that it appears that the two CDDs are going in different directions. I do know that there was an amenity that was going on for several years that had been cancelled. Now the CDD II wants to hold their own new resident orientation and not participate in the resident orientation that has been going on since the beginning. I believe that it appears that the CDDs are going in opposite directions. When I moved into this community it was one Lake Ashton. There was no CDD II at the time when I moved in. It came later, but I have always thought of this as one community, Lake Ashton, and I believe that we should have discussions of making it just one community by joining the CDDs. That is my opinion and I am open for discussion with anyone.

Ms. VanSickle: My concern is these two CDDs need to work together. I think that we can do that through our joint meetings. I think we are two separate places in our growth and development. I think we are fairly established. They are still in the building process and still adding a lot of things. We run by a management company onsite. They aren't. We have separate security companies. Theirs runs 24 hour rovers, we don't. I think there are too many differences at this point. I think for that to ever come to fruition maybe down the road we would have to grow closer together. I think right now there would be too many obstacles.

Mr. Costello: I agree with Brenda. They are in a development stage. They are not fully developed. A month ago when I brought up certain aspects that went on over there compared to what went on over here, I was reminded that is there and this is here. I agree with you we have to work together, but I was also reminded that they have a totally

different management style. I would like to know how you feel we are going to merge two management styles.

Mr. Ference: Well personally we must determine if the West has the same feeling about unity. We absolutely if I understand you correctly, where you feel that the East does and we came here in the beginning thinking it was one Lake Ashton and that attitude probably still permeates in the East. I think I have that same feeling. The West may not feel that way so I think what we have to determine is there a common desire. We may have it here in this CDD but if they don't feel the need for unity or oneness or one Lake Ashton it is a moot question. Before we pursue any effort to make it one we must determine if they have that same desire to make it one.

Mr. Deane: I agree with what everybody has said. I just want to open this discussion to possibly coming down the road and making this one community here.

Mr. Ference: We can always overcome obstacles if the desire and intention is there. All this stuff about they do this and we do that if we are driven to a goal we will do what we need to do to get to that goal. If they don't want to get to that goal, then it is frustrating so the purpose is not to kind of delineate all the obstacles and decide whether we want unity at all first.

Mr. Deane: Right I agree. It has to be decided if we want to make it one development or if everyone wants to be one development. In my opinion it should be one development, but that is my opinion.

Mr. Ference: Take it to the West.

C. Update on Hurricane Plan (*requested by Supervisor VanSickle*)

Mr. Deane: Update on Hurricane Plan.

Ms. Tricia: I think it was requested by Supervisor VanSickle.

Ms. VanSickle: Yes, I wanted an update.

Ms. Adams: Included in the community director report for November 2017 and December 2017, under the public safety section there has been updates regarding the hurricane plan. Just as a reminder, this is the hurricane plan for staff preparations. This

is not the hurricane plan for residents that we are speaking about right now. So as a result of Hurricane Irma, we reviewed the hurricane plan that staff uses as a guideline for preparations before, during and after a hurricane. Staff directed me to meet with Mike Costello and review the plan and get input because Mike Costello has a significant public safety background in professional fire services. Mike Costello met with me on October 16th and on November 2nd. There were three different aspects of public safety services that we looked at. One thing that we looked at was the opportunity to use the lightning detection system to sound an all community wide alarm. As the Board may recall a few years back we installed a strobe light connecting to the lightning detection system that is owned by the golf course onto the clubhouse. You are probably also aware that we have an alarm installed on the clubhouse that sounds in the event of lightning. I did reach out to the pro shop staff to get a better understanding of how that equipment operates if we needed to sound a community wide alarm. The only way to do that is to physically be in the pro shop. You can't access that remotely and you can't access that from one of the supplemental locations. So that was not a very feasible thing. Another thing that we are still researching is determining the extent that we have equipment that is necessary to continue operations that might need to be powered by a generator during a power outage. Right now we don't have any generator backup for any CDD assets. So we are kind of working with Mike to determine what would be critical equipment. At a future time we will bring forward a proposal for a generator to power that in the event that there is a power outage. A third item that was looked at was the ability to send voice and text messages for public safety purposes. This again was primarily looked at as a result of storm preparations and hurricane plans but of course public safety messages have other opportunities as well. So staff reached out to the platform that currently hosts ashtonliving.net website. That ties into the resident directory so for residents who have entered a home telephone number or cell phone and have the ability to receive voice or text messages there is an opportunity to add a console sort of speak onto that plan which is called Messenger Service Plus. It is simply an upgrade. The cost on that would be \$20 per month. I did include an information sheet on that back of the community director's

report for your consideration. If the Board would want to pursue this I would want to coordinate with the HOAs, who assist funding the website at this time. Mike, did you have any comments about our meetings?

Mr. Costello: No. I think one of the things that we did come across was like you said was the Messenger Service Plus. It is offered at a very attractive price. It is something that I am sure we have all received phone calls through the sheriff. In the beginning of the school year usually we get one that school is beginning, be careful on the roads. We even had a situation yesterday quite honestly when I was reading the emails that they are going to be working on the roof here. You could use that to reach out to people and let them know that there is certain areas that they may want to avoid. At \$20 a month financially you are talking like 2 cents a month per resident here. I also would hope it would eliminate the problem where after Hurricane Irma a lot of people were upset that quote unquote we weren't getting information out fast enough. I think that would totally eliminate that simply by putting out a robo-call. It is up to you what you are going to do with the information.

Ms. VanSickle: Who would put out that information?

Mr. Costello: I would imagine it would be Tricia. It is simply a very efficient very fast way of putting out information to large groups of people. Like I said I know that probably a lot of us getting as you sit down to dinner at night trying to sell you oceanfront property or something like that, but quite honestly it does have a positive use and I think that the money it is going to cost us is inconsequential.

Mr. Deane: It is a lot quicker than using the TV station.

Ms. Adams: In terms of policy issues we will bring this forward again as I get additional information about implementing this, and reach out to other Lake Ashton stakeholders to make sure there are no issues or concerns. Mike and I originally discussed this as a tool for public safety efforts, not to promote activities or promote events but really to focus just on public safety efforts for this particular broadcast system.

Mr. Costello: Isn't there a license that we would have to uphold that we weren't using it for any kind of commercial?

Ms. Adams: I think you are thinking of the FCC guidelines for cable channels for our local channel we do have guidelines.

Mr. Costello: Like I said I had an email that they were working on the roof. You could put a robo-call out please avoid these areas if at all possible. If they have to shut down one of the streets you could put out a notice, this way the information goes out very quickly. I make a motion that we go ahead and go with the Messenger Service Plus.

Ms. VanSickle: Second.

Mr. Deane: We have a motion and a second. Any further discussion?

On MOTION by Mr. Costello seconded by Ms. VanSickle with all in favor a proposal for Messenger Service Plus for \$20 a month was approved.

D. Discussion on Access to Distributing Media (*requested by Supervisor VanSickle*)

Mr. Deane: Brenda, the next item I believe is yours, the Discussion on Access to Distributing Media.

Ms. VanSickle: My concerns are towards Hurricane Irma. At some point when staff is not onsite, I think someone onsite needs to have access to media to get our emergency information.

Ms. Adams: Is that something that you would want me to potentially train security staff with?

Ms. VanSickle: Security staff, the Chairman, the Vice Chairman, I think somebody needs access to that information.

Mr. d'Adesky: We would strongly recommend it be a staff member because for liability purposes you would incur tremendous liability if you do that as a Chairman or Vice Chairman. We would not recommend that.

Ms. VanSickle: Technically our security should be onsite. As we found out during Hurricane Irma that did not happen. Security should have been onsite but they weren't.

Ms. Adams: Mike and I are continuing to meet regarding the hurricane preparedness plan as additional information comes forward and facts come forward so that this is something we will consider and incorporate into the plan. Before the plan is

finalized, it will be presented to the entire Board. Happily, the hurricane season for 2017 is over so we are looking ahead to preparing and updating the hurricane preparedness plan for 2018.

E. Discussion on District/Onsite Management (*requested by Supervisor VanSickle*)

Mr. Deane: Discussion on District/Onsite Management. Brenda?

Ms. VanSickle: This follows in suit with some of our earlier discussion, but I was concerned about reviewing contracts every so many years. Usually we are happy, we go forward. I have some concerns with our onsite, and it is nothing new, nothing George and Tricia aren't aware of. In 2013 I had a long list of things and George met with me the next meeting after our Board meeting and said there is nothing on your list that we haven't already gone over. That is my point. Because of the Sunshine Laws I can't go to Mike or Borden or Bob and say these are my concerns. I think I need to do that. I want to make sure that you are aware what my concerns are. It is nothing new. Very briefly and I know last time you asked me for a list and I said I would give you a list, but I am not going to do your job any more than I am going to do their job. It is our responsibility to stay on top of things. A lot of this goes back to Hurricane Irma. That brought everything to a head for me. Things didn't happen that should have happened. When we were talking about if afterwards, some of the things and George's comments, well some of my Boards we try and keep you from being inconvenienced and some of our Boards don't want to meet for more than an hour a month or whatever. I was asking for information. I feel as a Board member I am entitled to that information. I feel that these residents are entitled to that information. He also said that they managed contracts. I came back with well why I am able to come forward with so many issues. If you are managing the contracts, why are these things happening? It is not my job to keep saying this needs to happen and this needs to happen. We pay a management contract to do that. Examples, clean restrooms or lack thereof, running out of propane should not be the signal for refill. That has been going on for years. We didn't even know that we had a gauge on that system. That is a problem. Trimming CDD property trees hanging in the

roadway. That was recently taken care of, and I appreciate that, Alan. Shingles and flower beds a month after the hurricane. Timely dissemination and integrity of information in spite of, I told you, Tricia, George, I told everybody. I said at Board meetings I want to know what is going on around here. We make a policy, you all implement it, but if we don't know what is going on we can't make an informed decision. And that is why I appreciate Tricia meets with me weekly. I meet with George. When I have asked for him, he comes in. I appreciate that, but I want it clear, and I want the rest of this Board to know that. I know that some Board members don't feel like I do. I don't think I can vote on an amenity policy unless I have read it. I want to know what is going on around here. Website is grossly out of date. This was an issue back in 2013, and is still an issue. I don't spend time going over the website. It is not my job, but when a resident comes to me looking for something and I point them in that direction, just an example, as of last month's meeting, Supervisor Costello who has been here with us a year now almost was not listed. Jose Restaurant was still on the management organizational flow chart. Lake Ashton Grill was still listed on the information for new residents. Fitness orientation with a date of June 23rd at 5:00 p.m., bread making with an April date, water color painting with a June date, pet play park information was still listed as both parks still available and one is closed. It is pretty bad when I was looking for a time for something that I was going to attend and I go on ashtonliving.net I can't find it. We have a resident with a website, I pulled up hers. Thank you, Iris, I got that information immediately. We have paid staff to do that yet we have residents with their own website that is more accurate. That is not good. I have said before that I think staff coverage of this building needs to be staggered. I asked for this back in 2013 per our contract. I would like to see this building covered more. I am sorry, Andrew, but who does our attorney work for? When I ask a question, do you work for us or do you work for GMS? If I ask a question it doesn't have to be filtered through them. I resented that. I resented it took a week both times to get an answer, but when I contacted George, I got it immediately. That is a concern. We need to be transparent in everything we do. Everything should be online for easy access. All our contracts. Al keeps saying we don't

have job descriptions. We have job descriptions. You can get them through public records requests. We shouldn't have to. All that should be online. There is nothing we should be hiding. We saved thousands a few years ago on one of our road contracts. We had a resident with a road engineering background was able to give us ideas that saved us thousands of dollars. We have a very talented and educated resident base. They could be very helpful if they knew what was out there. The CDD Supervisors as a group hired this management company to manage the day to day workings of this community. This does not mean that we as Supervisors stick our head in the sand and don't pay attention to what is going on. I am not one of those. You may have some that are but I am not. I want to know what is going on. Who does staff work for? The interest of our residents should also be a top priority. This keeps coming back for me to the restaurant. I feel staff has bent over backwards to accommodate the restaurant but sometimes at a cost to our residents. I resent that. These are the things that I think are fixable. I think that they can be fixed. Like I said nothing on here is new. I wanted to make sure my fellow Board members know where I stand on those issues. Thank you.

Mr. Deane: Any other comments?

Mr. Costello: I would like to say that I agree with Brenda. We have an obligation to the people of this community to remain truly transparent. We quite honestly should not have anything tied as far as any type of business that goes on within this community. Hopefully we will find a way to open up the lines of communication and let people know what is going on here.

F. Discussion on Card Access to Lake Ashton CDD Amenities (*requested by Supervisor VanSickle*)

Mr. Deane: Next item up is Discussion of Card Access to Lake Ashton CDD Amenities. Brenda?

Ms. VanSickle: I brought this up several years back, and it didn't fly. We got cameras instead. As we are growing and getting to be a bigger community, I am hearing more and more of instances of people coming in and using our facilities that should not be. A resident recently called me and said that a jogger came through the west gate. I

said we have no control over the west gate. I said we can't keep a jogger or anybody else out, they are public roads. She told me they come in, but what is to keep them from using the fitness center. Good point. We hope that our security is following up on our ID badges, but that doesn't happen as nearly as often I think we would hope. Plus if somebody comes in once or twice they get used to seeing them, and pretty soon they think they belong anyway. I heard instances of people coming into the pool that shouldn't be. Recently one of the residents told me that somebody was turned away and left, got on his motorcycle and went out the main gate. He said I have seen that person in here several times before. I hear people coming in and joining our clubs. Our amenity policy says that our clubs are for residents only. People coming in for classes. I was at a LA Belles event on Wednesday and the complaint was that someone that had moved out was still coming in and going to classes and using amenities. I think we need to do something to deter that. As we grow larger, we don't have enough space and like our entertainment is sold out for our residents. When people hear outsiders getting those tickets they get very upset. So I think we need to be very careful. We stopped some of that, but I think we need to be very cognizant that as we are growing this is becoming more of an issue. I don't know if we should start small, maybe just on the pool, or if we should do it on the building, but I think it would also help like during a hurricane when we didn't have access. A gentleman spoke to me the other day, he was concerned about the HFC, what time they opened. He likes to exercise early and he had heard a rumor that they might start opening later and if they did then he lives on this side and he was going to come to us and wants us to open hours earlier so he could get in. Well if there was a card access he could get in and use that facility. I would like to open that discussion.

Mr. Deane: That is something that I agree with. That is something that should be discussed between both CDDs because you are talking about amenities on both sides, not just one side.

Ms. VanSickle: We only control the amenities on one side.

Mr. Deane: That is why I said it has to be discussed between both CDDs.

Ms. VanSickle: I am not proposing putting them on the HFC.

Mr. Costello: Hopefully we are going to get a meeting within the next couple of months and we can straighten a lot of this out.

G. Request from Resident at 4564 Turnberry Lane to encroach into LACDD Easement
This was discussed earlier in the meeting.

SEVENTH ORDER OF BUSINESS Monthly Reports

A. Attorney

Mr. Deane: We are now down to the attorney's report.

Mr. d'Adesky: The one thing is there was a question about some question that I think Supervisor VanSickle brought this up about Airbnb regarding to use of renting of certain properties and there was a question to what we can do about that in terms of restricting guest access. As you may be aware Airbnb is a service that you can go online and you can book an apartment for a day or two to use as a substitute hotel. It's much like Uber. It is a very disruptive technology that is throwing off the hotel industry. A lot of cities and counties are trying to regulate it. It is really not permissible in a lot of places. It is really ruining a lot of places like New York who are having extreme problems with it. There is a lot of case law going on about it. Long story short we can't enforce HOA covenants, but we can require that if somebody wants to use our facilities as a guest, they need to have a valid rental agreement. Now a valid rental agreement can't be in violation of any city, county, or other restrictions. Usually one of those is usually to pay the occupancy tax for a rental if it is a hotel or whatnot, or have a long term lease agreement, which in the case of Airbnb wouldn't happen. I think that is the way to say they either produce the rental agreement and if they are not able to produce the rental agreement then we can deny them access as a guest. So I think that is the answer to that question. We definitely don't go about enforcing in any instance any HOA covenants. The HOA can take separate action which is great but we are operating on a different access.

Ms. VanSickle: My concern is that they were advertising the use of CDD amenities.

Mr. Ference: Borden we moved onto Andrew, under New Business I was going to address the letter we got back from Larry Maxwell regarding interest in selling the assets. Is that an opportunity before we go on to monthly reports?

Mr. Deane: Yes.

Mr. Ference: I think we all received communication from George Flint concerning his meeting with Larry Maxwell regarding interest in selling the assets or the purchase. The point to us was, and I won't read the letter, but Mr. Maxwell made it clear that we were only tasked with determining his willingness to sell. The Board has not taken a position as to whether they were interested in acquiring the assets. So I would like to go on record saying that we are indeed interested in acquiring these assets. So I would like to go on record to say that not only have we had George test the water to see if Maxwell was indeed willing, but yes he is willing, and so are we willing to acquire those assets. I would like to go on record and say yes, indeed we don't want a third party coming in and buying up the properties that Mr. Maxwell currently owns. So whatever it takes for us to determine and show our willingness to buy what Mr. Maxwell is willing to sell, I would like to go on record to say that it is our purpose and intention.

Mr. Deane: Bob, I agree with you. What I think we should do, Mr. Maxwell didn't mention any prices, but I think we should get appraisals to find out what these properties are worth before we can we are going to go out and spend millions of dollars.

