



Lake Ashton

Community Development District

<http://lakeashtoncdd.com/>

Mike Costello, Chairman

Bob Ference, Assistant Secretary

Robert Plummer, Assistant Secretary

Harry Krumrie, Assistant Secretary

August 17, 2020

*Lake Ashton
Community Development District*

Meeting Agenda

August 17, 2020

AGENDA

Lake Ashton

Community Development District

219 E. Livingston St., Orlando, Florida 32801
Phone: 407-841-5524 - Fax: 407-839-1526

August 10, 2020

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 **Monday, August 17, 2020 at 10:30 AM via Zoom Teleconference**. The Board of Supervisors and members of the public may attend and participate in the meeting utilizing the following options from your computer, tablet or smartphone. To participate using video, please go to the link address below. To participate by telephone, please use the call-in number below and enter the **Meeting ID** when prompted. Members of the public are further encouraged to submit comments or questions in advance of the meeting by email to jburns@gmscfl.com, or by telephone by calling (407) 841-5524, up until 2:00 PM on **Friday, August 14, 2020**.

Zoom Video Link: <https://zoom.us/j/98548472845>

Zoom Call-In Information: 1-646-876-9923
Meeting ID: 985 4847 2845

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call and Pledge of Allegiance
2. Approval of Meeting Agenda
3. Public Comments on Specific Items on the Agenda (*the District Manager will read any questions or comments from members of the public in advance of the meeting; those members of the public wanting to address the Board directly should first state his or her name and his or her address.*¹)
4. Approval of Minutes of the June 5, 2020 Budget Workshop, the June 15, 2020 Board of Supervisors Meeting, and the July 13, 2020 Board of Supervisors Meeting
5. Unfinished Business
6. New Business/Supervisors Requests

¹ All comments, including those read by the District Manager, will be limited to three (3) minutes

- A. Organizational Matters
 - I. Acceptance of Resignation of Borden Deane
 - II. Discussion Regarding Appointment of Individual to Fulfill Board Vacancy with a Term Ending November 2020
- B. Public Hearing
 - I. Public Hearing on the Adoption of the Fiscal Year 2021 Budget
 - a) Consideration of Resolution 2020-06 Adoption of the District's Fiscal Year 2021 Budget and Appropriating Funds
 - b) Consideration of Resolution 2020-07 Imposing Special Assessments and Certifying an Assessment Roll
- C. Consideration of Resolution 2020-08 Setting a Public Hearing on Golf Course Rates
- D. Discussion Regarding Golf Course Policies (*requested by Supervisor Krumrie*)
- E. Consideration of Draft Revised Ballroom Rental Agreement
- F. Review and Ranking of Request for Proposals for Restaurant Management
- G. Consideration of Resolution 2020-09 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2021
- 7. Monthly Reports
 - A. Attorney
 - B. Lake Ashton Community Director
 - C. Engineer
 - I. Consideration of Quote for Repair on Heathland Lane
 - D. Field Operations Manager
 - E. District Manager's Report
- 8. Financial Report
 - A. Approval of Check Run Summary
 - B. Combined Balance Sheet
- 9. Public Comments
- 10. Supervisor Requests/Supervisor Open Discussion
- 11. Adjournment

MINUTES

6/5/2020 Budget Workshop

**MINUTES OF BUDGET WORKSHOP
LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT**

A communications media technology meeting of the Board of Supervisors of the Lake Ashton Community Development District was held on Friday June 5, 2020 at 10:00 a.m. via Zoom video conferencing, in accordance with the Office of the Governor, Executive Orders 20-52 and 20-69, due to the COVID-19 virus.

Present via Zoom and constituting a quorum were:

Mike Costello	Chairman
Borden Deane	Vice Chairman
Robert Plummer	Assistant Secretary
Bob Ference	Assistant Secretary
Harry Krumrie	Assistant Secretary

Also present via Zoom were:

Jill Burns	District Manager
Matt Fisher	Field Operations
Christine Wells	Community Director
Numerous Residents	

The following is a summary of the discussions of the June 5, 2020 budget workshop, and a copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call and Pledge of Allegiance

Ms. Burns called the meeting to order at 10:00 a.m., called the roll, and the pledge of allegiance was recited. All five Supervisors were present.

SECOND ORDER OF BUSINESS

Review of Fiscal Year 2021 Budget

The Board reviewed the proposed budget for fiscal year 2021 and discussed changes. After review and discussion, the Board decided there was not a need to increase assessments for fiscal year 2021, and no further action on the budget was needed until

the public hearing to adopt the budget, scheduled for August. Staff will incorporate changes discussed for presentation at the August meeting.

THIRD ORDER OF BUSINESS

Adjournment

There not being any further business to discuss, the meeting was adjourned

Secretary / Assistant Secretary

Chairman / Vice Chairman

6/15/2020 BOS Minutes

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

A communications media technology meeting of the Board of Supervisors of the Lake Ashton Community Development District was held on Monday, June 15, 2020 at 10:35 a.m. via Zoom video conferencing, in accordance with the Office of the Governor, Executive Orders 20-52 and 20-69, due to the COVID-19 virus.

Present and constituting a quorum were:

Mike Costello	Chairman
Borden Deane	Vice Chairman
Robert Plummer	Assistant Secretary
Bob Ference	Assistant Secretary
Harry Krumrie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jan Carpenter	District Counsel
Matt Fisher	Field Operations
Christine Wells	Community Director
Alan Rayl	District Engineer
Residents	

The following is a summary of the discussions and actions taken at the June 15, 2020 meeting, and a copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call and Pledge of Allegiance

Ms. Burns called the meeting to order at 10:33 a.m., called the roll and the pledge of allegiance was recited. All five Supervisors were present.

SECOND ORDER OF BUSINESS

Approval of Meeting Agenda

Ms. Burns: Bob, I know you had something to add.

Mr. Plummer: Yes, I would like to add to the agenda a request for the Amateur Radio Club. They are getting ready to do their exercise for hurricane preparedness and they are looking for a spot to do that.

Ms. Burns: Anybody have anything else?

On MOTION by Mr. Deane seconded by Mr. Costello, with all in favor, Amending the Meeting Agenda to Add Discussion Regarding Radio Club, was amended.

THIRD ORDER OF BUSINESS

Public Comments on Specific Items on the Agenda (*the District Manager will read any questions or comments received from members of the public in advance of the meeting*)

Ms. Burns: The first public comment we have is from Steve Realmuto. Steve, you are unmuted and you should be able to hear us.

Mr. Realmuto: I just wanted to make a brief comment on the restaurant. Looking ahead to Nini's leaving at the end of the month, which I believe is common knowledge, and with having a restaurant in the Clubhouse being more important than ever to residents in these difficult times, I believe it's time to resume work on the request for proposal. That was set aside a couple of months ago for a management company to operate the restaurant for us. We should resume work on this immediately to minimize the time our residents would be without this important establishment. Thank you.

Ms. Burns: I see no other raised hands.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 18, 2020 Board of Supervisors Meeting

Ms. Burns: You have approval of the minutes of the May 18, 2020 Meeting. Any questions, comments, corrections to the minutes? Hearing none, I would ask for a motion to approve the minutes.

On MOTION by Mr. Krumrie seconded by Mr. Deane with all in favor the Minutes of the May 18, 2020 Meeting, were approved as presented.

FIFTH ORDER OF BUSINESS

Unfinished Business

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

New Business/Supervisors Requests

A. Update on Implementation of COVID-19 Procedures

Ms. Burns: First is the update on implementation of COVID-19 procedures requested by Supervisor Costello.

Mr. Costello: Yes, there has a lot been going on and things have been opening up through the government. The Governor has gone through a couple phases of openings now. One of the things that we have been continuously asked about is why is it this way here and why is it this way at the Clubhouse. One of the reasons is the fact that the two buildings were not cookie cutter built. Different rooms have different capacities and we have to stay within, I think right now it's at 50% of whatever capacity is with the 6 foot distancing and it does make a difference in what we can do in one place and what we can do in another. It's not any attempt to do something different from what the other facility is doing. It's merely an attempt to do what we can within the boundaries of that room. We've been fortunate with a lot of the things such as pop up groceries. I've spoken with John Diwinkler on Saturday about a lot of people have been asking about Bingo, which John immediately said there is no way we can bring Bingo back right now. That's their choice, but it would have been my choice also. It's a little bit much at this time to bring Bingo back. We brought the movies back and we are showing them more frequently than we normally would, but we do have the constraint of 6 foot distancing within the theater. So, we ask that people do that. Does anyone have any other questions? Also, one other thing is that we have spoken with CDD too and we are planning to critique what went on and what we are going to do for the future as far as some sort of preparedness in case we have another uprising of this sort. Does anybody have any questions at this time as far as what's going on or what should go on?

Mr. Krumrie: Mike, I don't have a question I just have a compliment. I want to compliment you for all the great things you are doing.

Mr. Costello: I appreciate that Harry, I really do. We never suspected this. I've had every Supervisor at one time or another say to me, "If you need something, let me know." Everybody has really been good about it. Hopefully we can shut this down and they will

come out with a vaccine for it and maybe with the luck of God we can kiss this horrible time in our lives goodbye. As far as preparedness in case it does go on, we are looking at preparing for the future. We truly are.

Ms. Burns: Anything else on COVID procedures or anything to do with the amenities and the implementing any policies?

Mr. Deane: I have a comment with regards to the phase 2 reopening and everything. I think it's fantastic that there are different limits in different places in the Clubhouse and everything. I also understand what Mike was saying, but the President is getting ready to make the rallies and he's advertising in the paper if you go to his rally, you have to sign a release agreement. I just wonder if we should get release agreement to protect ourselves with regards to the use of the amenities in this development? That's my comment.

Ms. Carpenter: Generally, governments have not asked for it unless someone was renting a facility for their own use. We are adding it to some of the rental agreements, but generally if you are open to the public it's kind of tough to ask for a release since you're saying you are doing the best thing that you can. I know there's a couple of proposals in the government to try to add a general release to everyone, but so far that's not gone anywhere. I mean we could ask everyone to do it, I'm just not sure how forceable that could be. As a government as long as we are following CDC's state guidelines and we are trying to enforce them, I think the CDD is doing as much as they can. If you want to try for an extra layer of protection, I don't know how much help it would really give you. The one thing it does do though, is it reminds people they need to comply with the requirements. Even if legally it's not held up as a true waiver or release in the court, it does remind people hey we've said we are taking a risk ourselves so we really should keep the 6 feet. So, it's really up to you all whether you want to go through the hassle to do it or it's good to remind everyone that yes, we are open, but we need the residents to help compliance and help keep everything safe. Christine, I think some of it is to you. How would you get everyone that comes in to sign?

Ms. Wells: It would be difficult. I think we would just start first with the groups that are having events here and we can start there. It is going to be a difficult process, but whatever the Board wants to do, we'll make it happen.

Mr. Costello: My question becomes how difficult would it be for somebody to file a suit saying that they got COVID at Lake Ashton? Wouldn't the burden of proof be on the individual that by attending this function, this is what happened?

Ms. Carpenter: Mike, you're sounding just like a legislator. That's been a big reason for the legislative issues and why nothing has passed. Then people have said it's going to be really tough for someone to bring a lawsuit that said I caught this germ at Lake Ashton, not at Publix, not somewhere else. However, there is always that one person that's never left their home except for the one time they came to get coffee at Lake Ashton. They will have a spouse or someone to support them. From a general practical perspective it's probably almost impossible, but there's always that one that brings a lawsuit and manages to persuade them.

Mr. Costello: Simply by retrieving your mail aren't you taking that chance that you're going to contract the virus? Isn't it possible that somewhere along the line the mail was infected?

Ms. Carpenter: Exactly, but there are P.I. lawyers as we all know that advertise all the time to make people think they will get windfall or it's someone else's fault. It probably wouldn't hurt to have a form that adds a release, but also says that folks acknowledge there is a virus and the CDD is implementing these measures and they agree to comply with the measures and then put a release that they are assuming their own risk. It may be tough to have everyone sign it, but it wouldn't hurt if you think it's something people would sign and there be a way to do it. Just as a reminder because the more things are opening the less people are complying with the guidelines, any restaurant you look at around town no one is wearing masks. The 6 feet seems to be out the window and the numbers are rising depending on which article you read. It is very hard to know what to do. It certainly wouldn't hurt and maybe at least something to do in the beginning to keep people aware of what the CDD is doing.

Mr. Plummer: As the devil's advocate, if you decide to have them sign a waiver what about the person who says I'm not signing anything?

Ms. Carpenter: That's part of your problem. You'd have to decide if folks won't comply and sign the waiver, then you say okay you're not welcome to come in yet until the CDD says we can open it for people that won't comply.

Mr. Krumrie: In addition to the folks that come from the outside, how about if we were to put that kind of a notice in the LA Times and they could cut out the section and bring it in? You will agree and abide by these regulations and you wouldn't have to worry about passing them out at the door. If everyone had gotten one in the LA Times, and could bring it in when they came in to the HFC or the Clubhouse.

Ms. Carpenter: The biggest issue is if it becomes an enforcement, how do you collect them? How do you do it? You could post a sign saying if you are using the facility you are assuming the risk and have signs posted at all the entries. That's probably what most facilities are doing. You post a sign that you are assuming the risk, as opposed to actually signing a written waiver. Although for rentals, I think it would be good to have the person doing any rentals have that added. Christine, we can put some language together with GMS.

Mr. Krumrie: Well, it still wouldn't hurt to have that language put in the LA Times. Whether there's a form or not, but just to proclaim this is what we're doing to add a level of security to everyone. It wouldn't hurt to have that set in the times, would it?

Ms. Carpenter: No, it makes sense to say that the facilities are being reopened.

Ms. Wells: We included it in an electronic memo once that we sent out recently as well and there is a poster at each entry way that states you are assuming your own risk. We can add that to the July newsletter. We didn't know that the Clubhouse was going to open at the time of publication for the June, but we can most definitely add it to the July newsletter.

Mr. Krumrie: We have the signs in place, correct?

Ms. Wells: Yes.

Mr. Costello: Another thing we have to look at is the reopening of different events. As far as leasing the room goes again, Christine where do we stand with that? I know we do have one request.

Ms. Wells: We do have one request. The majority of rentals have been rescheduled to August and into the fall. Some have been rescheduled to 2021, but we do have one rental that is set to take place at the end of July. I believe it's July 25th and she has some stringent rules in process for her wedding. She's wanting clarification on whether she's going to be allowed to have her wedding. If not, she wants to receive a

refund and go to a venue that's allowing events to occur. That's the only one between now and then.

Ms. Burns: Is the size more than 50 people?

Ms. Wells: I will have to find out. I believe it was around 150. Actually, to be honest with you Sheila told me that we did not get to that point yet. We get to the point of how many people once we collect their damage deposit and their security officer fee and that was 30 days prior and she actually moved her event. So, we haven't got to that point yet. Most events are between 150 and 200, but I can get that information.

Ms. Burns: Right now, we are allowing up to 50 residents in that room, so I think the question for the Board would be do you want staff to book events for over the capacity that we are allowing for residents. Can we book it?

Mr. Costello: What is the occupancy quote for that room? I think it should be 500.

Ms. Wells: 550.

Mr. Costello: 550, so by law we're allowed 275 because you are allowed 50% of the occupancy. The only thing is social distancing. See this is where I would think that that's going to have to come up to whoever holds the event.

Ms. Carpenter: Mike, we have to make sure that though we are following the current CDC guidelines and that makes it tough for the future. I think right now they are still saying 150 per group even if the room is huge. Again, I'm not sure how that's going to hold up with things on the news like the convention going on.

Mr. Costello: I thought for events it was 50% of the capacity.

Mr. Deane: That's insurance.

Ms. Carpenter: Maybe it makes sense for a Board member to be the delegated person so if we have an event, Christine can relay the details and the manager can see what the current protocols are, CDC and state. Then that someone can say yes, we can agree to this amount.

Mr. Costello: It should simply follow what the guidelines are by the state. We're not going to go against whatever they tell us. If they are saying 50 people then it's 50 people.

Ms. Carpenter: So, the direction to the manager is so long as whatever is planned meets the CDC and state guidelines, it's okay to do the rental.

Mr. Costello: Yes.

Ms. Wells: Okay.

Ms. Burns: And then for the event at the end of July if they intended to have 150 people and we're not able to accommodate that, just to be clear, you want staff to issue a refund if they've paid any deposits?

Mr. Costello: Yes.

Ms. Burns: Okay, I think we can just take that as staff direction. I don't think we need a motion unless anyone has any objection. Anything else on the COVID procedures or anything with amenity openings?

i. Pool and Gym Hours Updated

Ms. Wells: I had just a couple of questions just to have more direction on. I believe Mike and I were discussing fitness hours of operation and if we wanted it to be in line with the Clubhouse operation which is 7 to 6 and sanitization every 2 hours. Then that would bring up if we want to continue having the pool officer monitoring the pool. I think that would kind of determine if we wanted to extend the hours or not.

Mr. Plummer: Are we to the point that we are required to have it monitored 100% of the time that it's occupied?

Ms. Burns: No, it's now in the insurance recommendation that it be monitored, but it is not required to be monitored.

Mr. Plummer: We're to the point where the pool guard would no longer be there. As of the middle of May is when that would have been in place. That was our discussion, if that's the case and we no longer need the pool guard, then that's fine because we are incurring that expense. It's over and above what we had planned initially. We were going to go on the guidelines to whether we had to have it or not.

Ms. Burns: It's not a requirement. It was a suggestion, so if the Board wanted to not have it monitored the entire time it was open that would be your decision.

Ms. Wells: The reason I am bringing all of this up is to try to get the times of operation as in line as possible for all the indoor amenities to be open the same amount of time and all of the outdoor amenities be open the same amount of time. To be honest, it's getting a little confusing for staff and residents with everything having a different

opening and closing time. So, that was the reason of bringing it up. Are we going to open the fitness center 7 to 6?

Mr. Costello: The only problem that does arise, in the some of the cases you have to sanitize everything after each use and we don't have to staff to continuously go from place to place to make sure all of this is being done. Do we have enough staff that we can continue to monitor what's going on and make sure that the proper sanitizing of everything is done?

Ms. Wells: The guidelines for sanitation for the fitness center were to be every 2 hours and I have facility staff set up to go in there every 2 hours that it's open. So, we would have the fitness center covered. The pool, we don't have an issue with sanitation. We have staff here from 7 to 6, so those hours would be covered for what we need to cover.

Mr. Costello: We also have the bowling alley and the pool room and everything else that quite honestly, I think you've got to go in there and sanitize it at different times of the day.

Ms. Wells: The way each amenity room is set up right now, which when we discussed, was to have a sanitizer bottle and towels in there for residents to sanitize after their use. I believe that's how it is done at HSC and the Clubhouse when we sat down and came up with the procedures for reopening.

Mr. Costello: Okay.

Ms. Wells: So, the only thing staff was doing is cleaning the fitness center every 2 hours. We do go through the Clubhouse as well and you'll see staff cleaning rooms from time to time, so we do that as well. The only facility that has strict sanitation requirements was the fitness facility and we are doing that every 2 hours as previously discussed.

Ms. Burns: And that is in line with what we are seeing at a lot of facilities. Especially amenities like playgrounds where they may not have staff, it's kind of put up to the residents to sanitize those areas before and after their use just because there's a lot of amenities in different districts that either don't have full time staff or they are not able to post staff there all the time. Playgrounds being the big example. So, if we need signage in those rooms that say that they have to be sanitized before and after use for say the

pool sticks and things like that, if we don't already have those up we can place that up as well.

Ms. Wells: We do have those up, they are in the rooms. It's something similar to this for each room. It's a sanitation procedure for every room so they see it. There's also a copy inside the room. Like I said, the facility staff is still going through. You'll see them walking around with squirt bottle and a rag squirting down things as they go.

Mr. Costello: Okay.

Ms. Wells: It's completely up to the Board whether we want to do this or not. We can keep it as have it now, it would just be easier for residents and staff to have the same hours as inside as outside.

Mr. Ference: Has anyone complained about the hours?

Ms. Wells: We have had some complaints about the hours, Bob. Most of the time it's just people wanting just extended hours that they could be working out earlier in the morning. It did help opening the fitness center at 7. It's really just to kind of get everything on the same page though. We get a lot of questions as far as why is this room open until 6, but the fitness center closes at 3 and it's within the Clubhouse and why does the pool close at 7 if the shuffle board court is open until 10. So, it's just a matter of getting everything in line.

Mr. Ference: What is your answer to that?

Ms. Wells: The pool is the only outdoor amenity that's not open until 10, my suggestion would be to have it 7 to 10 and have the fitness center, which is the only indoor amenity with different hours, extended to 7 to 6 to be in line with the Clubhouse hours. It's up to the Board with whatever you decide.

Mr. Ference: I think you use your best judgement. You're on site. Whatever you feel satisfies the need of the people, just go ahead and do it. If it's to shorten them, lengthen them, or make them the same let that be your judgement.

Ms. Burns: Are there any objections to the proposed hours that Christine just went over? If not, we can take that as staff direction to have the fitness center hours 7 to 6 and the pool hours 7 to 10, so all inside amenities have the same hours and the outside amenities have the same hours.

Mr. Krumrie: What about the pool guard? What did we decide on the pool guard?

Mr. Plummer: We did not decide on the pool guard. My thought process is we are outside the perimeters of what we had called for in the past and that we would not have the pool guard. That's my thought process.

Mr. Deane: I don't think we need the pool guard. I have never seen the pool that full of people.

Mr. Krumrie: I would say we go back to what we budgeted.

Mr. Costello: I think it's time that we start working within what we are used to working with as long as it's within the guidelines of the state and the insurance company and everybody else. People don't realize how many different agencies that we are working with in order to keep things rolling. If we don't need that pool guard, I can't see why we are paying the money to keep them there.

Mr. Krumrie: If we're not required to have the pool guard, I'm for going back to what we normally do.

Ms. Wells: We will still be monitoring staff here. When we do not have a pool guard normally, they would come through the amenities, including the pool, about every 45 minutes to an hour. So, we will still have that monitoring. I have a camera in my office. I can tell you there are 4 people in the pool right now. The guard house has access to the same cameras. So, there is still monitoring of the capacity, it just wouldn't be by a pool guard standing there.

Mr. Costello: Okay, thank you.

Ms. Burns: Anything else on COVID procedures? Hearing none.

B. Nini's Café

i. Litigation Update/Possible Board Action

Ms. Burns: Jan, we will turn it over to you.

Ms. Carpenter: It sounds like folks in Lake Ashton knew a little bit more than the attorney knew just from a factual basis. As you all know, this has been like pulling teeth on the litigation and the eviction. The tenant has a new attorney now. They filed a motion to dismiss and we are ready to set that. The courts as you know in Polk County have been closed, so it's been very difficult to get court time or to move the litigation forward. In the last few weeks we did start talking with their counsel about getting this thing

resolved. It's crazy we are paying legal fees when the contract was clearly terminated and she agreed to get out and in fact even asked the Board if she could leave early and then changed her mind. This morning we heard back from her attorney and came up with what might be a settlement. I'm going to try to hit the high points, but not answer too many questions or say too much because it's pending litigation. She has agreed to leave on or before July 1st, which from what we had heard was not certain. We got that confirmation this morning. There will be a split of the security deposit. The District holds \$6,000 right now that if she leaves on time on the first with no significant damages or issues, she will get 50% of that and the District will retain 50% of that which would cover her rent for April, May, and June. If she does not leave on the departure date on July 1st, then she doesn't get that \$3,000 back. The District keeps all of it and she consents to the entry of an immediate Ex Parte judgement of possession. That means we would have to go to court to get that judgement. We will have one already drafted and ready to go as part of the settlement. So, if she doesn't leave we file and then just go to court to get her removed. We already have that eviction. Given the court situation, it seems very positive. Let's get this gone and let's cut the legal fees because this has been terrible over the last couple of months of the amount of time wasted. With COVID the courts have not been a big help due to inability to respond timely. If she does get out, she gets half the security deposit back if there are no major issues on the walkthrough. If she doesn't leave, the District keeps the entire deposit and we get a judgement that's already been consented to. With that, I will take questions. I may not answer them all, but I will take as many questions as possible and I'm sorry you didn't get this sooner. We just got the confirmation this morning from her attorney.

Ms. Burns: Are there any questions?

Mr. Deane: I think that's a legitimate solution to get it over with.

Mr. Ference: Does it sound like the finances are in our favor to do this now instead of dragging it out with legal fees?

Ms. Carpenter: Yes, between legal fees and the courts having the shut down and court orders to follow. We are just spending way too much money on her attorney trying to get her out.

Mr. Ference: Do you need a motion in effect?

Ms. Carpenter: Yes, I would like a motion to agree to the terms and delegate the Chair to finalize and sign it.

On MOTION by Mr. Ference seconded by Mr. Deane with all in favor, Agreeing to the Terms of Settlement and Delegation to Chair to Execute, was approved

Ms. Carpenter: Thanks everyone, we'll get a draft settlement in probably the next day or two. We are going to try to get this draft up as quickly as we can. Thank you.

Mr. Costello: Before we move on, with us moving forward with this matter, it is kind of imperative that we do have somebody who's going to move into this restaurant because I do believe that we should have somebody in the restaurant. At this end of this meeting, are we going to be better off to have a continuation date so that we can look at proposals with the management company? How are we going to move forward in order to keep somebody in this restaurant and are we going to be better off with just continue the meeting maybe next week sometime in order to get something out there in order to keep close to continuous operation in effect?

Ms. Burns: We can do that. Jan, I think we do probably want to wait to start discussing the future of the restaurant until after we have a signed settlement agreement.

Ms. Carpenter: I think from a business standpoint, Mike's suggestion is good. Maybe continue the meeting to next week. We can recirculate the memo that has some alternatives for the District managing itself. Hopefully by then we should have the settlement signed and it gives folks a little bit of time to think about what they are doing and also getting it on the agenda so the public can give some input.

Mr. Ference: That makes a lot of sense.

Ms. Burns: When we get to the end of the meeting we'll pick a date where we can continue the meeting next week.

Mr. Costello: Like I said, I think that one of the most important things, especially at this time is, people have been in the house so long and things are starting to ease up considerably. People want to get out, cabin fever is out there. Let's continue it and see which way we are going to move forward. I think that would be in the best interest of keeping some sort of continuous operation going.

Ms. Burns: Okay, when we get to the end of the meeting instead of adjourning, we we'll set a continuation.

Mr. Krumrie: Christina at one time was looking at lining up food trucks. Without a restaurant, does that still have a chance?

Ms. Carpenter: I'll just jump in there. Those are some of the things that we can talk about next week and figure out because that is one of the issues. If you have a tenant, you can have a hard time with food trucks. That does seem very popular in some of the districts we're in.

Mr. Costello: Another thing that we're really going to have to look at is if we bring a management company in. Now who's name would the liquor license go on? Would it be in our name or would it be in the management company's name or which way?

Mr. Ference: Why don't we wait until next week and discuss that when we discuss the whole restaurant operation and not piece it like we are doing now.

Mr. Costello: I don't have a problem with doing that. All I'm saying is that these are some of the fine points that we should be looking at. Which way are we going to proceed? We don't want to just walk into a meeting and not know legally which way we want to move. We want to move forward in a way that it's going to be right for everybody.

Mr. Plummer: Yes, I agree with Mike.

Ms. Wells: I just have a question as a point of clarification with the walkthrough June 30th. Is Supervisor Costello the one that's delegated to do the walkthrough with staff or there is a Supervisor that's delegated to do that? I guess we can discuss it when we continue the meeting.

Ms. Carpenter: Would it make more sense for Borden to do it? You're the restaurant authority.

Mr. Deane: I can do the walkthrough if you want. That's fine.

Mr. Plummer: Harry is the liaison between the restaurant.