Mr. Ference: The point was that we only inquired and what he is asking is that we have not taken a position as to whether we were interested. I am saying that we are interested. That is the point of my statement. Now where we go from there is up to the Board and George to determine fair market value, etc., etc., but I just want to point out that we are interested because we just inquired whether he was interested in to sell. Now we are to determine that we are interested to be the buyer. That is all I am saying. I am not talking about price. I just wanted it to be known publically that we do want to participate in what it would take to acquire these assets.

Mr. Deane: Does any other Board member have an opinion?

Ms. VanSickle: I think there is an interest, but a lot of that would be based on price. What is it going to cost? I don't think these residents want their fees going up to purchase this, so I think there is a lot that needs to be considered, but I think we need to go down that road to do some investigation.

Mr. d'Adesky: Just so you know from a logistical standpoint in terms of how we would pay for that, buying these things, especially particularly the golf course. Right now we just spoke to the underwriter at a separate District totally unrelated but it is relevant to this, your revenue from golf courses is so poor that there is no way that any underwriter in their right mind would issue a bond based on the potential revenue from a golf course. So what you would be looking at if you are looking at bonds, if that is the route that we eventually went would be assessments. Assessments would be going up to pay for a bond to purchase if that was the route, just so you know. There are usually two options if something can generate revenue you could try and base it on that revenue but that is not an option in this case, just so everyone knows.

Mr. Deane: It is an option. You have the commercial building across the street. You have the RV storage lot, which produces thousands of dollars a month revenue.

Mr. Costello: The only thing there in reading the letter, it was pretty well noted that he would like to sell everything. Everything is a package deal. He wants it all as one package. Quite honestly, we would have to do an appraisal on what each property was worth. Hopefully nobody is going to come up with the money to buy the entire package and maybe we could pick and choose what was in our best interest to buy.

Mr. Ference: Michael, the communication said Mr. Maxwell was undecided at the time as to whether he would sell all assets as a package, or break them up and sell portions.

Mr. Costello: That is what I was referring to. That is telling you that he is going to do what is in his best interest.

Mr. Ference: We can't decide if he is going to do one or the other so I am just saying he is not certain he is going to sell as a package.

Mr. Costello: We are talking about a large sum of money. Who knows maybe somebody will come in and buy the entire package. I think we could do well, maybe owning the building across the street or the storage lot. I think that could do very well. I would like to see us buy the whole package, but we are going to have to see where he goes with it.

Mr. Ference: Well as far as community awareness, we have seen how we need parking. It is just amazing how congested and how the streets are when we have an event here or wedding. The opportunity for us to buy property, I am looking at that parking lot next to the sales center, would be an ideal for a parking garage. It is not intrusive in anybody's line of sight. We are talking about the future and where are we going to put all these cars. What happens when well I don't have to go any further to say that we are already beyond our capacity to park? This is only one of the few opportunities that we have to find acreage wide enough to accommodate something like a very unobtrusive parking garage. People don't want to see their assets or monthly costs go up, well where are you going to park your car if you want to bring your family and relatives to a party, dinner, or lunch etc. etc.? We have to face the reality of what we need, and we have to be able to afford what we really need. Certainly if nothing else needs a place to park. That is one of the only places available in this whole community, right across the street.

Mr. Costello: I think of it right now we are looking too far ahead. You are right. I believe that we should let them know that we do have an interest in the package and see where they go from there, then come back instead of sitting here right now and trying to make a decision on what we are going to do. I think we should wait and see what their answer is.

Mr. Ference: I am just saying the short side is that people don't want to see their monthly asset price go up. We have to remind them that, well, let's just leave it at that. We will go there in the future. Thank you.

Mr. d'Adesky: I would add that if you were going down the topic that puts an appraisal, that might be something you might want to consider in a joint meeting because

once again, once an amenity comes online, subject to the local agreement it is shared so there is something to be said about sharing an appraisal for a potentially joint endeavor.

Mr. Costello: I just believe right now that the best thing we can do is let him know that we do have an interest and to see what he comes back to us with.

Mr. Deane: Can we instruct George to get back in touch with Mr. Maxwell telling him that we are interested in possibly purchasing the property that he is going to offer? Maybe he will come back with a price, or maybe he will want to sit down and negotiate, I don't know. Mr. Maxwell is going to look out for Mr. Maxwell. We know that.

Mr. Mossing: George and I also had a conversation with the District's investment banker. In 2015 the District refinanced all of its bond issues. As part of this conversation, if you were interested, and you did want to use bond financing for the acquisition, there are some problems with your existing bonds since they have two provisions. There is a ten year call provision on those bonds, and you also cannot issue parity debt. You cannot issue additional debt to acquire capital assets while those bonds are outstanding. So the investment banker suggestion is, we believe there is only one bondholder that he could go to the bondholder and see if they would be willing to negotiate those provisions. That would be a step, assuming that you require some type of financing. It is going to be problematic with your existing bond structure.

Mr. Deane: Thank you.

B. Community Director

1) Monthly Report

2) Update on Hurricane Irma Repairs and Expenses

3) Broadcast Text & Voice Messages

Ms. Adams: As previously mentioned including in the agenda packet was a multi-page community director report. It had updates on various onsite projects and aspects of operation. I also want to note that from Community Watch Solutions, who has the Lake Ashton CDD security services agreement, John Cruz is here. He is the account manager. Did you have any remarks for the Board, John? No remarks. I do want to mention since the November meeting we did start with our seasonal pool officer. I want to commend Community Watch Solutions. They brought forward a very high quality

employee who is performing very well at the pool and we appreciate that position hitting the ground running. First of all, do you have any questions about any of the content that was included in the report? I have a few other updates that were subsequent to the report being published. One issue our local insertion channel, our cable community channel 96/732. Part of the MX agreement included the local access channel or the insertion channel. I had reached out to Spectrum several times over the course resolution of the lawsuit and the closing of MX Communications to find out the status of that channel. I recently received communication back that the District will have a couple of options to consider. One would be the discontinuation of that service. Another option would be to be direct billed from Spectrum for that service. I did ask that they prepare a proposal for the Board's consideration that would be considered at an upcoming meeting. Not today I don't have that number today. That would be considered at an upcoming meeting. I will also have some data for the Board regarding resident perspective on channel 96/732 because this technology has become very outdated in terms of the preferred communication methodology that staff uses to reach out to residents. In the last millennium this was good technology but now with adding of personal devices, cell phones, computers, the prolific nature of electronic mail, it has just become a less desirable technology. Also, just an update, the City of Lake Wales recently reached out and confirmed that for Lake Ashton they would be continuing that book mobile service for 2018. That has been a very good partnership with the Lake Wales Library. They did mention to staff that Lake Ashton is their most popular stop in terms of the number of customers that they service. So that has been a good partnership with the City of Lake Wales and they are going to continue that service for the upcoming calendar year with stops twice a month at the clubhouse. Also I was recently contacted by a peer out at Warner University. They had mentioned to me that he has a very high performing communications student who is looking for an internship. It would be unpaid. I had previously mentioned the concept to the Board with another organization and the Board endorsed that, but just in an abundance of caution I wanted to bring that forward again. I would like to utilize this student from Warner University for the spring semester and

forward him some on the job experience and internship. There would be no cost to the District. Does the Board have any input?

Mr. Deane: I think it is a great idea.

Ms. Adams: Also, Brenda at the last meeting asked for staff to provide an update regarding furniture on the pool deck. We all understand that at peak season we have a high demand for furniture at the pool when the weather is nice. She did want to know exactly how much furniture was out there. We currently have 44 lounge chairs and 32 chairs on the pool deck. There are times when residents perceive that we could put more furniture in but I do want to point out that we need to be careful to not put furniture in front of the newly installed emergency phone. We also don't want to put furniture around the shower that we ask residents to use before they enter the pool. We don't want to put furniture around the life rings. So there are some areas that we don't have furniture. We did recently review that area. We ended up moving some plants from the pool deck to make room for as much furniture as we could put down there. Are there any question about pool furniture? Alright if there are no other questions, that is all I have for the Board. Thank you.

Mr. Costello: One of the questions that I have been asked by several people is the entertainment series. I don't know is there any way we can add another show? Has anything been brought to you or that you looked at that?

Ms. Adams: Yes. This is the very first year that we sold out with season tickets for the entertainment series. It is very popular and it has a very prestige factor affiliated with it. Recently regarding some planning for 2019, we are looking at some different options to see how we can accommodate the most people for the most popular events at Lake Ashton. You will also notice this year that we are offering quite a few individual shows. I am trying to really get an accurate count.

Mr. Costello: I realize that you are working very hard on it.

Ms. Adams: The District's exposure for these shows, when you are talking about booking Chubby Checker off the top of my head I think that contract is \$45,000, there is a lot of exposure. The way that we have been able to keep the ticket costs low is by cost

averaging for a series. We are looking at this very carefully. I will have some thoughts for 2019 and part of that is going to be based on how many performances we can schedule with key stars.

Mr. Costello: I think everybody has done an excellent job on it. I think there are a lot of people who would have liked to have had the opportunity to maybe attend a series and it just wasn't there for them.

Ms. Adams: I can tell you that human nature is such that they want it more because it sold out. So we are very careful about how much we offer and making sure that we can break even with those shows.

Mr. Costello: I just wanted to see if there was some sort of plan going forward.

Ms. Adams: Yes. We are looking for 2019.

C. Field Operations Manager - Monthly Report

Mr. Deane: Alan?

Mr. Scheerer: I am good. Good morning. The field manager's report was included as part of your agenda. One of the things to add to that since this was mailed out. Applied Aquatic's team was onsite to perform the quarterly maintenance throughout the community. So far so good. I am not sure if they are done yet as that was Wednesday while I was here. I also had a meeting to review all the ponds throughout the community with Applied Aquatic. In the field operations report we are still battling the Aberdeen pond and the Berwick pond as far as algae goes, but Archie was here on Wednesday and hit it pretty hard so if there is some chemical smells it shouldn't last too long and pray for some rain.

Ms. Van Sickle: I have a couple of questions. A resident came to me with a question about the hedge height on the Boulevard. What is that height supposed to be?

Mr. Scheerer: There is no specific height. If the Board remembers when we first hired Yellowstone I think that was almost up to 20 foot tall. It is due for a trim as you can see we have some fresh growth which is always good to see. I spoke with Chris at Yellowstone about that. There is no specific height. I think at the time we had a resident

that lived behind the hedges that we cut them over the course of six months or so to bring the bourgenvilla down and make sure that these areas that are from the homes that you can view the golf course with them maintained at the current height but there was never a specific height that was ever established for them. We just cut it down and worked with that particular resident. It seemed that everybody was happy so we are leaving it where it is at. If you want it shorter we can make it shorter?

Ms. VanSickle: No. I would think that you need to check with that group of residents because after we cut them before there was one that was extremely upset. We ruined her backyard and her sunroom.

Mr. Scheerer: None of this changed since I have been here.

Ms. VanSickle: The one now is asking for a height because she said they used to be shorter and now they have gotten so tall they are not getting any light. She said you have to hire the trucks with the lifts to get people to cut them. It would be easier if they were lower. I am just asking what is that height supposed to be or what should I go back and tell this resident?

Mr. Scheerer: Well the height is whatever preference you want. Those things can continue to grow. It is a great plant. It provides a great screen wall from noise and traffic and flying golf balls for those of us that can't hit straight. They are due for a trim. They will be trimmed before the holidays. We also have some palm tree work that will be going on. It is all a performance. It is not an industry standard for that particular plant.

Ms. VanSickle: So we don't have a set amount we cut or anything? Just so I can let this resident know. She asked me.

Mr. Scheerer: There is no set height. We will trim them and if she wants to meet with us, I will be happy to accommodate.

Ms. VanSickle: It was Ursula McFarland.

Mr. Scheerer: If you can give me an address and phone number.

Ms. VanSickle: I will be happy to email you that.

Ms. Adams: I will send it to you.

Ms. VanSickle: Thank you, Tricia. My second question is what is the status on the shuffle board courts?

Mr. Scheerer: The shuffle board court, Matt was going to reach out with the vendor to come back out and take a look at the couple of concerns that were raised at the last Board meeting. It has not happened since that meeting, but we haven't lost sight of that.

Ms. VanSickle: After I saw it on your report I said what are your problems? Then I was invited to shuffleboard that night and there were a lot of issues that they said on one court the puck or whatever it is called will sort of bounce and then in another part it will go so far then turn right. They were very specific about wanting signs on the courts that said do not walk on the courts.

Mr. Scheerer: We are addressing that. That is maybe something we can do in house, too, if we have to. We did pay a vendor to do that work and we are reaching out to them to get them on site to review the concerns. That is the first I had heard of any concerns was at the last meeting.

Ms. VanSickle: They said it is worse now than it was before the work was done.

Mr. Scheerer: We are working on that.

Ms. VanSickle: Thank you.

Mr. Scheerer: Anything else? Thank you.

D. CDD Manager

Mr. Deane: CDD manager.

Mr. Mossing: We have nothing further to report.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run Summary

B. Combined Balance Sheet

Mr. Deane: Financial Reports. Approval of the check run summary. Are there any questions. If not, we need a motion.

On MOTION by Ms. VanSickle seconded by Mr. Costello with all in favor the check run summary was approved.

Mr. Deane: Combined balance sheet is there. We don't need any motion on that.

NINTH ORDER OF BUSINESS

General Audience Comments

Mr. Deane: Are there any audience comments?

Mr. Goldstein: You know I can't rest until I get something finished. I think we took two steps forward, and we took a step backwards. I thank Supervisor VanSickle and Supervisor Costello for bringing up all the matters that count. The transparency has been asked for, but then we put it off into the next meeting. How many meetings do we have to have before we give a direction about the bid system? Then all of the sudden we jump over going to commit that we are going to buy the golf course in the community. It is like we are going to Mars before we even get to the moon. First thing that I think you need to do is check into other areas in the state of Florida that have made this move and ask them how it has been going. Ask them how their fees have been raised. We have a high price golf course right now which covers basically \$4,800 or \$5,000 a year, \$425 a month. That is high. Do you realize what we would have to pay for 25% of residents to play golf in here? Also going back to how do we investigate or do this bid system etc. Let me just make a suggestion. We have congressional committees or oversight committees, I suggest we have a good working Board and we have a good HOA in this area maybe you can get an oversight committee to work on a plan on how to get this through. We have avoided the question about when we talked about transparency we avoided the question about how we are going to hire. How we are going to fire. I understand there are two different contracts. How are we going to do this? I just don't think that the five people on the Board have the time or knowhow. We have about five people who are sitting in here that have worked on government contracts their whole career. Incorporate some of these people to show you how to put a bid system out and how to bid responses to do that. That is all I have to say. Thank you.

Mr. Doug Robinson: Chairman of Lake Ashton II CDD. In regards to your comments, Mr. Deane, I know Lake Ashton II is very interested in having a one community concept. We are very interested in that. We promote it all the time, but I did

have to take affront from your comments because it examples the cheapest used to suggest that you are the person that is trying to divide us with your lack of information and lack of support. I am upset. Now just so that the audience understands. We did have a vote, 8 votes in favor of a single security force. Borden Deane changed his vote so it would be divided. That is the person who divided us. Not me. Not our side. Next, the amenity that is missing that you used it missing because a resident wrote a letter to the golf course and threatened to sue them because the damage from the hurricane and they closed it because of the liability. Get your facts straight. Let me finish. It is my turn. I am allowed my three minutes. Next talking about the new member orientation we had lots of comments and suggestions the residents didn't like it, we took feedback and we decided to improve it. Getting somebody a new member orientation after two months that they have been here to tell them when their garbage is going to be put out two months later is not appropriate. They needed something more efficient. We came up with a new one. We tried to work with your staff. We came up with a new way. We have met with Tricia and we have a solution. We have always participated. We invite your staff over to ours. I think we have a better way of orienting new people. Suggesting that we don't want to participate is wrong. So you need to get your facts straight and then you wouldn't be having me stand here annoyed at you for how you treat us.

Mr. Deane: I am sorry you feel that way, but I didn't mention the dog park.

Mr. Robinson: Yes but you referred to it as a closed amenity.

Mr. Deane: I did not.

Mr. Robinson: Why don't you just try and talk to me instead of just putting innuendos on the floor.

Mr. Deane: I am not putting innuendos.

Mr. Robinson: You just did. Never mind, I got your attitude.

Mr. Sosinsky: Good morning. I am Bob Sosinsky. I happen to be President of the Lake Ashton HOA and in response to Ms. VanSickle, Lake Ashton per ashtonliving.net is owned and operated by the HOA. We actually discussed this at our last meeting regarding why doesn't the CDD pay for ashtonliving.net? It is our understanding right

now that if it were the CDD that owned the site it would have to be public. Right now it is private, just open to Lake Ashton residents. I may be wrong but am I right in this?

Mr. d'Adesky: You are right.

Mr. Sosinsky: So right now we have no paid employees. Valerie has been helpful in updating the site and keeping things up-to-date. Now we have Iris Realmuto, who is a great asset in helping update the site. Like I said, right now it is private for Lake Ashton residents. We would like to keep it that way. We have limited resources to update it, but we appreciate the help we have had from Valerie.

Ms. VanSickle: My concern is as part of onsite management contract that website will be updated. I don't see that happening.

Ms. Adams: Just for clarification for the meeting minutes I do want to state that all of the CDD documents and all of the CDD records, all the required CDD information for regulatory compliance is public. People do not need to log into the website to see the CDD information. Only certain aspects such as the resident directory and certain activities that we don't have out there public, but all of the required documents are on ashtonliving.net under the CDD section. I just wanted to state that for the record. I didn't mean to interrupt your conversation.