Ms. Carpenter: The Board should make a motion to appoint someone to be the Board's representative with Christina to do the walkthrough.

Mr. Costello: Since Harry is liaison, why don't we let him do his job? Harry, do you have a problem with it?

Mr. Krumrie: No, I don't.

On MOTION by Mr. Costello seconded by Mr. Plummer with all in favor, Delegating Mr. Krumrie to do the Walk Through with Ms. Wells, was approved.

Mr. Krumrie: I think I'll be here, but may not be here June 30th.

Mr. Costello: Can we make an alternate?

Ms. Carpenter: Why don't you amend the motion to Harry and if he's not available then Borden.

On MOTION by Mr. Costello seconded by Mr. Plummer with all in favor, Delegating Mr. Deane to do the Walk Through with Ms. Wells if Mr. Krumrie Isn't Available, was amended.

C. Radio Club to use Pavilion

Mr. Plummer: I was contacted by a member of the Radio Club who said that they are trying to do their annual exercise that prepares them for hurricane season. They are trying to do it on a weekend and the Clubhouse is closed on the weekend and obviously the pavilion has also been closed on the weekends. It has been suggested that they put it on a private section of land down at the end of Ashton Club Blvd. behind one of the houses. I'm in the belief that we should make arrangements and open the pavilion for them to use on that Saturday and allow them to do their normal exercise since they are exercising and getting ready for the hurricane season. We should make that exception and open that pavilion for them to use on the date and time that they would like to have that.

Mr. Costello: I would motion that we give them the pavilion for the day.

On MOTION by Mr. Costello seconded by Mr. Ference with all in favor, to Allow Radio Club to use Pavilion, was approved.

Mr. Plummer: I want to ask one more question. Jim Carlin is on the line and he's the representative for them. If he could speak to that and make sure that we know what the exact date is. It's either next Saturday or the following Saturday. If he's on the line, if he could raise his hand and speak, I would appreciate it.

Ms. Burns: Jim Carlin, if you are on if you want to hit your raised hand. I'm looking right now.

Mr. Plummer: I don't see him on the list either, but I also don't know who he would be on under. There's some initials and other things on there that I don't know who they are.

Ms. Burns: If you want to hit a raised hand if you are on. If not, we can just let Christine note to get in contact with him.

Mr. Deane: We don't really have to know that. Just let him decide with Christine and set the date. It doesn't affect us.

Mr. Plummer: That's fine. I just thought if he was on here it would be part of the record.

Ms. Burns: I don't see him and I don't have a raised hand. So, we will find out the date and staff will assist him getting that set up for the Saturday that they're requesting. Anything else on that item?

Mr. Plummer: No, that's all.

SEVENTH ORDER OF BUSINESS

Monthly Reports

A. Attorney

Ms. Carpenter: We don't have anything else. Litigation has been enough to keep us busy. It has been quiet and then on the COVID issue we've been helping as requested on that. That's it for us.

B. Lake Ashton Community Director

Ms. Wells: Good morning Supervisors. The Community Director Report was included in the agenda packet. There are a couple of things that I wanted to highlight. First thing is that the 2020 Joint Resident Feedback Survey was released on June 1st via electronic mail. As of June 8, which I know this number has increased since then, we've had 363 responses and the last day to submit is August 1st. So, that has been going well and we were able to utilize Google forms with that, so there was no charge for that. Also, our janitorial services have resumed 3 days a week with the Clubhouse reopening. They are here Monday, Wednesday, and Friday night to clean. We are still working on cleaning a couple extra carpets in the rooms here. I know some people have been asking about

the marketplace. Staff decided to pause marketplace operations just to focus on getting the Clubhouse reopened. Once we're pretty set on the reopening procedures and all the extras tasks that are involved with that, then we'll reevaluate offering that service again. The crafting classes that we've been doing via Zoom, we're going to start doing in person starting this Friday. We will also offer it via Zoom for those that do not feel comfortable coming in or for those that cannot make it in. We've also done Monday coffee and that may be something that Supervisors want to discuss. We've been doing Monday coffee virtually. We have a Monday coffee scheduled for next Monday and that's all that is scheduled thus far. So, do we want to continue doing it virtually?

Mr. Plummer: What's the feedback that you've gotten on doing virtually, Christine?

Ms. Wells: Residents seem to like it. Obviously, they do miss the in person. The only thing that I'm hesitant on is it is the social activity. So, it might be semi difficult maintaining that social distancing. People like the virtual, but they like the in person better.

Mr. Costello: Can we do it both ways? Can we do it both in the ball room and broadcast it on Zoom or whatever? This way people who are not comfortable in a setting where there's a lot of people, they would still be able to attend over the computer.

Ms. Wells: Staff is working on making that possible because we want to do that for the crafting classes as well and we are looking to do that for Monday coffee also.

Ms. Burns: I think if we are going to do it the dual in person and Zoom, we still have to set the compacity limit at 50. So, it would be 50 people who show up for coffee. First come first serve. After 50 people, we would tell people they would need to participate remotely.

Ms. Wells: Mike, I believe you are delegated to make these kinds of decisions outside of a Board meeting so we could evaluate the executive order. It's set to expire June 30th, so we could evaluate at that time to see if any capacity changes have been made.

Mr. Costello: Yes, I think the best thing we could do is to see how it works out. Maybe we could have it where the first people register go in person would be able to go. As far as capacity goes, transmit it via Zoom. That would probably be the best way to go. It's good to let the individual make up their mind whether they are comfortable with what is going on or whether they don't feel comfortable in this setting and I can't blame them.

Different people have different degrees of liability as far as preexisting conditions go and everything else. We can see where the all the amenities are starting to be used. I think that would probably be the best way to go.

Mr. Plummer: I think since the quantities and a lot of things are still fluid as far as what the state mandates, I would recommend that we let Mike and Christine work out what they think is best in that regard. We may not have another Board meeting and there maybe changes to the Governor's requirements and all that. I believe that Mike has been doing a good job making those decisions up to this point, why don't we just leave that the way it is and let them make the decisions as far as Monday coffee goes.

Mr. Costello: Well, like I said why don't the first 50 people, they pay \$1 for their coffee and everybody else drinks coffee at home.

Ms. Wells: The next week that I have it lined up. I would have to check with them to see if they are even able to meet in person because when I originally set them up, I set them up to do it virtually via Zoom. So, if I can't do it for that one, then we can start in July maybe. You and I can get together on that if you'd like after the meeting.

Mr. Costello: Okay.

Ms. Wells: The next thing that I had is some good news. I have talked with a couple of you and let you know this. The insurance underwriters have approved the plan to move forward with the Bowling Alley water intrusion issue. We actually are really happy about moving forward with this project. I did send the first part of the deposit to the contractor. They are hoping to start the project July 6 if everything goes well. They still have to do drawings and get them to Alan for his approval prior to starting the project. The thing is the Bowling Alley will be shut down for 8 to 12 weeks once we start this. It is a little bit poor timing since we are opening the Clubhouse and opening the Bowling Alley then closing it again, but everyone who's worked with insurance knows it takes some time to get these things approved. They are moving forward with issuing a statement of loss so we can get reimbursement for the \$16,490 we've already paid. He also accepted the estimate for the statement of loss for the \$89,000 repair that we are working on now. So, the Board should see that money coming in fairly soon. I haven't received the statement of loss yet but once I receive that we'll move forward with that part of it. There will be a deductible, I believe the deductible is \$2,500, but I'll verify all of that and update you guys.

I have been meeting with a couple of the bowling groups as they come in to let them know what will be happening with that process. We also have another minor roofing repair in the Bowling Alley and also at the Nursery Road Gate House. I believe that's all I wanted to highlight on the report. Going through the report itself, there are some additional things in the projects. The bathrooms have been completed, the flooring is completed, and that's about it for the Community Director Report unless anyone had any questions on any other bulletin points. I wanted to thank also the volunteers that came in for the distribution of the June newsletter. They came in with their masks and gloves and helped staff put the newsletter together. Actually, they put it together. The staff only had to do 2 sections. I want to thank those helpers for that. I also want to thank the staff. They've been great with the reopening and all of the additional responsibilities and staggering schedules so that we're able to have the facilities for longer periods of times for residents. Matt is holding it down from 7 to 9, then we have Sheila and Caroline adjusted her schedule so she could be here until 6. We were able to schedule staff without occurring any overtime and to allow the facility to be open from 7 to 6. Do you want me to go ahead and move forward with the new items?

Ms. Burns: Yes.

i. Consideration of Quotes to Replace Tile in the Fitness Center Restrooms

Ms. Wells: Supervisors received quotes for the replacement of the restroom tile. On the recent budget workshop on June 5th, staff recommended replacement of the tile in the Fitness Center restrooms as part of the fiscal year 2020 capital improvement budget. Supervisors expressed the desire to evaluate the project during the current fiscal year. We gathered some quotes for that and there are pictures on the memo that I sent of what the restrooms look like currently. The floor is not slip resistant, so mats are currently being put on top of the tiles to prevent slipping, but that has created a potential tripping hazard. There are some tiles in the restroom area that are cracked. I showed a couple of Supervisors that the areas within the cabinets that the tiles on the walls are cracked to gain access to the plumbing. There are 3 quotes that we were able to obtain. With that being set in a short time period, we only have one sample board and I believe I

sent all Supervisors pictures of the sample boards for those that weren't able to come down to the Clubhouse to take a look at it. The quotes include the demo with the current floor tiles, wall tiles, and shower tiles, grinding of the existing thinset in all locations, basic floor prep, installation of premium thinset and then the standard grout and the high-performance grout in the showers. It includes all materials and labor to install the tiles on the floor, wall and shower. What's not included in the quote which the Board needs to take into consideration is the reinstallation of the partition. Matt has said that he can remove the partition, but would feel more comfortable with someone else reinstalling them in the ceramic tiles. The removing and reinstallation of all plumbing and removal and reinstallation of the vanities and mirrors since they are attached to the current wall tile. The first proposal from Blackburn's Interiors, theirs is the one I have the sample board in my office. It's \$33,770.00 and that includes that entire project. Right after that is an information sheet for the type of grout that they would use for the shower. Then we have Jones Tile and Marble. He's actually bringing samples down to my office today. He did a total of \$31,450 based on the one sample that he brought already. It didn't have too much texture to it, so I was kind of questioning the integrity of the slip resistance and he reduced \$1,000 just to give us a little bit of flexibility on the type of tile that we choose for that area. Then finally is a quote from Mohawk. They quoted a couple of different options based on Supervisors' desires. I circled the one that is in line with the other two quotes which includes the replacement of the floor tile, wall tile and shower. Theirs was \$64,872. They were definitely on the higher end which I believe is because they subcontract tile work out.

Mr. Costello: The prices that you quoted us that has nothing to do with the way that the cabinets are separating from the wall I take it?

Ms. Wells: It does not include the removal of that and the replacement. That's one of the things that Supervisors might want to consider, the replacement of the vanity altogether with a new type of vanity or just reinstallation of the current vanity properly. As some of you saw that came up and wanted to look at the project, the vanities are starting to separate from the wall. I believe they are screwed in or they would fall in just based on what you see. They're definitely separating from the wall in both locations. So, we have to remove it anyways if the Supervisors want to move forward with the placement of the

wall tiles. We have to remove it because it's attached to the wall tile, the mirror and the vanity.

Mr. Ference: Christine, what are your feelings about that? You're there all the time, what do you think?

Ms. Wells: I believe it's up to Supervisors whether they want to move forward with the project. I will say that installing of the mats is creating a potential trip hazard. So, it would be nice to move forward with replacing it with something that's going to be slip resistant, but it's ultimately up to Supervisors. You know that's usually my response, Bob.

Mr. Ference: Have you worked with any of these people before?

Ms. Wells: I've worked with 2 of the people; Blackburn and Mohawk. The Jones Tile and Marble was recommended by the painter that we used. I know they have been used at a couple of the residents' homes. One of the residents came in and they were a little upset that he wasn't at her house fixing a shower because he was at our Clubhouse giving us a quote, but she said he is very good as well. So, I would feel comfortable with any of them. Obviously, Mohawk is a little out of the water with their quote because of them subcontracting tile work out, but I would be comfortable working with either Blackburn's or Jones.

Mr. Krumrie: Christine, I'm in favor of updating all of the vanities especially if you look in the men's bathroom currently and the vanity there is a 20 year old vanity against the brand new floors and everything else is brand new. It looks wrong. It looks out of place.

Mr. Costello: I agree with Harry, but why would we do half the job and then revisit it in order to make it work anyway? I'm sorry, Harry.

Mr. Krumrie: So, it's not clear to me how much more getting a new vanity and installing it and so forth would cost. Do we have any idea?

Ms. Wells: I did look at some vanities just online and they seem to be running around between \$1,200 to \$2,000 for a vanity for that area with the double sink. Now, like I said, that is a really rough quote because it was just what I could see online. The quote for the flooring in the Fitness Center, you can be the judge for this, the counter top at the Fitness Center restrooms to me are 10 times better than the counter top that was in the hallway restroom. It's up to the Board, I can come back with a quote for doing replacing

the vanities and the Fitness Center restrooms just aren't near as bad as the one in the hallway. I think we will focus on just getting the flooring replaced, getting the painting done. I think everybody that's walked in there, Supervisors and staff, has said that we need to replace that and it's something that would be fairly easy to do. Just uninstalling and reinstalling another one. I just need Supervisor direction on that. I would need a not to exceed for that and delegate a Supervisor that could make a decision on replacing the vanity in the hallway.

Mr. Plummer: Would there be a chance that we could have those quotes before our continued meeting coming up when we could make that finalized decision then?

Ms. Wells: Yes, I can do that definitely. Now, do you want me to include the pricing?

Mr. Plummer: Instead of giving you a do not exceed number, we can just give you specific number that we can deal with at the continued meeting.

Mr. Ference: Great idea.

Ms. Wells: Do you want me to get a quote on replacement of the vanities in the Fitness Center restrooms as well or do we want to use the current vanities in the Fitness Center restrooms?

Mr. Deane: Replace them all.

Mr. Plummer: Get a quote to replace them all, but make sure they're separately so if we want to pick and choose, we can do that.

Mr. Ference: Christina, I don't know if you can do 3 sinks in the men's bathroom and the ladies' bathroom in the hallway? You can look at that too.

Ms. Wells: There are currently 3 sinks in the women's restroom, sorry guys, we have one extra sink than you all. There are 2 sinks in the men's room in the main hallway. So, do you want me to just replace it with what's currently in there but something updated? Do you want the 3 sinks in the men's room?

Mr. Plummer: I would like to see that.

Ms. Wells: I'll do 2 and 3 and then we can make a decision.

Mr. Krumrie: Does that include the tops as well?

Ms. Wells: Yes, it would. I would include that. I think the top is the worst part of it.

Mr. Krumrie: I would agree.

Mr. Costello: I think Bob had a good idea though in the fact that if you could get the quotes for the different areas and this right here, we can order in accord to how we want to go with each individual. Whether we want to do different options or whatever.

Ms. Wells: I will do that.

Mr. Krumrie: Obviously we may get a better price if we do them all at the same time. That's the other thing that we have to take into consideration.

Ms. Wells: So, do we want to move forward with approving any of the quotes for the tile replacement and then approve the quotes for the vanities a week from now or do we want to do everything at once?

Mr. Ference: I think the tile issue is a safety issue and we need to get moving on that.

Ms. Wells: Also, in regards to the sample boards, I had Mohawk and Jones Marble quote for flexibility for the type of tile and color that we want to choose. I've been working together on the color decisions with the interior designer that's been working on the Clubhouse refurbishment project and so I would kind of lean on her expertise. If the Board wants to delegate a Board member to work with us to make the decisions on what type of tile we install. Blackburn's does have a sample board here, but we can change the type of tile, color of tile, etc.

Mr. Krumrie: As long as we're assured we are getting the non-slip tiles.

Ms. Wells: I'll be glad to work with any Board members if you want to be a part of the final decision of color and type of tile. Is there a preferred vendor to go with based on the quotes? Just a point of reference back, Blackburn's did install the tile in the restaurant kitchen area. We have done work with them before, but Jones is a very good company and highly recommended as well, so I would be comfortable working with any of the vendors.

Mr. Deane: Don't we go with the lowest bidder?

On MOTION by Mr. Deane seconded by Mr. Krumrie with all in favor, to Approve Quote from Jones Title and Marble NTE \$32,450, was approved.

Ms. Burns: Christine will bring back the vanity quotes next week when we continue the meeting.

ii. Consideration of Foyer Furniture Quote

Ms. Wells: In regards to Foyer Furniture, again it was the project that staff was recommending to be on the 2021 Capital Improvement list and Supervisors requested the desire to look at it now. I sent everyone an email, but the interior designer we are working with we couldn't get our schedules in sync before today's meeting. So, I'm wondering if the Board is interested in issuing a not to exceed amount and maybe delegating a Board member to work with on this project so we can move forward with it? I have concerns on getting the quote apples to apples and with furniture. Mike you can attest to this with having background in this, it's kind of hard from store to store getting the same couch, the same chairs. We are looking to replace the 2 couches, 4 chairs and possibly 2 lamps. We reached out to 2 furniture stores already and the interior designer says that she has no doubt that she would be able to work within the \$6,000 budget that was budgeted for the fiscal year 2021 Capital project. It's up to Supervisors if you want to move forward in that manner or we would be happy to bring quotes back.

Ms. Burns: Do you guys want to look at fabric samples?

Mr. Deane: No.

Mr. Plummer: I'm in favor of the do not exceed number.

On MOTION by Mr. Plummer seconded by Mr. Deane with all in favor, to Foyer Furniture Quote NTE \$6,000, was approved.

iii. Consideration of Quote to Install Grass Carp

Ms. Wells: I think the last item was the installation of grass carp and they labeled it as GC 8 pond which is the ponds when you come in on the left side of the Thompson Nursery entrance. It would be the deliberate stocking of 270 grass carp. There's not a need for a barrier there, so it's just the installation of that. I included information on grass carp. This is something we had discussed a few months back and Supervisors wanted to revisit it. I can tell Alan wants to say something about grass carp.

Mr. Rayl: No, no, I was scared I was losing my internet connection. Sorry, I forget I'm on camera.

Mr. Krumrie: Christine, couple things that I know. Number one is that I read where the grass carp can grow up to 40lbs. I didn't know that. The other concern that I have is that are we not creating a buffet for the alligators?

Ms. Wells: Those are all valid points, Harry. When you look at their diet of what they eat and what they don't eat, their don't eat list is a lot smaller than the eat list. They basically eat everything they see in regards to vegetation. It was actually recommended by Applied Aquatic that we try this out. Originally, they wanted us to install it in quite a few ponds and the last time we discussed it, the Board said let's just try it out at one pond and see how it goes before we decide to do all the ponds and invest quite a bit of money. Some of cons is if there is an outfall structure, it requires the installation of a barrier. So, there's more cost involved. So, this one was the lake with the greatest amount of aquatic plants that we are trying to control and it would be an addition to what they're currently doing. So, they would continue the vegetation; this would just help move it a little quicker.

Mr. Costello: How much progress has been made just with Applied Aquatics doing their thing with the ponds and all?

Ms. Wells: It looks a lot better. That pond is probably going to take a while. That's the pond with the most hydrilla in it so it's going to take some time. It's a huge body of water. It's one of our bigger ponds on the golf course and in the community itself. There has been progress; they are just hoping that by installing the grass carp, it will help speed up that progress.

Mr. Plummer: As far as your question about size, Harry, and I read the same article you did, but I have a little bit of experience of being with a club that cut the grass carps in and it did immensely help their situation. It was not Florida, it was up north, but they do grow to very large sizes. I'm not sure if the alligators bother them or not. There's other fish in there.

Mr. Krumrie: I'm in favor of doing it. I'm looking forward to it.

Mr. Ference: Does that also require us to do some other herbicides with that? Did I read that in the summary that we got? That not only do we do the carp, but that we also should have some herbicide applications?

Ms. Wells: Our current herbicides applications would continue. This would be an addition to what we are currently doing.

Mr. Krumrie: Is the total cost \$2,970?

Ms. Wells: Yes, sir. It's just the cost towards the fish to be installed, the 270 fish because there's not a need for a barrier. With there being no need for a barrier, there's no need for permitting.

Mr. Krumrie: When would the fish probably be installed?

Ms. Wells: I have to get with Applied Aquatic and I'm sure it would be fairly soon.

On MOTION by Mr. Krumrie seconded by Mr. Ference with all in favor, of Grass Carp Installation, was approved.

Ms. Burns: Anything else, Christine?

Ms. Wells: That's all I had for now.

C. Engineer

Ms. Burns: Alan, you're up.

Mr. Rayl: Good morning. I've got about a dozen things here so I will try to hit the highlights. First, Mulligan and Dunmore. I expect to meet with the contractor up there this week. You should see the utility locates getting done this week also. That's where they paint on the pavement and on the ground and put in the flags where water lines and we've got underground electric there. We've got a light at the Southwest corner of that intersection and, so we have to have those flagged. Once those utility locates are done by the utility companies, then the contractor can start installing that soap fence. You will be seeing them mobilizing onsite after those two things occur. I mentioned before there will also be at least a partial closure at Mulligan during some point of this process. We'll get that information from the contractor when he has that nailed down. We'll make sure that Christine has that to let all the residents know to make other travel plans for that section of roadway. Next item, Christine told you about the Bowling Alley. We met with the contractor last week. I'm very comfortable that they have a good understanding of what the issues are. We talked about some of the details of their plans and how they are going to coordinate with the ball returns to make sure their installation work there doesn't affect that. They've taken all of those things into account. He said when they come up with their final plans, they will give them to us for a final okay before they proceed. We

had a request from a resident to coordinate some things involving our SWFWMD permit. We've looked into that and there's no real issues for the Board to be concerned with. This was something they wanted to do on their own lot. We just have to give our permission as the overall permit holder for all of Lake Ashton East. I don't think there is anything being held now in the relations of the golf course purchase, but one transfer still hasn't been officially transferred over yet. It's been in SWFWMD on their side of the court for a couple of months now and they are still working mostly remotely. So, they're just getting to those things as they can. We've had a few locations that have been brought to our attention about cart path repairs. Supervisor Costello let me know about the bridge on hole number 10. We've gone out and taken a look at that. We've got a modification or a cure for that. We have some specifications on how to get that repaired. We will get a contractor's quote on that. I know there are also some concerns that we have not yet looked into on hole number 12. Number 16 I think we've covered. Yes, we did cover that with some other items that have already been identified. Then, I know the low cart path area on hole number 2, it's under water a lot. We looked into that. That is something that we can do something about. My first concern on that was I thought it was possibly a design that low overflow of that pond from the original engineer. We found that's not the case, so we have the ability to raise that up. I would propose that we take a few survey shots out there so we can see at what distance we want to modify that. I wanted to get clarification before we spend any time doing an inventory of those cart path assets on the East course to identify any other areas that we don't know about currently of maintenance that needs to be done, repairs, erosion, places where maybe the cart path is undermine. I wanted to know if the Board wants us to do a comprehensive assessment? We just did one last week and it took about half a day on the West course. We took photos, identified all the areas and they can be prioritized kind of a CIP program that you can use for budgeting. I wanted to see if the Board wanted us to put something like that together and doing an entire assessment?

Mr. Krumrie: I'll address that. Obviously, I believe it's good to have an idea of the lurking problems out there that we're not seeing and we don't see until there is a failure and then it becomes a larger project to do. I think the assessment is a good idea so that

we get ahead of that. We can also add that into our reserve study and know where we're going to be and what those dollars will be as well.

Mr. Rayl: Also, when we were on the West course this week, you may or may not be aware, they discussed putting running strips down the bridges to help extend the life of the bridge decking. It also reduces the noise when the cart travels. Instead of hitting those deck boards transversely, they are running down longitudinal running boards. We did start measuring the bridges on the West course for them to get some prices to do that. I know we have a lot more bridges on the East, but I'm putting that out there. It might be something the Board may want to entertain as you look at your schedule for capital improvements. We have identified 14 items that need some maintenance and repair for the SWFWMD pond certification. Thankfully, most of them are maintenance. Of the 14 items, about 7 of them are just clearing vegetation away from structures, control structures, and maintenance so they can be accessed more easily. So, we're getting quotes from contractors on that that I hope to bring back to the Board on our next meeting for authorization.

i. Pipe Leak

Mr. Rayl: Also, I wanted to bring back up it's some old business. We were asked to look into a possible pipe failure. There was some concern about some erosion at 4606 Turnberry on pond 16. There's I believe an old cofferdam from some work out there. We got a quote from a contractor to restore that area and just push it back down below the water elevation and observe it to see it return then we've got a pipe issue to figure out. If it doesn't then it's a done deal. We had a quote submitted by a contractor on March 18 for \$1,200 to do that work. I just wanted to bring that back up to the Board to see if you did want to take any action on it or if you just wanted to let it be?

Mr. Ference: What's your recommendation?

Mr. Rayl: The homeowners have been concerned about it for a while. I think Christine has brought it up before in the past I believe. I think it's been over a period of years as well. They are concerned that if that's the case, I'd imagine those concerns are going to remain. I looked at it and I think it's a remnant from some old construction work, but I think the way to solve the problem are to answer the question would be to have the

contractor do this, push that work material down into the pond and then observe it. If it doesn't reappear then the issue is resolved.

Mr. Plummer: I'm not sure I understand the resident's concern.

Mr. Rayl: They believe that there's a breach in the pipe and this is a storm line that runs from a pair of inlets on the street down the side property line and into pond #16. There's a semi-circular area past the outfall of the pipe where you can see that instead of it going down the slope into the pond there's a ring or semi-circle of earth built there. This sticks up above the normal water level of the pond. I believe they've said there was some erosion issues there in the past and some work was done to repair those. They believe that maybe this is evidence of reoccurrence or continuation of those same erosion issues. I don't know if that's true or not, but from what I see there the configuration that's there is typical of what's called a cofferdam where you build a little earth form around work, you're going to do inside of a pond. You pump the water out from behind it, now you can work in a little dry spot. To me it looks like that was just left behind after work was done. The only way to know for sure is to go remove. If it reappears, there is an erosion issue. It's something that we want to make certain of because that storm sewer line runs between two holes. I would recommend if the quote is \$1,200, I would recommend that we do it and answer the question.

Mr. Plummer: Obviously, it's a preventative maintenance that could alleviate a larger process or project in the future, so I would agree on spending the money and fix or find out if there's a problem. That's for sure.

On MOTION by Mr. Deane seconded by Mr. Plummer with all in favor, the Pipe Leak Check for \$1,200, was approved.

Mr. Rayl: We had another question come up from a resident about a concern about some trees on CDD property and if they were his to trim? They were ours to trim and I did go out and cover the property corners and identified that the trees are located on some CDD property and we are working with Yellowstone to get that maintained. That issue is resolved. I've also heard back from SWFWMD regarding the Lake Ashton outfall. They are trying to coordinate with the rancher of the outfall travels across their property and also an additional downstream landowner to have them have access to their property

to evaluate those outfalls and see if as we can tend the water level of Lake Ashton is being held over a foot higher than what it's historically been established at. We've been successful there. SWFWMD has now picked that ball up and their carrying it. They are keeping us in the loop on their progress. I took some photos. Jill, do you have those?

Ms. Burns: I do.

Mr. Rayl: I just wanted to show the Board. If you remember, we made some repairs to the control structure on pond #21. It was a hole in the pipe from the control structure and you can see now that lake level has come up about 3ft. On the detailed picture of the control structure, that metal plate that you see on the concrete box, there's a small hole in that that draws the water down. So, that water level will drop from the condition you see there no more than 6in. It should stay at that level. It's a big improvement over what the residents there were seeing before. That's the outcome we were expecting to see. That worked out well.

ii. Cart Path and Bridge Inspection Report

Mr. Rayl: The only other question I have goes along with that inventory of the cart paths and bridges. Did the Board wish for us to do as we've done on the West for budgeting purposes in their capital improvements any pavement inventory of the roadways? Supervisor Plummer has seen an example of kind of the report that we do. We photograph and itemize areas with issues on inlets and curves and pavement issues. So, if Board wants to do that, we can take care of that. I just wanted to bring that to your attention for future planning purposes.

Mr. Plummer: Since he referenced me, I will say that I have seen some of that work that he has done when he did some of the East when the West was being done. Anyway, it's very detailed and to the point and identifies problems that we presently have and anticipated problems down the road. It probably would be significant to help us with the reserve study as to where we are going to need to spend money on particular roads and curves in the future.

Mr. Ference: I'm going to have to ask for you to excuse me. I've got to get in town for a doctor's appointment. I look forward to our meeting next week or whenever we can

reschedule it to continuation. Since I cannot adjourn meeting, I'll have to wait to next week. In the meantime, God bless everybody. See you then, bye.

Ms. Burns: Bye, Bob. Thank you.

Mr. Rayl: On that topic, you all have seen this document probably. It's from Dewberry. It was originally prepared in 2014. It was last revised May of 2017. So, it's over 3 years old. This is the most current assessment that you have of your roadway conditions and it's just a 2 ½ page letter. I just wanted to bring that to the Board's attention.

Mr. Krumrie: Can we get a copy of that?

Mr. Costello: We should have a copy of it.

Ms. Wells: I'm looking for you right now, Harry.

Mr. Costello: Can you get Harry a copy of that?

Ms. Wells: I'm looking for my email now and I'll email it to you right away.

Mr. Krumrie: Okay, thank you, Christine.

Mr. Rayl: Those are a couple of the items that I had for the Board today. If you have any questions, I'd be happy to answer them.

Ms. Burns: Any questions for Alan? Hearing none.

Ms. Wells: Just for my notes, was the Board moving forward with pavement management report from Alan? The cart path evaluation?

Ms. Burns: We didn't have any motions or direction. So, if the Board wants to give direction to do those then now would be the time.

Mr. Dean: I really think that now is the time to do it since we've just got into this and let's get it down right away. Start fresh from the beginning. Alan, the runners on the bridges that you spoke of. How much do you think they'll increase the longevity of the bridges themselves?

Mr. Rayl: It's something that I've just started looking into. As I was measuring some of the bridges on the West, I did some of the decking has some surface deterioration. What I do know is they are going to take the live load impact off of those deck boards that they are currently getting now. I would have to research some information that is out there from the industry on how much those extends the life. I don't have any personal experience in that, but I do know that it's going to save on the wear of those deck boards. If those things are sealed and preserved then all of your friction, all of your live load impact

of hitting those bridges as you go over, all of that's going to be on those running boards. So, it should provide us a significant extension on their surface life. Then the things you would end up being involved in repairing more on those bridge structures would be those runners and not the decking itself. So, I certainly think it's worth looking into and their maybe some information out there on the internet from some of these companies that specialize in these wooden bridges that could give you more information on that.

Mr. Plummer: Alan, what type of material are they using for the runners?

Mr. Rayl: I've just started looking into it. Bob, I don't know thicknesses or dimensions yet. I've just started doing the research on it right now.

Mr. Costello: I take it that there's probably different grades of runners that you are going to be able to put down on depending on how much money we are looking to spend. Which probably the thicker the runner, probably the better we are going to get as far as longevity on these bridges because I'd rather do it now than replace the bridges within the next couple of years. It's going to be a major cost.

Mr. Rayl: I think we've seen issues where the approaches to the bridges, we've got erosion issues going on there and the conditions of some of the decking and it's taking all the beating of the cart traffic. I think doing some of these things is the best thing we can do to extend the life of all those structures right now. To improve those approaches and put all the traffic wear on those runners instead of on the structure as a whole. I think those are the two really good ideas to extend the surface life.

On MOTION by Mr. Deane seconded by Mr. Costello with all in favor, the Cart Path and Bridge Inspection Report, was approved.

iii. Pavement Management Report

Ms. Wells: Permission for the pavement management report?

Ms. Burns: For the pavement management report as well or do we want to hold off on that?

Mr. Plummer: What's the cost of the pavement analysis and curving analysis?

Mr. Rayl: I took a look at that in advance of this. Based on the length of roads and as I said, I did this on the West, we did it for a lump sum fee of \$5,000. We've got more roads in the East, granted some of those we have already done. It would be no more than

\$7,000 to do the exact same type of report with that same level of detail on all the roads in the East that we don't have yet.

On MOTION by Mr. Costello seconded by Mr. Deane with all in favor, of Pavement Management Report NTE \$7,000, was approved.

D. Field Operations Manager

Mr. Fisher: Good morning. I just have a couple of things. While driving through the community looking at ponds Friday, I did notice that the Burwick and Waterford pond had red algae on top, so I quickly called Applied Aquatics on top it. It got beat down from the rain, but it will appear. I saw a couple of residents looking at it. So, they are on top of that. We do have Yellowstone going to take care of home entrance at the condos. That creeping fig is getting kind of hairy and the red flower hedge behind the wall, get it evened out. One last thing, last weekend there was an irrigation main line leak. If you were exiting at the gate house and saw on your right, there was water gushing out of the ground. I got a call and I rushed up here and we got that taken care of. Other than that, things have been going smoothly with opening up and thank you for everything. That's all that I have.

Ms. Burns: Any questions for Matt? Hearing none.

D. District Manager's Report

Discussion of Procedures for the General Election.

i. Qualifying period announced

Ms. Burns: The only thing that I have is that the qualifying period for the 2 Board seats ended on Friday. We had 3 residents qualify for seat number 1 and 2 candidates qualify for seat number 5. So, no outright nominee, so we will see those names on the ballot in November. Other than that, that's all that I have unless anybody has any questions for me?

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run Summary

Ms. Burns: The check run summary is included in your package. If anybody has any questions, we can answer them. This is through June 15. Any questions? Hearing none.

On MOTION by Mr. Deane seconded by Mr. Krumrie with all in favor the Check Run Summary through June 15, was approved.

B. Combined Balance Sheet as of April 30, 2020

Ms. Burns: Financials through April are included in your package. If anybody has any questions on those I'll be glad to answer them, but there's no action needed from the board.

Mr. Deane: Did we get the audit yet or a copy of the audit?

Ms. Burns: Let me see if that one was done. If not, I can shoot it around. We may not have that one. I'm trying to remember if we had it. I know I saw Lake Ashton 2 yesterday or today. Let me check and see if we have yours. I'll shoot it around to you as soon as it's been finalized. It's due by June 30th, so if we don't have it yet we will have it in the next week or so. Any questions on the financials? Hearing none.

NINTH ORDER OF BUSINESS

Public Comments

Ms. Burns: That brings us to our Public Comments for any agenda items that or if anything wasn't on the agenda. Again, we will go to Zoom's raise hand feature. If you are on the phone, you can also use * 9 and that will raise hands. Steve Realmuto, go ahead.

Mr. Steve: Just a couple of quick comments on two different topics. The first being the bridges and running boards that you were discussing for them. I'm certainly in favor of doing any preventative work that we can do to lengthen the life of these. I do have few concerns about running boards. I'd like to ask you to look into the effect on other users other than carts using the bridges, both pedestrians and bicycles. My concern is that residents walking, that might be a trip hazard for them depending on how they set up on the bridge. It might not allow carts to easily pass either of those users. So, those are

definitely things that should be looked at in the safety of both pedestrians and the bicyclist considered before you move ahead of that. I'd also point out that I believe West side is planning on moving ahead with that. You might let them try it out and see how it works and perhaps delay our doing it to see how it works out on that side. I'd also like to thank the Supervisors and staff for doing what they can to get us back to a greater sense of normalcy while keeping us safe. In this, I had a few ideas about Monday morning coffee meetings. Dual, in person and Zoom meetings are an excellent way to cope with COVID-19 capacity limits. We could display the Zoom meeting on the screen in the ballroom. This would enable attendees who can't attend in person to participate. This would be both residents unable to attend either due to the capacity limits or concerned for their safety as well as special guests that are unable to attend in person. They could all participate this way. Another thought that might be considered is to handle more people to attend than the current 50-person limit allows, you might look in the feasibility of using the divider in the ball room to create two rooms and using Zoom in the 2nd room to connect them. I'm just trying to come up with some creative ideas for you to consider as we move forward since it is likely to be necessary for the longer term certainly as our population increases when the snow birds return. Thank you.

Ms. Burns: Thank you, Steve. I have no other public comments at this time. We can move on.

TENTH ORDER OF BUSINESS

Supervisor Request/Open Discussion

Hearing none, move to next item.

ELEVENTH ORDER OF BUSINESS

Continuing of Meeting

Ms. Burns: I checked with Jan and Christine while we were discussing and next Thursday morning at 9:30am would work for all of us if that works for all of you?

Mr. Plummer: Is that the 25th?

Ms. Burns: Yes, the 25th at 9:30 if that works for everybody.

Board members: That works for us.

Ms. Burns: Then unless anybody has anything else, we would be looking for a motion to continue to June 25th at 9:30 a.m.

Mr. Costello: I have a question, as far as the June 25th are we going to do this by Zoom again?

Ms. Burns: Yes. It would be by Zoom because you are continuing and the ad that ran was phrased via Zoom.

Mr. Costello: We've continued meetings in different places.

Ms. Burns: But the ad that you ran was for a Zoom meeting, so if you want to hold another meeting, we would need to re-advertise.

Mr. Costello: We can do it as Zoom.

Ms. Carpenter: And that is going to be a limited agenda to talk about the restaurant and that one other item that you are waiting on additional proposes.

Ms. Burns: Correct, just those 2 items.

Ms. Carpenter: So, we make sure anyone listening knows what's going to be on the agenda. Thank you.

Ms. Burns: And we will get an updated agenda out with those items and get that posted as well in the next couple of days on the website. Anything else? Hearing none.

Ms. Carpenter: I do have one other question. If any of the contracts need us to add addendums to specify payment terms or anything, just please send them to us or let us know so we don't miss them. Thank you.

On MOTION by Mr. Costello seconded by Mr. Deane with all in favor, Continuing the Meeting to June 25th at 9:30 a.m., was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

7/13/20 BOS Minutes

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

A communications media technology meeting of the Board of Supervisors of the Lake Ashton Community Development District was held on Monday, July 13, 2020 at 10:00 a.m. via Zoom video conferencing, in accordance with the Office of the Governor, Executive Orders 20-52 and 20-69, due to the COVID-19 virus.

Present and constituting a quorum were:

Mike Costello	Chairman
Borden Deane	Vice Chairman
Robert "Bob" Plummer	Assistant Secretary
Bob Ference	Assistant Secretary
Harry Krumrie	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Jan Carpenter	District Counsel
Matt Fisher	Field Operations
Christine Wells	Community Director
Alan Rayl	District Engineer
Kristen Trucco	District Counsel
Residents	

The following is a summary of the discussions and actions taken at the July 13, 2020 meeting, and a copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call and Pledge of Allegiance

Ms. Burns called the meeting to order at 10:07 a.m., called the roll, and the pledge of allegiance was recited. All five Supervisors were present.

SECOND ORDER OF BUSINESS

Approval of Meeting Agenda

Ms. Burns presented the approval of the meeting agenda and asked if there were any changes that needed to be made. Hearing none,

On MOTION by Mr. Deane seconded by Mr. Plummer, with all in favor, the Meeting Agenda, was approved.

THIRD ORDER OF BUSINESS

Public Comments on Specific Items on the Agenda *(the District Manager will read any questions or comments received from members of the public in advance of the meeting)*

Ms. Burns noted that she had received a public comment that was requested to be read prior to the meeting from Pete Prescott at 4003 Ashton Club Drive. The comment read, "Good morning, I am forwarding my comments to both the Board and Staff because the submissions are a few hours tardy. I am asking that the attached document be read during the July 13th Lake Ashton CDD Supervisor Zoom Meeting. CDD II will be initiating golf cart registration next week. This mandate will require all LA residents to register their carts with CDD II if they desire to use cart paths, bridges, ponds, and parking lots incorporated within the boundaries of the LA CDD II and golf course here at Lake Ashton. Per the LA CDD Supervisor's email that was released July 9th, by signing the registration form Lake Ashton residents will be agreeing to comply with all Lake Ashton Golf Course Policies and Florida Traffic Statutes pertaining to golf cart operation. However, contained within the document entitled 'Lake Ashton Golf Course Policies', adopted February 7th, 2020, and then revised March 13th, 2020, and then July 2nd, 2020, the following disturbing passage appears: *'Use golf course at own risk. All non-golfers who enter the golf course and/or utilize pathways, bridges, and/or ponds, either as a pedestrian or with a golf cart, herein after defined shall do so at his/her own risk. Assume all risks associated with entering property playing golf, including but not limited to, errant golf balls and golf clubs, and shall indemnify, defend, release, and hold harmless, and forever discharge the LA CDD, LA II CDD, their present, former, and future supervisors, staff, officers, employees, representatives, agents, contractors, and any other owners of property on which golf course facilities may be located, from any and all liabilities and demands, whether known or unknown, in law or equity, for any and all loss, injury, damage, death, theft, real or personal property damage expenses, including attorney's fees, costs, and other expenses for investigation, and defense, and in connection with, among other proceedings, alternative dispute resolutions, trial, court, and appellate proceedings, and*

harm of any other kind or nature arising of, or in connection with, the use of the Lake Ashton Golf Course including any and all pathways, bridges, ponds, and parking lots by the individual, his or her guests, and his/her family members, including but not limited to any errant golf balls or golf clubs’. I am not a lawyer, but it seems to me that the current format and wording of this new registration form just attempts to hide the same indemnification information policy that appeared in the original release registration form that drew so much resident indignation when released a month or so ago. I would ask that the issue of the above referenced indemnity hold harmless clause of the Lake Ashton Golf Course Policy be brought before the Public Forum of the Lake Ashton CDD Supervisors and residents and discussed. I further request that included in this meeting, that the Lake Ashton CDD staff lawyer provide a further discussion of potential future legal implications of signing the LA CDD II Golf Cart Registration Form. Thank you, Pete Prescott”.

Ms. Burns noted that there were other public comments to be heard as well.

Steve Realmuto commented on two different agenda items. The first comment was regarding the Fiscal Year 2019 Audit Report on page 22 of the audit under “Golf Course Acquisition”. He noted that there was a typo in the phrase, “Both the district and Lake Ashton II will share the costs of operation and maintenance of the golf course”. Realmuto noted that it should say *only* Lake Ashton II was responsible for the costs of operation and maintenance of the golf course. He added that the statement did not appear in the Auditor’s Report for Lake Ashton II, and suggested only accepting the Auditor’s Report after the substantive error was corrected. The second item that Steve mentioned regarded the restaurant RFP, and the concern about the safety of the community when “mom-and-pop” restaurants operate without the community’s well-being in mind by not operating in accordance with the CDD. Mr. Realmuto suggested that when the district accepted RFP’s that a good way to go would be with operation, and especially management companies. Mr. Realmuto ended by saying he had reviewed the existing RFP and quoted from page 4: “...the ability to efficiently execute to-go orders is desirable”, saying that it should be added in that to-go orders are required, and that deliveries are highly desirable.

Ms. Burns then introduced another resident, Tom Scali, and requested approval for Mr. Scali to display a presentation. Mr. Costello denied the request, supporting the fact that they had not given previous residents the same right. Therefore, to be fair and consistent he only approved commentary.

Mr. Scali commented that Lake Ashton CDD I was older than CDD II and that COVID-19 cases were on the rise, stating they were at “15,299 in a single day, and deaths were at 120 in one day”. With the support of those facts, Mr. Scali asked why CDD I had less entry requirements than CDD II, such as the guidelines for the indoor pool in CDD II where contact monitoring, temperature checks, no guests, sign-ins, and sanitation regulations. Mr. Scali was also concerned with the fact that policies and procedures within the CDD could change without a Board meeting or residential input, and with the fact that both CDDs are one community and should have the same guidelines. He also added that he and his wife, as well as other residents, did not feel safe enough to go to the clubhouse in CDD I because of the different procedures and guests being allowed. The “enter at your own risk” policy did not sit well with Mr. Scali and added that it was problematic. Mr. Scali requested that the Board implement the same policies for both CDDs.

Lastly, Bob Ference had a statement from one of his neighbors Dottie Miller that could not make the meeting and spoke on her behalf. Ms. Miller wrote that she was concerned about the toilets in the ladies’ restrooms and requested that they be changed to comfort height or as they are more commonly known, handicap, due to the high volume of older residents with physical problems, such as knee and hip replacements. Ms. Miller also requested that grab bars be put in place as well. She asked what the policy was on alligator removal, and that if there was not one that there should be in the future as many residents have seen them while riding bikes and playing tennis. Ms. Miller noted that at other districts they had set length limits of alligators to 5 feet before removal.

Ms. Carpenter responded by stating that Florida Fish and Game would remove any alligators over 10 feet long, but that the Board could possibly look into setting their own length limit if need be.

Mr. Fisher responded to the toilet situation by saying he thought that all toilets had been changed out to 18-inch toilets and he would see about getting handrails installed and would let Mr. Ference or Ms. Miller know.

FOURTH ORDER OF BUSINESS

Unfinished Business

There being none, the next item followed.

FIFTH ORDER OF BUSINESS

New Business/Supervisors Requests

A. Acceptance of the Fiscal Year 2019 Audit Report

Ms. Burns presented the Fiscal 2019 Audit Report which stated that there were no instances of non-compliance that would qualify the district for financial emergency per page 29 of the report. Ms. Burns noted it was sent to the state as of June 30th, and she asked the Board to accept the 2019 Audit.

Mr. Plummer interjected that he would not accept the audit with the misprint, and Ms. Carpenter corrected him that the CDD did have obligations to maintain the boardwalks and pathways, meaning the CDD did have to maintain insurance and costs. She clarified that it would be better to have a letter released clarifying the details of the CDD's financial obligations.

Mr. Deane made a motion to accept the Audit per the legal instructions of the lawyer.

On MOTION by Mr. Deane seconded by Mr. Costello with all in favor, the Fiscal Year 2019 Audit Report, was approved
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B. Consideration of Request for Proposals (RFP) for Restaurant

i. Additional Restaurant Information (*provided by Supervisor Deane*)

Ms. Burns noted that the consideration was included in the Board Members' packages and clarified that this RFP allowed for management or a lease agreement, letting the Board consider both options. Ms. Burns presented options that the Board had previously discussed including restaurants being open 7 days a week. Mr. Krumrie rejected that option, stating that the option should be available to the operator to choose how many days, as well as the types of meals and the portions.

Ms. Burns offered input, saying that the lease option would let restaurant operators choose. Ms. Carpenter clarified that there were three different options; a lease agreement, a management agreement that includes tax implications and restrictions, or the CDD hiring their own manager and running it internally.

Mr. Krumrie asked what the tax implications would be if they took the management route. Ms. Carpenter explained that it included bond lawyers approving management agreements, and they could not operate a public facility for personal profits due to using tax-exempt government proceeds. Under the management route, it would be difficult to undergo due to being a public entity as opposed to private entity. Ms. Carpenter concluded that the CDD would have to look at the proposal to make sure it was an available option. She added she did not know the difference in the RFP for management versus lease agreements.

Mr. Krumrie responded that the difference was in who was financially responsible.

Mr. Costello stated that bringing other people in has been unsuccessful in the past because they are paying \$13,000 in taxes, and they could never find the right combination. He added that a management company might be better because there was the possibility of better communication and cohesion.

Ms. Carpenter clarified with Mr. Costello that he thought it would be better with a management *company* and not a management *agreement*, to which he said yes. Ms. Carpenter said that the real key was that the CDD could not make it a net profit, instead being a combination if profit and that it would still have to be signed off by a tax lawyer.

Mr. Krumrie presented a hypothetical situation in which they hired a management company for a flat fee with an incentive for a bonus if they achieve certain goals. Ms. Carpenter stated that it was a possibility, but that it would still have to be approved by a tax lawyer.

Mr. Costello asked Ms. Burns if she had any other CDDs that used management companies, to which she responded Arlington Ridge had a management company. Mr. Costello asked if they have had success with it, and Ms. Burns said they did. He then asked what would happen with the liquor license, to which Ms. Burns answered that the district would apply for the license. Mr. Krumrie asked how long a contract would be with

a management company, and Ms. Carpenter clarified that the CDD could have different term agreements for longer or shorter terms.

Mr. Costello asked if there would be a clause in the contract as a protective measure that the lease could be terminated if things were unsuccessful. Ms. Carpenter replied that yes, they could do that as well as have a set timeframe for the management company to be involved. Mr. Costello then asked if there was a good management company to use. Ms. Carpenter replied that Billy Casper was already on-site and they oversee restaurants as part of their golf course operations.

Mr. Costello interjected that he was told they would not do that, to which Ms. Carpenter said that she had spoken to Michael Cooper about it already. Mr. Cooper said that they only take over a few restaurants that are not affiliated with the golf course, but that because they were already on-site in Lake Ashton it could be a viable option. Mr. Costello said that they should send in an RFP to Billy Casper and that he would like to see a company that would be successful.

Ms. Carpenter said that she would look into different companies as well, including those working for surrounding districts as well as those working for local colleges. Ms. Burns asked if the lease option should be removed from the RFP, and Mr. Krumrie said he would still like to see both, with Mr. Costello agreeing.

Ms. Burns noted the RFP Question deadline would July 31st, so if there were any questions, they needed to be submitted prior to that, and that the due date for the proposals would be August 7th. That would mean that they would be coming in in time to go in the Agenda Package for the August meeting. Mr. Krumrie asked when the RFP would go out, and Ms. Burns said that if the Board approved it, it would be placed in the paper by the end of the week. Mr. Krumrie said that the timeframe would be a little tight, so Ms. Burns moved the deadline for proposals to August 12th.

Ms. Burns asked if there were any more questions, and Mr. Krumrie asked Ms. Burns to clarify that RFP would not only be advertised in the paper, but also sending them to potential management companies, to which Ms. Burns said yes. She also stated that if Board members had a specific company that they wanted it sent to, that that could be arranged.

Ms. Carpenter asked if any operating parameters needed to be changed for clarification, such as if they did go with a management company, that the CDD would be responsible for things such as propane, cleaning and pest control. Ms. Burns responded that they could insert something such as that terms are flexible depending on the structure.

Mr. Costello interjected that he thought that the CDD would still be responsible for everything, to which the Board said yes. Ms. Carpenter reiterated that it would only be put in an agreement for clarification that the CDD would be responsible.

Mr. Ference asked about what would happen with to-go orders, Ms. Carpenter said that they could add it in to the agreement. Mr. Costello said that delivery was important too, due to the past several months. Ms. Carpenter responded that hopefully the CDD could get a management company to do that, but did not want to put that as a constraint. She added that it was a possibility to get a management company in and make a deal with a business such as Door Dash to cover delivery.

Mr. Plummer interjected that it should be a requirement that deliveries are available, and that they could decide at a later time how the deliveries would work.

Ms. Burns stated that when she was having the discussion with Billy Casper, they said that they asked for the financials of the restaurant, such as operating costs and profit and loss, and put a proposal agreement together to show the financial risk involved for the Board. She added that this might be an issue because Billy Casper won't have history to go off of because it has always been operated under a lease agreement, so they would have to go off of what they are given.

Ms. Carpenter added that she did have some financial history from previous agreements from the past few years that she could send to Ms. Burns, to which Ms. Burns said yes. Ms. Burns asked if there were any other changes to the RFP. Hearing none,

On MOTION by Mr. Costello seconded by Mr. Deane with all in favor, Agreeing to the Request for Proposals, was approved.

**C. Discussion Regarding COVID Procedures at the Clubhouse
(requested by Supervisor Ference) – Added**

Ms. Burns presented the next item on the agenda regarding COVID procedures at the clubhouse, as requested by Mr. Ference. Mr. Ference lost partial connection, so Ms. Burns asked if any other supervisors wanted to interject on the subject regarding the email that was sent out by Tom.

Mr. Costello stated that he and Ms. Wells spoke with Tim Essics and Mary Boswell and that some of the reasons that the policies and procedures were different for each clubhouse were due to the fact the buildings were configured different, such as room size. Mr. Costello added that as far as taking temperatures, the CDD simply did not have the adequate amount of staff to be able to take the temperatures of all residents that visit the building.

Mr. Plummer interjected that while he agreed with Mr. Costello, they have to rely on people's common sense to a certain degree. Mr. Krumrie added that the CDD should still allow guests. Mr. Ference asked why it was a successful implementation at Lake Ashton II, but that it was difficult to do the same in Lake Ashton I. Discussion ensued among the Board.

Mr. Costello answered that taking temperatures was irrelevant because someone could have it and not have a temperature. Mr. Ference responded that it is better to be safe than sorry.

On MOTION by Mr. Krumrie seconded by Mr. Deane, with Mr. Ference opposed and four in favor, the Discussion to Keep COVID Procedures at the Status Quo, was approved 4-1.
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SIXTH ORDER OF BUSINESS

Monthly Reports

A. Attorney

Ms. Carpenter presented that the restaurant was over and that the final walkthrough and check had went out the previous Friday. She thanked Ms. Wells for dealing with the brunt of the situation.

B. Lake Ashton Community Director

Ms. Wells presented the revised Community Director Report by adding a Project Tracking List, and discussed the restroom refurbishment. She added that she and the designer had given the contractor the selected tile samples and that the remodel should start in the last week in July, starting with moving the partitions, and then starting on tile work the first week of August. Ms. Wells also stated that the contractor was there currently uninstalling items in the bowling alley in preparation for the well point system being installed. Foyer furniture had also been ordered and should arrive mid- August. Ms. Wells added that 494 electronic surveys had been submitted, and listed other projects that were currently being worked on as well, such as deep cleaning the restaurant as a result of flooring replacement, plant replacement at the CDD entrance, and maintenance with Yellowstone of the area behind Ashton Palms Drive. Ms. Wells also talked to Applied Aquatics the week prior and informed the Board that she is waiting on an update, but that she also misinformed the Board previously that there was not a permit needed. Instead, a permit is indeed needed for the fish install the fish per FWC. Trees were trimmed in the conservation area, as previously discussed in the last Board meeting, and Ms. Wells concluded that the Pond 16 project was completed.

The Board unanimously agreed that the new layout of the Projected Tracking list was more appealing and easier to follow.

i. Consideration of Quotes to Replace Vanity in the Fitness Center

Ms. Wells discussed the quotes given to replace the cabinetry, sinks, and countertops at the fitness center, saying that they were quite expensive, being over \$10,000. One quote was \$10,000 just for the cabinets themselves, therefore she came to the conclusion that the major complaint about the vanity was the countertops. Ms. Wells obtained two quotes for replacing the countertops and sinks, the cheapest one being from Wholesale Granite, totaling \$4,685.05, the other coming from Golden Marble for \$7,430. Ms. Wells presented that there was a memo included that had pictures of each vanity. One picture included the men's hallway restroom, and Ms. Wells suggested that they could leave the portion of countertop that is right above the cabinets. She also mentioned

a request from Mr. Krumrie who wanted 3 sinks in the men's restroom, noting that the cost would go up for the additional sinks and plumbing for installation.

Mr. Krumrie added that the only reason he mentioned the change was due to the increasing volume of people coming to the CDD in the next years to come.

Ms. Wells agreed with Mr. Krumrie and mentioned that the cabinetry in the men's hallway restroom would have to be altered to accommodate a third sink. She noted that Mr. Fisher did talk to Baynard, the current plumbing company, and they said that additional sinks could be added by tapping into the current pipes for the other sinks. Ms. Wells added they could save a little money by cutting off part of the countertop in the men's hallway restroom, and by also using the existing vanity in the Fitness Center and only adding 1 additional sink and a new countertop.