Ms. VanSickle: That is fine. I understood they would handle the classified and Bargain Bay and he is telling me they are responsible for updating the whole thing. Maybe that is our problem we don't have anybody responsible for it.

Ms. Adams: I was not involved at the HOA meeting. I didn't participate in the discussion, but just for clarification, the URL or the website name ashtonliving.net is owned by Lake Ashton CDD and the District has owned it for years and will continue to. The District has always operated ashtonliving.net, but years ago the HOA asked if the site could be migrated to a different hosting platform because the HOA wanted to utilize certain aspects such as the ability for residents to log in and see their account information, to submit ARC forms and some other helpful things. So at that time the HOA had funding available and the HOA for Lake Wales pays the pro-rata share, the HOA for Winter Haven pays a pro-rata share, and we migrated the website name ashtonliving.net

to that hosting site or that hosting platform. This is the third hosting platform we have utilized. It could be a different hosting platform years from now, but the HOA maintains certain content and features, and the District has an agreement with the onsite amenity manager to maintain certain content. That is just for the record. You are correct. You do have an agreement with the onsite management to maintain information on behalf of the CDD, as well as information on behalf of activities, resident services, and posting on behalf of club groups and organizations. We have not been rigid about that. If the HOA ever wants CDD staff to post on behalf of their organization we have done that, too.

Ms. VanSickle: What portion are your people controlling?

Mr. Sosinsky: Let me give you the person with the answers.

Ms. Realmuto: Currently the HOA maintains just information on HOA business. So our minutes, our documents, our agendas, and we post on the HOA page and anything relevant on the announcement page. We do not post anything on any other thing about activities or clubs or anything like that.

Ms. VanSickle: What about Bargain Bay?

Ms. Realmuto: We have not been involved in that until a recent incident.

Ms. Adams: Bargain Bay is self-published, which means residents have the opportunity to log in and publish their own content on Bargain Bay.

Ms. VanSickle: I do have a request, and as long as we have HOA and CDD here, I think names should be on those and dates because I think some of those you look at those and you don't know where it is coming from. There was a negative comment recently. I think when you fill out the form to post something, you put that information, but that information doesn't always show. Can that be changed?

Ms. Realmuto: The trouble with doing the way that it is set up currently is it's just posting like an article with no information. If we were to do required name and information it would then have to be manually entered later. There is no way to automatically get that in. So the HOA this past Wednesday voted to remove the referral part of it, but keep the classified currently as it stands. We are pending HOA West agreement since they also are involved on the website.

Ms. VanSickle: So the items I brought forward earlier were onsite staff correct?

Ms. Realmuto: Correct.

Ms. VanSickle: Thank you.

Ms. Realmuto: While I am up here I did have one question. In terms of bidding out it was mentioned that there are two contracts, one for the District Manager and one for field staff. Was bidding out going to be for both or just for one?

Mr. Deane: Field management services is what we understood.

Ms. Realmuto: Why not also do CDD management since there are two contracts?

Mr. d'Adesky: You could if you want. It seems like most of the issues that were generated seemed to be field management, and once again that is up to the Board.

Ms. VanSickle: I think with any of our contracts they need to be reviewed and may be reviewed annually. We have some that we are very pleased with it and we go forward with. We can never forget an incident with Yellowstone. They showed me why I really like this company. We all think they do a wonderful job with our landscaping. I walk the dogs and walk around the neighborhood, I saw some slippage. I was told they will check it and it will get fixed. It went on for a couple of months. I said this isn't good, somebody is not paying attention. So I shot Alan an email and I said I think there has been some slippage, and I gave him some information. He said he would come on Wednesday and he would check and follow-up like he does every Wednesday. Then I started sending him pictures. Within a week or so we had a double staff from Yellowstone out here. I don't even remember what those issues that I was complaining about were, but I will never forget the response. They took care of it. That is all that I am asking with any of our contracts. If we have issues, fix it. It takes a process to put a bid out. If we are happy with something I don't think it needs to go out. If not it needs to be fixed. We played around with our security contract for at least a year before it went out to bid. We knew there were issues but we kept trying to fix it and it didn't happen. So it had to go to bid.

Mr. Deane: Are there any other comments?

Mr. Ference: I make a motion we adjourn the meeting.

December 8, 2017

Lake Ashton CDD

Mr. Costello: I will second it wishing everybody a Happy Holiday.

Mr. Deane: Yes everyone have a Happy Holiday.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Ference seconded by Mr. Costello with all in favor the meeting was adjourned.

Assistant Secretary/Secretary

Chairman/Vice Chairman



Dewberry Engineers Inc. | 407.843.5120
800 N. Magnolia Ave, Suite 1000 | 407.649.8664 fax
Orlando, FL 32803 | www.dewberry.com

Work Authorization Number 2018-1
December 6, 2017

Lake Ashton Community Development District
c/o Government Management Services
Mr. George Flint
135 West Central Boulevard
Suite 320
Orlando, Florida 32801

Subject: **Work Authorization Number 2018-1**
Lake Ashton Community Development District
District Engineering Agreement

Dear Chairman, Board of Supervisors:

Dewberry Engineers Inc. ("Dewberry"), is pleased to submit this Work Authorization to provide **Professional Consulting Engineering services** for the Lake Ashton Community Development District (CDD). We will provide these services pursuant to our current agreement ("District Engineering Agreement") as follows:

I. Scope of Work

Lake Ashton Community Development District will engage the services of Dewberry as District Engineer to perform those services as necessary for the preparation of the District Improvement Plan and attendance at meetings and any other business regarding the District's issuance of bonds as well as any consulting engineering services for the District as required from time to time.

II. Fees

Lake Ashton Community Development District will compensate Dewberry pursuant to the hourly rate schedule contained in the **Professional Consulting Engineering Agreement**. The District will reimburse Dewberry all direct costs which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the **Professional Consulting Engineering Agreement**.

Our fee for this task will be based on time and materials. We estimate a budget of \$18,000, plus other direct costs.

This Work Authorization, together with the **Professional Consulting Engineering Agreement**, represents the entire understanding between the Lake Ashton Community Development District and Dewberry with regard to the referenced Work Authorization. If you wish to accept this Work Authorization, please sign where indicated and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Mr. George Flint
Lake Ashton CDD
December 6, 2017

Thank you for considering Dewberry. We look forward to helping you create a quality project.

Sincerely,



Reinardo Malavé, P.E.
Dewberry Engineers Inc.
Associate Vice President

December 6, 2017
Date

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Lake Ashton
Community Development District

Date



Community Director's Report

Lake Ashton CDD District Manager Lake Ashton CDD Board of Supervisors January 2018

Ashtonliving.net, Lakeashtonweddings.com & Lake Ashton Weddings & Special Events on Facebook

- December 1 through 31 website usage: 10,082 total visits, averaging about 325 visits per day with 38,295 total page views averaging about 1,235 page views per day. Top pages: news article list, classified listings, and resident directory.
- Lakeashtonweddings.com visits: in December there were 220 visits. Lake Ashton Weddings Facebook page now has about 322 likes.

Monday Coffee

- Featured speakers in the upcoming weeks include LARV Benefit Association Grant Awards, Theatre Winter Haven, Small World Tours Day Trips for April through December 2018, Lake Wales Arts Council, One Billion Rising, Family Elder Law, Polk County Roads, and more.

LA Times

- Revenue collected for the December newsletter is \$8,805.
- The February edition of the newsletter will be released and distributed January 31.

Activities & Resident Services

- A new initiative featuring Lake Ashton artists and photographers is underway. There is a rotating exhibit in the hallway near the Bowling Alley. Dennis Krupinski is the featured photographer for January.
- Upcoming activities and special events set up by staff include Bloodmobile Blood Drive, Blood Pressure & Glucose checks, Handlettering FUNdamentals, Jewish Learning Institute: The Art of Communication, Watercolor Class, Wine & Paint Night, Kennedy Space Center day trip, Giraffe Ranch day trip, Tarpon Springs day trip, Victory Casino Cruise, Chat & Chew movies/educational seminars, Think & Drink, Astronomy Night – Meteors, The Jersey Tenors, Glenn Miller Orchestra, Tusk, Chubby Checker, Darrel Joyce & John Charles Comedy Night, Rock Baby Rock, The Vogues, and more.
- Clubhouse Staff and Activities Desk Volunteers collected \$9,299 for LACDD special event revenue.
- In December, Clubhouse staff and activities volunteers collected about \$9,244 for day trips, LA Belles, Pet Co-Op, Holiday Handlettering Class, LAVA, Eastside Winers and Diners, and Mid-Atlantic Party.
- New Resident Orientation was held at the Clubhouse December 13 and about 35 new residents attended.
- New Resident Orientation is scheduled at the Clubhouse February 28 (Brenda VanSickle), April 18 (Carol Pontious), and June 13 (Borden Deane).
- Nine (9) households received new resident information and an invitation to upcoming orientation.

- Staff has met with Small World Tours to plan trips for the 2018 calendar year. Trips for the first quarter of 2018 were released at Monday Coffee November 13. Trips for January (Cape Canaveral), February (Giraffe Ranch), and March (Tarpon Springs) were selected based on ability to accommodate two or more bus-loads of residents. Trips scheduled for the remainder of 2018 will be released at Monday Coffee January 15.
- On December 19, staff met with the executive director for Theatre Winter Haven (TWH) to determine the feasibility to collaborate on certain TWH productions being performed at the Clubhouse exclusively for Lake Ashton residents.

Room Rental

- The Ballroom was rented out nine (9) times in December; a report is attached. Rental revenue is \$7,850.
- December: forty-eight (48) inquiries came in for Ballroom rental.
- About 230 cars entered to attend Bingo.

Restaurant

- Fire is offering buffets and limited menus on all show nights to efficiently accommodate as many guests as possible.
- Fire at Lake Ashton owners have indicated that revenue is not yet sufficient to support six day a week operations and they would like to appeal to the Board to continue five day a week service. The owners would like to monitor income to determine future feasibility of six day a week operation for the Clubhouse restaurant.
- Fire at Lake Ashton extended Happy Hour an additional hour (now from 3 to 6 p.m.) due to popular demand.
- Wing Night continues on Thursdays - .75 cents per wing.
- Fire is promoting a discounted "Drink of the Day" at \$5 each.
- Weekly lunch and dinner specials are being promoted to vary the dining experience.
- Fire at Lake Ashton's Facebook page has 184 likes.
- The December lease payment was collected from Fire at Lake Ashton.
- All furniture and smallwares approved at the August 11 LACDD BOS meeting have been ordered and received. All new equipment and furniture has been added to inventory. A full restaurant inventory should be completed by the end of January.

Security, Guest Registration, & Public Safety

- Quarterly security totals for guest registration, guest vehicles, and resident identification cards are updated for the final quarter of 2017 and attached to this report.
- Staff met with Supervisor Mike Costello October 16 and November 2 to review LACDD Hurricane Preparedness Guidelines for staff. The ability to distribute emergency text and voice blasts was approved at the December Board meeting and will be added to the hurricane plan. The assessing of equipment critical to Clubhouse operations that may require a generator to function following a power outage is pending.
- The pool emergency phone was tested in December and is operational.
- Lake Wales Police Department traffic enforcement will be targeting illegal parking, failing to obey stop signs, and speeding within the Lake Ashton community.
- A radar gun has been issued to CWS security staff at Lake Ashton for the purpose of setting up radar display periodically. The initiative is to bring awareness to the speed limit and driving behaviors within Lake Ashton. Staff continues to publish public safety messages in electronic and print media reminding residents to drive with caution and obey posted traffic control signage.

- A seasonal pool security officer(s) is scheduled seven days a week during peak pool use hours. The pool was staffed weather permitting in December.
- Clubhouse staff and Security Officers registered 575 guests in December.
- Thompson Nursery Road Security Officers processed 7,492 guest vehicles in December.
- Two (2) boats were processed with permission.
- Nine (9) resident identification cards were issued in December. A new computer for resident identification processing is scheduled to arrive January 17.

Capital Projects & Other Updates

- LACDD BOS approved adding bulk text and voice services to the website hosting platform for the purpose of distributing public safety messages. Staff will communicate with the hosting platform to implement and with other stakeholders such as the HOA Board. Staff is working on a calendar of public safety messages to present to the BOS for approval.
- Communication was mailed to 4564 Turnberry regarding the encroachment request. A copy of the communication is available from staff.
- Staff is in contact with Warner University regarding the status of a communication intern for the spring semester of 2018.
- Staff met with Republic Services December 14 to review trash and recycling services. An outcome of the meeting is a reduced monthly billing rate.
- After Hurricane Irma, LACDD had hurricane property damage to below areas:
Clubhouse: roof and soffit, patio shade awning, patio wall (exterior paint)
Pavilion: roof
Property in the Open: Berwick gate, exterior fencing (on TNR and Olsen Road), trees, landscaping, stop signs, street signs, speed limit signs, and Lake Ashton lake bank.

An insurance claim has been started. The hurricane insurance deductible for the Clubhouse is about \$71,660. The Pavilion (deductible about \$1,385) and Property in the Open (\$7,690) have separate hurricane deductibles. Estimates and expenses are being maintained. A separate line item for Hurricane Irma expenses has been set up for payables.

Jurin Roofing will be on site through January for new roof construction. During roof installation, the patio shade awning will be removed. This project is covered by insurance (there is a deductible for the Clubhouse).

Staff presented a proposal for 400' of Lake Ashton lake bank restoration due to erosion problems caused by Hurricane Irma. Erosion and vegetation expenses are not covered by insurance. The proposal was approved at the December BOS meeting. Staff has notified the vendor of the approval and is reaching out to SWFWMD for permit information.

At the December BOS meeting, staff was asked to gather an estimate for a hard roof to replace the restaurant patio shade awning. Staff will be gathering an estimate for the Board to review at an upcoming meeting.

- The Clubhouse Fitness Center restrooms and water cabinet laminate refurbishment was completed in December.
- The 2017 LACDD Feedback Survey was released electronically to 1,369 electronic mail addresses. The survey was also included in paper format as an insert to the 2017 March edition newsletter (circulation 1,500). Resident Satisfaction Surveys were received through April 7, 2017. Staff received about 324 paper surveys and about 107 electronic surveys for a total of 431 responses. Data is being compiled and will be reported to Supervisors.

- Stormwater, curb and asphalt repairs with All Terrain per specifications approved at the May 2017 LACDD BOS meeting were partially completed mid-October. The District Engineer inspected the areas November 2.
- Staff completed eleven (11) facility maintenance forms/repair requests in December.
- The approved meeting schedule for FY2018 is now posted on Ashtonliving.net. The Board is scheduled to meet February 9, March 9, April 13, May 11, June 8, July 13, August 10, and September 14 at 9 a.m. in the Clubhouse Ballroom. There is a joint LACDD and LAICDD meeting planned for February 9 at 11 a.m. in the Clubhouse Ballroom.
- TECO conducted an energy audit August 8 for the purpose of identifying potential energy savings and cost reductions. Staff submitted applications for TECO rebates which were approved. Staff sent the LED bulb inventory to multiple vendors for bids. The installation of LED lighting bulbs in all Clubhouse fixtures will save electricity costs and provide a long-lasting bulb which makes for more efficient building maintenance (especially considering the height of the light fixtures).
- TECO has approved the three remaining street light accounts to be switched to single fixture LED ahead of the agreement expiration date with no financial penalty. A tentative installation date is January 26, 2018.
- For fiscal year 2018 capital projects, employees are actively gathering proposals for an automatic pool vacuum to be used at night and especially on nights before there is no scheduled pool service. Estimates for the refurbishment of the pool and patio fence panels are being gathered.

Ballroom Rental Fee Report
 From: 12/1/17 to 12/31/17
 Meeting Room: Grand Ballroom

Meeting Date	Meeting Title	Room Fee Collected
12/1/2017	Parkinson's Support Group	\$0.00
12/2/2017	Christmas Program Practice	\$0.00
12/3/2017	LA Travelers Holiday Party	\$0.00
12/4/2017	Monday Coffee	\$0.00
12/4/2017	Bingo	\$400.00
12/5/2017	Line Dancing	\$0.00
12/6/2017	Yoga	\$0.00
12/6/2017	LA (LW) HOA BOD Meeting	\$0.00
12/7/2017	Line Dancing	\$0.00
12/7/2017	Square Dance Lessons	\$0.00
12/7/2017	Shufflin' Squares Dance	\$0.00
12/8/2017	LA (LW) CDD Meeting	\$0.00
12/8/2017	Holiday Show Revoiced	\$0.00
12/9/2017	Bond Clinic Holiday Party	\$1,250.00
12/10/2017	Community Potluck	\$0.00
12/11/2017	Monday Coffee	\$0.00
12/11/2017	Bingo	\$400.00
12/12/2017	LA (LW) HOA Meeting	\$0.00
12/12/2017	Line Dancing	\$0.00
12/13/2017	Yoga	\$0.00
12/13/2017	Golf Cart Parade Meeting	\$0.00
12/13/2017	New Resident Orientation	\$0.00
12/14/2017	Line Dancing	\$0.00
12/14/2017	Holiday Golf Cart Parade Reception	\$0.00
12/15/2017	Lake Wales Medical Staff Holiday Party	\$1,250.00
12/16/2017	Eye Specialists of Mid-Florida Holiday Party	\$1,250.00
12/17/2017	LA Democratic Club	\$0.00
12/18/2017	Monday Coffee	\$0.00
12/18/2017	Bingo	\$400.00
12/19/2017	Line Dancing	\$0.00
12/20/2017	Yoga	\$0.00
12/21/2017	Line Dancing	\$0.00
12/21/2017	Square Dance Lessons	\$0.00
12/21/2017	Shufflin' Squares Dance	\$0.00
12/23/2017	Jean-Bart Wedding	\$1,250.00
12/25/2017	Monday Coffee	\$0.00
12/25/2017	Bingo	\$400.00
12/27/2017	Yoga	\$0.00
12/28/2017	Line Dancing	\$0.00
12/28/2017	Howardson/O'Connor Reception (Resident of LA)	\$0.00
12/29/2017	LAT Distribution	\$0.00
12/30/2017	Hafner/Dersch Reception	\$1,250.00
12/31/2017	New Year's Eve Party	\$0.00
Total		\$7,850.00



LAKE ASHTON

Lake Ashton Community Development District Security and Guest Registration Totals

2017

Month	Clubhouse Guests Registered	Vehicles Processed Thompson Nursery Rd.	Identification Cards Issued
October 2017	127	7,257	44
November 2017	243	7,165	20
December 2017	575	7,492	9
Total Fourth Quarter - 2017	945	21,914	73
Total Fourth Quarter - 2016	774	21,500	88
Total Fourth Quarter - 2015	952	22,198	69
Total Fourth Quarter - 2014	862	21,455	180
Total Fourth Quarter - 2013	741	21,216	0
Total 2016	3,188	86,337	217

Lake Ashton Community Development District

135 W Central Blvd. Suite 320, Orlando Florida 32801

Memorandum

DATE: January 12, 2018

TO: George Flint
District Manager

via email

FROM: Alan Scheerer
Field Services Manager

RE: Lake Ashton CDD Monthly Managers Report – January 12, 2018

The following is a summary of activities related to the field operations of the Lake Ashton Community Development District:

Ballroom:

1. Staff replacing lights and ballasts as needed in Clubhouse and Gate House.
2. Filters have been changed in the Ballroom.
3. Staff will be removing holiday decorations around the 7th of January.
4. Staff dusted fans in Ballroom.