Mr. Krumrie asked if the same cutting off portion would be done to the women's restroom, to which Ms. Wells replied yes, because that portion is rarely used and the designer said it was unnecessary space.

Mr. Costello mentioned the prior request of putting rails in the stalls, and Ms. Wells said that she would look into the cost of that and bring it to the next meeting, or they could do a not-to-exceed number that day. Mr. Costello requested that they do it today. Ms. Wells said that they should be about \$100 each, and asked if they should be installed in all stalls or only in the handicap stalls, to which Mr. Ference said they should be in all of them. Ms. Wells said she would have the installer look at all the stalls to see if there was enough room. Mr. Plummer agreed with Mr. Ference that they should all be done. Ms. Wells said she would bring back more information at the next meeting, and asked if she should move forward with the countertop replacement only, or cabinetry and countertops, to which Mr. Costello mentioned that the men's cabinets in the Fitness Center were separating from the wall. Ms. Wells said that yes, there was an installation error, but that when they would be reinstalled after the tile project, they would be properly affixed. If they could not be repaired, she would come back to the Board about changing those cabinets.

On MOTION by Mr. Plummer seconded by Mr. Costello with all in favor, the quote from Wholesale Granite for the Countertops and Additional Sinks totaling \$4,685.05, was approved.

ii. Consideration of Installation of New Faucets

Ms. Wells asked if the Board wanted to approve the installation of new faucets, which was mentioned at previous meetings. She added that she looked up hands-free faucets as well, the cost ranging from \$100 to \$300 for each faucet, totaling between \$1,100 and \$3,300. This would include replacing faucets in the restrooms by the cinema and dressing rooms.

The Board unanimously agreed it was a smart decision to do hands-free faucets due to water conservation as well as COVID.

Mr. Costello gave a not-to-exceed amount of \$2,500.

On MOTION by Mr. Costello, seconded by Mr. Plummer with all in favor, the Approval for the Installation of Handsfree Faucets, with a not-to-exceed amount of \$2,500, was approved.

C. Engineer

i. Consideration of Stormwater Repair at Dunmore and Mulligan – Added

Mr. Rayl started off by discussing the Mulligan and Dunmore Drainage Project. He explained that the original contractors were not able to meet the schedule for getting the project started, but that he was able to get a committed bid from another contractor that if they were able to be authorized today, they would be on-site by July 15th. Mr. Rayl noted that the quote from this contractor was higher than what the Board had previously authorized due to the pandemic's effect on material prices and work stoppage at the factories that make the materials. The quote was sent to Ms. Burns and was placed in the agenda packets provided at the meeting.

Mr. Krumrie asked Mr. Rayl if the concrete replacement in the quote that included a sidewalk and cart path along the roadway was on the West side of Dunmore to the East of Mulligan, to which Mr. Rayl responded yes. Mr. Rayl clarified that it started from the inlet on Dunmore, going south, then west through Mulligan, ending where the yard drain overflows over the cart path along the roadway.

Mr. Krumrie asked if any of the car path would be removed that runs east and west beside the practice green, and Mr. Rayl said that it was not anticipated, but that it might occur if the cart path is damaged during the piping process due to the storm drain being close to it.

Mr. Costello asked if any of the cart paths would be replaced behind some of the houses, to which Mr. Rayl answered no.

Mr. Krumrie asked why some of the golf course key boxes are being removed. Mr. Rayl answered that it would save them on pipe materials because it would allow the contractors to shorten the amount of replacement pipe by allowing them reuse some of the old pipe so that it would not be replaced all the way down to the pond area. Mr. Krumrie also asked what would happen to the bridge that goes to those boxes, and Mr. Rayl stated that the new piping would stop at the bridge. Mr. Krumrie asked Mr. Rayl's opinion on the price, to which he answered that he thought it was a fair price and that there were no unrealistic prices in the quote. The only portion that he noted on going a cheaper route with was possibly going through the golf course to get a cheaper source for sod.

Mr. Krumrie asked if Mr. Rayl had any other experience with screening the contractor's prices, and Mr. Rayl replied that he had not with this specific firm, but that previous firms that they had worked with highly recommended them.

On MOTION by Mr. Costello seconded by Mr. Deane, with all in favor, the Stormwater Repair at Dunmore and Mulligan, was approved.

Mr. Rayl moved on to other items regarding the bowling alley, stating that the contractor is going to give him their plans for layout and design for the well pointing system. He added that he did caution the contractor that there is a limited amount of clearance below the floor and above the ball return, and the contractor said that they would get back to Mr. Rayl and give him details to look at before starting any work.

Mr. Rayl also stated that they have been assessing approximately 10 miles of curb line around the community, as well as the pavement in between, for the pavement inventory assessment. Mr. Rayl noted that he was also notified by Mr. Goldstein about 4324 Heath Lane's pavement replacement, and asked if Mr. Fisher was involved in that

repair. Mr. Fisher responded that he went to get asphalt patch from Home Depot and patched the area. Mr. Rayl noticed that the repair was in the middle of a previous patch. While further looking into the issue, Mr. Rayl concluded that it was most likely a pipe joint failure and that they should keep an eye on it.

Mr. Plummer added that the patch that was just put in place was already starting to recess. Mr. Rayl recommended that they get a contractor involved to get a repair made.

Mr. Rayl moved onto other items including Pond 16 at Turnberry, noting that the contractor completed the project satisfactorily. He added that he sent the invoice to Ms. Wells, and asked that the Board approve the payment to the contractor. Mr. Rayl also noted that a letter was written to Swift Mud regarding residents on Macarthur wanting to construct features on their lots, stating that the District did not object to whatever they were doing as long as the work was done on their personal lots. The letter was acceptable to Swift Mud, as well as the homeowners.

Mr. Rayl discussed that the field work was completed in assessing the bridges and drainage plumes of the 13 bridges, concluding that 8 bridges will need stabilization at the approach corners in order to stop existing and future erosion. He would get the solution in front of a contractor to give them a quote to apply the stabilization efforts on corners of the bridge approaches.

Mr. Rayl also noted four drainage flumes needed replacement, and that they would be quoted by a contractor as well.

Mr. Krumrie asked if the East course bridges needed to be sealed as well as have runners installed because the West course bridges were having both of those items completed. Mr. Rayl said that it was advisable, also noting that a portion of the bridge decking was in need of replacement on a couple of bridges. He was working with 2 wood bridge builders on what the specifications are for the running planks down the bridges.

Mr. Krumrie requested that Mr. Rayl explain the purpose of the runner planks and how they affect the length and service of the bridge.

Mr. Rayl explained that the live load is transferred to every deck board and that there is an impact every time the wheel hits a board. The planks that run the longitudinal length of the bridge take the wheel loads and all of the friction load and live load impacts off the deck boards and transfers it to the planks. Therefore, the planks become the

wearing surface for the tire action and can extend the life of the bridge decking by taking the abusive loads off the structural load off the deck boards and transferring it to the running planks. He noted they did have a downside due to the creation of one singular travel-way down the bridge and a passing maneuver would have to be enforced during installation.

Mr. Krumrie asked what the cost would be, and Mr. Rayl said that he had only received a copy of the quote that CDD II had received for the same work, but had not the specifics of the quote itself other than the dollar amount, which was \$50,000. Mr. Krumrie asked if he could look into that as well as a quote to seal the bridges as well, and Mr. Rayl replied yes. After Mr. Krumrie asked about the pricing on flumes, Mr. Rayl advised that they not do the flumes because they are only good in controlled situations. He clarified that he would be getting a quote for the installation of a geo-tech style fabric as well as small riprap for holding soil and stopping erosion while still letting water flow. This would be more cost-effective than the flumes.

Mr. Rayl concluded discussion by noting of four hole closures due to high water levels from the previous weekend. Swift mud had sent a letter to the landowner at the Lake Ashton outfall, and Mr. Rayl clarified he would forward the letter to Ms. Burns so that the Board could have copies as well. The letter, which was a Notice of Unauthorized Agricultural Activities, regarded Swift Mud getting access to the landowner's property so that they could get to the outfall that they had altered. Swift Mud gave the owner 14 days to respond so that they could evaluate the crossing.

Mr. Rayl responded back to the letter thanking them for keeping him in the loop and informing them that, due to the high lake level of Lake Ashton, the golf course and ponds are compromised, and that they did not have the stormwater volume needed to offset a large rainfall event. This would make them at a reduced capacity.

Mr. Krumrie asked if the outfall restrictions had done was raise the water table, and Mr. Rayl clarified it was not the water table, but the surface level of the lake. He added that all the lakes that front Lake Ashton are controlled by the tailwater condition, and if that lake level is high, it holds that water level to the levels in the ponds. Now that levels are so high, this is not an option for them to drain out, therefore, Swift Mud needed to take action.

Mr. Krumrie asked if the issue was caused by construction put downstream. Mr. Rayl responded that the previous steel pipes that had been there were blown out in one of the storms in the past couple years. The pipes had been replaced with one PVC pipe, and the installation might have been out in too high or the pipe was undersized, therefore causing a drainage issue. It is also impacting the established water levels of the lake.

Mr. Krumrie asked what would happen if the landowner did not respond before the 14-day deadline, to which Mr. Rayl responded that the legal portion of Swift Mud would become involved. He added that that was the reason he was keeping a paper trail of complaints and emails and letters that had been sent. The letter from Swift Mud asked that District Staff be contacted for a site visit, as well as a written response within 14 days from the date of the letter, which was the 9th. The letter also stated, "In order to resolve this at the staff level and avoid referral to the District's Office of General Council, the owner must cooperate with District Staff".

Mr. Krumrie thanked Mr. Rayl for staying on top of the situation. He also mention that he mentioned the water table because the company that is doing the well points in the bowling alley made a comment about the water table being a little higher than normal due to the fact that Lake Ashton cannot drop to its normal route, therefore causing part of the issue.

Mr. Rayl responded that there are two water table for the lake, and they are currently at the seasonal high-level water table. There is also the possibility of influences within the lake, with things such as ditches, that could alter the water table.

Mr. Krumrie added that the water levels were also starting to affect the clubhouse.

Mr. Rayl agreed and added that it was also affecting the roadways, and that all of the issues were tied together. When walking along the roadways, he had also noticed that there was water coming from below in the cracks in the asphalt.

Mr. Rayl asked if anyone had any other questions. Mr. Fisher asked if Mr. Rayl was going to contact the contractors for the Heath Lane asphalt issue, and Mr. Rayl said that when the contractor starts on the Dunmore and Mulligan Project, he will have him look at the asphalt as well to get a quote.

D. Field Operations Manager

Mr. Fisher updated the Board about the Boulevard Detail Crew, noting he contacted Yellowstone about overgrown hedges that would be taken care of. He added that they will be replacing three umbrellas within the dog park because the old ones were destroyed by wind. Mr. Fisher noted that he is on maternity leave through the next week but that he is still available through email until then.

Ms. Carpenter added that it would be a good idea to make sure that the new umbrellas are put back down after each use to prevent damage from occurring on the new ones.

E. District Manager's Report

Ms. Burns informed the Board that the next Board meeting would be August 17th, and during that meeting, they would adopt the budget for the next Fiscal Year. Due to there being no increase, there would be no need for a mailed notice. Ms. Burns asked if anyone had any questions.

Mr. Costello asked what the Board would be doing about the joint meeting with CDD II, and Ms. Burns responded that it was scheduled for August 21st.

Mr. Costello asked if it would be on Zoom, to which Ms. Burns replied that it would most likely be over Zoom due to the way the number of cases were increasing daily.

Ms. Carpenter interjected saying that the governor did extend his executive order declaring an emergency through the end of August. Ms. Burns said they would figure it out.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Run Summary

Mr. Krumrie asked what the payment was for the water pumps listed for \$31,000, and Ms. Wells responded that it was the deposit for the well point system that was submitted to insurance. She also noted that everything was covered under insurance based on the invoices she submitted, and that there was a \$2,500 deductible. She also

submitted a Sworn Statement of Loss as well. The district would be receiving a check at the end of August for those expenses.

Mr. Krumrie asked why there was an approximate total of \$9,000 for the month of May designated to “entertainment”. Ms. Wells responded that the pop-up marketplace was coded as “special events” because they had paid the invoice out of that account, and the money coming in went to that account as well. Mr. Krumrie thought it was a bit misleading.

Mr. Costello interjected that he agreed and that things have been mislabeled, making it hard to determine where the money was actually going.

Ms. Wells said that she would have a different code created and take everything out of the coded “events”.

Mr. Krumrie also noted that in the financials, the “golf course purchase” still showed as an expense, which shows that the district is overbudget by \$115,000 when the district is not. He requested that the transactions be timelier. Ms. Burns noted that that payment was due for the next fiscal year. Mr. Krumrie moved on to the current fiscal year, and said that the expenditures on it were \$217,000 overbudget, to which Ms. Burns said that it was not a budgeted line item when the budget was adopted. Mr. Krumrie asked if it could be shown as a capital expense.

Mr. Costello asked how many contracts they had with Brighthouse, and Ms. Wells responded that there were a few different ones: Wi-Fi, business telephone, and a bundle package for TV and internet. She added it came as one bill but that there were multiple accounts. Mr. Costello said that on June 10th, they paid them twice, and Ms. Wells responded that it may have been the way the months got split up but that she would check and see.

Mr. Costello added that things needed to be labeled correctly from now on so that everyone can see where the money is going.

Ms. Burns said that it would be changed, but that the reason they had done it that way was so that the items were coded under lines that were already included in the budget.

Mr. Costello added that “supplies” should be separate from the “pop-up market” account so that any supplies purchased would be an expense incurred and the “pop-up market” would zero-out. Ms. Burns said she would work with Sharyn on fixing it.

Mr. Krumrie asked where “revenue” went, and Ms. Wells responded that it went under special events revenue because it is a wash account, but the coding error would be fixed.

Ms. Burns asked if there were any questions on the Check Run Summary. Hearing none,

On MOTION by Mr. Deane seconded by Mr. Plummer with all in favor the Check Run Summary, was approved.

B. Combined Balance Sheet

Ms. Burns asked if there were any questions on the financials. Hearing none, the next item was followed.

NINTH ORDER OF BUSINESS

Public Comments

Ms. Burns presented a resident, Debbie, for public comment. She wanted to comment that they wanted to vote to continue the pop-up marketplace because she thought it was a wonderful addition to the community. She also asked if the grab rails in the restrooms could be installed in-house instead of having an outside vendor installing them. She also was curious as to why there was no discussion over the “Golf Cart Waiver Mandate”, saying that the Board should take a position for the Lake Ashton residents.

Mr. Costello replied that they would get advice from the District Attorney before making comments.

The resident went on to comment on the RFPs, asking if the Board determined if the management companies for the restaurants would be determining days and times for the restaurant without the residents’ input, to which the Board answered no. Mr. Krumrie added that it was within reason.

Ms. Burns then gave resident Steve Realmuto time to comment. Mr. Realmuto asked for clarification as to the discussion during the legal report about a check being sent out. Mr. Realmuto wanted to know what the check was for and for what amount.

Ms. Burns gave resident Phil Hines time to speak. Mr. Hines expressed his concern to Mr. Rayl about the lake levels, noting that 10 years ago Cypresswood was flooded because the canals were not properly cleaned. He asked if the canal commission for Lake Ashton was responsible for anything that goes through the rancher's land and down to the Peace River. He also asked if there was a possibility for the Board to put up the documents they are looking at on a screen so that the public can see them at the same time.

Ms. Burns gave resident Tom Scali time to comment. He asked for permission to gather signatures in the clubhouse entrance to show how many residents are opposed to the current Board policy on entrance requirements. He then requested that the Board take positive action to prevent the spread COVID at the clubhouse and pool.

Ms. Burns closed the Public Comment period.

TENTH ORDER OF BUSINESS

Supervisor Request/Open Discussion

Ms. Burns asked if the Board members had anything to add, and Mr. Deane wanted to note that he would be resigning after the meeting due to the sale of his house, and wished the Board good luck in the future. He also thanked the residents and Board for their support over the years.

Mr. Costello commented on the light poles, suggesting that the district find a way to buy the light posts as opposed to paying \$10,000 a month in rent. He understood that there was a five-year contract, but that they needed to look at it in the future.

Mr. Krumrie expressed his concern about the amount of money allocated for the capital account, saying the money would run out quickly. Mr. Costello agreed, asking what the Reserve would be and Mr. Krumrie said he thought it was \$1 million. Ms. Wells said she would update the reserve with things they knew were going to happen, such as the \$156,000 Stormwater Adjustment, to give a more accurate viewpoint.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

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

Secretary / Assistant Secretary

Chairman / Vice Chairman

SECTION VI

SECTION A

SECTION 1

July 13, 2020

Gentlemen:

I have a settlement date for my house. As of July 13 I Am Resigning my seat on the Board of Director for Lake Wales.

Respectfully



H Borden Deane

4136 Muirfield Loop

Lake Wales Fl 33859

SECTION B

SECTION 1

SECTION (a)

RESOLUTION 2020-06

THE ANNUAL APPROPRIATION RESOLUTION OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors (“**Board**”) of the Lake Ashton Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Lake Ashton Community Development District for the Fiscal Year Ending September 30, 2021.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$ _____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND(S)	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 17th DAY OF AUGUST 2020.

ATTEST:

**LAKE ASHTON COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By:_____

Its:_____

***Proposed Budget
Fiscal Year 2021***



LAKE ASHTON
Community Development District

August 17, 2020



Lake Ashton
Community Development District

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Lake Ashton

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues					
Special Assessments - Levy	\$1,719,338	\$1,744,535	\$0	\$1,744,535	\$1,703,644
Rental Income	\$50,000	\$37,675	\$0	\$37,675	\$40,000
Entertainment Fees ⁽¹⁾	\$130,000	\$184,278	\$0	\$184,278	\$130,000
Newsletter Ad Revenue	\$70,000	\$71,469	\$6,000	\$77,469	\$70,000
Interest Income	\$1,000	\$5,597	\$300	\$5,897	\$1,000
Miscellaneous Income	\$5,000	\$10,612	\$0	\$10,612	\$5,000
Restaurant Lease	\$12,000	\$5,580	\$0	\$5,580	\$0
HOA Contributions	\$0	\$8,409	\$0	\$8,409	\$0
Insurance Proceeds	\$0	\$0	\$13,990	\$13,990	\$0
Carryforward	\$164,826	\$443,950	\$0	\$443,950	\$57,271
TOTAL REVENUES	\$2,152,163	\$2,512,106	\$20,290	\$2,532,396	\$2,006,915
Expenditures					
Administrative					
Supervisor Fees	\$3,000	\$3,550	\$750	\$4,300	\$4,000
FICA Expense	\$230	\$272	\$57	\$329	\$306
Engineering	\$20,000	\$82,419	\$1,000	\$83,419	\$40,000
Arbitrage	\$600	\$0	\$600	\$600	\$600
Dissemination	\$1,000	\$1,350	\$250	\$1,600	\$1,000
Attorney	\$25,000	\$48,113	\$16,038	\$64,151	\$50,000
Attorney-Golf Course	\$25,000	\$30,632	\$1,950	\$32,582	\$0
Annual Audit	\$4,223	\$4,300	\$0	\$4,300	\$4,500
Trustee Fees	\$4,310	\$4,310	\$0	\$4,310	\$4,310
Management Fees	\$60,236	\$45,177	\$15,059	\$60,236	\$60,236
Computer Time	\$1,000	\$750	\$250	\$1,000	\$1,000
Postage	\$3,200	\$2,073	\$691	\$2,764	\$3,200
Printing & Binding	\$2,000	\$679	\$226	\$905	\$1,000
Newsletter Printing	\$35,000	\$28,619	\$9,540	\$38,158	\$35,000
Rentals & Leases	\$6,500	\$3,251	\$1,084	\$4,335	\$5,500
Insurance	\$40,411	\$38,956	\$0	\$38,956	\$40,411
Legal Advertising	\$1,200	\$871	\$290	\$1,161	\$1,500
Other Current Charges	\$1,250	\$844	\$281	\$1,125	\$1,250
Contingency-Golf Course	\$15,000	\$136,150	\$0	\$136,150	\$0
Property Taxes	\$13,500	\$13,325	\$0	\$13,325	\$13,500
Office Supplies	\$125	\$21	\$7	\$28	\$125
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
TOTAL ADMINISTRATIVE	\$262,960	\$445,836	\$48,073	\$493,910	\$267,613

Lake Ashton

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
<u>Maintenance</u>					
Field Management Services	\$341,960	\$252,370	\$89,590	\$341,960	\$352,219
Gate/Patrol/Pool Officers	\$195,565	\$165,806	\$55,269	\$221,075	\$225,000
Pest Control	\$1,800	\$10,687	\$585	\$11,272	\$2,340
Security/Fire Alarm/Gate Repairs	\$7,500	\$7,298	\$2,433	\$9,730	\$7,500
Telephone/Internet	\$13,600	\$9,569	\$3,157	\$12,726	\$13,600
Electric	\$216,000	\$144,157	\$48,052	\$192,209	\$216,000
Water	\$15,000	\$17,027	\$5,676	\$22,702	\$25,000
Gas	\$22,000	\$12,570	\$4,190	\$16,760	\$18,000
Refuse	\$10,500	\$9,059	\$3,020	\$12,079	\$11,000
Clubhouse Maintenance	\$110,000	\$107,356	\$27,904	\$135,260	\$110,000
Cart Path & Bridge Repairs	\$0	\$0	\$0	\$0	\$7,000
Stormwater Preventive Maintenance	\$15,000	\$0	\$0	\$0	\$0
Golf Cart Preventative Maintenance	\$1,140	\$1,140	\$570	\$1,710	\$1,140
Pool and Fountain Maintenance	\$20,000	\$18,755	\$4,395	\$23,150	\$20,000
Landscape Maintenance	\$164,007	\$125,891	\$46,235	\$172,126	\$184,940
Plant Replacement	\$7,000	\$441	\$6,559	\$7,000	\$7,000
Irrigation Repairs	\$3,500	\$1,634	\$1,500	\$3,134	\$3,500
Lake Maintenance	\$18,540	\$29,860	\$11,685	\$41,545	\$46,740
Wetland/Mitigation Maintenance	\$34,800	\$10,100	\$24,700	\$34,800	\$34,800
Permits/Inspections	\$1,500	\$600	\$1,500	\$2,100	\$1,500
Office Supplies/Printing/Binding	\$7,000	\$2,602	\$867	\$3,470	\$6,000
Operating Supplies	\$23,000	\$16,640	\$5,547	\$22,187	\$23,000
Credit Card Processing Fees	\$4,000	\$3,161	\$1,054	\$4,215	\$4,000
Dues & Subscriptions	\$8,500	\$8,010	\$0	\$8,010	\$8,500
Decorations	\$2,000	\$918	\$0	\$918	\$2,000
Special Events ⁽¹⁾	\$130,000	\$149,296	\$0	\$149,296	\$130,000
Water Damage Repairs	\$0	\$16,490	\$0	\$16,490	\$0
TOTAL MAINTENANCE	\$1,373,912	\$1,121,437	\$344,487	\$1,465,924	\$1,460,779
TOTAL EXPENDITURES	\$1,636,872	\$1,567,273	\$392,560	\$1,959,833	\$1,728,393
Other Sources and Uses					
Capital Reserve-Transfer Out	(\$515,291)	(\$515,291)	\$0	(\$515,291)	(\$278,522)
TOTAL OTHER SOURCES AND USES	(\$515,291)	(\$515,291)	\$0	(\$515,291)	(\$278,522)
EXCESS REVENUES	\$0	\$429,541	(\$372,270)	\$57,271	\$0

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Net Assessment	\$1,572,076	\$1,572,076	\$1,572,076	\$1,719,338	\$1,703,644
Plus Collection Fees (7%)	\$118,328	\$118,328	\$118,328	\$129,413	\$128,231
Gross Assessment	\$1,690,404	\$1,690,404	\$1,690,404	\$1,848,750	\$1,831,875
No. of Units	986	986	986	986	977
Gross Per Unit Assessment	\$1,714.41	\$1,714.41	\$1,714.41	\$1,875.00	\$1,875.00

⁽¹⁾ Remaining shows planned for FY2020 have been postpone until FY 2021. Revenues have been collected for these shows, but expenses for the shows will be paid near the performance dates.

LAKE ASHTON

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2021

REVENUES:

Special Assessments

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Rental Income

Rental fees charged for rental of facilities for events.

Entertainment Fees

Fees charged for the Entertainment Series tickets and Special Event tickets. The entertainment fees include a charge for those paying with credit cards to offset the credit card processing fees.

Newsletter Income

The District will earn advertising income from local businesses who would like to advertise in the CDD newsletter that is published on a monthly basis.

Interest Income

The District will have all excess funds invested with the State Board of Administration. The amount is based upon the estimated average balance of funds available during the fiscal year.

Miscellaneous Income

Miscellaneous income sources including Monday Morning Coffee Revenue and Postage Revenue as well as any other business center revenue earned during the fiscal year.

Restaurant Lease Income

Monthly lease payment for lease of the Restaurant.

EXPENDITURES:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon the five paid supervisors attending the estimated 12 monthly meetings at \$50 per attendance.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering Fees

The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2015 Capital Improvement Revenue Refunding Bonds. Currently the District has contracted Grau & Associates, an independent certified public accounting firm, to calculate the rebate liability and submit a report to the District.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues. The District has contracted with Governmental Management Services, to provide this service.

Attorney

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Trustee Fees

The District issued Series 2015A-1 and A-2 Capital Improvement Revenue Refunding Bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Computer Time

The District processes all of its financial activities, i.e., accounts payable, financial statements, etc. on a mainframe computer leased by Governmental Management Services.

Postage

Mailing of checks, overnight deliveries, correspondence, etc.

Printing & Binding

Printing copies, printing of computerized checks, stationary, envelopes etc.

Newsletter Printing

Cost of preparing and printing monthly newsletter for CDD residents.

Rentals & Leases

The District currently has a lease for the copier at the clubhouse that is estimated to cost \$176 per month plus copy overage and toner shipping charges.

LAKE ASHTON

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2021

Insurance

The District's General Liability & Public Officials Liability Insurance policy and property insurance is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that are incurred during the year.

Property Taxes

Non-exempt Ad-valorem taxes on property owned within the District.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

MAINTENANCE:

Field Management Fees

Governmental Management Services will provide on-site management services for the District. The amount budgeted is based on an estimated annual contract amount of \$352,219. This amount represents a 3% proposed increase.

Gate/Patrol/Pool Officers

Property, gate attendant services and pool officers for the Lake Ashton Community Development District are now provided by Community Watch Solutions, LLC. The amount budgeted is based on the annual contract.

Pest Control

The District has obtained a contract with Florida Pest Control for bugs, mosquitoes and rodent control.

Security/Fire Alarm/Gate Repairs

Annual fire alarm and security alarm monitoring as well as gate repairs.

Telephone/Internet

The District is contracted with Spectrum for Internet services, telephone services, and guest wi-fi services. The District is also contracted with Kings III for emergency telephone service at the pool.

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021

Electric

The District has various accounts with TECO for electric services.

<u>Account Number</u>	<u>Description</u>	<u>Annual Amount</u>
211003673699	3555 LAKE ASHTON BL LTS	\$500.00
211003674275	LAKE ASHTON-OUTDOOR LIGHTING	\$46,000.00
211003674721	1101 ASHTON PALMS DRIVE	\$400.00
211003674952	ASHTON PALMS DR A/L - OUTDOOR LIGHTING	\$500.00
211003675454	ASHTON PALMS DRIVE- OUTDOOR LIGHTING	\$7,800.00
211003675231	LAKE ASHTON PHIIIB - OUTDOOR LIGHTING	\$22,500.00
211003673350	3555 LAKE ASHTON BL GRD HSE	\$3,500.00
211003674523	DUNMORE DRIVE AL	\$43,000.00
211003673988	4141 ASHTON CLUB DRIVE	\$60,500.00
221000397002	LAKE ASHTON PH5 LTS	\$12,150.00
211003675660	LAKE ASHTON PH6	\$14,750.00
211003675918	THE PALMS/MACARTHUR PALMS	\$4,400.00
TOTAL		<u><u>\$216,000.00</u></u>

Water

The District receives water service from the City of Lake Wales.