Pool/Spa:

1. The Pool/Spa are operating properly.
2. Handicap lifts have been tested.
3. Aqua Cal came out to service the heat pumps for the pool. They had to replace two capacitors and 1 fan motor.
4. Aqua Cal also replaced wires to one of the compressors.
5. Kings III came out to look at the pool phones. Staff received a report that the pool phone would not dial out. There were no issues found when Kings III arrived.
6. Staff WD-40 all maglock on pool gates.
7. Installed new shower heads.

Lakes:

1. Lakes are being treated according to our contract with Applied Aquatic.
2. The Aberdeen and Berwick ponds continue to have algae issues. Applied Aquatic is continuing to work on both of these ponds.

Landscaping:

1. Staff has been meeting on a weekly basis with Yellowstone to review CDD property.
2. Irrigation inspections were performed with minor repairs.
3. New annuals were installed in December.
4. Palm tree trimming completed in December along Lake Ashton Blvd.

Other:

1. Staff sealed pavers around Clubhouse fountain.
2. Staff working with contractor to address concerns with the playing surface on the Shuffleboard Courts.
3. Staff cleaned exterior window at Fitness Center.
4. Gills Manufacturing is repairing several pieces of patio furniture.
5. Jurin Roofing has started replacement of the Clubhouse roof.
6. Staff placed stepping stones in the mulch walkway leading to the Tennis Courts.
7. Holiday Lightscares decorated the exterior of the Clubhouse and Gate House.
8. Ran antenna in attic for Ham Radio Club.
9. Statewide scrubbed and sealed tile in hallway.
10. Laminate counter tops replaced in men's and women's restroom.
11. Laminate repair done to cabinet in the ice machine area.

Should you have any questions please call me at 407-398-2890

Respectfully,

Alan Scheerer

**Lake Ashton
Community Development District**

Check Run Summary

January 12, 2018

<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>
<u>General Fund</u>		
12/5/2017	5773-5794	\$141,430.48
12/13/2017	5795-5800	\$228,723.44
12/20/2017	5801-5821	\$120,737.58
12/21/2017	5822-5830	\$16,509.04
12/22/2017	5831	\$2,261.02
General Fund Total		<u><u>\$509,661.56</u></u>
<u>Capital Projects Fund</u>		
12/5/2017	222	\$785.00
12/13/2017	223	\$5,343.80
12/20/2017	224	\$305.00
12/21/2017	225	\$508.00
Capital Projects Fund Total		<u><u>\$6,941.80</u></u>

AP300R
 *** CHECK NOS. 005773-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
 LAKE ASHTON CDD - GF
 BANK A LAKE ASHTON - GF

RUN 1/02/18

PAGE 1

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
12/05/17	00100	11/15/17 3564	201711 320-57200-54503	WALL-THOMPSON NURSERY RD	*	100.00	
				BOCK & HOEFT, INC.			100.00 005773
12/05/17	00375	11/06/17 11062017	201711 320-57200-54503	PRIVACY WALL - 11/06/2017	*	3,980.00	
				BROWN'S STUCCO SYSTEMS, INC.			3,980.00 005774
12/05/17	00502	12/01/17 1293	201712 320-57200-34501	DEC 17-SECURITY SERVICE	*	17,739.05	
		12/01/17 1293	201712 320-57200-34502	DEC 17-SECURITY SERVICE	*	256.50	
				COMMUNITY WATCH SOLUTIONS, LLC			17,995.55 005775
12/05/17	00466	10/11/17 38547	201710 310-51300-42501	OCT 17-NEWSLETTERS	*	182.50	
		11/29/17 38763	201712 310-51300-42501	DEC 17-NEWSLETTERS	*	3,161.00	
		11/29/17 38791	201712 310-51300-42501	DEC 17-CALENDAR	*	160.00	
				CUSTOMTRADEPRINTING.COM			3,503.50 005776
12/05/17	00213	11/02/17 AR303292	201711 320-57200-52000	BLACK TONER	*	8.00	
				DEX IMAGING-DO NOT USE			8.00 005777
12/05/17	00133	12/04/17 6609	201712 320-57200-43000	TECO - RENEW POLICY	*	1,083.00	
				EGIS INSURANCE ADVISORS,LLC			1,083.00 005778
12/05/17	00068	11/14/17 59731	201711 320-57200-54500	NOV 17-PREVENTIVE MAINT	*	216.04	
				FITNESS SERVICES OF FLORIDA			216.04 005779
12/05/17	00077	11/21/17 8204307	201711 320-57200-54501	PEST CONTROL 11/21/2017	*	120.00	
				FLORIDA PEST CONTROL			120.00 005780
12/05/17	00036	12/01/17 153	201712 310-51300-34000	DEC 17-MGMT FEES	*	4,873.50	
		12/01/17 153	201712 310-51300-35100	DEC 17-COMPUTER TIME	*	83.33	
		12/01/17 153	201712 310-51300-31300	DEC 17-DISSEMINATION SVCS	*	83.33	
		12/01/17 153	201712 310-51300-51000	DEC 17-OFFICE SUPPLIES	*	.08	

LAKA LAKE ASHTON SROSINA

AP300R
 *** CHECK NOS. 005773-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/02/18
 LAKE ASHTON CDD - GF
 BANK A LAKE ASHTON - GF

PAGE 2

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		12/01/17 153	201712 310-51300-42000		*	22.50	
		DEC 17-POSTAGE					
		12/01/17 153	201712 310-51300-42500		*	137.80	
		DEC 17-COPIES					
				GMS - SO FLORIDA, LLC			5,200.54 005781
12/05/17 00067		11/13/17 167667	201711 320-57200-52000		*	1,500.00	
		LINEAR TRANSMITTERS					
		11/13/17 167670	201711 320-57200-54503		*	636.00	
		FENCE REPAIR 11/23/2017					
				THE HARTLINE ALARM COMPANY, INC.			2,136.00 005782
12/05/17 00059		11/27/17 15379	201711 320-57200-45300		*	1,200.00	
		RESETTING LOOSE COPING					
				HEARTLAND COMMERCIAL POOL SERVICES			1,200.00 005783
12/05/17 00300		12/04/17 120417	201712 320-57200-54500		*	2,500.00	
		HOLIDAY LIGHTING-FINAL PMT					
		12/04/17 12042017	201712 320-57200-54500		*	2,500.00	
		HOLIDAY LIGHTING DEPOSIT					
		12/04/17 120417	201712 320-57200-54500		V	2,500.00-	
		HOLIDAY LIGHTING-FINAL PMT					
		12/04/17 12042017	201712 320-57200-54500		V	2,500.00-	
		HOLIDAY LIGHTING DEPOSIT					
				HOLIDAY LIGHTSCAPES INC.			.00 005784
12/05/17 00020		12/01/17 12012017	201712 310-51300-42000		*	387.96	
		MAILINGS - 2017 TAX BILL					
				JOE G. TEDDER, TAX COLLECTOR			387.96 005785
12/05/17 00512		12/01/17 1446166	201712 320-57200-41000		*	42.00	
		EMERGENCY SKYLINE SVC					
				KINGS III OF AMERICA, INC.			42.00 005786
12/05/17 00429		12/05/17 120517	201712 300-20700-10200		*	8,828.87	
		TXFER TAX RCPTS TO 2015-2					
		12/05/17 12052017	201712 300-20700-10200		*	74,484.57	
		TXFER TAX RCPTS TO 2015-1					
				LAKE ASHTON CDD			83,313.44 005787
12/05/17 00361		10/12/17 I37842	201710 320-57200-54500		*	1,789.25	
		CLEAN CONDESER COILS					
				MILLER'S CENTRAL AIR, INC.			1,789.25 005788
12/05/17 00234		10/31/17 33591818	201710 320-57200-51000		*	10.39	
		SUPPLIES 10/31/2017					
				STAPLES ADVANTAGE			10.39 005789
				LAKA LAKE ASHTON SROSINA			

AP300R
 *** CHECK NOS. 005773-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
 LAKE ASHTON CDD - GF
 BANK A LAKE ASHTON - GF

RUN 1/02/18

PAGE 3

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/05/17	00054	11/17/17 39598	201711 320-57200-54500		*	270.00	
			ADDITIONAL CLEANING 11/12				
		11/17/17 39600	201711 320-57200-52000		*	131.76	
			WHITE ROLL TOWELS				
		11/17/17 39600	201711 320-57200-52000		*	100.80	
			TOILET PAPER				
				STATEWIDE BUILDING MAINTENANCE			502.56 005790
12/05/17	00471	11/27/17 8	201711 320-57200-52005		*	175.00	
			HOLIDAY DECORATING				
				THE WILD HARE FLOWERS			175.00 005791
12/05/17	00445	12/01/17 192598	201712 320-57200-46200		*	14,667.25	
			DEC 17 - LANDSCAPE MAINT				
				YELLOWSTONE LANDSCAPE			14,667.25 005792
12/05/17	00300	12/04/17 120417	201712 320-57200-54500		*	2,500.00	
			HOLIDAY LIGHTING-FINAL PMT				
				HOLIDAY LIGHTSCAPES INC.			2,500.00 005793
12/05/17	00300	12/04/17 12042017	201712 320-57200-54500		*	2,500.00	
			HOLIDAY LIGHTING DEPOSIT				
				HOLIDAY LIGHTSCAPES INC.			2,500.00 005794
12/13/17	00003	11/21/17 6-001-13	201711 310-51300-42000		*	45.76	
			DELIVERIES THRU 11/21/17				
		12/05/17 6-014-69	201711 310-51300-42000		*	17.33	
			DELIVERIES THRU 12/05/17				
				FEDEX			63.09 005795
12/13/17	00215	12/01/17 286	201712 320-57200-34000		*	2,083.33	
			DEC 17-FIELD MGMT				
				GMS-CENTRAL FLORIDA, LLC			2,083.33 005796
12/13/17	00525	12/11/17 12112017	201712 320-57200-49400		*	2,200.00	
			NEW YEAR'S EVE EVENT				
				CHRISTINE JOHNSON			2,200.00 005797
12/13/17	00429	12/13/17 121317	201712 300-20700-10200		*	22,860.34	
			TXFER TAX RCPTS TO 2015-2				
		12/13/17 12132017	201712 300-20700-10200		*	192,860.82	
			TXFER TAX RCPTS TO 2015-1				
				LAKE ASHTON CDD			215,721.16 005798
12/13/17	00164	12/08/17 78939	201711 310-51300-31500		*	2,155.86	
			NOV 17-LEGAL SERVICES				
				LATHAM, SHUKER, EDEN & BEAUDINE,LLP			2,155.86 005799

LAKA LAKE ASHTON SROSINA

AP300R
 *** CHECK NOS. 005773-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
 LAKE ASHTON CDD - GF
 BANK A LAKE ASHTON - GF

RUN 1/02/18

PAGE 4

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/13/17	00063	12/11/17 12112017	201712 320-57200-49400	REVOICED - EVENT 12/08/17	*	6,500.00	
				WILLIAM CLARE ENTERTAINMENT			6,500.00 005800
12/20/17	00057	11/30/17 166050	201711 320-53800-46800	APPLIED AQUATIC PLANT MGMT	*	1,545.00	
				APPLIED AQUATIC MANAGEMENT, INC.			1,545.00 005801
12/20/17	00062	12/07/17 00343488	201712 320-57200-41000	4141 ASHTON CLUB DR	*	17.12	
		12/15/17 05794960	201712 320-57200-41000	4141 ASHTON CLUB DR	*	850.51	
				BRIGHT HOUSE NETWORKS			867.63 005802
12/20/17	00329	11/24/17 1491874	201711 310-51300-31100	SERVICE THRU-11/24/17	*	1,350.00	
				DEWBERRY ENGINEERS, INC.			1,350.00 005803
12/20/17	00330	12/01/17 12276	201712 320-57200-54500	RE-SECURE STOP SIGN	*	90.00	
				EXTREME GRAPHICS			90.00 005804
12/20/17	00003	12/04/17 6-022-18	201712 310-51300-42000	DELIVERIES THRU-12/04/17	*	53.50	
				FEDEX			53.50 005805
12/20/17	00215	5/31/17 274	201705 320-57200-54000	DUES/SUBSCRIPTIONS-MAY 17	*	341.33	
		5/31/17 274	201705 320-57200-52000	OPERATING SUPPLIES-MAY 17	*	10.15	
		5/31/17 274	201705 320-57200-49400	SPECIAL EVENTS-MAY 17	*	122.41	
		6/30/17 275	201706 320-57200-54000	DUES/SUBSCRIPTIONS-JUN 17	*	19.13	
		6/30/17 275	201706 320-57200-52000	OPERATING SUPPLIES-JUN 17	*	156.87	
		6/30/17 275	201706 320-57200-49400	SPECIAL EVENTS-JUN 17	*	699.85	
		6/30/17 275	201706 600-53800-60061	CAP RESTAURANT EQUIP	*	4,570.00	
		6/30/17 275	201706 600-20700-10000	CAP RESTAURANT EQUIP	*	4,570.00-	
		6/30/17 275	201706 300-13100-10000	CAP RESTAURANT EQUIP	*	4,570.00	
				GMS-CENTRAL FLORIDA, LLC			5,919.74 005806
				LAKA LAKE ASHTON SROSINA			

AP300R
 *** CHECK NOS. 005773-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
 LAKE ASHTON CDD - GF
 BANK A LAKE ASHTON - GF

RUN 1/02/18

PAGE 5

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
12/20/17	00059	12/01/17 15443	201712 320-57200-45300	DEC 17-POOL SERVICE	*	200.00	
				HEARTLAND COMMERCIAL POOL SERVICES			200.00 005807
12/20/17	00498	12/11/17 5636	201712 320-57200-54502	ROOF REPAIR	*	81,774.39	
				JURIN ROOFING SERVICES, INC			81,774.39 005808
12/20/17	00504	12/05/17 91370	201712 320-57200-54500	REPAIR/MATERIALS/LABOR	*	1,346.71	
				KINCAID ELECTRICAL SERVICES			1,346.71 005809
12/20/17	00527	12/15/17 DEC-17	201712 320-57200-49400	HOLIDAY GOLF CART PARADE	*	300.00	
				JAMES MECSICS			300.00 005810
12/20/17	00488	12/14/17 DEC-17	201712 320-57200-49400	FLORIDA DAY SCENE SETS	*	300.00	
				ARNOLDO OFFERMANN			300.00 005811
12/20/17	00181	12/15/17 DEC-17	201712 320-57200-54500	CLUBHOUSE MAINT-50% DEP	*	1,040.00	
				PARKER'S CUSTOM CANVAS & AWNINGS			1,040.00 005812
12/20/17	00181	12/15/17 12152017	201712 320-57200-54500	CLUBHOUSE MAINT-FINAL PAY	*	1,040.00	
				PARKER'S CUSTOM CANVAS & AWNINGS			1,040.00 005813
12/20/17	00217	11/30/17 0654-000	201711 320-57200-43300	SERVICE THRU-11/30/17	*	378.79	
				REPUBLIC SERVICES #654			378.79 005814
12/20/17	00526	12/18/17 DEC-17	201712 300-22300-10000	ROOM RENTAL PAYMENT	*	1,250.00	
				JANETH RIOS			1,250.00 005815
12/20/17	00470	12/09/17 100	201712 320-57200-52000	COFFEE SERVICE	*	29.00	
				SHUFFLIN'S SQUARES			29.00 005816
12/20/17	00087	12/07/17 17702	201712 320-57200-54500	PROJECTOR BULB REPLACEMENT	*	494.00	
				SOUNDWAVES AUDIO VIDEO INTERIORS			494.00 005817
12/20/17	00054	12/01/17 39658	201712 320-57200-54500	DEC 17-JANITOR SVC	*	3,465.00	