<u>Account Number</u>	<u>Description</u>	<u>Annual Amount</u>
20735	4141 ASHTON CLUB DRIVE	\$20,500.00
22109	GATE ENTRANCE-IRR	\$1,500.00
37767	PALMS IRRIGATION	\$1,500.00
20740	4128 LAKE ASHTON BLVD.	\$1,500.00
TOTAL		<u><u>\$25,000.00</u></u>

Gas

The District currently uses Amerigas Propane for gas to heat the pool.

Refuse Service

The District is currently contracted with Florida Refuse for garbage pickup and recycling services. The monthly amount is approximately \$916.

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021

Maintenance

Repairs and Maintenance

Regular repairs and maintenance to the District's Facilities throughout the community.

Pool and Fountain Maintenance

The District is currently contracted with Heartland Commercial Pool Services. The monthly amount to maintain the pool is \$1,290. A contingency of \$4,520 is included for special maintenance and repairs.

Landscape Maintenance

The District has contracted with Yellowstone Landscape to provide landscape maintenance services for the Lake Ashton Community Development District. These services will include, mowing, edging, trimming, debris removal, fertilizer, insect, disease and weed control, shrubs, tree maintenance, irrigation, planting of annuals, mulching, palm pruning, and maintenance on Fig.

Plant Replacement

Replacement of plants needed throughout the District.

Irrigation Repairs

Unscheduled repairs and maintenance to the irrigation system throughout the District.

Lake Maintenance

The District has obtained a contract with Applied Aquatic Management for the maintenance of 13 ponds, canals, & E-1 pond Littoral Shelf.

<u>Description</u>	<u>Monthly</u>	<u>Annually</u>
Applied Aquatics	\$3,895	\$46,740

Wetland/Mitigation Maintenance

The District has obtained a contract with Applied Aquatic Management for Wetlands/Mitigation maintenance. The management program will include the control of vegetation, algae, and grass/brush control.

<u>Description</u>	<u>Quarterly</u>	<u>Annually</u>	<u>Area</u>
Applied Aquatics	\$7,300.00	\$29,200.00	Mitigation Areas: 1B, 7A Wetlands Areas: 2, 3, 4, 5, 6, 8, Utility Easement Wetland, and East Conservation Area
	<u>Semi-Annually</u>	<u>Annually</u>	<u>Area</u>
Applied Aquatics	\$2,800.00	\$5,600.00	Conservation Area from Clubhouse West to boat ramp

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET
FISCAL YEAR 2021

Permits/Inspections

The District is required to renew permits and other inspections on an annual basis with the City of Lake Wales, Polk County and The State of Florida to comply with regulations.

Office Supplies/Printing & Binding

Office supplies for the clubhouse that will include items such as paper, toner, etc.

Operating Supplies

General operating supplies such as chemicals, paints, paper products, etc. for the clubhouse.

Credit Card Processing Fee

The District processes credit cards with Bank of America.

Dues & Licenses

The District is required to pay an annual subscription for Motion Picture Licensing and Music Licensing.

Decorations

The District funds seasonal decorations for the Clubhouse.

Special Events

The District will have shows and events throughout the year.

Capital Projects

Represents the estimated capital reserve funding for capital expenditures that will be transferred to the Capital Projects Fund. See page 9 for the Capital Projects Fund Budget.

Lake Ashton

Community Development District

Capital Projects Funds

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues					
Capital Reserve-Transfer In	\$515,291	\$515,291	\$0	\$515,291	\$278,522
Capital Reserve-Transfer In (FY 2015)	\$0	\$0	\$0	\$0	\$0
Capital Reserve-Transfer Out (Additional FY 2016)	\$0	\$0	\$0	\$0	\$0
Interest Income	\$100	\$3,306	\$780	\$4,086	\$5,000
Carryforward Surplus	\$173,239	\$285,842	\$0	\$285,842	\$621,915
TOTAL REVENUES	\$688,630	\$804,440	\$780	\$805,220	\$905,437
Expenditures					
Capital Projects-FY 20					
Capital Reserves-FY 20	\$4,700	\$868	\$0	\$868	\$0
Restaurant Equipment Allowance	\$15,000	\$12,057	\$0	\$12,057	\$0
Stormwater Management	\$0	\$3,700	\$100,000	\$103,700	\$0
Pet Park	\$0	\$9,681	\$0	\$9,681	\$0
Guardhouse Exterior Painting	\$0	\$2,085	\$0	\$2,085	\$0
Flooring Replacement	\$0	\$50,477	\$0	\$50,477	\$0
Partitions	\$0	\$1,017	\$0	\$1,017	\$0
Furniture	\$0	\$3,000	\$0	\$3,000	\$0
Other Current Charges	\$500	\$420	\$0	\$420	\$0
Capital Projects-FY 21					
Golf Course Reserves	\$0	\$0	\$0	\$0	\$25,000
Capital Reserves-FY 21	\$0	\$0	\$0	\$0	\$4,700
Restaurant Equipment Allowance	\$0	\$0	\$0	\$0	\$15,000
Tennis Court Color Coat	\$0	\$0	\$0	\$0	\$17,000
Stormwater Management	\$0	\$0	\$0	\$0	\$25,000
Golf Course Transfer to LA2	\$0	\$0	\$0	\$0	\$115,000
HVAC	\$0	\$0	\$0	\$0	\$25,000
Ballroom Carpet Replacement	\$0	\$0	\$0	\$0	\$45,000
Handicap Ramp	\$0	\$0	\$0	\$0	\$7,000
Convert Tennis Court and Shuffleboard Court light	\$0	\$0	\$0	\$0	\$15,000
Other Current Charges	\$0	\$0	\$0	\$0	\$500
TOTAL EXPENDITURES	\$20,200	\$83,305	\$100,000	\$183,305	\$294,200
Other Sources/(Uses)					
Capital Reserve Transfer In	\$0	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES	\$668,430	\$721,135	(\$99,220)	\$621,915	\$611,237

RESERVES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	\$285,842	\$621,915	\$611,237	\$919,037	\$1,226,837
Reserves	\$519,377	\$283,522	\$328,000	\$328,000	\$328,000
Expenditures	(\$183,305)	(\$294,200)	(\$20,200)	(\$20,200)	(\$20,200)
Ending Balance	\$621,915	\$611,237	\$919,037	\$1,226,837	\$1,534,637

RESERVE STUDY	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	\$287,028	\$594,828	\$902,628	\$1,210,428	\$1,518,228
Reserves	\$328,000	\$328,000	\$328,000	\$328,000	\$328,000
Expenditures	(\$20,200)	(\$20,200)	(\$20,200)	(\$20,200)	(\$20,200)
Ending Balance	\$594,828	\$902,628	\$1,210,428	\$1,518,228	\$1,826,028

Lake Ashton

Community Development District

Debt Service Fund

Series 2015 Special Assessment Refunding Bonds

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues					
Special Assessments - Levy	\$470,241	\$468,188	\$0	\$468,188	\$450,835
Special Assessments - PPMT A-1	\$0	\$76,075	\$0	\$76,075	\$0
Special Assessments - Direct	\$0	\$1,741	\$0	\$1,741	\$0
Interest Income	\$500	\$240	\$10	\$250	\$500
Carry Forward Surplus ⁽¹⁾	\$137,638	\$220,815	\$0	\$220,815	\$135,570
TOTAL REVENUES	\$608,379	\$767,060	\$10	\$767,070	\$586,905
Expenditures					
<u>Series 2015A-1</u>					
Interest - 11/01	\$98,125	\$98,125	\$0	\$98,125	\$88,875
Interest - 05/01	\$98,125	\$96,375	\$0	\$96,375	\$88,875
Principal - 05/01	\$220,000	\$215,000	\$0	\$215,000	\$220,000
Special Call - 11/01	\$10,000	\$70,000	\$0	\$70,000	\$15,000
Special Call - 05/01	\$0	\$85,000	\$0	\$85,000	\$0
<u>Series 2015A-2</u>					
Interest - 11/01	\$13,750	\$13,750	\$0	\$13,750	\$12,750
Interest - 05/01	\$13,750	\$13,250	\$0	\$13,250	\$12,750
Principal - 05/01	\$20,000	\$20,000	\$0	\$20,000	\$20,000
Special Call - 11/01	\$0	\$20,000	\$0	\$20,000	\$0
TOTAL EXPENDITURES	\$473,750	\$631,500	\$0	\$631,500	\$458,250
EXCESS REVENUES	\$134,629	\$135,560	\$10	\$135,570	\$128,155

⁽¹⁾ Carryforward surplus is net of the Reserve Requirement.

2015A-1	\$83,375
2015A-2	\$12,250
11/21 Interest	\$95,625

No. of Units	Per Unit	2015A-1	2015A-2
317	\$0.00	\$0.00	\$0.00
139	\$539.74	\$75,023.86	\$0.00
16	\$684.62	\$10,953.92	\$0.00
285	\$765.82	\$218,258.70	\$0.00
23	\$1,092.43	\$0.00	\$25,125.89
61	\$1,028.98	\$36,219.36	\$26,548.42
85	\$977.74	\$83,107.90	\$0.00
GC (12)	\$9,530.40	\$9,530.40	\$0.00
926		\$433,094.14	\$51,674.31
Discounts/Collection Fees (7%)		(\$30,316.59)	(\$3,617.20)
Net Assessment Total		\$402,777.55	\$48,057.11

Lake Ashton

Community Development District

Series 2015A-1 Capital Improvement Revenue Refunding Bonds

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
05/01/20	\$3,855,000.00	\$ 300,000.00	\$ 96,375.00	\$ -
11/01/20	\$3,555,000.00	\$ -	\$ 88,875.00	\$ 485,250.00
05/01/21	\$3,555,000.00	\$ 220,000.00	\$ 88,875.00	\$ -
11/01/21	\$3,335,000.00	\$ -	\$ 83,375.00	\$ 392,250.00
05/01/22	\$3,335,000.00	\$ 235,000.00	\$ 83,375.00	\$ -
11/01/22	\$3,100,000.00	\$ -	\$ 77,500.00	\$ 395,875.00
05/01/23	\$3,100,000.00	\$ 245,000.00	\$ 77,500.00	\$ -
11/01/23	\$2,855,000.00	\$ -	\$ 71,375.00	\$ 393,875.00
05/01/24	\$2,855,000.00	\$ 255,000.00	\$ 71,375.00	\$ -
11/01/24	\$2,600,000.00	\$ -	\$ 65,000.00	\$ 391,375.00
05/01/25	\$2,600,000.00	\$ 270,000.00	\$ 65,000.00	\$ -
11/01/25	\$2,330,000.00	\$ -	\$ 58,250.00	\$ 393,250.00
05/01/26	\$2,330,000.00	\$ 285,000.00	\$ 58,250.00	\$ -
11/01/26	\$2,045,000.00	\$ -	\$ 51,125.00	\$ 394,375.00
05/01/27	\$2,045,000.00	\$ 300,000.00	\$ 51,125.00	\$ -
11/01/27	\$1,745,000.00	\$ -	\$ 43,625.00	\$ 394,750.00
05/01/28	\$1,745,000.00	\$ 315,000.00	\$ 43,625.00	\$ -
11/01/28	\$1,430,000.00	\$ -	\$ 35,750.00	\$ 394,375.00
05/01/29	\$1,430,000.00	\$ 330,000.00	\$ 35,750.00	\$ -
11/01/29	\$1,100,000.00	\$ -	\$ 27,500.00	\$ 393,250.00
05/01/30	\$1,100,000.00	\$ 350,000.00	\$ 27,500.00	\$ -
11/01/30	\$ 750,000.00	\$ -	\$ 18,750.00	\$ 396,250.00
05/01/31	\$ 750,000.00	\$ 365,000.00	\$ 18,750.00	\$ -
11/01/31	\$ 385,000.00	\$ -	\$ 9,625.00	\$ 393,375.00
05/01/32	\$ 385,000.00	\$ 385,000.00	\$ 9,625.00	\$ 394,625.00
		\$ 3,855,000.00	\$ 1,357,875.00	\$ 5,212,875.00

Lake Ashton

Community Development District

Series 2015A-2 Capital Improvement Revenue Refunding Bonds

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
05/01/20	\$ 530,000.00	\$ 20,000.00	\$ 13,250.00	\$ -
11/01/20	\$ 510,000.00	\$ -	\$ 12,750.00	\$ 46,000.00
05/01/21	\$ 510,000.00	\$ 20,000.00	\$ 12,750.00	\$ -
11/01/21	\$ 490,000.00	\$ -	\$ 12,250.00	\$ 45,000.00
05/01/22	\$ 490,000.00	\$ 20,000.00	\$ 12,250.00	\$ -
11/01/22	\$ 470,000.00	\$ -	\$ 11,750.00	\$ 44,000.00
05/01/23	\$ 470,000.00	\$ 20,000.00	\$ 11,750.00	\$ -
11/01/23	\$ 450,000.00	\$ -	\$ 11,250.00	\$ 43,000.00
05/01/24	\$ 450,000.00	\$ 20,000.00	\$ 11,250.00	\$ -
11/01/24	\$ 430,000.00	\$ -	\$ 10,750.00	\$ 42,000.00
05/01/25	\$ 430,000.00	\$ 25,000.00	\$ 10,750.00	\$ -
11/01/25	\$ 405,000.00	\$ -	\$ 10,125.00	\$ 45,875.00
05/01/26	\$ 405,000.00	\$ 25,000.00	\$ 10,125.00	\$ -
11/01/26	\$ 380,000.00	\$ -	\$ 9,500.00	\$ 44,625.00
05/01/27	\$ 380,000.00	\$ 25,000.00	\$ 9,500.00	\$ -
11/01/27	\$ 355,000.00	\$ -	\$ 8,875.00	\$ 43,375.00
05/01/28	\$ 355,000.00	\$ 30,000.00	\$ 8,875.00	\$ -
11/01/28	\$ 325,000.00	\$ -	\$ 8,125.00	\$ 47,000.00
05/01/29	\$ 325,000.00	\$ 30,000.00	\$ 8,125.00	\$ -
11/01/29	\$ 295,000.00	\$ -	\$ 7,375.00	\$ 45,500.00
05/01/30	\$ 295,000.00	\$ 30,000.00	\$ 7,375.00	\$ -
11/01/30	\$ 265,000.00	\$ -	\$ 6,625.00	\$ 44,000.00
05/01/31	\$ 265,000.00	\$ 30,000.00	\$ 6,625.00	\$ -
11/01/31	\$ 235,000.00	\$ -	\$ 5,875.00	\$ 42,500.00
05/01/32	\$ 235,000.00	\$ 35,000.00	\$ 5,875.00	\$ -
11/01/32	\$ 200,000.00	\$ -	\$ 5,000.00	\$ 45,875.00
05/01/33	\$ 200,000.00	\$ 35,000.00	\$ 5,000.00	\$ -
11/01/33	\$ 165,000.00	\$ -	\$ 4,125.00	\$ 44,125.00
05/01/34	\$ 165,000.00	\$ 40,000.00	\$ 4,125.00	\$ -
11/01/34	\$ 125,000.00	\$ -	\$ 3,125.00	\$ 47,250.00
05/01/35	\$ 125,000.00	\$ 40,000.00	\$ 3,125.00	\$ -
11/01/35	\$ 85,000.00	\$ -	\$ 2,125.00	\$ 45,250.00
05/01/36	\$ 85,000.00	\$ 40,000.00	\$ 2,125.00	\$ -
11/01/36	\$ 45,000.00	\$ -	\$ 1,125.00	\$ 43,250.00
05/01/37	\$ 45,000.00	\$ 45,000.00	\$ 1,125.00	\$ 46,125.00
	\$ 530,000.00	\$ 274,750.00	\$ 804,750.00	

SECTION (b)

RESOLUTION 2020-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lake Ashton Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Polk County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”), attached hereto as **Exhibit “A,”** and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll (“**Assessment Roll**”) of the Lake Ashton Community Development District attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 17th day of August 2020.

ATTEST:

**LAKE ASHTON COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By:_____

Its:_____

Exhibit A: Budget
Exhibit B: Assessment Roll

***Proposed Budget
Fiscal Year 2021***



LAKE ASHTON
Community Development District

August 17, 2020



Lake Ashton
Community Development District

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Lake Ashton

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues					
Special Assessments - Levy	\$1,719,338	\$1,744,535	\$0	\$1,744,535	\$1,703,644
Rental Income	\$50,000	\$37,675	\$0	\$37,675	\$40,000
Entertainment Fees ⁽¹⁾	\$130,000	\$184,278	\$0	\$184,278	\$130,000
Newsletter Ad Revenue	\$70,000	\$71,469	\$6,000	\$77,469	\$70,000
Interest Income	\$1,000	\$5,597	\$300	\$5,897	\$1,000
Miscellaneous Income	\$5,000	\$10,612	\$0	\$10,612	\$5,000
Restaurant Lease	\$12,000	\$5,580	\$0	\$5,580	\$0
HOA Contributions	\$0	\$8,409	\$0	\$8,409	\$0
Insurance Proceeds	\$0	\$0	\$13,990	\$13,990	\$0
Carryforward	\$164,826	\$443,950	\$0	\$443,950	\$57,271
TOTAL REVENUES	\$2,152,163	\$2,512,106	\$20,290	\$2,532,396	\$2,006,915
Expenditures					
Administrative					
Supervisor Fees	\$3,000	\$3,550	\$750	\$4,300	\$4,000
FICA Expense	\$230	\$272	\$57	\$329	\$306
Engineering	\$20,000	\$82,419	\$1,000	\$83,419	\$40,000
Arbitrage	\$600	\$0	\$600	\$600	\$600
Dissemination	\$1,000	\$1,350	\$250	\$1,600	\$1,000
Attorney	\$25,000	\$48,113	\$16,038	\$64,151	\$50,000
Attorney-Golf Course	\$25,000	\$30,632	\$1,950	\$32,582	\$0
Annual Audit	\$4,223	\$4,300	\$0	\$4,300	\$4,500
Trustee Fees	\$4,310	\$4,310	\$0	\$4,310	\$4,310
Management Fees	\$60,236	\$45,177	\$15,059	\$60,236	\$60,236
Computer Time	\$1,000	\$750	\$250	\$1,000	\$1,000
Postage	\$3,200	\$2,073	\$691	\$2,764	\$3,200
Printing & Binding	\$2,000	\$679	\$226	\$905	\$1,000
Newsletter Printing	\$35,000	\$28,619	\$9,540	\$38,158	\$35,000
Rentals & Leases	\$6,500	\$3,251	\$1,084	\$4,335	\$5,500
Insurance	\$40,411	\$38,956	\$0	\$38,956	\$40,411
Legal Advertising	\$1,200	\$871	\$290	\$1,161	\$1,500
Other Current Charges	\$1,250	\$844	\$281	\$1,125	\$1,250
Contingency-Golf Course	\$15,000	\$136,150	\$0	\$136,150	\$0
Property Taxes	\$13,500	\$13,325	\$0	\$13,325	\$13,500
Office Supplies	\$125	\$21	\$7	\$28	\$125
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
TOTAL ADMINISTRATIVE	\$262,960	\$445,836	\$48,073	\$493,910	\$267,613

Lake Ashton

Community Development District

General Fund

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
<u>Maintenance</u>					
Field Management Services	\$341,960	\$252,370	\$89,590	\$341,960	\$352,219
Gate/Patrol/Pool Officers	\$195,565	\$165,806	\$55,269	\$221,075	\$225,000
Pest Control	\$1,800	\$10,687	\$585	\$11,272	\$2,340
Security/Fire Alarm/Gate Repairs	\$7,500	\$7,298	\$2,433	\$9,730	\$7,500
Telephone/Internet	\$13,600	\$9,569	\$3,157	\$12,726	\$13,600
Electric	\$216,000	\$144,157	\$48,052	\$192,209	\$216,000
Water	\$15,000	\$17,027	\$5,676	\$22,702	\$25,000
Gas	\$22,000	\$12,570	\$4,190	\$16,760	\$18,000
Refuse	\$10,500	\$9,059	\$3,020	\$12,079	\$11,000
Clubhouse Maintenance	\$110,000	\$107,356	\$27,904	\$135,260	\$110,000
Cart Path & Bridge Repairs	\$0	\$0	\$0	\$0	\$7,000
Stormwater Preventive Maintenance	\$15,000	\$0	\$0	\$0	\$0
Golf Cart Preventative Maintenance	\$1,140	\$1,140	\$570	\$1,710	\$1,140
Pool and Fountain Maintenance	\$20,000	\$18,755	\$4,395	\$23,150	\$20,000
Landscape Maintenance	\$164,007	\$125,891	\$46,235	\$172,126	\$184,940
Plant Replacement	\$7,000	\$441	\$6,559	\$7,000	\$7,000
Irrigation Repairs	\$3,500	\$1,634	\$1,500	\$3,134	\$3,500
Lake Maintenance	\$18,540	\$29,860	\$11,685	\$41,545	\$46,740
Wetland/Mitigation Maintenance	\$34,800	\$10,100	\$24,700	\$34,800	\$34,800
Permits/Inspections	\$1,500	\$600	\$1,500	\$2,100	\$1,500
Office Supplies/Printing/Binding	\$7,000	\$2,602	\$867	\$3,470	\$6,000
Operating Supplies	\$23,000	\$16,640	\$5,547	\$22,187	\$23,000
Credit Card Processing Fees	\$4,000	\$3,161	\$1,054	\$4,215	\$4,000
Dues & Subscriptions	\$8,500	\$8,010	\$0	\$8,010	\$8,500
Decorations	\$2,000	\$918	\$0	\$918	\$2,000
Special Events ⁽¹⁾	\$130,000	\$149,296	\$0	\$149,296	\$130,000
Water Damage Repairs	\$0	\$16,490	\$0	\$16,490	\$0
TOTAL MAINTENANCE	\$1,373,912	\$1,121,437	\$344,487	\$1,465,924	\$1,460,779
TOTAL EXPENDITURES	\$1,636,872	\$1,567,273	\$392,560	\$1,959,833	\$1,728,393
Other Sources and Uses					
Capital Reserve-Transfer Out	(\$515,291)	(\$515,291)	\$0	(\$515,291)	(\$278,522)
TOTAL OTHER SOURCES AND USES	(\$515,291)	(\$515,291)	\$0	(\$515,291)	(\$278,522)
EXCESS REVENUES	\$0	\$429,541	(\$372,270)	\$57,271	\$0

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Net Assessment	\$1,572,076	\$1,572,076	\$1,572,076	\$1,719,338	\$1,703,644
Plus Collection Fees (7%)	\$118,328	\$118,328	\$118,328	\$129,413	\$128,231
Gross Assessment	\$1,690,404	\$1,690,404	\$1,690,404	\$1,848,750	\$1,831,875
No. of Units	986	986	986	986	977
Gross Per Unit Assessment	\$1,714.41	\$1,714.41	\$1,714.41	\$1,875.00	\$1,875.00

⁽¹⁾ Remaining shows planned for FY2020 have been postpone until FY 2021. Revenues have been collected for these shows, but expenses for the shows will be paid near the performance dates.

LAKE ASHTON

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2021

REVENUES:

Special Assessments

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Rental Income

Rental fees charged for rental of facilities for events.

Entertainment Fees

Fees charged for the Entertainment Series tickets and Special Event tickets. The entertainment fees include a charge for those paying with credit cards to offset the credit card processing fees.

Newsletter Income

The District will earn advertising income from local businesses who would like to advertise in the CDD newsletter that is published on a monthly basis.

Interest Income

The District will have all excess funds invested with the State Board of Administration. The amount is based upon the estimated average balance of funds available during the fiscal year.

Miscellaneous Income

Miscellaneous income sources including Monday Morning Coffee Revenue and Postage Revenue as well as any other business center revenue earned during the fiscal year.

Restaurant Lease Income

Monthly lease payment for lease of the Restaurant.

EXPENDITURES:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon the five paid supervisors attending the estimated 12 monthly meetings at \$50 per attendance.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering Fees

The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2015 Capital Improvement Revenue Refunding Bonds. Currently the District has contracted Grau & Associates, an independent certified public accounting firm, to calculate the rebate liability and submit a report to the District.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues. The District has contracted with Governmental Management Services, to provide this service.

Attorney

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Trustee Fees

The District issued Series 2015A-1 and A-2 Capital Improvement Revenue Refunding Bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Computer Time

The District processes all of its financial activities, i.e., accounts payable, financial statements, etc. on a mainframe computer leased by Governmental Management Services.

Postage

Mailing of checks, overnight deliveries, correspondence, etc.

Printing & Binding

Printing copies, printing of computerized checks, stationary, envelopes etc.

Newsletter Printing

Cost of preparing and printing monthly newsletter for CDD residents.

Rentals & Leases

The District currently has a lease for the copier at the clubhouse that is estimated to cost \$176 per month plus copy overage and toner shipping charges.

LAKE ASHTON

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET FISCAL YEAR 2021

Insurance

The District's General Liability & Public Officials Liability Insurance policy and property insurance is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses that are incurred during the year.

Property Taxes

Non-exempt Ad-valorem taxes on property owned within the District.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

MAINTENANCE:

Field Management Fees

Governmental Management Services will provide on-site management services for the District. The amount budgeted is based on an estimated annual contract amount of \$352,219. This amount represents a 3% proposed increase.

Gate/Patrol/Pool Officers

Property, gate attendant services and pool officers for the Lake Ashton Community Development District are now provided by Community Watch Solutions, LLC. The amount budgeted is based on the annual contract.

Pest Control

The District has obtained a contract with Florida Pest Control for bugs, mosquitoes and rodent control.

Security/Fire Alarm/Gate Repairs

Annual fire alarm and security alarm monitoring as well as gate repairs.

Telephone/Internet

The District is contracted with Spectrum for Internet services, telephone services, and guest wi-fi services. The District is also contracted with Kings III for emergency telephone service at the pool.

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021

Electric

The District has various accounts with TECO for electric services.

<u>Account Number</u>	<u>Description</u>	<u>Annual Amount</u>
211003673699	3555 LAKE ASHTON BL LTS	\$500.00
211003674275	LAKE ASHTON-OUTDOOR LIGHTING	\$46,000.00
211003674721	1101 ASHTON PALMS DRIVE	\$400.00
211003674952	ASHTON PALMS DR A/L - OUTDOOR LIGHTING	\$500.00
211003675454	ASHTON PALMS DRIVE- OUTDOOR LIGHTING	\$7,800.00
211003675231	LAKE ASHTON PHIIIB - OUTDOOR LIGHTING	\$22,500.00
211003673350	3555 LAKE ASHTON BL GRD HSE	\$3,500.00
211003674523	DUNMORE DRIVE AL	\$43,000.00
211003673988	4141 ASHTON CLUB DRIVE	\$60,500.00
221000397002	LAKE ASHTON PH5 LTS	\$12,150.00
211003675660	LAKE ASHTON PH6	\$14,750.00
211003675918	THE PALMS/MACARTHUR PALMS	\$4,400.00
TOTAL		<u><u>\$216,000.00</u></u>

Water

The District receives water service from the City of Lake Wales.

<u>Account Number</u>	<u>Description</u>	<u>Annual Amount</u>
20735	4141 ASHTON CLUB DRIVE	\$20,500.00
22109	GATE ENTRANCE-IRR	\$1,500.00
37767	PALMS IRRIGATION	\$1,500.00
20740	4128 LAKE ASHTON BLVD.	\$1,500.00
TOTAL		<u><u>\$25,000.00</u></u>

Gas

The District currently uses Amerigas Propane for gas to heat the pool.

Refuse Service

The District is currently contracted with Florida Refuse for garbage pickup and recycling services. The monthly amount is approximately \$916.

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2021

Maintenance

Repairs and Maintenance

Regular repairs and maintenance to the District's Facilities throughout the community.

Pool and Fountain Maintenance

The District is currently contracted with Heartland Commercial Pool Services. The monthly amount to maintain the pool is \$1,290. A contingency of \$4,520 is included for special maintenance and repairs.

Landscape Maintenance

The District has contracted with Yellowstone Landscape to provide landscape maintenance services for the Lake Ashton Community Development District. These services will include, mowing, edging, trimming, debris removal, fertilizer, insect, disease and weed control, shrubs, tree maintenance, irrigation, planting of annuals, mulching, palm pruning, and maintenance on Fig.

Plant Replacement

Replacement of plants needed throughout the District.

Irrigation Repairs

Unscheduled repairs and maintenance to the irrigation system throughout the District.

Lake Maintenance

The District has obtained a contract with Applied Aquatic Management for the maintenance of 13 ponds, canals, & E-1 pond Littoral Shelf.

<u>Description</u>	<u>Monthly</u>	<u>Annually</u>
Applied Aquatics	\$3,895	\$46,740

Wetland/Mitigation Maintenance

The District has obtained a contract with Applied Aquatic Management for Wetlands/Mitigation maintenance. The management program will include the control of vegetation, algae, and grass/brush control.

<u>Description</u>	<u>Quarterly</u>	<u>Annually</u>	<u>Area</u>
Applied Aquatics	\$7,300.00	\$29,200.00	Mitigation Areas: 1B, 7A Wetlands Areas: 2, 3, 4, 5, 6, 8, Utility Easement Wetland, and East Conservation Area
	<u>Semi-Annually</u>	<u>Annually</u>	<u>Area</u>
Applied Aquatics	\$2,800.00	\$5,600.00	Conservation Area from Clubhouse West to boat ramp

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND BUDGET
FISCAL YEAR 2021

Permits/Inspections

The District is required to renew permits and other inspections on an annual basis with the City of Lake Wales, Polk County and The State of Florida to comply with regulations.

Office Supplies/Printing & Binding

Office supplies for the clubhouse that will include items such as paper, toner, etc.

Operating Supplies

General operating supplies such as chemicals, paints, paper products, etc. for the clubhouse.

Credit Card Processing Fee

The District processes credit cards with Bank of America.

Dues & Licenses

The District is required to pay an annual subscription for Motion Picture Licensing and Music Licensing.

Decorations

The District funds seasonal decorations for the Clubhouse.

Special Events

The District will have shows and events throughout the year.

Capital Projects

Represents the estimated capital reserve funding for capital expenditures that will be transferred to the Capital Projects Fund. See page 9 for the Capital Projects Fund Budget.

Lake Ashton

Community Development District

Capital Projects Funds

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues					
Capital Reserve-Transfer In	\$515,291	\$515,291	\$0	\$515,291	\$278,522
Capital Reserve-Transfer In (FY 2015)	\$0	\$0	\$0	\$0	\$0
Capital Reserve-Transfer Out (Additional FY 2016)	\$0	\$0	\$0	\$0	\$0
Interest Income	\$100	\$3,306	\$780	\$4,086	\$5,000
Carryforward Surplus	\$173,239	\$285,842	\$0	\$285,842	\$621,915
TOTAL REVENUES	\$688,630	\$804,440	\$780	\$805,220	\$905,437
Expenditures					
Capital Projects-FY 20					
Capital Reserves-FY 20	\$4,700	\$868	\$0	\$868	\$0
Restaurant Equipment Allowance	\$15,000	\$12,057	\$0	\$12,057	\$0
Stormwater Management	\$0	\$3,700	\$100,000	\$103,700	\$0
Pet Park	\$0	\$9,681	\$0	\$9,681	\$0
Guardhouse Exterior Painting	\$0	\$2,085	\$0	\$2,085	\$0
Flooring Replacement	\$0	\$50,477	\$0	\$50,477	\$0
Partitions	\$0	\$1,017	\$0	\$1,017	\$0
Furniture	\$0	\$3,000	\$0	\$3,000	\$0
Other Current Charges	\$500	\$420	\$0	\$420	\$0
Capital Projects-FY 21					
Golf Course Reserves	\$0	\$0	\$0	\$0	\$25,000
Capital Reserves-FY 21	\$0	\$0	\$0	\$0	\$4,700
Restaurant Equipment Allowance	\$0	\$0	\$0	\$0	\$15,000
Tennis Court Color Coat	\$0	\$0	\$0	\$0	\$17,000
Stormwater Management	\$0	\$0	\$0	\$0	\$25,000
Golf Course Transfer to LA2	\$0	\$0	\$0	\$0	\$115,000
HVAC	\$0	\$0	\$0	\$0	\$25,000
Ballroom Carpet Replacement	\$0	\$0	\$0	\$0	\$45,000
Handicap Ramp	\$0	\$0	\$0	\$0	\$7,000
Convert Tennis Court and Shuffleboard Court light	\$0	\$0	\$0	\$0	\$15,000
Other Current Charges	\$0	\$0	\$0	\$0	\$500
TOTAL EXPENDITURES	\$20,200	\$83,305	\$100,000	\$183,305	\$294,200
Other Sources/(Uses)					
Capital Reserve Transfer In	\$0	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES	\$668,430	\$721,135	(\$99,220)	\$621,915	\$611,237

RESERVES	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	\$285,842	\$621,915	\$611,237	\$919,037	\$1,226,837
Reserves	\$519,377	\$283,522	\$328,000	\$328,000	\$328,000
Expenditures	(\$183,305)	(\$294,200)	(\$20,200)	(\$20,200)	(\$20,200)
Ending Balance	\$621,915	\$611,237	\$919,037	\$1,226,837	\$1,534,637

RESERVE STUDY	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Beginning Balance	\$287,028	\$594,828	\$902,628	\$1,210,428	\$1,518,228
Reserves	\$328,000	\$328,000	\$328,000	\$328,000	\$328,000
Expenditures	(\$20,200)	(\$20,200)	(\$20,200)	(\$20,200)	(\$20,200)
Ending Balance	\$594,828	\$902,628	\$1,210,428	\$1,518,228	\$1,826,028

Lake Ashton

Community Development District

Debt Service Fund

Series 2015 Special Assessment Refunding Bonds

Description	Adopted Budget FY 2020	Actual Thru 6/30/20	Projected Next 3 Months	Total Projected 9/30/20	Proposed Budget FY 2021
Revenues					
Special Assessments - Levy	\$470,241	\$468,188	\$0	\$468,188	\$450,835
Special Assessments - PPMT A-1	\$0	\$76,075	\$0	\$76,075	\$0
Special Assessments - Direct	\$0	\$1,741	\$0	\$1,741	\$0
Interest Income	\$500	\$240	\$10	\$250	\$500
Carry Forward Surplus ⁽¹⁾	\$137,638	\$220,815	\$0	\$220,815	\$135,570
TOTAL REVENUES	\$608,379	\$767,060	\$10	\$767,070	\$586,905
Expenditures					
<u>Series 2015A-1</u>					
Interest - 11/01	\$98,125	\$98,125	\$0	\$98,125	\$88,875
Interest - 05/01	\$98,125	\$96,375	\$0	\$96,375	\$88,875
Principal - 05/01	\$220,000	\$215,000	\$0	\$215,000	\$220,000
Special Call - 11/01	\$10,000	\$70,000	\$0	\$70,000	\$15,000
Special Call - 05/01	\$0	\$85,000	\$0	\$85,000	\$0
<u>Series 2015A-2</u>					
Interest - 11/01	\$13,750	\$13,750	\$0	\$13,750	\$12,750
Interest - 05/01	\$13,750	\$13,250	\$0	\$13,250	\$12,750
Principal - 05/01	\$20,000	\$20,000	\$0	\$20,000	\$20,000
Special Call - 11/01	\$0	\$20,000	\$0	\$20,000	\$0
TOTAL EXPENDITURES	\$473,750	\$631,500	\$0	\$631,500	\$458,250
EXCESS REVENUES	\$134,629	\$135,560	\$10	\$135,570	\$128,155

⁽¹⁾ Carryforward surplus is net of the Reserve Requirement.

2015A-1	\$83,375
2015A-2	\$12,250
11/21 Interest	\$95,625

No. of Units	Per Unit	2015A-1	2015A-2
317	\$0.00	\$0.00	\$0.00
139	\$539.74	\$75,023.86	\$0.00
16	\$684.62	\$10,953.92	\$0.00
285	\$765.82	\$218,258.70	\$0.00
23	\$1,092.43	\$0.00	\$25,125.89
61	\$1,028.98	\$36,219.36	\$26,548.42
85	\$977.74	\$83,107.90	\$0.00
GC (12)	\$9,530.40	\$9,530.40	\$0.00
926		\$433,094.14	\$51,674.31
Discounts/Collection Fees (7%)		(\$30,316.59)	(\$3,617.20)
Net Assessment Total		\$402,777.55	\$48,057.11

Lake Ashton

Community Development District

Series 2015A-1 Capital Improvement Revenue Refunding Bonds

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
05/01/20	\$ 3,855,000.00	\$ 300,000.00	\$ 96,375.00	\$ -
11/01/20	\$ 3,555,000.00	\$ -	\$ 88,875.00	\$ 485,250.00
05/01/21	\$ 3,555,000.00	\$ 220,000.00	\$ 88,875.00	\$ -
11/01/21	\$ 3,335,000.00	\$ -	\$ 83,375.00	\$ 392,250.00
05/01/22	\$ 3,335,000.00	\$ 235,000.00	\$ 83,375.00	\$ -
11/01/22	\$ 3,100,000.00	\$ -	\$ 77,500.00	\$ 395,875.00
05/01/23	\$ 3,100,000.00	\$ 245,000.00	\$ 77,500.00	\$ -
11/01/23	\$ 2,855,000.00	\$ -	\$ 71,375.00	\$ 393,875.00
05/01/24	\$ 2,855,000.00	\$ 255,000.00	\$ 71,375.00	\$ -
11/01/24	\$ 2,600,000.00	\$ -	\$ 65,000.00	\$ 391,375.00
05/01/25	\$ 2,600,000.00	\$ 270,000.00	\$ 65,000.00	\$ -
11/01/25	\$ 2,330,000.00	\$ -	\$ 58,250.00	\$ 393,250.00
05/01/26	\$ 2,330,000.00	\$ 285,000.00	\$ 58,250.00	\$ -
11/01/26	\$ 2,045,000.00	\$ -	\$ 51,125.00	\$ 394,375.00
05/01/27	\$ 2,045,000.00	\$ 300,000.00	\$ 51,125.00	\$ -
11/01/27	\$ 1,745,000.00	\$ -	\$ 43,625.00	\$ 394,750.00
05/01/28	\$ 1,745,000.00	\$ 315,000.00	\$ 43,625.00	\$ -
11/01/28	\$ 1,430,000.00	\$ -	\$ 35,750.00	\$ 394,375.00
05/01/29	\$ 1,430,000.00	\$ 330,000.00	\$ 35,750.00	\$ -
11/01/29	\$ 1,100,000.00	\$ -	\$ 27,500.00	\$ 393,250.00
05/01/30	\$ 1,100,000.00	\$ 350,000.00	\$ 27,500.00	\$ -
11/01/30	\$ 750,000.00	\$ -	\$ 18,750.00	\$ 396,250.00
05/01/31	\$ 750,000.00	\$ 365,000.00	\$ 18,750.00	\$ -
11/01/31	\$ 385,000.00	\$ -	\$ 9,625.00	\$ 393,375.00
05/01/32	\$ 385,000.00	\$ 385,000.00	\$ 9,625.00	\$ 394,625.00
		\$ 3,855,000.00	\$ 1,357,875.00	\$ 5,212,875.00

Lake Ashton

Community Development District

Series 2015A-2 Capital Improvement Revenue Refunding Bonds

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
05/01/20	\$ 530,000.00	\$ 20,000.00	\$ 13,250.00	\$ -
11/01/20	\$ 510,000.00	\$ -	\$ 12,750.00	\$ 46,000.00
05/01/21	\$ 510,000.00	\$ 20,000.00	\$ 12,750.00	\$ -
11/01/21	\$ 490,000.00	\$ -	\$ 12,250.00	\$ 45,000.00
05/01/22	\$ 490,000.00	\$ 20,000.00	\$ 12,250.00	\$ -
11/01/22	\$ 470,000.00	\$ -	\$ 11,750.00	\$ 44,000.00
05/01/23	\$ 470,000.00	\$ 20,000.00	\$ 11,750.00	\$ -
11/01/23	\$ 450,000.00	\$ -	\$ 11,250.00	\$ 43,000.00
05/01/24	\$ 450,000.00	\$ 20,000.00	\$ 11,250.00	\$ -
11/01/24	\$ 430,000.00	\$ -	\$ 10,750.00	\$ 42,000.00
05/01/25	\$ 430,000.00	\$ 25,000.00	\$ 10,750.00	\$ -
11/01/25	\$ 405,000.00	\$ -	\$ 10,125.00	\$ 45,875.00
05/01/26	\$ 405,000.00	\$ 25,000.00	\$ 10,125.00	\$ -
11/01/26	\$ 380,000.00	\$ -	\$ 9,500.00	\$ 44,625.00
05/01/27	\$ 380,000.00	\$ 25,000.00	\$ 9,500.00	\$ -
11/01/27	\$ 355,000.00	\$ -	\$ 8,875.00	\$ 43,375.00
05/01/28	\$ 355,000.00	\$ 30,000.00	\$ 8,875.00	\$ -
11/01/28	\$ 325,000.00	\$ -	\$ 8,125.00	\$ 47,000.00
05/01/29	\$ 325,000.00	\$ 30,000.00	\$ 8,125.00	\$ -
11/01/29	\$ 295,000.00	\$ -	\$ 7,375.00	\$ 45,500.00
05/01/30	\$ 295,000.00	\$ 30,000.00	\$ 7,375.00	\$ -
11/01/30	\$ 265,000.00	\$ -	\$ 6,625.00	\$ 44,000.00
05/01/31	\$ 265,000.00	\$ 30,000.00	\$ 6,625.00	\$ -
11/01/31	\$ 235,000.00	\$ -	\$ 5,875.00	\$ 42,500.00
05/01/32	\$ 235,000.00	\$ 35,000.00	\$ 5,875.00	\$ -
11/01/32	\$ 200,000.00	\$ -	\$ 5,000.00	\$ 45,875.00
05/01/33	\$ 200,000.00	\$ 35,000.00	\$ 5,000.00	\$ -
11/01/33	\$ 165,000.00	\$ -	\$ 4,125.00	\$ 44,125.00
05/01/34	\$ 165,000.00	\$ 40,000.00	\$ 4,125.00	\$ -
11/01/34	\$ 125,000.00	\$ -	\$ 3,125.00	\$ 47,250.00
05/01/35	\$ 125,000.00	\$ 40,000.00	\$ 3,125.00	\$ -
11/01/35	\$ 85,000.00	\$ -	\$ 2,125.00	\$ 45,250.00
05/01/36	\$ 85,000.00	\$ 40,000.00	\$ 2,125.00	\$ -
11/01/36	\$ 45,000.00	\$ -	\$ 1,125.00	\$ 43,250.00
05/01/37	\$ 45,000.00	\$ 45,000.00	\$ 1,125.00	\$ 46,125.00
		\$ 530,000.00	\$ 274,750.00	\$ 804,750.00

SECTION C

RESOLUTION 2020-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING REVISED USER RATES AND FEES REGARDING DISTRICT GOLF CLUB FACILITIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lake Ashton Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Lake Wales, Polk County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District’s Board of Supervisors (“Board”) to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board intends to adopt revised user rates and fees related to the use of the District’s Lake Ashton Golf Course facilities, as more particularly set forth in **Exhibit A** attached hereto, and will hold a public hearing at a meeting of the Board to be held on [_____, 2020], at [_____] a/p.m., at the 4141 Ashton Club Drive, Lake Wales, Florida 33859.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 17th day of August 2020.

ATTEST:

**LAKE ASHTON II COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Lake Ashton Golf Course – Revised User Rates and Fees

Exhibit A
Lake Ashton Golf Course – User Rates & Fees

LAKE ASHTON GOLF COURSE GOLF USER FEES & RATES		
Membership Category ¹	Fee Range	
	Bottom	Top
Annual (October 1 to September 30)		
Single	\$ 4,000	\$ 4,600
Family	\$ 5,300	\$ 5,900
Non-Resident Member - Single	\$ 4,100	\$ 5,000
Non-Resident Member - Family	\$ 5,400	\$ 6,300
Super Senior (80 yr+) - Single	\$ 3,100	\$ 3,700
Super Senior (80 yr+ for all family members) - Family	\$ 4,250	\$ 4,850
Associate ⁷ (October 1 to September 30)		
Single	\$ 900	\$ 1,500
Family	\$ 1,200	\$ 1,800
Seasonal		
Winter (October - May)		
Single	\$ 3,750	\$ 4,350
Family	\$ 4,700	\$ 5,300
Summer (June - September)		
Single	\$ 1,100	\$ 1,700
Family	\$ 1,300	\$ 1,900
6-Month (October - March) ²		
Single	\$ 3,550	\$ 4,150
Family	\$ 3,550	\$ 4,150
Pre-paid Rounds (one-time purchase; non-transferable)		
50 Rounds (max 1 round/week)	\$ 1,575	\$2,075
100 Rounds (max 2 rounds/week)	\$ 3,300	\$4,000
Daily ⁵ (per round; max 1 round/week)		
Winter (Oct - May)		
Single (18 holes)	\$30	\$60
Single (9 holes)	\$25	\$60
Associate (18 holes)	\$30	\$60
Associate (9 holes)	\$10	\$25
Non-Resident	\$80	\$120
Summer (June - September)		
Single (18 holes)	\$10	\$40
Single (9 holes)	\$10	\$40
Associate (18 holes)	\$10	\$60
Associate (9 holes)	\$5	\$25
Non-Resident	\$80	\$120
Non-Resident Renter/Leaseholder of Lake Ashton House		
Weekly - Single	\$130	\$230
Weekly - Family	\$190	\$290
Monthly - Single	\$700	\$1,300
Monthly - Family	\$850	\$1,450
2 Month - Single	\$1,500	\$2,100
2 Month - Family	\$1,800	\$2,400
3 Month - Single	\$2,100	\$2,700
3 Month - Family	\$25,550	\$3,150
Guests		
Guest of Professional Staff	50% of Daily Rate	
Guests - Winter	\$10 off Daily Rate	
Guests - Summer	\$5 off Daily Rate	
Visiting PGA Professionals	\$0	
Reciprocal Rates	Same Rate as Other Course	
Group ³ (per person per round; max 1 round/week)		
Non-Resident - Winter	\$30	\$60
Non-Resident - Summer	\$10	\$30
Golf Cart Rental ⁶	\$5	\$20
Transfer Fee ⁴	\$100	\$200
Driving Range		
Single (per month)	\$0	\$100
Single (per day)	\$0	\$25
Employees (includes District and Golf Course Management Employees)		
Professional Staff (ProShop)	\$0	\$0
All Other Staff - Single - Winter	\$0	\$50
All Other Staff - Single - Summer	\$0	\$50
No Show Fees	\$0	\$20

1: All rates shown are for Patrons of the Lake Ashton Community Development District and Lake Ashton II Community Development District (together, "Districts"), unless otherwise noted, and are subject to applicable State and Local taxes

2: Only available to Residents or Renters/Leaseholders residing in either District for a maximum of 6 months per year

3: Groups require a minimum of 12 golfers

4: Membership transference from Resident to Renter/Leaseholder of such Resident's living unit

5: Guests shall qualify for the Daily Single Rate, unless otherwise specified herein

6: Cart rental fees apply to carts loaned out for three days or more

7: Associate members must pay green fee in addition to membership fee

Non-Residents are any person(s) who do not own or rent property within either District; Non-Resident Members are Non-Residents that have paid the Annual Non-Resident Member Fee.

Golf Club Membership Year runs from October 1 through September 30 of the following year ("Membership Year")

2% Discount available if prepay annual dues and fees by the August 31st preceeding the Membership Year

3% Process fee if paying with credit card (if available)

Includes the use of golf practice facilities without additional fees, during Membership Year only

The Board and/or Golf Course Manager shall have the authority to establish fees within the ranges set forth above.

SECTION E

LAKE ASHTON BALLROOM USE AGREEMENT ADDENDUM

This **Lake Ashton Ballroom Use Agreement Addendum** (the “Addendum”) is made for the benefit of the Lake Ashton Community Development District (“District”), and _____ (“User”) and forms a part of the “Lake Ashton Ballroom Use Agreement” (together, the “Agreement”).

1. Acknowledgement of Coronavirus Pandemic (“COVID-19”). The User understands that the World Health Organization has classified the COVID-19 outbreak as a pandemic and that Florida Governor DeSantis has declared a state of emergency via Executive Order 20-69, as extended. The User is aware of and acknowledges the risk to itself and its guest and invitees of renting the District’s Ballroom (“Ballroom”) at a time when coronavirus pandemic (“COVID-19”) has caused numerous closures, delays, regulations, recommendations and concerns.

2. COVID-19 Measures by District. The District is taking measures to help limit the risk of the spread of the COVID-19 virus, in compliance with federal, state and local guidelines, the Centers for Disease Control and Prevention (“CDC”) guidelines, the Florida Department of Health (“FDOH”) guidelines, and [for Board of Supervisors’ input/comment]. The District requires that all visitors take similar measures to avoid exposing other owners, visitors and guests to the spread of COVID-19, including by wearing a mask, limiting physical contact with others, complying with social distancing requirements and minimizing the time spent inside our facilities as much as possible. The User and all its guests and invitees will be required to comply with all District required measures during the use of the Ballroom and other district facilities, as described in this Addendum.

If User and/or User’s guests and/or invitees have COVID-19, have been exposed to COVID-19, or have any symptoms of the COVID-19 virus, the District will require that the User and/or User’s guests and invitees do not enter our facilities or the surrounding premises, including to attend the User’s function in the Ballroom.

3. Compliance with Rules, Regulations, Laws and Guidelines. The User agrees to comply with all rules, regulations, laws and guidelines promulgated by local and state and federal authorities, the CDC and the FDOH regarding COVID-19, as well as any guidelines, policies and/or rules imposed and/or adopted by the District as a result of COVID-19, including any social distancing, face covering requirements, distancing and maximum capacity regulations, including but not limited to the following (collectively, the “Health Requirements”)¹:

- (a) User is to take full responsibility for their guest(s) adhering to COVID-19 guidelines.
- (b) The number of people inside the Ballroom is currently limited to _____ people. (This number may change to COVID-19 guidelines changes often, please check with the Management Office to confirm).

¹ Note, the Health Requirements are subject to change at any time.

(c) Users and their guest and invitees are to maintain 6' social distancing practices.

(d) Face masks are required. User agrees to provide masks for all guests and invitees.

(e) User is responsible for screening and prohibiting any guest with symptoms of COVID-19. [GMS to confirm whether this is a measure already in place. GMS please also confirm there are no additional measures not listed here related to use of the Ballroom and/or District facilities].

(f) User is to provide their own hand sanitizers and other personal cleaning supplies.

In addition, at all times, the User and its guests and invitees are expected to operate in accordance with all applicable statutes, regulations, ordinances, orders applicable to the Ballroom use.

4. Assumption of Risk of COVID-19 by Using Ballroom and Hold Harmless.

By entering the District's facilities and/or the surrounding premises, the User acknowledges and understand, for itself, User's guest and invitees (including any caterers, entertainment, or other consultants (paid or unpaid)) that, despite the District's efforts to reduce the spread of COVID-19, the User and the User's guests and invitees have the potential to be exposed to others with COVID-19 and/or to contract the virus as a result of participation in activities on our premises, including by the use of the Ballroom or merely by entering District facilities where other persons have visited.

To that end, the User agrees and understands that there are dangers inherent to being in a public setting caused by the COVID-19 pandemic, and that User expressly understand that use of the Ballroom, and/or even presence in the District's facilities, may expose the User and/or its guests and invitees to the risk of acquiring COVID-19. By entering District facilities and/or the use and/or attendance in the Ballroom, the User and its guests and invitees hereby assume the risk of any exposure to COVID-19 in the District's facilities and surrounding premises, including but not limited to the risk of illness and death that has been associated with COVID-19, and the User (for itself and all its guests and invitees) agree to waive and hold the District harmless for any claims of injury, illness or death stemming from the COVID-19 pandemic.

5. Release. The User and User's guests and invitees, and all their successors, assigns, agents, heirs, attorneys and representatives, release and forever discharge the District from any and all claims or liability of any kind, whether known or unknown, latent or patent, whether or not accrued, regardless of any law to the contrary, that they ever had, now have or hereinafter in the future may have pertaining to, arising out of, or related to a claim against the District based on the District's non-performance of the Agreement as a result of COVID-19.

6. Future COVID-19 Requirements. The User acknowledges that due to the COVID-19 pandemic, the District is and may in the future become subject to government statutes, rule, orders and/or recommendations, including those released by the CDC and

FDOH, and other reasonable determinations directly or indirectly arising out of the COVID-19 pandemic (the "Use Guidelines"), to restrict operations or advisable to protect the safety of attendees and visitors of the Ballroom and/or District facilities. The District's facilities could experience decreased occupancy, or changes in amenities, staffing or maintenance levels to comply with the Use Guidelines. Notwithstanding anything in this Agreement to the contrary, the District's compliance with the Use Guidelines or the District's other reasonable actions or determinations directly or indirectly arising out of the COVID-19 pandemic, shall not constitute a breach of nor entitle User to any relief or remedy under this Agreement other than the specific remedies listed in section 7 below.

7. Non-Performance Caused by COVID-19. Based on the foreseeability that the User's event may be postponed or cancelled as a result of COVID-19, the District's non-performance under the Agreement shall not be excused as a result of the doctrine of force majeure. However, in the event the District postpones or cancels the User's event as a result of COVID-19, non-performance under the Agreement may be excused under the doctrine of impossibility of performance.

If the holding of the User's event is deemed by the District to be impossible due to COVID-19 under the doctrine of impossibility of performance, the following shall apply to the Agreement:

- (a) Postponement of event for _____ duration
- (b) Rescheduling of event to _____ (first available on a first come first serve basis)
- (c) Cancellation of Event
- (d) Event may be held but under the following limitations:
 - (i) _____ (maximum capacity requirements, etc.)
- (e) Full refund
- (f) Partial refund of _____
- (g) Refund of deposit/security deposit

[For Board of Supervisors Input and Comments: Do we want to allow User to be able to cancel? How many days ahead must they cancel? When do they get a refund? How much – what if they postpone to another date?]

If the User desires to cancel or postpone the User's event due to COVID-19 under the doctrine of impossibility of performance, the following shall apply to the Agreement:

- (a) Postponement of event for _____ duration
- (b) Rescheduling of event to _____ (first available on a first come first serve basis)
- (c) Cancellation of Event
- (d) Event may be held but under the following limitations:
 - (i) _____ (maximum capacity requirements, etc.)
- (e) Full refund
- (f) Partial refund of _____

(g) Refund of deposit/security deposit

8. Miscellaneous. In the event of any conflict between the terms and provisions of this Addendum and the terms and provisions of the Lake Ashton Ballroom Use Agreement, attached hereto as Exhibit "A," the terms and provisions of this Addendum shall control. The User and the District agree that the following are incorporated into the Agreement:

(a) No Modification. No modification, waiver, amendment, discharge or change of this Agreement shall be valid unless the same is in writing and signed by the parties against which such enforcement is or may be sought. This instrument contains the entire agreement made between the parties and may not be modified orally or in any manner other than by an agreement in writing signed by all parties hereto or their respective successors in interest.