LAKA LAKE ASHTON SROSINA

AP300R
*** CHECK NOS. 005773-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
LAKE ASHTON CDD - GF
BANK A LAKE ASHTON - GF

RUN 1/02/18

PAGE 6

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		12/01/17 39708	201712 320-57200-54500		*	654.00	
		CARPET CLEANING SVC					
		12/05/17 39710	201712 320-57200-54500		*	360.00	
		ADDITIONAL CLEANING					
				STATEWIDE BUILDING MAINTENANCE			4,479.00 005818
12/20/17 00061		12/13/17 DEC-17	201712 320-57200-43000		*	17,195.16	
		DEC 17 - ELECTRIC					
				TECO			17,195.16 005819
12/20/17 00430		12/03/17 50044211	201712 310-51300-42502		*	319.81	
		DEC 17-LEASE PAYMENT					
				WELLS FARGO FINANCIAL LEASING			319.81 005820
12/20/17 00445		11/30/17 INV-0000	201711 320-57200-46201		*	764.85	
		BOTTLEBRUSH PLANTS					
				YELLOWSTONE LANDSCAPE			764.85 005821
12/21/17 00085		11/01/17 111084	201711 320-57200-54500		*	110.50	
		REPAIR SINK'S LEAK					
				A.D. BAYNARD PLUMBING, INC.			110.50 005822
12/21/17 00522		11/30/17 80359157	201711 320-57200-43200		*	911.59	
		PROPANE REF NO.623244127					
		11/30/17 80359157	201711 320-57200-43200		*	773.80	
		PROPANE REF NO.623586111					
		11/30/17 80359157	201711 320-57200-43200		*	792.14	
		PROPANE REF NO.623914470					
				AMERIGAS			2,477.53 005823
12/21/17 00057		12/08/17 166405	201712 320-53800-46801		*	7,300.00	
		AQUATIC PLANT MGMT SVC					
		12/08/17 166406	201712 320-53800-46800		*	2,800.00	
		SEMI-ANNUAL SERVICE					
				APPLIED AQUATIC MANAGEMENT, INC.			10,100.00 005824
12/21/17 00059		12/15/17 15552	201712 320-57200-45300		*	200.00	
		INST.2 NEW SPA FILTERS					
				HEARTLAND COMMERCIAL POOL SERVICES			200.00 005825
12/21/17 00098		11/16/17 3131188	201711 320-57200-52000		*	244.18	
		SUPPLIES					
		11/19/17 573695	201711 320-57200-52000		*	1,050.96	
		SUPPLIES					
		11/21/17 8123206	201711 320-57200-52000		*	.90	
		SUPPLIES					

LAKA LAKE ASHTON SROSINA

AP300R
 *** CHECK NOS. 005773-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
 LAKE ASHTON CDD - GF
 BANK A LAKE ASHTON - GF

RUN 1/02/18

PAGE 7

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		11/29/17 1053186	201711 320-57200-52000		*	18.31	
		SUPPLIES					
		11/29/17 132188	201711 320-57200-52000		*	187.45	
		SUPPLIES					
		11/29/17 190401	201711 320-57200-52000		*	9.44-	
		SUPPLIES					
		11/30/17 9574033	201711 320-57200-52000		*	49.99	
		SUPPLIES					
		12/01/17 8574068	201712 320-57200-52000		*	59.96	
		SUPPLIES					
				HOME DEPOT CREDIT SERVICES			1,602.31 005826
12/21/17 00463		12/19/17 1415799	201712 320-57200-52000		*	40.50	
		CR80, 30MIL PVC CARDS					
				IDWHOLESALER			40.50 005827
12/21/17 00361		12/14/17 I40589	201712 320-57200-54500		*	151.25	
		SVC CALL & MISC.REPAIRS					
				MILLER'S CENTRAL AIR, INC.			151.25 005828
12/21/17 00399		11/30/17 122017	201711 320-57200-54500		*	1,644.79	
		LEAGUE PINSETTER MNITRING					
				ALEX SMITH			1,644.79 005829
12/21/17 00054		12/08/17 39717	201712 320-57200-52000		*	182.16	
		WHITE ROLL TOWELS					
				STATEWIDE BUILDING MAINTENANCE			182.16 005830
12/22/17 00522		10/31/17 80355194	201710 320-57200-43200		*	1,131.98	
		PROPANE 621136417					
		10/31/17 80355194	201710 320-57200-43200		*	1,129.04	
		PROPANE 622967259					
				AMERIGAS			2,261.02 005831
				TOTAL FOR BANK A		509,661.56	
				TOTAL FOR REGISTER		509,661.56	

LAKA LAKE ASHTON SROSINA

AP300R
*** CHECK NOS. 000222-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
LAKE ASHTON CDD - CPF
BANK B LAKE ASHTON - CPF

RUN 1/02/18

PAGE 1

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/05/17	00031	11/30/17 I39947	201711 600-53800-60074	INSTALL FAN-LADIES ROOM	*	785.00	
				MILLER'S CENTRAL AIR, INC.			785.00 000222
12/13/17	00073	12/08/17 12082017	201712 600-53800-60061	FINAL PMT - SMALLWARES	*	5,343.80	
				SYSCO			5,343.80 000223
12/20/17	00076	12/06/17 00002694	201712 600-53800-60078	REPLACE FAN CAPACITOR	*	305.00	
				AQUACAL AUTOPILOT			305.00 000224
12/21/17	00015	12/15/17 700701-0	201712 600-53800-60079	COUPE PLATE 12" EURO WHT	*	508.00	
				CENTRAL FOOD EQUIPMENT, INC.			508.00 000225
				TOTAL FOR BANK B		6,941.80	
				TOTAL FOR REGISTER		6,941.80	

LAKA LAKE ASHTON SROSINA

Lake Ashton CDD
Special Assessment Receipts
Fiscal Year Ending September 30, 2018

Date Received	Collection Period	O&M Receipts	Debt Svc Receipts	O&M Discounts/ Penalties	Debt Discounts/ Penalties	Commissions Paid	Net Amount Received	\$1,690,408.25 .36300.10100 General Fund 100.00%	\$456,180.85 2015-1 Debt Svc Fund 89.403%	\$54,072.40 2015-2 Debt Svc Fund 10.597%	\$510,253.25 Debt Total 100%
11/15/2017	10/1/17-10/31/17	\$ 8,572.05	\$ 3,275.20	\$ 342.89	\$ 131.00	\$ 227.46	\$ 11,145.90	\$ 8,054.44	\$ 2,763.85	\$ 327.61	\$ 3,091.46
11/17/2017	11/1/17-11/5/17	\$ 97,721.37	\$ 19,998.90	\$ 3,909.04	\$ 799.93	\$ 2,260.23	\$ 110,751.07	\$ 92,076.17	\$ 16,695.89	\$ 1,979.01	\$ 18,674.91
11/22/2017	6/1/17-10/31/17	\$ 25,975.57	\$ 8,283.96	\$ 1,347.60	\$ 422.59	\$ 649.79	\$ 31,839.55	\$ 24,128.85	\$ 6,893.59	\$ 817.12	\$ 7,710.71
12/5/2017	11/06/17-11/12/17	\$ 219,444.48	\$ 57,363.12	\$ 8,778.13	\$ 2,294.47	\$ 5,314.70	\$ 260,420.30	\$ 206,583.94	\$ 48,131.23	\$ 5,705.13	\$ 53,836.36
12/13/2017	11/13/17-11/22/17	\$ 500,607.72	\$ 140,899.37	\$ 20,025.12	\$ 5,635.81	\$ 12,316.92	\$ 603,529.24	\$ 471,121.52	\$ 118,376.24	\$ 14,031.47	\$ 132,407.71
12/20/2017	11/23/17-11/30/17	\$ 627,474.06	\$ 202,907.63	\$ 25,099.99	\$ 8,116.01	\$ 15,943.31	\$ 781,222.38	\$ 590,127.43	\$ 170,844.29	\$ 20,250.65	\$ 191,094.95
		\$ 1,479,795.25	\$ 432,728.18	\$ 59,502.77	\$ 17,399.81	\$ 36,712.41	\$ 1,798,908.44	\$ 1,392,092.34	\$ 363,705.11	\$ 43,110.99	\$ 406,816.10
BALANCE REMAINING		\$210,613.00	\$77,525.07								

Date	CK#	2015-1	2015-2
		\$ -	\$ -

Due To DSF 2015-1	\$ 363,705.11	V# 429 001.300.20700.10200
Due to DSF 2015-2	\$ 43,110.99	V# 429 001.300.20700.10200

Gross Percent Collected	86.91%
Balance Due	\$288,138.07

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
November 30, 2017

	Major Funds			Total
	General	Debt Service	Capital Reserve	Governmental Funds
ASSETS:				
Cash-Wells Fargo	\$333,049	---	\$12,644	\$345,693
Assessments Receivable	\$1,267,833	\$377,339	---	\$1,645,172
Due from Other Funds	\$4,570	\$27,995	---	\$32,565
Investment - State Board	\$147,476	---	---	\$147,476
Investment - State Board Capital Reserve	---	---	\$248,229	\$248,229
Investments:				
Series 2015				
Reserve A	---	\$240,750	---	\$240,750
Interest A	---	\$2	---	\$2
Prepayment A-1	---	\$20,039	---	\$20,039
Prepayment A-2	---	\$3,128	---	\$3,128
Prepaid Expenses	\$18,750	---	---	\$18,750
TOTAL ASSETS	\$1,771,678	\$669,253	\$260,873	\$2,701,803
LIABILITIES:				
Accounts Payable	\$28,596	---	\$785	\$29,381
Due to Other Funds	\$27,995	---	\$4,570	\$32,565
Sales Tax Payable	\$140	---	---	\$140
Deposits-Restaurant	\$6,000	---	---	\$6,000
Deposits-Room Rentals	\$4,000	---	---	\$4,000
Deferred Revenue	\$8,250	---	---	\$8,250
TOTAL LIABILITIES	\$74,981	\$0	\$5,355	\$80,336
FUND BALANCES:				
Nonspendable:				
Deposits and prepaid items	\$18,750	---	---	\$18,750
Restricted:				
Debt Service	---	\$669,253	---	\$669,253
Assigned:				
Capital Reserve	---	---	\$255,518	\$255,518
Unassigned	\$1,677,946	---	---	\$1,677,946
TOTAL FUND BALANCES	\$1,696,696	\$669,253	\$255,518	\$2,621,467
TOTAL LIABILITIES & FUND BALANCES	\$1,771,678	\$669,253	\$260,873	\$2,701,803

LAKE ASHTON

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending November 30, 2017

ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/17	ACTUAL THRU 11/30/17	VARIANCE
-------------------	----------------------------------	-------------------------	----------

REVENUES:

Special Assessments - Levy	\$1,572,079	\$1,392,092	\$1,392,092	\$0
Rental Income	\$50,000	\$8,333	\$8,925	\$592
Entertainment Fees	\$130,000	\$111,024	\$111,024	\$0
Newsletter Ad Revenue	\$55,000	\$32,826	\$32,826	\$0
Interest Income	\$1,000	\$167	\$529	\$362
Miscellaneous Income	\$5,000	\$833	\$2,780	\$1,947
Restaurant Lease	\$12,000	\$2,000	\$2,000	\$0
Insurance Proceeds	\$0	\$0	\$4,716	\$4,716
TOTAL REVENUES	\$1,825,080	\$1,547,276	\$1,554,893	\$7,617

EXPENDITURES:

ADMINISTRATIVE:

Supervisor Fees	\$3,000	\$500	\$500	\$0
FICA Expense	\$230	\$38	\$38	(\$0)
Engineering	\$20,000	\$3,333	\$2,250	\$1,083
Arbitrage	\$1,200	\$200	\$0	\$200
Dissemination	\$1,000	\$167	\$167	\$0
Attorney	\$20,000	\$3,333	\$3,870	(\$537)
Annual Audit	\$4,123	\$687	\$0	\$687
Trustee Fees	\$4,310	\$718	\$0	\$718
Management Fees	\$58,482	\$9,747	\$9,747	\$0
Computer Time	\$1,000	\$167	\$167	\$0
Travel & Per Diem	\$0	\$0	\$100	(\$100)
Postage	\$2,500	\$417	\$302	\$114
Printing & Binding	\$1,600	\$267	\$226	\$40
Newsletter Printing	\$32,000	\$5,333	\$5,942	(\$608)
Rentals & Leases	\$5,000	\$833	\$896	(\$63)
Insurance	\$34,278	\$34,278	\$36,737	(\$2,459)
Legal Advertising	\$500	\$83	\$0	\$83
Other Current Charges	\$1,250	\$208	\$267	(\$58)
Property Taxes	\$12,000	\$12,000	\$12,408	(\$408)
Office Supplies	\$100	\$17	\$0	\$17
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0

TOTAL ADMINISTRATIVE	\$202,748	\$72,502	\$73,791	(\$1,289)
-----------------------------	------------------	-----------------	-----------------	------------------

LAKE ASHTON

COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending November 30, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/17	ACTUAL THRU 11/30/17	VARIANCE
Field:				
Field Management Services	\$322,330	\$53,722	\$54,630	(\$908)
Gate Attendants	\$209,457	\$34,910	\$35,046	(\$137)
Pool Attendants	\$12,495	\$2,083	\$0	\$2,083
Pest Control	\$1,750	\$292	\$120	\$172
Security/Fire Alarm/Gate Repairs	\$5,000	\$833	\$2,232	(\$1,399)
Telephone/Internet	\$13,600	\$2,267	\$1,950	\$316
Electric	\$216,000	\$36,000	\$35,817	\$183
Water	\$12,000	\$2,000	\$1,790	\$210
Gas	\$15,000	\$7,000	\$7,000	\$0
Refuse	\$10,500	\$1,750	\$1,230	\$520
Clubhouse Maintenance	\$105,000	\$17,500	\$14,257	\$3,243
Pool and Fountain Maintenance	\$20,000	\$3,333	\$2,928	\$406
Landscape Maintenance	\$176,007	\$29,334	\$28,907	\$427
Plant Replacement	\$7,000	\$1,167	\$765	\$402
Irrigation Repairs	\$7,500	\$1,250	\$0	\$1,250
Lake Maintenance	\$18,540	\$3,090	\$3,090	\$0
Wetland Mitigation and Maintenance	\$34,800	\$5,800	\$0	\$5,800
Permits/Inspections	\$2,160	\$360	\$0	\$360
Office Supplies/Printing/Binding	\$4,000	\$667	\$1,017	(\$351)
Operating Supplies	\$25,000	\$4,167	\$5,855	(\$1,688)
Credit Card Processing Fees	\$3,500	\$583	\$1,358	(\$775)
Dues & Subscriptions	\$8,500	\$1,417	\$198	\$1,219
Decorations	\$2,000	\$333	\$175	\$158
Special Events	\$130,000	\$21,667	\$5,097	\$16,570
Storm Damage	\$0	\$0	\$1,305	(\$1,305)
Traffic Accident Damage	\$0	\$0	\$4,716	(\$4,716)
TOTAL FIELD	\$1,362,139	\$231,523	\$209,482	\$22,041
TOTAL EXPENDITURES	\$1,564,886	\$304,025	\$283,273	\$20,751
OTHER SOURCES AND USES				
Capital Reserve-Transfer Out	(\$260,194)	\$0	\$0	\$0
TOTAL OTHER SOURCES AND USES	(\$260,194)	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$1,271,620	
FUND BALANCE - Beginning	\$0		\$425,077	
FUND BALANCE - Ending	\$0		\$1,696,696	

(1) Assessments are shown net of Discounts and Collection Fees.

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
Capital Projects Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending November 30, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/17	ACTUAL THRU 11/30/17	VARIANCE
REVENUES:				
Interest Income	\$100	\$17	\$566	\$549
Capital Reserve-Transfer In FY 17	\$260,194	\$0	\$0	\$0
TOTAL REVENUES	\$260,294	\$17	\$566	\$549
EXPENDITURES:				
<i>Capital Projects:</i>				
Ballroom Window Replacement	\$66,000	\$11,000	\$0	\$11,000
Bowling Alley Equipment & Scoreboards	\$25,000	\$4,167	\$0	\$4,167
Computer Allowance	\$5,000	\$833	\$0	\$833
Pool Fence Panel Refurbishment	\$16,000	\$2,667	\$0	\$2,667
Fitness Equipment	\$19,000	\$3,167	\$0	\$3,167
Fitness Center Restroom Refurbishment	\$0	\$0	\$2,542	(\$2,542)
HVAC Replacement	\$20,000	\$3,333	\$785	\$2,548
Landscape Refurbishment	\$10,100	\$1,683	\$0	\$1,683
Pavement Management-Parking lot Resurfacing/Striping	\$70,000	\$11,667	\$0	\$11,667
Pavement Management-2993 LF Gullane, Dornoch, Robellini	\$165,000	\$27,500	\$0	\$27,500
Pool Equipment	\$10,000	\$1,667	\$0	\$1,667
Restaurant Equipment Allowance	\$15,000	\$2,500	\$0	\$2,500
Stormwater System and Curb Repairs	\$25,000	\$22,080	\$22,080	\$0
Ticketing Software	\$10,000	\$1,667	\$0	\$1,667
Traffic Calming Speed Humps (2)	\$7,500	\$1,250	\$0	\$1,250
Other Current Charges	\$650	\$108	\$67	\$42
Capital Reserves	\$71,920	\$11,987	\$0	\$11,987
TOTAL EXPENDITURES	\$536,170	\$107,275	\$25,474	\$81,801
EXCESS REVENUES (EXPENDITURES)	(\$275,876)		(\$24,908)	
FUND BALANCE - Beginning	\$275,876		\$280,425	
FUND BALANCE - Ending	\$0		\$255,518	

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT

SERIES 2015

DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending November 30, 2017

ADOPTED BUDGET	PRORATED THRU 11/30/17	ACTUAL THRU 11/30/17	VARIANCE
-------------------	---------------------------	-------------------------	----------

REVENUES:

Interest Income	\$0	\$0	\$77	\$77
Assessments - Levy	\$477,921	\$406,816	\$406,816	\$0
TOTAL REVENUES	\$477,921	\$406,816	\$406,893	\$77

EXPENDITURES:

Series 2015A-1

Interest - 11/01	\$111,625	\$111,625	\$111,625	\$0
Interest - 5/01	\$111,625	\$0	\$0	\$0
Principal - 5/01	\$205,000	\$0	\$0	\$0
Special Call - 11/01	\$25,000	\$25,000	\$55,000	(\$30,000)

Series 2015A-2

Interest - 11/01	\$15,125	\$15,125	\$15,125	\$0
Interest - 5/01	\$15,125	\$0	\$0	\$0
Principal - 5/01	\$20,000	\$0	\$0	\$0
Special Call - 11/01	\$0	\$0	\$5,000	(\$5,000)

TOTAL EXPENDITURES	\$503,500	\$151,750	\$186,750	(\$35,000)
---------------------------	------------------	------------------	------------------	-------------------

EXCESS REVENUES (EXPENDITURES)	(\$25,579)	\$220,143		
---------------------------------------	-------------------	------------------	--	--

FUND BALANCE - Beginning	\$165,434	\$449,110		
---------------------------------	------------------	------------------	--	--

FUND BALANCE - Ending	\$139,855	\$669,253		
------------------------------	------------------	------------------	--	--

Lake Ashton
Community Development District
General Fund
Statement of Revenues and Expenditures (Month by Month)
FY 2018

	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEP 2018	TOTAL
<i>Revenues</i>													
Maintenance Assessments	\$0	\$1,392,092	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,392,092
Rental Income	\$5,450	\$3,475	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,925
Entertainment Fees	\$96,050	\$14,974	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$111,024
Newsletter Ad Revenue	\$23,057	\$9,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,826
Interest Income	\$342	\$188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$529
Miscellaneous Income	\$1,911	\$870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,780
Restaurant Lease	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Insurance Proceeds	\$0	\$4,716	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,716
Total Revenues	\$127,809	\$1,427,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,554,893
<i>ADMINISTRATIVE:</i>													
Supervisor Fees	\$250	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
FICA Expense	\$19	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38
Engineering	\$900	\$1,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,250
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$167
Attorney	\$1,714	\$2,156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,870
Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$4,874	\$4,874	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,747
Computer Time	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$167
Travel & Per Diem	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Postage	\$174	\$129	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$302
Printing & Binding	\$115	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$226
Newsletter Printing	\$3,002	\$2,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,942
Rentals & Leases	\$709	\$187	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$896
Insurance	\$36,737	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,737
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$81	\$186	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$267
Property Taxes	\$0	\$12,408	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,408
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$48,916	\$24,876	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,791

Lake Ashton
Community Development District
General Fund
Statement of Revenues and Expenditures (Month by Month)
FY 2018

	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEP 2018	TOTAL
Field:													
Field Management Services	\$28,939	\$25,690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,630
Gate Attendants	\$17,756	\$17,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,046
Pool Attendants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120
Security/Fire Alarm/Gate Repairs	\$1,153	\$1,079	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,232
Telephone/Internet	\$948	\$1,002	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,950
Electric	\$18,266	\$17,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,817
Water	\$814	\$976	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,790
Gas	\$4,522	\$2,478	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000
Refuse	\$379	\$851	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,230
Clubhouse Maintenance	\$8,551	\$5,706	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,257
Pool and Fountain Maintenance	\$1,528	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,928
Landscape Maintenance	\$14,240	\$14,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,907
Plant Replacement	\$0	\$765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$765
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$1,545	\$1,545	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,090
Wetland Mitigation and Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permits/Inspections	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies/Printing/Binding	\$1,017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,017
Operating Supplies	\$2,200	\$3,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,855
Credit Card Processing Fees	\$246	\$1,113	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,358
Dues & Subscriptions	\$0	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
Decorations	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Special Events	\$847	\$4,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,097
Storm Damage	\$1,305	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,305
Traffic Accident Damage	\$0	\$4,716	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,716
TOTAL FIELD	\$104,256	\$105,226	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209,482
OTHER SOURCES AND USES													
Capital Reserve-Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES AND USES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Operating Expenses	\$153,172	\$130,102	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$283,273
Excess Revenues (Expenditures)	(\$25,363)	\$1,296,982	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,271,620

LAKE ASHTON CDD
FY 2018 CASH RECEIPTS

	October-17	November-17	December-17	January-18	February-18	March-18
ENTERTAINMENT	\$ 96,050.00	\$ 14,974.00	\$ -	\$ -	\$ -	\$ -
BALLROOM RENTAL	\$ 5,450.00	\$ 3,475.00	\$ -	\$ -	\$ -	\$ -
DAMAGE DEPOSITS	\$ (1,000.00)	\$ 500.00	\$ -	\$ -	\$ -	\$ -
NEWSLETTER INCOME	\$ 23,056.70	\$ 9,769.74	\$ -	\$ -	\$ -	\$ -
COFFEE INCOME	\$ 600.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -
CLERICAL	\$ 125.00	\$ 40.00	\$ -	\$ -	\$ -	\$ -
SECURITY FEE	\$ 1,037.50	\$ 418.75	\$ -	\$ -	\$ -	\$ -
CLICKERS	\$ 148.00	\$ 111.00	\$ -	\$ -	\$ -	\$ -
RESTAURANT LEASE	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
SALES TAX	\$ 70.00	\$ 70.00	\$ -	\$ -	\$ -	\$ -
	\$ 126,537.20	\$ 35,374.49	\$ -	\$ -	\$ -	\$ -

	April-18	May-18	June-18	July-18	August-18	September-18
ENTERTAINMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BALLROOM RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DAMAGE DEPOSITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NEWSLETTER INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COFFEE INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLERICAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECURITY FEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLICKERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTAURANT LEASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SALES TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR 2018 TOTAL	
ENTERTAINMENT FEES	\$ 111,024.00
BALLROOM RENTAL	\$ 8,925.00
DAMAGE DEPOSITS	\$ (500.00)
NEWSLETTER INCOME	\$ 32,826.44
COFFEE INCOME	\$ 900.00
CLERICAL	\$ 165.00
SECURITY FEE	\$ 1,456.25
CLICKERS	\$ 259.00
RESTAURANT LEASE	\$ 2,000.00
SALES TAX	\$ 140.00
	\$ 161,911.69

LAKE ASHTON CDD
NOVEMBER 2017 CASH RECEIPTS

ENTERTAINMENT

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/1/2017	477	Realmuto	\$ 54.00	Revoiced - 12/8/17
11/1/2017	477	Hitchcock	\$ 126.00	Revoiced - 12/8/17
11/1/2017	477	Plummer	\$ 72.00	Revoiced - 12/8/17
11/1/2017	477	Simpson	\$ 72.00	Revoiced - 12/8/17
11/1/2017	477	Weimer	\$ 36.00	Revoiced - 12/8/17
11/1/2017	477	Luchenbill	\$ 36.00	Revoiced - 12/8/17
11/1/2017	477	Rossman	\$ 36.00	Revoiced - 12/8/17
11/1/2017	477	Ranheim	\$ 60.00	Revoiced - 12/8/17
11/1/2017	477	Teyssier	\$ 72.00	Revoiced - 12/8/17
11/1/2017	477	Neigh	\$ 36.00	Revoiced - 12/8/17
11/1/2017	477	Boast	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	Chirico	\$ 36.00	Revoiced - 12/8/17
11/1/2017	477	Farmer	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	McClure	\$ 72.00	Revoiced - 12/8/17
11/1/2017	477	Rogers	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	McGuire	\$ 36.00	Revoiced - 12/8/17
11/1/2017	477	Benner	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	Fetcho	\$ 45.00	Revoiced - 12/8/17
11/1/2017	477	Grebler	\$ 72.00	Revoiced - 12/8/17
11/1/2017	477	Weissberg	\$ 54.00	Revoiced - 12/8/17
11/1/2017	477	Walter	\$ 72.00	Revoiced - 12/8/17
11/1/2017	477	Yeager	\$ 60.00	Revoiced - 12/8/17
11/1/2017	477	Bull	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	Whitmire	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	Mecsics	\$ 60.00	Revoiced - 12/8/17
11/1/2017	477	Totten	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	Thompson	\$ 36.00	Revoiced - 12/8/17
11/1/2017	477	Cunningham	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	Fraker	\$ 30.00	Revoiced - 12/8/17
11/1/2017	477	Dacquisto	\$ 18.00	Revoiced - 12/8/17
11/1/2017	477	Lester	\$ 45.00	Revoiced - 12/8/17
11/1/2017	477	Litz	\$ 250.00	ETS Season Ticket
11/2/2017	478	Collina	\$ 30.00	Revoiced - 12/8/17
11/2/2017	478	Bloedorn	\$ 30.00	Revoiced - 12/8/17
11/2/2017	478	Rafetzeder	\$ 30.00	Revoiced - 12/8/17
11/2/2017	478	Oreilly	\$ 30.00	Revoiced - 12/8/17
11/2/2017	478	Noffsinger	\$ 30.00	Revoiced - 12/8/17
11/2/2017	478	Ward	\$ 30.00	Revoiced - 12/8/17
11/2/2017	478	Luchenbill	\$ 30.00	Revoiced - 12/8/17
11/2/2017	478	Mehal	\$ 45.00	Revoiced - 12/8/17
11/2/2017	478	Mecsics	\$ 15.00	Revoiced - 12/8/17
11/3/2017	479	Seaton	\$ 30.00	Revoiced - 12/8/17
11/3/2017	479	Charboneau	\$ 60.00	Revoiced - 12/8/17
11/3/2017	479	Phone Sale	\$ 200.00	2018 ETS Season Ticket
11/4/2017	480	Brendemuehl	\$ 15.00	Revoiced - 12/8/17
11/6/2017	481	Liebman	\$ 15.00	Revoiced - 12/8/17

LAKE ASHTON CDD
NOVEMBER 2017 CASH RECEIPTS

ENTERTAINMENT-(CONTINUED)

11/6/2017	481	Dolce	\$ 30.00	Revoiced - 12/8/17
11/6/2017	481	Bopp	\$ 30.00	Revoiced - 12/8/17
11/7/2017	482	Winchester	\$ 60.00	Revoiced - 12/8/17
11/7/2017	482	Meglio	\$ 30.00	Revoiced - 12/8/17
11/8/2017	483	Halde	\$ 30.00	Revoiced - 12/8/17
11/8/2017	483	Howe	\$ 30.00	Revoiced - 12/8/17
11/8/2017	483	Hullender	\$ (100.00)	REFUND
11/8/2017	483	Kennedy	\$ 50.00	2018 ETS Season Ticket
11/8/2017	483	Lanier	\$ 50.00	2018 ETS Season Ticket
11/8/2017	483	Foulke	\$ 50.00	2018 ETS Season Ticket
11/8/2017	483	Pitzen	\$ 50.00	2018 ETS Season Ticket
11/8/2017	483	Enslen	\$ 50.00	2018 ETS Season Ticket
11/9/2017	484	Arcano	\$ (200.00)	2018 ETS Season Ticket Refund
11/10/2017	485	Smith	\$ 30.00	Revoiced - 12/8/17
11/13/2017	486	Woods	\$ 30.00	Revoiced - 12/8/17
11/14/2017	487	McNaughton	\$ 30.00	Revoiced - 12/8/17
11/15/2017	488	Mendez	\$ 30.00	Revoiced - 12/8/17
11/15/2017	488	Huelsman	\$ 30.00	Revoiced - 12/8/17
11/15/2017	488	Livotti	\$ 200.00	2018 ETS Season Ticket
11/15/2017	488	Annotti	\$ 125.00	2018 ETS Season Ticket
11/15/2017	488	Lutz	\$ 200.00	2018 ETS Season Ticket
11/15/2017	488	Ewing	\$ 125.00	2018 ETS Season Ticket
11/15/2017	488	Hitchcock	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Fleming	\$ 200.00	2018 ETS Season Ticket
11/15/2017	488	Mendez	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Keegan	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Gordon	\$ 200.00	2018 ETS Season Ticket
11/15/2017	488	Noffsinger	\$ 200.00	2018 ETS Season Ticket
11/15/2017	488	Bull	\$ 200.00	2018 ETS Season Ticket
11/15/2017	488	Eastman	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Golding	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Barkley	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Kelly	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Sosinski	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Wierdak	\$ 250.00	2018 ETS Season Ticket
11/15/2017	488	Hammond	\$ 200.00	2018 ETS Season Ticket
11/15/2017	488	Erdman	\$ 250.00	2018 ETS Season Ticket
11/16/2017	489	Ramalho	\$ 100.00	2018 ETS Season Ticket
11/16/2017	489	Dennis	\$ 30.00	Revoiced - 12/8/17
11/17/2017	490	Bruno	\$ 30.00	Revoiced - 12/8/17
11/20/2017	491	Robertson	\$ 60.00	Revoiced - 12/8/17
11/21/2017	492	Wratten	\$ 30.00	Revoiced - 12/8/17
11/28/2017	494	Dupuis	\$ 392.00	New Years Eve Party - 12/31/17
11/28/2017	494	Farmer	\$ 196.00	New Years Eve Party - 12/31/17
11/28/2017	494	Rogers	\$ 98.00	New Years Eve Party - 12/31/17
11/28/2017	494	Baun	\$ 98.00	New Years Eve Party - 12/31/17
11/28/2017	494	Manifold	\$ 98.00	New Years Eve Party - 12/31/17

LAKE ASHTON CDD
NOVEMBER 2017 CASH RECEIPTS

ENTERTAINMENT-(CONTINUED)

11/28/2017	494	Finnerty	\$ 392.00	New Years Eve Party - 12/31/17
11/30/2017	495	Bull	\$ 196.00	New Years Eve Party - 12/31/17
11/30/2017	495	Spaulding	\$ 30.00	Revoiced - 12/8/17
11/30/2017	495	Jones	\$ 30.00	Revoiced - 12/8/17
11/17/2017	11525	Pincus	\$ 72.00	Revoiced - 12/8/17
11/17/2017	1583	Iania	\$ 30.00	Revoiced - 12/8/17
11/17/2017	3246	Dixon	\$ 30.00	Revoiced - 12/8/17
11/17/2017	2596	Tafinder	\$ 30.00	Revoiced - 12/8/17
11/17/2017	2628	Ax	\$ 144.00	Revoiced - 12/8/17
11/17/2017	7056	Peterson	\$ 144.00	Revoiced - 12/8/17
11/17/2017	533	Prusiecki	\$ 144.00	Revoiced - 12/8/17
11/17/2017	12472	Hallfin	\$ 36.00	Revoiced - 12/8/17
11/17/2017	4727	Brown	\$ 30.00	Revoiced - 12/8/17
11/17/2017	8406	Ziegler	\$ 54.00	Revoiced - 12/8/17
11/17/2017	1557	Hillock	\$ 30.00	Revoiced - 12/8/17
11/17/2017	431	Phillips	\$ 30.00	Revoiced - 12/8/17
11/17/2017	1057	Talbott	\$ 36.00	Revoiced - 12/8/17
11/17/2017	1098	Weiss	\$ 30.00	Revoiced - 12/8/17
11/17/2017	328	Myatt	\$ 36.00	Revoiced - 12/8/17
11/17/2017	4189	McCombe	\$ 30.00	Revoiced - 12/8/17
11/17/2017	4263	Birnbaum	\$ 15.00	Revoiced - 12/8/17
11/17/2017	581	Schmidt	\$ 30.00	Revoiced - 12/8/17
11/17/2017	1111	Prescott	\$ 60.00	Revoiced - 12/8/17
11/17/2017	3915	Nettleton	\$ 30.00	Revoiced - 12/8/17
11/17/2017	4128	Dwyer	\$ 15.00	Revoiced - 12/8/17
11/17/2017	270	Serencko	\$ 30.00	Revoiced - 12/8/17
11/17/2017	896	Holmes	\$ 30.00	Revoiced - 12/8/17
11/17/2017	3233	Frank	\$ 30.00	Revoiced - 12/8/17
11/17/2017	1668	Eckols	\$ 30.00	Revoiced - 12/8/17
11/17/2017	2652	Matlocks	\$ 30.00	Revoiced - 12/8/17
11/17/2017	5036	Martin	\$ 30.00	Revoiced - 12/8/17
11/17/2017	560	Allen	\$ 30.00	Revoiced - 12/8/17
11/17/2017	2145	Plahuta	\$ 60.00	Revoiced - 12/8/17
11/17/2017	5032	Walley	\$ 30.00	Revoiced - 12/8/17
11/17/2017	6265	Giebler	\$ 200.00	2018 ETS Season Ticket
11/17/2017	8411	Ziegler	\$ 125.00	2018 ETS Season Ticket
11/17/2017	1437	Wirtala	\$ 200.00	2018 ETS Season Ticket
11/17/2017	3410	Roth	\$ 250.00	2018 ETS Season Ticket
11/17/2017	1122	Krumrie	\$ 200.00	2018 ETS Season Ticket
11/17/2017	11690	Wiberg	\$ 200.00	2018 ETS Season Ticket
11/17/2017	218	Harmon	\$ 250.00	2018 ETS Season Ticket
11/17/2017	562	Allen	\$ 250.00	2018 ETS Season Ticket
11/17/2017	1729	Agre	\$ 100.00	2018 ETS Season Ticket
11/17/2017	1747	Pontious	\$ 100.00	2018 ETS Season Ticket
11/17/2017	3575	Sparks	\$ 250.00	2018 ETS Season Ticket
11/17/2017	7133	Meigel	\$ 250.00	2018 ETS Season Ticket
11/17/2017	1003	Volpe	\$ 30.00	Revoiced - 12/8/17