(b) Governing Law and Jurisdiction. This Agreement shall be interpreted and enforced under the laws of the State of Florida. Any litigation arising under this Agreement shall occur in a court having jurisdiction in Polk County, Florida. **The parties waive trial by jury and agree to submit to personal jurisdiction and venue in Polk County, Florida.**

(c) Sovereign Immunity. Nothing contained herein, or in the Agreement, or in any of the exhibits, affidavits, releases or attachments to the Agreement, shall cause or be construed as a waiver of the District's immunity or limitations on liability beyond any limited waiver granted pursuant to section 768.28, *Florida Statutes*, or other law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which could otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

Date of Use: _____
Name of Event: _____
User Signature: _____
Print Name: _____
Date: _____



LAKE ASHTON BALLROOM USE AGREEMENT

- 1) The user of the room (the "User") is liable and held accountable for any damages to Lake Ashton Community Development District (the "District") property during the function. The payment of a room fee is required to hold the reservation. All fees shall be non-refundable after receipt by the District except when notice of cancellation is received at least six (6) months in advance of the reserved date. Exceptions to the refund policy may be made, in the District's sole discretion. **Initials** _____
- 2) The refundable damage deposit and security fee are due 30 days prior to your event. If these items are not paid by the due date your reservation will be canceled and any deposits or room fees already paid will be relinquished. If the User received a reduced resident fee and at any time before the date of event loses resident status or is otherwise disqualified from receiving the reduced resident fee rate, the User must submit payment for the balance within five (5) business days or the reservation will be cancelled. **Initials** _____
- 3) The date, time and nature of User's use of the Ballroom, as well as the number of attendees present, shall all comply with the details set forth in User's application approved by the District. Ballroom Use is normally for a five (5) hour period. Events must conclude no later than midnight unless prior approval is granted by the amenity manager. **Initials** _____
- 4) Proper attire must be worn at all times. **Initials** _____
- 5) All food and beverages served must be purchased exclusively from Lake Ashton catering. **Initials** _____
- 6) All alcoholic beverages must be purchased from Lake Ashton catering and will be served by their staff. Outside alcohol is strictly prohibited; if any is found, it will be confiscated and any subsequent instances could be grounds for terminating the event. **Initials** _____
- 7) Restaurant staff, District staff and Security staff are authorized to close the bar down if alcohol consumption becomes a dangerous situation or is the cause of damage to the property. **Initials** _____
- 8) Client hereby agrees to be liable and responsible for all act(s) and actions of every kind and nature for each and every person in attendance at Customer's function or event. **Initials** _____
- 9) Proper adult supervision for children must be provided throughout the entirety of the event. Failure to not provide adequate adult supervision could be grounds for terminating the event. **Initials** _____
- 10) Use of the Ballroom does not include use of any other rooms or area. **Initials** _____
- 11) No candles, flames or any kind of pyrotechnics (including sparklers) are allowed without prior approval from the amenity manager. Any arrangements for decorations, entertainment, food, special equipment to be used in set up, etc. must be previously approved by the amenity manager. Such requests must be submitted to the amenity manager in writing seven (7) days before the scheduled event. **Initials** _____
- 12) No rice, confetti, birdseed, potpourri, glitter or any substance of that nature that would take excessive cleaning to restore the room to original condition is permitted inside or outside of the facility. **Initials** _____
- 13) This is a smoke free building including the garden area. The only designated smoking area is the uncovered patio at the rear of the Clubhouse. **Initials** _____
- 14) No items shall be taped, tacked, or stapled to any structure, including the walls and ceiling or any other areas. No decorations shall obstruct security cameras, doors, or fire extinguishers. **Initials** _____
- 15) While setting up and decorating, any trash should be broken down, compacted and placed in a proper outdoor trash container. All trash should be placed in a proper container during and/or following the scheduled event. **Initials** _____
- 16) All recyclables must be placed in the recycling bins located throughout the Ballroom. **Initials** _____
- 17) User is responsible for room clean-up following their event. Room clean-up that exceeds normal and customary janitorial services, in the District's sole discretion, will incur a cleaning fee that will be deducted from the damage deposit on file. **Initials** _____
- 18) Any use of audio/visual equipment will need advance authorization from the amenity manager and may be charged a fee according to those needs. An appointment for instructions on AV operation is required and must be made via the Club Office at least seven (7) days prior to the event. Electrical equipment for entertainment is limited. Lake Ashton employees and/or security will monitor and control, in their sole discretion, the noise level of any event. **Initials** _____

- 19) Off duty Lake Wales Police Department officers are required for all events. The officer(s) will be hired to be at the facility 30 minutes before the event is scheduled to start and will remain until the conclusion of the event. The fees are subject to change and can be provided upon request. There is a 3-hour minimum per officer. The number of officers will be determined by type and size of event. If alcohol is being served there will be a minimum of two (2) officers scheduled. Lake Ashton CDD staff will schedule the officer(s) for the event and fees will be due 30 days prior to the event date. Officers will remain until the event has concluded. Any additional time the LWPD officers are utilized beyond the time estimated at time of payment will be deducted from the damage deposit on file. **Initials** _____
- 20) Use of the room does not include any food, beverage, entertainment or linen service. It is the responsibility of the User to ensure all vendors associated with the event possess a commercially reasonable amount of liability insurance coverage, and that such vendors comply with the terms of this agreement, the Lake Ashton Amenity Facilities Policies, and all federal, state and local laws, regulations, and permitting/licensing requirements. **Initials** _____
- 21) All Users shall comply with all applicable aspects of the District's Amenity Facilities Policies (as amended from time to time), and shall ensure that their vendors, guests and invitees do the same. **Initials** _____
- 22) The right to use the Ballroom under this Agreement is limited to the undersigned User, their invitees and guests only, and is not assignable, transferable, alienable, or devisable. Nothing herein shall inure to the benefit of any third-party who is not a party to this Agreement. **Initials** _____
- 23) I grant to the District and his/her legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs and/or videos of me, or in which I may be included, for editorial, trade, advertising, and any other purpose and in any manner and medium; and to alter and composite the same without restriction and without my inspection or approval. I hereby release the District and his/her legal representatives and assigns from all claims and liability relating to said photographs and/or videos. **Initials** _____
- 24) User hereby waives and releases all claims against the District, its officers, supervisors, agents, employees, contractors and servants, and agrees that they shall not be liable for injury to any person or damage to property sustained by User or by any occupant of the Ballroom, or any other person, occurring in or about the Ballroom and resulting directly or indirectly from any existing or future condition, defect, matter, or thing on the Ballroom or any part of it, or from equipment or appurtenance which becomes out of repair, or from any occurrence, act, negligence or omission of any User, or User's vendors, contractors, guests, or invitees, or of any other person; except for the gross negligence of, or willful act or omission by, District, its officers, directors, agents, employees, contractors and servants. User understands that the District is not responsible for User's (or User's vendors, contractors, guests, or invitees) personal property lost, damaged or stolen while present at or utilizing the Ballroom. **Initials** _____
- 25) User agrees to defend, indemnify, and save harmless the District, its supervisors, agents, employees, officers, directors, successors, assigns, representatives and affiliates, against and from any and all demands, actions, causes of action, suits, damages, claims and liabilities, and against and from any and all liability for loss, damage or injury to any person or property, incurred or sustained by District arising from, growing out of, or resulting from User's activities within, or use of, the Ballroom or any other adjacent areas where User's activities may be held, including costs, attorney's fees, and other expenses incurred by District in defending any such claim. **Initials** _____
- 26) Nothing in this Agreement shall be deemed as a waiver of District's sovereign immunity or a waiver of any limitation of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law. **Initials** _____
- 27) This Agreement shall be interpreted and enforced under the laws of the State of Florida. Any litigation arising under this Agreement shall be venued in the Circuit Court of Polk County, Florida. The User waives trial by jury and agrees to submit to the personal jurisdiction and venue of a court in Polk County, Florida. **Initials** _____
- 28) The District reserves the right to terminate this use agreement, in its sole discretion, if the User is found in violation of Florida law, the District's Amenity Policy or any of the provisions herein. **Initials** _____

I/We, the undersigned User, have read, understood, and accepted the terms of this Agreement. I/We understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by District staff or security, in its sole discretion, and/or all deposits made retained by the District. I understand and agree that, in addition, I/we will be responsible and liable to the District for any costs exceeding the amount of the retained deposit.

Date of Use: _____ Name of Event: _____

Amount Room Fee Paid: _____ Form of Payment: _____ Date of Payment: _____

Damage Deposit/Security Fee Due Date: _____ Form of Payment: _____ Date of Payment: _____

User's Signature: _____

Print Name: _____ Date: _____

SECTION F

Proposal #1



August 10, 2020

Mrs. Christine Wells
Community Director
Lake Ashton
4141 Ashton Club Drive
Lake Wales, Florida 33859

Dear Christine:

It is our pleasure to present you with our plan for the dining and catering management at Lake Ashton. Our proposal will show that we understand, and share, your total commitment to managing the dining and catering services provided to Lake Ashton. We will honor that commitment every day, at every meal as your partner.

As you review our presentation you will see that we have emphasized the importance of an incredible culinary experience that will enhance the quality of life for your guests, members and staff as well as being an added benefit for Lake Ashton.

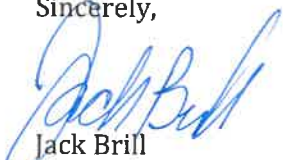
You can be assured that as a privately owned and managed company Metz will always work with your best interests. Lake Ashton will receive the best/, most cost-efficient food and service in the industry. Moreover, Metz will be proactive in our approach to problem solving and work very closely with all departments as we develop, execute and monitor your customized dining and catering program.

At Metz Culinary Management we place a high degree of importance on employee education and training and we value and promote employee participation in problem solving. In short, we expect employees to actively participate in developing solutions and we provide them the opportunity to grow and excel in our organization for your ultimate benefit.

As a growing company with a very strong Florida support team, we are building a reputation – not resting on one - and we will work diligently to make your dining program the best it can possibly be. Please do not hesitate to contact our clients to ask any questions you may have regarding our ability to provide an outstanding dining and hospitality program for your organization.

Thank you for your time and consideration of our company and we look forward to serving Lake Ashton and enhancing our valued partnership with your institution.

Sincerely,



Jack Brill
Vice President of Business Development



John Metz
Chairman and Founder



Jeff Metz
President & CEO



Two Woodland Drive. Dallas, PA 18612 ph: 800.675.2499 • metzculinary.com

8274 Blaikie Court, Sarasota, FL 34240 • ph: 941.554.4701

We Believe....

Fresh makes delicious.

Hospitality is paramount.

Kindness rocks.

In doing our best.



Metz
CULINARY MANAGEMENT

Lake Ashton Staffing

Hourly Position	Hourly Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Daily Hours	Daily Hours	Weekdays Worked	Weekends Worked	Full Time	Part Time
Floor Supervisor / Host	\$14.00	6.00	6.00	6.00	6.00	6.00	-	-	6.00	-	5.00	-	1	0
Floor Supervisor / Host	\$12.00	4.00	4.00	4.00	-	-	6.00	6.00	4.00	6.00	3.00	2.00	0	1
Floor Supervisor / Host	\$12.00	-	-	-	4.00	4.00	4.00	4.00	4.00	4.00	2.00	2.00	0	1
Wait Staff	\$5.54	7.00	7.00	7.00	7.00	7.00	-	-	7.00	-	5.00	-	1	0
Wait Staff	\$5.54	7.00	7.00	7.00	-	-	7.00	7.00	7.00	7.00	3.00	2.00	1	0
Wait Staff	\$5.54	-	-	-	7.00	7.00	7.00	7.00	7.00	7.00	2.00	2.00	0	1
Wait Staff	\$5.54	4.00	4.00	4.00	4.00	4.00	-	-	4.00	-	5.00	-	0	1
Wait Staff	\$5.54	-	-	-	-	-	4.00	4.00	-	4.00	-	2.00	0	0
Wait Staff	\$5.54	-	-	-	-	-	4.00	4.00	-	4.00	-	2.00	0	0
Wait Staff	\$5.54	7.00	7.00	7.00	7.00	7.00	-	-	7.00	-	5.00	-	1	0
Wait Staff	\$5.54	7.00	7.00	7.00	-	-	7.00	7.00	7.00	7.00	3.00	2.00	1	0
Wait Staff	\$5.54	-	-	-	7.00	7.00	7.00	7.00	7.00	7.00	2.00	2.00	0	1
Wait Staff	\$5.54	4.00	4.00	4.00	4.00	4.00	-	-	4.00	-	5.00	-	0	1
Busser	\$9.00	5.00	5.00	5.00	5.00	5.00	-	-	5.00	-	5.00	-	0	1
Busser	\$9.00	-	-	-	-	-	5.00	8.00	-	6.50	-	2.00	0	0
Enter Position Name	\$0.00	-	-	-	-	-	-	-	-	-	-	-	0	0
Delivery	\$7.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	2.00	1	0
Enter Position Name	\$0.00	-	-	-	-	-	-	-	-	-	-	-	0	0
Wait Staff	\$5.54	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	2.00	1	0
Wait Staff	\$5.54	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	2.00	1	0
													8	7

Hourly Position	Hourly Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Daily Hours	Daily Hours	Weekdays Worked	Weekends Worked	Full Time
Sous Chef	\$15.00	8.00	8.00	8.00	8.00	8.00	-	-	8.00	-	5.00	-	1
Cook	\$13.00	-	-	8.00	8.00	8.00	8.00	8.00	8.00	8.00	3.00	2.00	1
Cook	\$12.00	8.00	8.00	-	-	-	8.00	8.00	8.00	8.00	2.00	2.00	1
Cold Pantry / Baker	\$10.00	7.00	7.00	7.00	7.00	7.00	-	-	7.00	-	5.00	-	1
Cold Pantry / Baker	\$10.00	4.00	4.00	4.00	-	-	7.00	7.00	4.00	7.00	3.00	2.00	0
Cold Pantry / Baker	\$10.00	-	-	-	4.00	4.00	4.00	4.00	4.00	4.00	2.00	2.00	0
GU	\$10.00	7.00	7.00	7.00	7.00	7.00	-	-	7.00	-	5.00	-	1
GU	\$10.00	4.00	4.00	4.00	-	-	7.00	7.00	4.00	7.00	3.00	2.00	0
GU	\$10.00	-	-	-	4.00	4.00	4.00	4.00	4.00	4.00	2.00	2.00	0
Cook	\$12.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	2.00	1

Hourly Position	Hourly Rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Daily Hours	Daily Hours	Weekdays Worked	Weekends Worked	Full Time	Part Time
Bartender	\$5.54	7.00	7.00	7.00	7.00	7.00	-	-	7.00	-	5.00	-	1	0
Bartender	\$5.54	4.00	4.00	4.00	-	-	7.00	7.00	4.00	7.00	3.00	2.00	0	1
Bartender	\$5.54	-	-	-	4.00	4.00	4.00	4.00	4.00	4.00	2.00	2.00	0	1
													1	2



UNDERSTANDING YOUR MISSION MEANS SHARING YOUR VISION



Since 1994 our portfolio of companies has been an innovative leader in the hospitality industry. Our own record of excellence and our restaurant-inspired and guest-first philosophy gives us the unique ability to meet the goals outlined in your mission. Through our partnership with **Lake Ashton**, we will:

- Provide a highly personalized, guest-first, diverse dining experience that will redefine hospitality.
- Successfully integrate the resources and experience that our company brings to the table.
- Execute our dining and catering programs to achieve positive outcomes as measured by guest satisfaction with our products and services.
- Proactively anticipate the changing needs of the restaurant environment and develop programs and utilize technologies consistent with those needs.
- Manage the program with 100% transparency, both operationally and financially.
- Create and sustain a community in which all aspects of hospitality are a reflection of your values.
- Manage with relentless focus on operational excellence, productivity, sustainability and eliminating waste.
- Provide the necessary time, energy, resources and creativity to elevate your overall dining services and hospitality programs to match your strong tradition of excellence.



GOALS & OBJECTIVES

- Metz Culinary Management will recruit and train a team of management professionals that will provide the best hospitality in the industry.
- Our team will provide an enjoyable environment for the guests, members and staff with an emphasis on nutritionally responsible menus using as much fresh, locally produced and sourced food as possible.
- Metz Culinary Management will provide the most efficient and competitive level of service to establish a long-term partnership with Lake Ashton.
- Metz Culinary Management is proposing a fixed administrative and management fee of \$80,000 per year. All net profits will be returned to Lake Ashton.
- We will invest up to \$60,000.00 in opening, smallwares, and inventories. This investment is in exchange for a 5-year agreement.
- Metz Culinary Management is also proposing a second proposal that includes all of the home owners paying a \$500.00 per year minimum towards food and beverage at the club.
- Metz Culinary Management will setup a golf cart delivery system within the Lake Ashton community for to-go orders.
- We will develop a specific marketing plan to promote the dining and catering venues.
- Metz Culinary Management will offer a level of catering and event planning to help make Lake Ashton a destination for meetings for internal; guests and local community events. We are asking for first right of refusal for catering events. We want to earn all business at the club.
- We offer the most complete food safety program in the industry. In addition to the county and state inspections, we have engaged EcoSure to inspect our facilities and train our employees to self-inspect at the industry's highest level of safety. Additionally, our operations teams are all ServSafe certified.
- The Metz family and team commit to Lake Ashton the highest culinary and guest experiences in the industry. Metz Culinary is a family owned company and we are all about "guest first" satisfaction. Metz is a company that values the importance of recruitment and retention for Lake Ashton.



Three Challenges & Solutions

- The most significant challenge to running an operation in adult community is keeping it fresh and fun. We promote and provide menus and specials to keep that interest levels high. The greatest accomplishment is to have the guests have a level of excitement on what will be offered at the club dining.
- The next challenge is to offer unique catering services. The goal is to have Lake Ashton as the "venue of choice" This involves promoting fun and unique themes, services and great food. Metz Culinary Management has the experience, teams and support systems to offer to address these challenges.
- The third challenge is to market and operate within the current national environment. Our main focus is to have the guests feel comfortable. Offering safe and flexible options in the current environment. Meeting this challenge is part of our strategic plan to operate Lake Ashton. That is shown thru out our proposal.





The Metz Culinary Management Advantage

Metz Culinary Management is a hospitality company with a 26 year track record of guest satisfaction. Our proven record of offering all levels of hospitality and service. We have the support systems and teams to deliver world class hospitality for the guests of Lake Ashton. Our experience and expertise give us the advantage of handling each and every event at all levels of menu offerings and service. Metz is very unique in every aspect. Our background in running full and quick service restaurants to a full array of dining management to all segments.

Our commitment is to provide restaurant-inspired hospitality for each and every guest. Our commitment to regional growth has assisted us in becoming a premiere food service company. Through the years, we have remained true to our mission concerning our clients and team members. With Metz Culinary Management, you are not only giving your guests a superior dining experience - you are getting the hands-on involvement of our entire company.

As a family-owned business, we have had the good fortune to grow into a well-respected dining management company while retaining the personal touch our clients expect. From our Founder & Executive Chairman, John C. Metz and President & CEO, Jeff Metz to the members of our leadership team and corporate staff, our level of accessibility is unsurpassed by any other company in the industry. It means that any concerns and needs are quickly addressed and our owners and leaders will be frequently at Lake Ashton to meet with the dining team and your leadership.

Our service to Lake Ashton and your guests is our priority! We will work to seamlessly integrate our management teams and systems with your culture. It will be our goal for our team to become an important part of your team, and not the other way around.



Chef-Driven, Menu Innovations

With a creative flair and through our farm-to-fork initiative, our talented team of chefs develop delicious, creative options that are wholesome and freshly prepared. We understand the demand for high-quality innovative cuisine with a personalized approach. It is why our programs are never cookie cutter, but instead are customized to meet the unique profile and needs of your guests, every day.

Retail-Minded Branding & Marketing

We have vast experience developing and operating popular retail restaurant brands. This experience gives us the unique ability to successfully translate best practices, trends and successes in retail dining, branding and marketing to on-site dining, as evident in our marketplace concepts. Our marketing programs are innovative and, by focusing on engaging guests, they create loyalty, increase variety perception and promote trial.

Operational Excellence

We operate seamless, well-executed dining solutions. If every guest leaves satisfied our success will be assured. We develop our managers and staff to appreciate the needs of the individual guest and to see every aspect of service with our personalized hospitality. This approach ensures every detail is thoughtfully arranged to bring about the best experience.

Our Mission Statement:

Metz Culinary Management is a family-driven company that collaborates with its partners to deliver restaurant-inspired hospitality to each and every guest.

Our Values:

Hospitality - Welcoming and delighting people.

Balance - Keeping our promises to each of our stakeholders without sacrificing one for another.

Fun - Celebrating success and recognizing the best in others.

Integrity and Fairness - Communicating clearly, being reasonable and open to differences - doing the right thing.

Respect and Caring - Honoring the culture and worth of people; seeing to their comfort without the expectation of return.

Quality - Attending to details; setting and hitting high standards.



LIVE WELL DINING PROGRAM

a truly great culinary experience



Dining & Live Well Program

At Metz Culinary Management, we are passionate about creating a satisfying dining experience for every guest. To achieve this goal, we've created **Live Well**, a holistic program that captures the essential elements of a truly great culinary experience.

The idea of living well is infused throughout the Metz Experience. You will see it in our locally sourced ingredients, our menus tailored to the tastes of each guest base, our emphasis on scratch preparation vs. processed foods, our friendly, personal service, and perhaps most significantly, in our commitment to the wellness of our guests.

The marketplace is full of dining options. We understand that our guests have choices and we work tirelessly to ensure that eating in the restaurant is the most convenient, most appealing choices.



Restaurants That Promote Happiness

We Cater to What Guests Care About Most:

Fresh, High
Quality &
Nutritious
Offerings

These ideals are at the forefront of the guest's mind. So, it's at the forefront of ours too.

Cost

Guests are still aware of their pocketbooks and look for ways to save. Affordability is top of our list.

Time

If there is one thing today's guest's have less of, it's time. We find ways to help them conserve it.

We're committed to delivering restaurants that are in sync with the needs of today's guests. Here are just a few ideas we are implementing in our cafés.

- + RETHINKING OLD STYLE FOOD SERVICE LINES & SEATING ARRANGEMENTS
- + PROMOTING LINGERING, CLUSTERING & SOCIAL INTERACTION
- + BUYING LOCAL BECAUSE GUESTS PREFER IT AND IT'S THE RIGHT THING TO DO
- + IT'S A PARTICIPATION SOCIETY, WE OFFER COOKING CLASSES & INTERACTIVE PROGRAMS
- + MARKETING INITIATIVES AND PROGRAMS THAT CONNECT WITH THE GUESTS
- + GUESTS WANT COMMUNICATION, WE USE TECHNOLOGY TO GET THE WORD OUT
- + GUESTS WANT TO FEEL EMPOWERED, WE ASK FOR THEIR FEEDBACK & WE RESPOND
- + GUESTS WANT FLEXIBILITY, WE OFFER WHOLESOME EATS TO-TAKE-HOME AND DELIVERY TO GIVE THEM WHAT THEY WANT, WHEN THEY WANT IT!

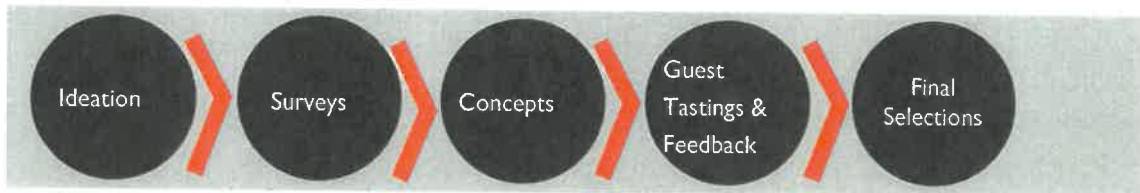


Restaurant Concept & Menu Planning

Our seasonal approach to menu planning means, throughout the year, guests can enjoy creative options made from the freshest foods and trends of the season. With a creative flair and through our farm-to-fork initiative, our talented team of chefs develop a high-quality cuisine with a personalized approach. Guests are encouraged to contribute new ideas for menu items and recipes. They participate in surveys and tastings and we value their input and feedback.

For Lake Ashton, Metz Culinary Management is proposing a menu with a variety of options to please every guest. In addition to our standard menu, Metz Culinary Management will offer special menus that compliment any events at Lake Ashton. Our culinary team will work with your team to develop special menus that highlight happenings at Lake Ashton.

Our planning cycles is as follows:



Introducing New Menu Items & Happenings

We merchandise and market new menu items and limited time offers with a customized approach. This ensures each new menu item, program or "happening" is marketed in a fresh and inviting way.

Marketing Vehicles Include:

Promotion on Website

E-Announcements

Mobile Applications - pushing updates

Facebook and Instagram Posts



Bar and Liquor Service

Metz Culinary Management will hold a liquor license for Lake Ashton. Our POS system and purchasing agreements will offer the best in inventory control to allow the maximum profits to be returned to the facility.

Strategy for Controlling Food Purchases

Metz Culinary Management is a shareholder in the Premier group purchasing organization. This offer the best costs available for food and supplies. Our inventory management system along with a recipe data base offer consistency in controlling costs. Our payroll and accounting software allow for the optimal targeted labor costs per hour. Additionally, Metz can manage catering events with the appropriately labor needed to manage highly successful events.



Lake Ashton Restaurant

Menu



SHAREABLES

CHICKEN NACHOS \$7.99

Corn tortilla chips, chile de arbol braised chicken, pico de gallo, tomatillo & grilled corn salsa, cilantro crema, fresh jalapenos

HUMMUS TRIO \$6.99

Classic, roasted pepper, and grilled eggplant hummus with grilled pita, celery, and carrot sticks

MARYLAND CRAB DIP \$9.99

Lump crab meat in a old bay cream sauce, toasted pita and grilled carrots

REUBEN SKINS \$7.99

Crispy potato skins, braised corn beef, sauerkraut, swiss cheese, and 1000 island mayo

SMOKED WINGS \$9.99

8 jumbo wings smoked over cherry wood and tossed with your choice of buffalo, mild, garlic parmesan, bbq sauce, old bay, or zaatar

FIRECRACKER SHRIMP \$9.99

Tempura fried shrimp, zesty sweet chili sauce, green onion

SALADS

SOUTHWEST COBB \$11.49

Cajun chicken breast served over greens with grape tomatoes, red onion, avocado, corn, pepper jack cheese, and tortilla strips. Served with spicy ranch dressing

BLUE LINE STEAK \$12.99

Flat iron grilled steak, crisp romaine, grape tomatoes, scallions, gorgonzola crumbles, and red onion with creamy gorgonzola dressing

CHICKEN CAESAR \$11.49

Grilled chicken breast, crisp romaine, garlic seasoned croutons, and parmesan with caesar dressing

CHOPPED \$12.49

Shredded romaine, kale, and spinach tossed with grilled chicken, tomato, red onion, bacon, egg, avocado, croutons, and cucumbers with choice of dressing

STRAWBERRY FIELDS SALAD \$8.49

A blend of hand-cut romaine lettuce and mesclun greens tossed in balsamic dressing and topped with glazed pecans, freshly sliced strawberries, gorgonzola crumbles, and a balsamic glaze **ADD CHICKEN +\$4**

CHOICE OF DRESSINGS:

Ranch, Spicy Ranch, Bleu Cheese, Balsamic Vinaigrette, Honey Mustard, Caesar, and Avocado Ranch



STACKED & WRAPPED

Served with hand-cut fries or fresh pineapple chunks

BUFFALO CHICKEN WRAP \$10.99

Fresh spicy chicken (grilled or fried), shredded romaine, tomato, jalapeño jack cheese & ranch dressing on a grilled tortilla.