LAKE ASHTON CDD
NOVEMBER 2017 CASH RECEIPTS

ENTERTAINMENT-(CONTINUED)

11/17/2017	2033	Kapinus	\$ 50.00	Upgrade ETS 8 P
11/17/2017	1491	Lloyd	\$ 50.00	Upgrade ETS 8P
11/17/2017	1563	Rich	\$ 50.00	Upgrade ETS 8P
11/17/2017	1425	Reardon	\$ 50.00	Upgrade ETS 8P
11/17/2017	530	Strassberg	\$ 25.00	Upgrade ETS 8 P
11/17/2017	1432	Langston	\$ 50.00	Upgrade ETS 8P
11/30/2017	10423	Monaghan	\$ 30.00	Revoiced - 12/8/17
11/30/2017	1833	Posner	\$ 196.00	New Years Eve Party - 12/31/17
11/30/2017	1119	Velebir	\$ 196.00	New Years Eve Party - 12/31/17
11/30/2017	15792	Woods	\$ 98.00	New Years Eve Party - 12/31/17
11/30/2017	2508	Stoner	\$ 49.00	New Years Eve Party - 12/31/17
11/30/2017	317	Deamgelo	\$ 196.00	New Years Eve Party - 12/31/17
11/30/2017	457	Spadaro	\$ 196.00	New Years Eve Party - 12/31/17
11/30/2017	4295	Cruz	\$ 49.00	New Years Eve Party - 12/31/17
11/30/2017	3523	Volpe	\$ 98.00	New Years Eve Party - 12/31/17
11/30/2017	966	Koltchigin	\$ 294.00	New Years Eve Party - 12/31/17
11/30/2017	2765	Corley	\$ 98.00	New Years Eve Party - 12/31/17
11/30/2017	7060	Saxton	\$ 98.00	New Years Eve Party - 12/31/17
11/30/2017	2791	Hosington	\$ 98.00	New Years Eve Party - 12/31/17
11/30/2017	5764	Davis	\$ 98.00	New Years Eve Party - 12/31/17
11/30/2017	1213	Cavanaugh	\$ 392.00	New Years Eve Party - 12/31/17
11/30/2017	1133	Ward	\$ 98.00	New Years Eve Party - 12/31/17
11/30/2017	1235	Wierdak	\$ 98.00	New Years Eve Party - 12/31/17
TOTAL			\$ 14,974.00	

LAKE ASHTON CDD
NOVEMBER 2017 CASH RECEIPTS

RENTALS

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
4/13/2017	ck19516	Church of the Good Shepherd	\$ 1,250.00	Room Rental for 11/18/17
11/22/2017	493	Innocent	\$ 625.00	Half Room Rental for 11/8/18
11/30/2017	1135	LA Bingo	\$ 1,600.00	Nov 2017 Rent
TOTAL			\$ 3,475.00	

NEWSLETTER

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/17/2017	490	Ours	\$ 1,200.00	3 months full pay Jan-Mar
11/17/2017	ck1022	United Sales, Inc	\$ 775.00	Newsletter Ad
11/17/2017	ck1043	Family Water Adventures LLC	\$ 585.00	Newsletter Ad
11/17/2017	mo17-265634812	Norma Kenny-Maclure Massage	\$ 435.00	Newsletter Ad
11/17/2017	48622	United Refrigeration	\$ 250.00	Advertising
11/22/2017	493	Select Rehab	\$ 1,200.00	Dec 17 - Feb 18
11/22/2017	493	Arts Cars	\$ 323.08	December LAT AD
11/22/2017	493	Blackburns	\$ 350.00	December LAT AD
11/22/2017	493	Rainbow Wicker	\$ 130.00	December LAT AD
11/22/2017	493	Doterra	\$ 295.00	December LAT AD
11/22/2017	493	Calico Roofing	\$ 85.50	December LAT AD
11/22/2017	493	Turner Furniture	\$ 175.00	December LAT AD
11/22/2017	493	Dramatic Design	\$ 90.00	December LAT AD
11/22/2017	493	Southwood	\$ 2,100.00	LAT Ad Oct 17 - Mar 18
11/28/2017	494	Shade Tree	\$ 230.00	December LAT AD
11/28/2017	494	FEL	\$ 646.16	November 8 December LAT AD
11/28/2017	494	Performance Plus	\$ 375.00	December LAT AD
11/30/2017	495	Unlimited Prop Dec LAT	\$ 175.00	Dec LAT insert
11/30/2017	1081	Glasstronauts	\$ 175.00	December LA Times Insert
11/30/2017	4183	Bjornson	\$ 175.00	December LA Times Insert
TOTAL			\$ 9,769.74	

CLERICAL

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/30/2017	Cash	Clerical	\$ 30.00	Faxes, Postage, Copies, Directories
11/30/2017	1002	Krause	\$ 10.00	ID Replacement
TOTAL			\$ 40.00	

LAKE ASHTON CDD
NOVEMBER 2017 CASH RECEIPTS

COFFEE

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/8/2017	483	ADT Monday Coffee	\$ 75.00	ADT Monday Coffee 11/6/17
11/8/2017	483	Select Rehab	\$ 150.00	11/27/17 & 12/4/17
11/17/2017	5794700	Edward Jones	\$ 75.00	Monday Coffee Vendor
TOTAL			\$ 300.00	

DEPOSITS

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/3/2017	479	DD REFUND	\$ (500.00)	DD REFUND
11/17/2017	ck19926	Church of the Good Shephard	\$ 500.00	Damage Deposit - 11/18/17
11/30/2017	495	Eye Specialists of Mid-Florida	\$ 500.00	Damage Deposit for 12/16/17
TOTAL			\$ 500.00	

ENTRANCE GATE OPENERS

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/2/2017	478	Vaillancourt	\$ 37.00	Gate Opener
11/10/2017	485	Cooley	\$ 37.00	Main Entrance Gate Opener
11/13/2017	486	Stewart	\$ 37.00	Main Entrance Gate Opener
TOTAL			\$ 111.00	

RESTAURANT LEASE/SALES TAXES

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/1/2017	477	Fire	\$ 1,070.00	November 2017 Restaurant Rent
TOTAL			\$ 1,070.00	

SECURITY

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/3/2017	479	DD REFUND	\$ 12.50	DD REFUND
11/21/2017	GF CK#	MEALS ON WHEELS	\$ (50.00)	REFUND
11/30/2017	495	Eye Specialists of Mid-Florida	\$ 225.00	Security for 12/16/17
11/17/2017	ck19926	Church of the Good Shephard	\$ 231.25	Security - 11/18/17
TOTAL			\$ 418.75	

MISCELLANEOUS

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
11/17/2017	119111746J	State Farm Jacob Taylor	\$ 4,716.00	TNR Accident - Insurance Claim
TOTAL			\$ 4,716.00	

TOTAL CASH RECEIPTS - NOVEMBER 2017	\$ 35,374.49
--	---------------------

LAKE ASHTON CDD
NOVEMBER 2017 CASH RECEIPTS

SUMMARY		
ENTERTAINMENT	\$	14,974.00
ROOM RENTALS	\$	3,475.00
NEWSLETTER	\$	9,769.74
CLERICAL	\$	40.00
COFFEE	\$	300.00
DEPOSITS	\$	500.00
ENTRANCE GATE OPENER	\$	111.00
RESTAURANT/SALES TAXES	\$	1,070.00
SECURITY	\$	418.75
MISCELLANEOUS	\$	4,716.00
TOTAL	\$	35,374.49

LAKE ASHTON CDD

ONSITE MANAGEMENT AND RECREATIONAL PROGRAMMING

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 at the hours and days requested by the Owner.

1.2 Key Personnel

All Work shall be managed and/or directed by key personnel identified in the proposal. Where applicable, the Contractor shall require certifications, training, etc. be secured and updated for all employees. Contractor shall provide one (1) Community Director who is knowledgeable of the Contractor's daily activities when performed at the site. This Director shall serve as the point of contact between the Owner and Contractor. The Director shall be responsible for coordinating all scheduled services with the Owner. The Director shall be responsible for overseeing all on-site management personnel and managing contracts for security services, restaurant services, landscape maintenance and aquatic maintenance. Should a problem arise, the Community Director shall present the problem to the Owner for direction.

1.2.1 The Contractor shall provide staff for the following responsibilities:

Community Director, Assistant Community Director, Operation Manager, Activities Assistant(s), and Clubhouse Maintenance Worker(s). Job Descriptions for these positions are attached as Exhibit A.

At the Owner's option, Contractor may be asked to provide a part-time pool attendant. A job description for the optional pool attendant is contained in Exhibit A.

Staff listed above, with the exception of the Operation Manager, shall be exclusively assigned to the Owner's property. Staff shall not be assigned to duties outside of the Owner's property without the written consent of the Owner.

1.2.2 Contractor's duties

In addition to the responsibilities found in section 3 of this scope of services, the following duties are required of the Contractor:

- Tactfully communicate with residents regarding issues handled by the Contractor
- Investigate and resolve complaints from residents
- Understand and ensure compliance with federal, state and local laws, statutes, rules, ordinances and all other forms of regulation relevant to Community Development District (the "District"), planned communities and the operation, maintenance and administration of the amenities.
- Assume responsibility for operations and maintenance of all amenities including, but not limited to community pool, fitness center, bowling alley, cinema, and clubhouse
- Assume responsibility for operations and maintenance of all common areas
- Assume responsibility for operation and maintenance of all district owned equipment and inventory
- Assume responsibility for management of the security services, restaurant services, landscape maintenance and aquatic management contracts
- All aspects of the product ordering process
- Attend, prepare any necessary materials and speak at periodic orientation meetings
- Attend staff meetings to discuss upcoming events and pertinent issues
- Maintain contact with the Owner on an as needed basis
- Coordinate all scheduled services with the Owner

- Implement and maintain a safety program for the staff and residents
- Gather feedback from residents and guests and create improvement plans based on feedback
- Ensure accurate records are maintained for insurance purposes and for public records purposes for the District as required by Florida Law.
- Oversee front office personnel and clubhouse maintenance personnel
- Oversee ballroom rental process, working with clients, drafting contracts, collecting fees, and gathering feedback from events
- Collaborate, as appropriate, with resident organizations for the planning and executing of social events
- Propose and facilitate sponsorship and marketing opportunities for vendors
- Layout, design and maintain tickets/ticket sales records, seating charts and other activities materials
- Maintain promotional flyers and registrations at activities desk
- Consult with staff and others in government and private organizations to discuss issues, coordinate activities and resolve problems relating to the District and/or operation of the amenities.
- Promote Lake Ashton by writing and distributing media releases
- Coach resident members to assume leadership roles; oversee volunteer management
- Review, approve and present reports, studies and research relating to operational effectiveness
- Administer, interpret and explain policies, rules, regulations and laws

- Assist in the development of operating and capital expense budget as directed
- Implement and manage capital projects and special projects as directed
- Maintain excellent level of resident service and satisfaction
- Accept payments and make deposits on behalf of owner
- Schedule property attendants to be on site during rental periods as needed
- Schedule and promote feature films and special movie presentations
- Operate and maintain security camera systems
- Maintain resident records and issue resident identification
- Attend, prepare materials (as necessary or as directed by Board or District Manager) and speak at all meetings of the Board of Supervisors of the District (including, but not limited to, regular meetings, joint meetings, workshops and committees).

Owner reserves the right to adjust these requirements as needed.

1.3 Personnel Dress Code

The Contractor shall ensure that employees working on the Project shall wear uniforms or 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 communicate and interact with the Lake Ashton community and any other customer/party associated with the Lake Ashton 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, safety training, safety evaluations, safety operations, and procedures for accident investigations, providing and maintaining equipment safety features, and safety record keeping. It is mandatory all employees have adequate safety knowledge and demonstrate ability to abide by the safety program. Once an employee has completed safety training, the contractor should provide training certificates for each employee.

1.6 Hurricane Preparedness Plan

Within 30 days after the signing of this contract, Contractor shall prepare and submit a Hurricane Preparedness Plan to the Board of Supervisors for review.

Plan shall include all necessary details and procedures to be taken by Contractor for the protection of District property, structures, and equipment in the event of a hurricane *warning* being issued for the Lake Wales area. The Board shall review this plan at its next regularly scheduled meeting, amend and/or accept it, and return it to the Contractor for potential implementation.

In the event that actual implementation becomes necessary, all justifiable and reasonable additional costs to the Contractor shall be reimbursed pursuant to the Contract provisions.

1.7 Facility Location

The Owner shall only provide office space on the Project Site for the Contractor as part of this Scope of Services.

1.8 Document Control and Data Maintenance

The Contractor shall keep accurate records of all incidences that occur while on duty, 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 daily.

1.9 Liability Insurance

Contractor shall, throughout the performance of its Services pursuant to this Agreement, maintain: Occurrence basis comprehensive general liability insurance (including a broad form contractual coverage) with minimum limits

of \$2,000,000.00 respectively, protecting it and Owner from claims for bodily injury (including death) and property damage which may arise from or in connection with the performance of Contractor's Services from or out of any act or omission of Contractor, its officers, directors, agents, and employees.

2 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 on a quarterly basis. Those meetings shall serve as a 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. The Contractor shall prepare the agenda for those meetings and submit it to the Owner two (2) working days prior to the date of each meeting. The Contractor shall record and distribute minutes of each meeting to all attendees within five (5) business days, as well as other parties with a "need-to-know." The Owner shall provide the meeting location.

In addition, Contractor shall provide a representative to attend the Board of Supervisors meetings as needed. This representative shall be knowledgeable of this Project Scope and Scope of Services and shall be able to respond to any questions the Board may have as to the day-to-day activities at the Project site pursuant to this Agreement; moreover, prepare status reports for the Board.

2.2 Contractor's Community Director

Contractor shall designate a Community Director 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 an as needed basis, between the Owner and the Contractor. This individual shall be responsible for maintaining the Contractor's schedule of activities, events, recreational programming, wellness functions, and group travel; overseeing media management including newsletter, cable channel, website, community meetings, media relations, community relations as well as facilitating positive relationships with vendors and other stakeholders. The Director should also oversee volunteer management.

2.3 Contractor's Operations Manager

Contractor shall designate an Operations Manager that will work in conjunction with the Community Director on issues dealing with operation and maintenance of the Owner's assets. The following services are provided to ensure the proper operation of the District: provide maintenance contract administration for

landscaping and aquatic management contracts; coordinate with clubhouse maintenance workers to address maintenance issues and ensure personnel are carrying out their responsibilities; respond to resident and Board of Supervisors inquiries regarding Maintenance Operations; coordinate and implement maintenance projects throughout the community; perform weekly daytime and night time site visits to ensure community is properly maintained; Other services as required by the Board of Supervisors to ensure satisfactory operations.

3 SCHEDULED OPERATIONS

3.1 Activities

Contractor shall provide social, wellness, and entertainment activities on a weekly and monthly basis. The Contractor will be responsible for the research, production, scheduling, organization, promotion, and monitoring of a broad range of activities for the residents of the Lake Ashton community. At the end of each activity, the Contractor should gather feedback from prospective and current residents. Evaluate effectiveness of each activity, compile, and implement improvement plans for future activities. The Contractor shall develop and design promotional flyers, seating charts and other materials for specific activities. The activities desk will provide information, registration of activities and attend to the needs of residents. The activities desk staff should issue resident identification cards, issue guest passes, issue entrance gate openers, answer telephone calls, process incoming and outgoing mail and electronic mail for the community. A schedule of activities must be kept current for Lake Ashton and posted in proper locations within the community. There will be a monthly calendar for the residents printed and included within the monthly newsletter and available copies maintained at the activities desk. Activity rooms will be scheduled, designed and setup prior to each activity. Files of activities will be kept and maintained at the activities desk. A representative from the activities desk should attend the weekly community meeting to present upcoming activities, share ideas for new activities and gather suggestions from residents for future activities. Knowledge of the audio/video equipment in the clubhouse; furthermore, training volunteers and staff of the equipment is required.

3.2 Events

The Contractor shall develop, schedule, promote, plan and facilitate all events for Lake Ashton. Events will include banquets, fundraisers, marketing, financial, seminars, corporate meetings, community, social, educational, medical and receptions. At the end of each event, the Contractor should gather feedback from prospective and current residents. Evaluate success of each event, staff and other resources; furthermore, compile, and implement improvement plans for future events. The Contractor shall develop and design promotional flyers, seating charts and other materials for special events. Knowledge of the audio/video

equipment in the ballroom and the cinema is required; furthermore, training volunteers and staff of the equipment is required. The Contractor will be responsible for ensuring that the recreation center is secure and locked down on a nightly basis. The clubhouse will be open for residents, guest, and potential residents during the following times 6:00 a.m. to 10:00 p.m., seven (7) days per week.

3.3 Website

The Lake Ashton website is the responsibility of the Contractor. The Contractor will supervise, collaborate, design and maintain the content of the website. At all times the website content should contain promotional data, marketing for the community, community amenities, community information, special events, activities and location. In addition, the contractor is expected to maintain all the technical aspects of the website while implementing new material, graphics and updating content. A representative from the website should attend the community meeting, present ideas, and attain information to be included in the website.

3.4 Cable Channel

The Lake Ashton local access cable channel is the responsibility of the Contractor. The Contractor will supervise, collaborate, design and maintain the content of the local access cable channel. At all times the local access cable channel content should contain promotional data, marketing for the community, community amenities, community information, special events, activities and location. In addition, the contractor is expected to maintain all the technical aspects of the local access cable channel while implementing new material, graphics and updating content. A representative from the cable channel should attend the community meeting, present ideas, share and attain information to be included in the cable channel.

3.5 Newsletter

The Lake Ashton newsletter is the responsibility of the Contractor. The Contractor will supervise, design, edit and maintain the content of the newsletter. Publishing of the newsletter will be the responsibility of the Contractor. The Contractor should locate a local printing company to produce and distribute the newsletter. At all times the newsletter content should contain promotional data, marketing for the community, community amenities, community information, special events, activities. In addition, the contractor is expected to maintain all the technical aspects of the newsletter while implementing new material, graphics and updating content. The Contractor must maintain a current mailing

list of newsletter seasonal and permanent resident subscribers. A representative from the newsletter should attend the community meeting, present ideas, share articles and attain information to be included in the newsletter.

3.6 Community Meetings

The Contractor will schedule community meetings. The purpose of these meetings is to highlight and outline the activities provided by Lake Ashton Community Development District for the Lake Ashton residents. These meetings shall also serve as an orientation time for new residents to the community. Contractor's staff should present activities and information about Lake Ashton, community events, and provide thorough and logical answers to resident questions. Representatives from each facility should be available to present new programs within the community for residents to participate.

3.7 Contract Management

The Contractor will be solely responsible for managing the contracts of the Lake Ashton Community Development District to include the provision of security services, restaurant services, landscape maintenance, aquatic maintenance, janitorial, pool cleaning and other services as required.

3.8 Maintenance

Contractor will be responsible for minor repair and maintenance of facilities including, but not limited to, the following: replacing light bulbs, fluorescent tubes, and ballasts; cleaning vents, screens, and filters, replaces HVAC filters; collecting and removing waste and trash; inspecting restrooms and replenishes supplies; lubricating locks, hinges, and hardware; performing routine wall and paint touch up, repaint/refinish small areas; monitoring daily ongoing operation of all building systems including HVAC, life safety, plumbing, and security, and performs minor maintenance and repairs as necessary; refinishing doors and woodwork as directed; replacing worn, broken, cracked, discolored, faded, or abraded flooring/ceiling tile; setting up/taking down furniture and equipment for events as directed; inspecting work of contract cleaning crew and performs routine cleaning tasks as assigned; performing plumbing, HVAC, electrical, and other minor repairs as directed.

4 ADMINISTRATION/OPERATIONS PROGRAM

The program shall be kept up-to-date at all times by the Contractor. Revisions to the document shall be indicated by footnote on the revised pages. Revisions shall be distributed by the Contractor to all document holders.

The Contractor shall prepare draft copies of the document for review and comment by the Owner within thirty (30) calendar days of the notice to proceed with the Services.

4.1 Administration

The administrative section of the document shall, at a minimum, address those functions, which are the responsibility of the Contractor related to all administrative matters generally described in the Scope of Services and as outlined below. Organizational charts for administrative management functions include key personnel names, job titles, and phone numbers.

Policies and procedures related to the Contractor's program for communications with the Lake Ashton community relative operations and customer service.

Personnel policies and procedures related to the Contractor's personnel performing services on the Lake Ashton site.

5 BASIS FOR COMPENSATION AND PAYMENT

It is anticipated that the Owner and Contractor would enter into a lump sum contract whereby the Contractor would be paid in monthly installments.

6 RESPONSE TIME

The Contractor shall provide services within the amount of time indicated in the Agreement. The following is general response time information and requirements for the Emergency Response Program to be developed, implemented, and maintained by the Contractor.

6.1 General

The Contractor shall, on a timely and efficient basis, respond to any and all request, and inspections, and observations, etc. stipulated in the Project Manual. The Contractor shall provide supervisory and operating personnel as required who shall be available on call 24 hours per day, 7 days per week to respond to and correct any problems with any of the elements covered by this Agreement.

Should the Contractor fail to respond to a request for any services addressed in this Project Scope within the required allotted time, the Owner should, at the Contractor's sole expense, provide the requested services.

END OF SCOPE OF SERVICES



LAKE ASHTON



JOB DESCRIPTION

TITLE: Community Director

REPORTS TO: District Manager

CLASSIFICATION: Full-time; salaried/exempt

JOB SUMMARY: Under the direction of the District Manager, plan, organize and direct a variety of services and programs for the District including clubhouse and amenity activities and events, entrance gates and security operations, facility rental, communications and resident services, facility, amenity and landscape maintenance, conservation areas, retention pond and lake maintenance, storm water system operation and maintenance, and road maintenance

KNOWLEDGE, SKILLS AND ABILITIES:

Familiarity with essential community development district functions

Strong leadership and management abilities

Ability to react calmly and quickly in emergency situations

Ability to supervise and lead a team of employees

Ability to assist with budget preparation and to operate within a budget

Ability to investigate and tactfully resolve complaints from residents or other stakeholders

Ability to negotiate and manage contracts for services as needed

Ability to understand and ensure compliance with relevant federal, state and local legislation

Ability to assume responsibility for operations, maintenance and safeguarding of all amenities including, but not limited to entrance gates, restaurant, community pool, fitness center, bowling alley, cinema, and clubhouse

Ability to manage internal and external media including but not limited to newsletter publication, local access cable channel, community website, information meetings; foster positive relationship through local media and community relations

Ability to establish and maintain effective working relationships with staff, board members, residents, volunteers, businesses and various community groups; ability to attend and facilitate small and large group discussions that may occur in the day, evening or weekend

EDUCATION AND EXPERIENCE:

A bachelor's degree in business administration, accounting, finance, real estate or public administration is required; a master's degree is preferred

Previous leadership experience is required

A proven record of successful media management and community relations is required

A proven record of successful facility management, property management and team management experience is required

Evidence of excellent speaking, writing and computer skills is required

ESSENTIAL DUTIES:

Maintain excellent level of resident service and satisfaction

Foster goodwill with residents, board members, contracted personnel, staff, volunteers and the business community by maintaining positive communications

Oversee property and amenity maintenance including, but not limited to restaurant, community pool, fitness center, bowling alley, cinema, clubhouse, parking areas, storage areas, landscaping, roads, storm water system, lakes, retentions ponds and common areas

Recruit, hire, train, coach and evaluate necessary employees

Investigate and comply with relevant federal, state, and local legislation

Communicate essential information to District Manager and/or Board of Supervisors; advise on recommended policy changes and improvements

Work with District Manager as well as the Board of Supervisors to integrate new policies into operations; routinely review process and procedures for efficacy

Consult with staff and others in government and private organizations to discuss issues, coordinate activities and resolve problems; serve as a liaison to other local governments and public agencies during the day, evening or weekend

Oversee research and implementation of activities programming for up to 3200 residents and guests

Oversee development, scheduling, marketing, promoting and facilitating special events

Communicate by writing, editing and publishing print media including monthly newsletters, promotional materials and communication with residents

Promote Lake Ashton by writing and distributing press releases and maintaining positive media relations

Direct input for local access cable channel to promote and communicate information

Oversee maintenance and development of comprehensive website

Oversee maintenance of scheduled resident and rental activities

Evaluate the effectiveness of onsite management using research gathering tools

Facilitate information meetings with residents using public speaking skills

Coach resident members to assume leadership roles; oversee volunteer management

Manage various vendor contracts

Attend and present information at board meetings as needed

Communicate with staff meetings to ensure current efforts are aligned with organizational goals

Review, approve and present reports, studies and research relating to operational effectiveness

Administer, interpret and explain policies, rules, regulations and laws

WORKING CONDITIONS:

A portion of the workday may be spent away from an office overseeing community activities, maintenance and/or operations

May require evening and weekend hours

Must be available to handle any emergency that occurs



LAKE ASHTON



COMMUNITY: Lake Ashton

TITLE: Clubhouse Office Manager

REPORTS TO: Community Director

CLASSIFICATION: Full time non-exempt

JOB SUMMARY: To assist with aspects of property management with a special emphasis on clubhouse office management, records management, accounts payable, accounts receivable, managing room rental, and resident services.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to research, organize, and interpret data

Excellent oral and written communication skills

Essential computer skills using Microsoft Office software including Outlook, Word and Excel

Essential office equipment including copier, scanner, facsimile, telephone, credit card processor, and postage meter

Ability to file and organize information electronically and using traditional filing systems

Ability to foster goodwill while working with residents, volunteers, and other community stakeholders

Ability to prioritize workload and make decisions with little or no supervision

Have a can-do attitude, and be willing to assist wherever needed, and be committed to creating a great internal work environment

EDUCATION AND EXPERIENCE: Associate's Degree in Business preferred. A successful track record of office management is required with a preference for those who have experience with property management.

ESSENTIAL DUTIES:

Answer incoming telephone calls

Receive, sort and process incoming mail and shipments

Assist residents with copying, faxing and scanning documents

Keep records of repairs, contractor visits and other facility maintenance

Maintain a database of facility maintenance vendors

Provide facility rental information to inquiries

Keep records of upcoming room reservations and collect room rental fees, security deposits and necessary forms

Keep records of accounts payable information such as packing lists and contractor visits

Keep records of incoming revenue and prepare deposits and related reports

Communicate with residents by contributing to monthly newsletter and other internal media

Maintain inventory of office supplies, clubhouse supplies and kitchen supplies

Assist the Community Director with purchasing operating supplies and equipment

Assist the Community Director with evaluating the effectiveness of resident services using research-gathering tools
Implement new office procedures as needed
Review and analyze office expenses and supply purchases for cost savings measures and assist with budgeting and invoicing
Maintain employee time off requests, payroll records and support logistics efforts for staff meetings
Orchestrate appointments, meetings, schedules and contacts for Community Director
Assist the Community Director with investigating complaints, disturbances and violations and resolving the issues
Discreet handling of confidential information via electronic and hardcopy correspondence

TYPICAL PHYSICAL DEMANDS:

Some bending, stooping and stretching
Occasionally lifting items weighing up to 30 lbs
Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment
Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate reports
Extensive data input and required ability to sit for long periods of time

TYPICAL WORKING CONDITIONS:

Normal office environment open Monday through Friday from 9 a.m. to 5 p.m.
Employees must be able to physically access all exterior and interior parts of the community and amenities



LAKE ASHTON



JOB DESCRIPTION

TITLE: Activities Assistant

REPORTS TO: Community Director

CLASSIFICATION: Full time or Part time; Hourly

JOB SUMMARY: Responsible for the efficient operation of Activities under the direction of the Community Director. On a daily basis, the Activities Assistant performs the tasks associated with the operation of the community including resident services, activities coordination, event planning, communication and scheduling to ensure resident satisfaction.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of organizational and community policies and procedures

Knowledge and understanding of business concepts

Ability to apply policies and procedures to solve issues

Proven exceptional communication skills both written and verbal

Ability to communicate effectively with residents, prospective residents, vendors, contractors, and associates

Performs duties that require initiative

Ability to respond to common inquiries or complaints

Ability to quickly develop strong internal working relationships

Demonstrated understanding of overall property management

Must know and follow office management techniques

Ability to manage multiple projects, set priorities, exercise sound judgment and clearly communicate findings and advice

Skilled in the use of the internet, spreadsheets, databases, and word processing software

Ability to process computer data and to format and generate reports

Ability to create, compose, and edit written materials

EDUCATION AND EXPERIENCE: An Associate's Degree in Business, General Studies, related field, or equivalent combination of education and experience required.

A minimum of two years experience in residential properties, property management, retail sales or related business operations is required.

ESSENTIAL DUTIES:

Assist in daily operations of the Activities Office including processing incoming and outgoing mail, managing a multi-line phone system and interacting with customers

Assist in researching, developing, scheduling, promoting, implementing and facilitating activities programming and special events for residents and guests

Assist in maintaining a schedule of weekly activities, monthly activities, and special events for residents and guests

Assist in evaluating the effectiveness of activities and special events using research-gathering tools
Maintain accurate records of financial transactions for ticket and event sales
Assist in communication related to resident services
Assist residents who call or come to the office
Answer prospect and resident inquiries and concerns which may include questions about the surrounding area, the community, the company, amenities, etc.
Provide superior customer service to internal and external customers
Assist with maintaining internal media such as newsletter, website local access cable channel and community information meetings

TYPICAL PHYSICAL DEMANDS:

Some bending, stooping and stretching. Occasionally lifting items weighing up to 30 lbs.
Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate reports. Extensive data input and required ability to sit for long periods of time. This position requires an ability to stand during special events.

TYPICAL WORKING CONDITIONS:

Normal office environment open Monday through Friday from 9 a.m. to 5 p.m. Employees must be able to physically access all exterior and interior parts of the community and amenities.
Flexible schedules with occasional evening and weekend work.

Revised October 2012



LAKE ASHTON



JOB DESCRIPTION

TITLE: Activities Assistant - Communications

REPORTS TO: Community Director

CLASSIFICATION: Full time or Part time; Hourly

JOB SUMMARY: The primary purpose of the Lake Ashton activities staff is to provide Lake Ashton residents and guests with activities and programs that enhance an active adult lifestyle. The secondary mission of the staff is to communicate these activities using multiple delivery systems. This communications staff is responsible to provide layout and design for print and electronic publications under the direction of the Community Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to manage multiple projects, set priorities, and exercise sound judgment

Demonstrated ability in verbal and written communication skills

Skilled in the use of the Internet, spreadsheets, databases, and word processing software

Ability to process computer data and to format and generate reports

Ability to create, compose, and edit written materials

Thorough knowledge of grammar and strong writing ability

Strong attention to detail

Essential computer skills using Microsoft Office software including Power Point and Publisher

Ability to use layout and design skills to design attractive communication tools such as newsletter, posters, electronic slides and website pages

Ability to quickly foster goodwill while working with resident volunteers, committees and employees

Ability to promote and show enthusiasm for Lake Ashton activities

Knowledge and understanding of business concepts

Ability to apply policies and procedures to solve issues

Performs duties that require initiative and strong communication skills

Ability to respond to common inquiries or complaints

EDUCATION AND EXPERIENCE: An Associate's Degree Communication, Graphics or a related field is preferred. A successful track record of excellent communication and high quality publications is required.

ESSENTIAL DUTIES:

Provides layout and design services and support for monthly newsletter and other assigned publications, both print and electronic

Take photographs for print and electronic publications

Prepare files for production on-press/printer

Prepare website postings and graphics

Works with staff and volunteers to propose and develop themes for Lake Ashton activities and event promotions

Assist in managing advertising sales and meeting revenue goals for newsletter advertising revenue

Assist in maintaining other activities communication media such as local access cable channel and community information meetings

Assist in maintaining accurate records of financial transactions

Assist in daily operations of the Activities Office including processing incoming and outgoing mail and forms, managing a multi line phone system and interacting with customers

Assist in communication related to resident services

Assist residents who call or come to the office

Answer prospect and resident inquiries and concerns which may include questions about the surrounding area, the community, the company, amenities, etc.

Provide superior customer service to internal and external customers

Perform other duties as assigned or as necessary

TYPICAL PHYSICAL DEMANDS: Employees must be able to physically access all exterior and interior parts of the community and amenities. Some bending, stooping and stretching. Occasionally lifting items weighing up to 30 lbs. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, camera and other office equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate reports and publications. Extensive data input and required ability to sit for long periods of time. This position may require an ability to stand during special events.

TYPICAL WORKING CONDITIONS: Normal office environment open Monday through Friday from 9 a.m. to 5 p.m. Flexible schedules with occasional evening and weekend work.



LAKE ASHTON



TITLE: Clubhouse Maintenance Worker

REPORTS TO: Community Director

CLASSIFICATION: Full-Time; Hourly

JOB SUMMARY: To maintain a safe, clean and attractive environment within the Clubhouse and surrounding amenities and to assist in activities and special event set-up.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work in a physically demanding environment

Ability to read and follow instructions

Ability to work with little supervision

Ability to maintain a positive attitude when working with a team or independently

Ability to order and maintain an inventory of cleaning supplies and essential products

Ability to anticipate and execute activities and special event set-up based on scheduled events

Ability to be trained to operate Clubhouse equipment such as audio video equipment, bowling alley equipment, a ceramic kiln, and other amenity equipment

EDUCATION AND EXPERIENCE:

A high school education is desirable; experience with building maintenance and/or formal mechanical training is preferred

ESSENTIAL DUTIES:

Ensure a safe, senior-friendly environment is maintained within all areas of the clubhouse

Follow a maintenance schedule including daily and weekly maintenance duties

Ensure all rooms and amenities within the Clubhouse are cleaned, stocked, and maintained

Assist in maintaining a clean litter free atmosphere throughout the community

Communicate and troubleshoot with the operations manager and community director

Be flexible with work schedule to set up for activities and special events as needed

ADDITIONAL DUTIES:

Minor building repair and light carpentry as needed

Perform routine painting work

Other duties as assigned by clubhouse management

Report any areas of concern or damaged areas to immediate supervisor

Set up areas of clubhouse for special events and activities

WORKING CONDITIONS: The nature of this work may be physically demanding involving bending, cleaning, moving, and lifting up to 30 pounds. Work must be completed on schedule. Much of the workday will be spent on foot