BEEF OR CHICKEN CHEESESTEAK \$11.49

Grilled beef or chicken w/ roasted red peppers, caramelized onions, house cheese blend & choice of garlic parm mayo or firecracker sauce.

MAUI JOE'S FISH TACOS \$10.49

Caribbean-rubbed tilapia, slaw, and smoked chili cream sauce. Served on grilled tortillas

GRILLED CHICKEN PANINI \$10.49

Fresh tender chicken, spinach, tomatoes, provolone cheese, basil aioli on ciabatta

GRILLED CAJUN CHICKEN \$10.99

Tender seasoned chicken, cheddar cheese, shredded lettuce, tomato and cajun mayonnaise on toasted ciabatta

CHICKEN PITA CLUB \$10.49

Fresh grilled chicken breast served on grilled pita with shredded romaine, sliced tomatoes, provolone cheese, crispy bacon and house made honey mustard sauce

HAND-CRAFTED BURGERS

Served with hand-cut fries on a brioche bun with shredded romaine, vine-ripped tomato, and red onion (except for beer cheeseburger)

CLASSIC \$9.49

Our classic served simply & seasoned perfectly. Add cheese +1

HONEY BOURBON BACON CHEESEBURGER \$11.49

Provolone, our honey bourbon glaze & applewood smoked bacon

CLUBHOUSE \$11.49

Creamy gorgonzola & applewood smoked bacon

TURKEY BURGER \$10.49

Seasoned ground all-white natural turkey patty topped w/ classic garnishes

BEER CHEESEBURGER \$11.49

American cheese, beer cheese, sweet sausage, caramelized onions, hand-cut fries, served w/beer cheese for dipping

FLATBREADS

Personal flatbread pizzas on tradition toasted flatbread or gluten free cauliflower crust

MARGHERITA \$8.99

San Marzano tomatoes, fresh mozzarella, basil, olive oil

HARVEST GREEN \$8.99

Bell pepper, ricotta, roasted broccoli, arugula, herbed ricotta

ITALIAN WEDDING \$9.99

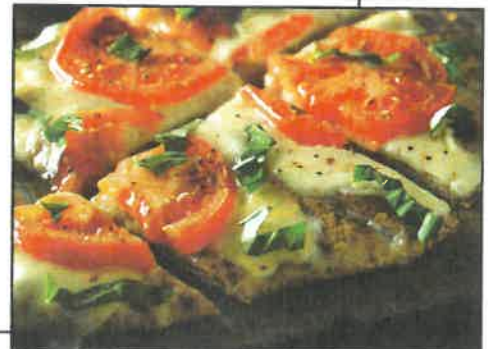
Meatballs, caramelized onion, spinach, mozzarella cheese

PROSCIUTTO \$11.99

Sliced prosciutto, sharp provolone, pistachio pesto, lemon arugula salad

SPINACH & GOAT CHEESE \$9.99

Baby spinach, pickled onion, goat cheese, sliced radish





ENTREES

SURF & TURF \$19.99

Petite ribeye steak with fried shrimp, twice baked potato and the vegetable of the day

FISH & CHIPS \$12.99

Crispy fried cod served with hand-cut French fries and crispy coleslaw with tangy tartar

FRIED CHICKEN \$13.99

Our special prepared super crispy fried chicken (dark or light), served with steak fries and the vegetable of the day

CRISPY CHICKEN TENDERS \$11.99

Fresh chicken tenders, hand-battered in our buttermilk batter and served with fresh cut fries and sweet honey mustard

HONEY BOURBON-GLAZED SALMON \$15.99

Seasoned grilled salmon with our honey bourbon glaze and served with choice of two sides

SEASONED PORTERHOUSE \$23.99

16 oz. Porterhouse seasoned to perfection and grilled to your liking. Served with mashed potatoes and the vegetable of the day

CAJUN SHRIMP & CHICKEN PASTA \$15.99

Sautéed chicken, shrimp, and red bell peppers in a spicy cajun alfredo sauce, parmesan-romano and served over fettuccine. Served with a warm garlic breadstick.

Ask your server about our delicious dessert selections!

CATERING & CONFERENCES



Metz Culinary Management will provide the highest level of quality service, expertise, and hospitality to support catering at Lake Ashton and the guests who utilize your facilities. We focus on providing attention to detail in every area of catering services.

Metz Culinary Management offers:

- Personalized service, with meeting and event planners dedicated to each individual group utilizing Lake Ashton
- A dedicated website specifically for catering and event services
- Outstanding cuisine and menu selections for every type of events
- Open book financial management and accounting
- Organized, meticulously maintained facility

Our commitment to hospitality ensures that from the moment guests begin working with catering & event services to the end of their event, and beyond, they will experience extraordinary service. Your event planners and attendees are presented with professional service and inclusive event planning services.

Those utilizing Lake Ashton catering services have many different needs, tastes, and budgets. We strive to find solutions, eliminate barriers to doing business, and look for new opportunities to better serve our guests and their needs. Our philosophy is based on a partnership with our clients and guest. Metz Culinary's team of dedicated professionals works with event planners and catering customers to find to make the planning process as simple as possible. We listen to the goals and objectives of the guest. Then we deliver our promises, with exceptional hospitality and commitment to service.



Metz Culinary Management has extensive experience with catering. At each of the accounts we provide service to, catering is part of our services. Our catering guests enjoy:

- Customized catering packages
- CaterTrax for online ordering
- Day-part special deals
- Suggestions for popular pairings with their selections
- Highlights on up-sell options that can add interesting facets to their meeting or get-together.



Within each of our catering menus, you will find a variety of choices that follow our Live Well program, are vegetarian, vegan, international or special

MENUS

Catering Idea Book

Our Catering Idea Book offers a variety of choices for casual events, along with options for special occasions or more formal catering events. It is meant as a starting point for discussion on what will work best for each event. Like any of our catering guides, don't worry if you don't see something in the guide, our catering team is more than happy to customize a menu just for you!

Contactless Catering

Metz Culinary Management has designed a catering guide in response to the COVID-19 pandemic. Our contactless catering is designed to offer items that are easier to serve as part of social distancing and limited contact.

Seasonal Catering Options

We also focus on seasonal ingredients and are great additions to our year-round catering guide. We will offer suggestions for menus that highlight the harvest of each season.





Marketing our Catering Services

Catering Expos

What's hot in catering? As part of our comprehensive marketing campaign, our catering expo held each year, with your permission, will be a great way to market our catering services to potential guests and clients. We will invite guests who have held catering events at Lake Ashton in the past, plus new potential clients to this event which showcases our catering menu and any new and seasonal menu items.

Additionally, we will market with the Chamber of Commerce, local event planners, local foundations, and more to host and network new events at Lake Ashton.

Catering Guide and Specials

Each season, or as updates to our catering guides occur, we will distribute these materials to key catering customers and organizations. Each of our guides, along with any specials are also always available on website.

Meetings

We plan to continue our successes by being proactive and working closely with our client liaison. We would propose the ability to meet with the liaison on a regular basis to keep the lines of communication open and the concept of creativity and flexibility alive. We will offer our partner 100% financial transparency and our desire to continually improve and evolve based on feedback from those meetings. An annual operational meeting will be held to review the past year and to provide a backdrop for our vision for the upcoming year.



ADDITIONAL INFORMATION

General Information

Pricing and hours of operation are available any day of the week, however, prices quoted will be done on a per person basis. Each catered event will include all necessary dinnerware. Please contact catering services with any pricing questions.

Room Booking

It is important that you coordinate the booking of the room for the event prior to contacting catering services for any special requests.

Special Diets

We are pleased to offer and arrange menus for special diets.

Notifications

Catering services will need at least three (3) working days notice in order to prepare for your events and insure the availability of items. Five (5) working days will be required for events of fifty people or more. Therefore, you would contact catering services immediately after booking your room and arrange for your service.

Guarantees

We will need a guaranteed person count seventy-two (72) hours prior to your event. You will be responsible for the full cost of the actual number that service was provided for. A budgeted figure will assist us in organizing your event.

Cancellations

We require a minimum of two (2) working days advance notice in a case of cancellations.

Credit Cards

Metz Culinary Management accepts all major credit cards, including Visa, MasterCard, Discover, and American Express.

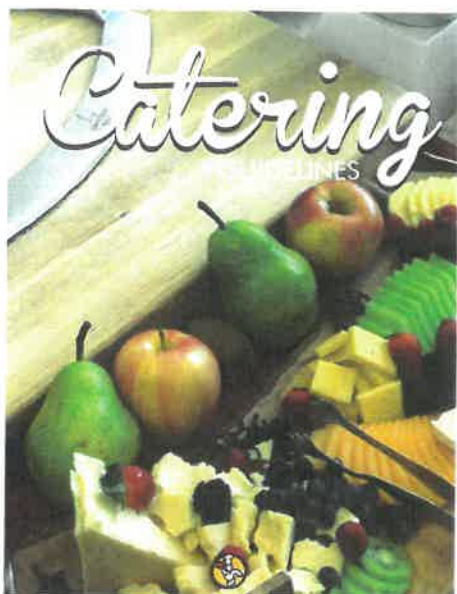
Catering Charges

All of our catering costs for linens, deliveries and handling fees are built into our catering pricing. For events that require flowers, equipment, or smallwares that has to be special ordered we will take that cost and mutually agree on an up charge to the catering pricing. For any breakage and/or charges for lost equipment we will also work with the catering client to determine any additional costs.

Alcohol Policy

Metz Culinary Management is committed to safe and responsible alcoholic beverage service and will comply with all applicable laws and policies. We maintain liquor liability insurance and make sure that our alcohol service staff are appropriately trained and experienced. All Metz Culinary Management liquor servers are TIPS trained.





PRE-SERVICE MEETING (HUDDLE)

The manager will outline the details of the menu, type and schedule of service, location of food and supplies, and other pertinent information.

- The manager will explain the menu, type and schedule of service, location of food and supplies, and other pertinent information.
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QUALITY

Our quality assurance for catering will be implemented at Lake Ashton to ensure outstanding catering events, every time.

Catering Training Program

Metz Culinary Management's catering training program focuses on the key steps of service, catering standards, front of the house service, culinary training for catering, and operational standards.

Catering Guidelines

As part of our extensive catering training program, Metz Culinary Management has a comprehensive catering guidelines manual for our staff. The manual covers everything from appearance, understanding banquet event order, and dining room setup, to table setups, cleaning and storage, and transportation of food and equipment.

Sanitation & Safety

Our sanitation and safety program, audits, and checklists that we use in our dining program are also used for in our catering services. We assure high quality standards throughout all of our services.

Uniform Policy

All catering staff follows our established uniform policy for service, including name badges worn at all times. Metz Culinary Management has a complete dress code policy for our catering services. We currently have three levels of catering uniforms. Our first is for outdoor informal events, where our staff wears polo shirts and dark pants. For indoor casual/everyday events, our team wears collared Metz dress shirts with several colors to choose from. For our formal events, our team wears tuxedo-style shirts with dark pants.

Guest Feedback

We meet with each guest well in advance of their event to go over the details, offer suggestions, and help them with planning. During the whole process we solicit feedback from the catering customer to make sure they are happy with our services.





Performance Measures

Metz Culinary Management measures catering performance to ensure that our catering program is meeting guest needs and high standards. In addition we benchmark catering trends so that our offerings are aligned with current preferences in the market.

Sustainability

As with our dining services operations, our sustainability program helps to minimize waste, provide local purchasing opportunities, organic and fair trade products, utilization of earth-friendly biodegradable disposable wares, energy efficient equipment, and guest education among the many sustainable options.

Our chefs work with our vendors when writing the catering menus to include local and seasonal foods. We have had great success at many of our accounts with our seasonal catering menu selections. Guests appreciate the opportunity to create a menu based on seasonal and local foods.

Metz Culinary Management Catering & Culinary Facebook Page

In order for our teams to share their catering successes and great ideas, we've created a Metz Culinary Management Catering & Culinary Group Facebook page. Our team members regularly post to this page and it has become a great tool for all of our accounts.





Wedding Catering

Metz Culinary Management works with many of our accounts to host and cater weddings. As with each of our catering guides, we work with each individual catering client to develop a menu that meets the needs of the couple and highlights their personalities.

We will work with Lake Ashton to further customize our catering guides specific for weddings that will help drive business. This guide will be a starting point to begin the conversation with the each client and we will further customize as needed.

Metz Culinary Management Weddings

Weddings are one of life's most important events, an extraordinary special occasion and Metz Culinary Management Catering believe that the special day should be a unique event reflecting the personalities of each partner while both individually and as a couple. We believe every event is special, and wedding days should be no different. We are always happy to customize our menus to suit the needs and each event.

From the first point of contact our goal will be to create the wedding our guests have always envisioned. When you choose Metz Culinary Management you are choosing the talents of our dedicated and passionate culinary team who will bring the event to life.





Our catering team can offer you and your guests a range of menu options from casual to fine dining, as well as engaging and interactive action stations. Want to add a unique flavor to your event? Our executive chef and his team have a reputation for preparing innovative cuisine that goes beyond what you would typically expect from a caterer.



WEDDINGS & SOCIAL EVENTS



COCKTAIL RECEPTIONS

Enjoy an array of specialty hors d'oeuvres, chef's stations and more. Select your choice of bar services including consumption, open or cash.



THEMED PARTIES

We love a great party and celebrating special milestones. From proms to showers, fundraisers and retirement parties, we have the perfect space for your party.



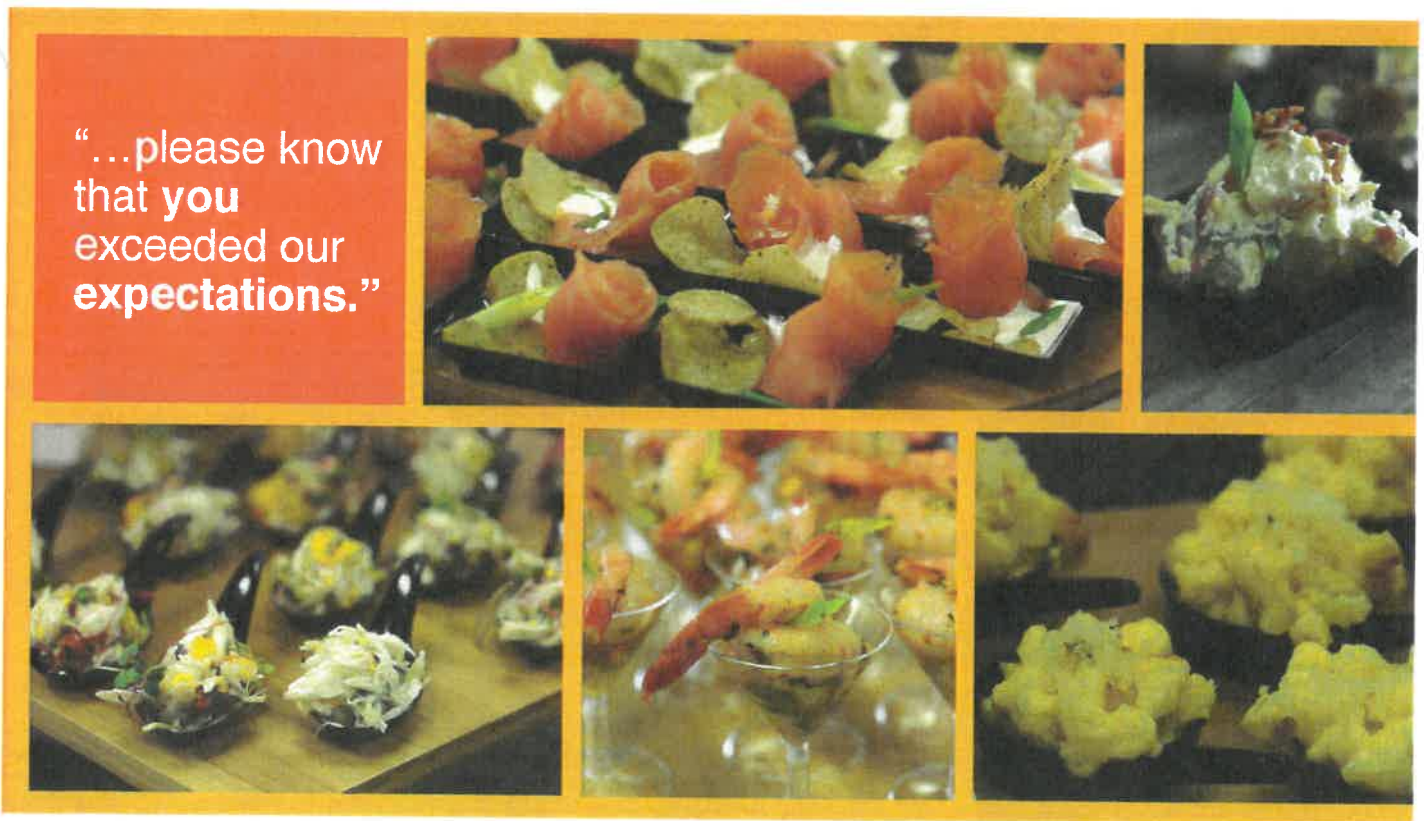
WEDDINGS

Simple or elegant, intimate or grand, celebrate the biggest day of your life in a way that reflects your exact vision. Our events manager will work with you every step of the way to personally execute your dream day.





"Thank you for handling the many and diverse **culinary** requests made of you and your staff."



"...please know that you exceeded our expectations."



CATERTRAX[®]

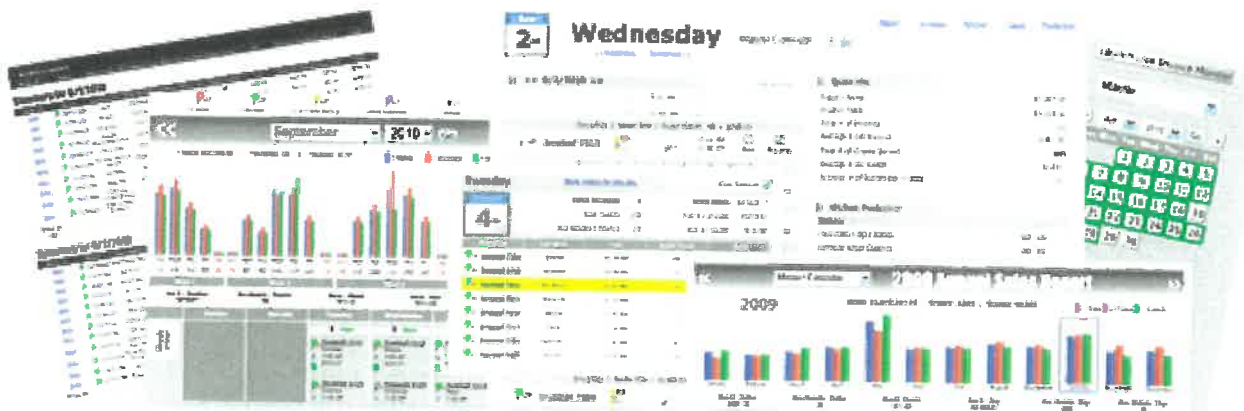
CaterTrax and CaterTrax Room Manager

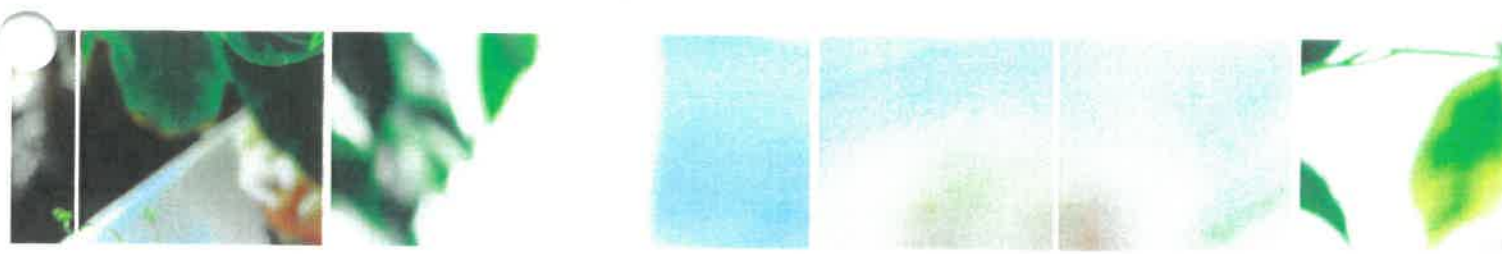
Metz Culinary Management proposes the use of CaterTrax technology in our catering program at Lake Ashton. CaterTrax will be used to receive, process and affirm and confirm all catering orders and room booking.

The CaterTrax platform streamlines our back-of-the-house processes to increase operational efficiency. We can see the catering orders for the day, week, or month with the click of a button, allowing us to plan preparation, staffing, inventory, and more.

The CaterTrax platform captures all of our data—orders, events, messages, payments, invoices, etc. And every order generates kitchen and pack sheets, ensuring orders are prepped and delivered to guest specifications.

Online ordering is the new norm. Having an accurate menu with our complete offerings online, gives our catering guests an easy, convenient way to place their orders anytime, anywhere.





CATERING IDEA BOOK



Metz
CULINARY MANAGEMENT



WELCOME

We are excited to provide you with our catering menus to assist in the planning your event.

Our menus are meant to offer suggestions and represent some of our more popular selections. We continually develop menus and events, incorporating regional preferences and cutting-edge culinary trends.

Our commitment is to customize menus for your occasion.

We can meet your every need, from a formal dinner or a banquet-style reception, to simple refreshments for a meeting break, or a drop off sandwich and salad platter. We offer creative menus, elegant presentations and dedicated service to provide your guests with a memorable dining experience.

Budget permitting most menus can be adjusted to meet sustainability and organic concerns. We are always happy to include options based on special dietary needs as well as vegan or vegetarian diets.

Whatever your need, we always strive to offer fresh, seasonal and whenever possible partner with local or organic vendors.

We can also offer sustainable disposables upon request.

A top-down photograph of a rustic wooden bowl filled with five eggs: three brown and two white. The bowl sits on a white surface with dark speckles. Surrounding the bowl are fresh ingredients: a wooden spoon, a whole brown egg, a bunch of green herbs (possibly basil and parsley), and a few garlic cloves. The word "BREAKFAST" is printed in large, bold, black capital letters across the middle of the image.

BREAKFAST



BREAKFAST

REGULAR AND DECAFFEINATED COFFEE AND A HOT TEA SELECTION IS OFFERED WITH ALL BREAKFAST ITEMS



QUICK START

\$5.95

Assorted Petite Danish, Mini Scones, Assorted Flavored Muffins



CLASSIC CONTINENTAL

\$7.95

Assorted Petite Danish, Mini Scones, Assorted Flavored Muffins, Assorted Bagels with Flavored Cream Cheeses and Butter
Seasonal Fruit Platter

LIVE WELL

\$11.95

Egg White Scramble with Vegetables, Turkey Bacon and Cajun Sweet Potatoes
Seasonal Fruit Platter
Yogurt Chia Parfait Bar

STEEL CUT OATS BAR

\$10.95

Oatmeal, Dried Cranberries, Raisins, Granola, Toasted Sliced Almonds, Flax Seed, Brown Sugar, Honey, Agave Syrup, Cream and Low Fat Milk
Assorted Baked Muffins
Seasonal Fruit Platter



CHIA YOGURT PARFAIT BAR

\$10.95

Vanilla Yogurt, Chia Pudding, Berries, Cranberries, Golden Sultanas, Toasted Coconut, Caramelized Walnuts, Granola, Honey and Agave Syrup
Seasonal Fruit Platter, Assorted Breakfast Pastries



Best choice for contactless catering



Contains or may contain raw or undercooked ingredients, consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness

BREAKFAST

REGULAR AND DECAFFEINATED COFFEE AND A HOT TEA SELECTION IS OFFERED WITH ALL BREAKFAST ITEMS

OMELET BAR

\$12.95

Fresh Eggs or Egg Substitute with Your Choice of Toppings: Diced Bacon, Ham, Sliced Turkey Links, Broccoli, Sautéed Mushrooms, Green Onions, Spinach, Roasted Peppers, Cheddar, Feta and Chopped Fresh Herbs
Toasted Breads, Butter, a Selection of Jams, Assorted Danish and Muffins
Seasonal Fruit Plater

HOT BREAKFAST BUFFET SELECTIONS

\$12.95

Also Available Plated with Waiter Service

Scrambled Eggs with Cheddar and Green Onions, Crispy Applewood Bacon and Turkey Sausage Links
(Vegan Breakfast Patty Available Upon Request)
Lemon and Thyme Breakfast Potatoes or Hash Browns
Assorted Danish and Muffins
Seasonal Fruit Plater



BREAKFAST SANDWICH BUFFET

\$11.95

Includes Seasonal Fruit Platter and Home Fries

CHOOSE TWO SELECTIONS:

Egg Whites and Turkey Sausage on an English Muffin
Egg, Bacon and Cheese on an English Muffin
Egg, Bacon and Cheese on a Croissant
Egg, Turkey Bacon and Cheese on a Bagel
Fried Egg and Cheese on an English Muffin
Vegan Burrito on a Flour Tortilla



Best choice for contactless catering



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LUNCH



LUNCH

**CHOOSE ONE GREEN SALAD OR ONE COMPOSED SALAD PLUS
ONE SANDWICH OR WRAP: \$12.95**



GREEN SALADS

Caesar

Mesclun or Baby Spinach with Italian and Raspberry Vinaigrette
(Reduced Fat Dressings are Available Upon Request)



COMPOSED SALADS

Italian Pasta Salad, Southwestern Quinoa Salad,
German Potato Salad, or Creamy Tri-Color Coleslaw.



ARTISAN SANDWICH BOARD

Roast Turkey and Cheddar on Ciabatta
Turkey Cranberry Croissant Sandwich
Lettuce Wrap with Mango And Turkey
Tuscan Mediterranean Flatbread Sandwich
Californian Chicken on Focaccia
Ham and Artichoke Mozzarella Baguette
The Parisian - *Ham and Brie Honey Mustard Panini*
Black and Bleu - *Roast Beef and Blue Cheese Baguette*
Mango Shrimp and Avocado Salad Croissant Sandwich
Classic Ruben Sub Sandwich
Caprese Ciabatta with Fresh Mozzarella, Tomato and Basil



IT'S A WRAP!

Buffalo Chicken
Chicken Caesar
Power Grain Marinated Grilled Vegetable
Hummus, Avocado Roasted Vegetable
Southwest with Vegetables and Black Beans



Best choice for contactless catering



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LUNCH



BOXED LUNCHES

\$9.95

Each box includes sandwich condiments, whole fruit, chips, cookies and water

Roast Beef Sandwich

Buffalo Chicken Wrap

Classic Italian Wrap

Rustico Ham and Cheese Flatbread

Ham and Swiss Cheese

Turkey and Roasted Tomato Sandwich with Swiss and Spinach

Turkey and Cheddar Ciabatta

Grilled Vegetable Reuben Sandwich



ENTRÉE SALADS TO GO

\$8.95

Chicken Caesar Salad

Georgia Chicken Peach Salad

Traditional Chef's Salad

Cobb Salad

Poached Salmon with Mesclun Greens, Cucumber, Almonds and a Cider Yogurt Dressing

Vegetarian Quinoa Salad with Spicy Pumpkin Dressing



HOUSEMADE SOUP

\$5.25

Broccoli Cheese

Chicken Noodle

Beef Barley and Mushroom

Potato Leek

Carrot Coriander

Vegan Curried Vegetable

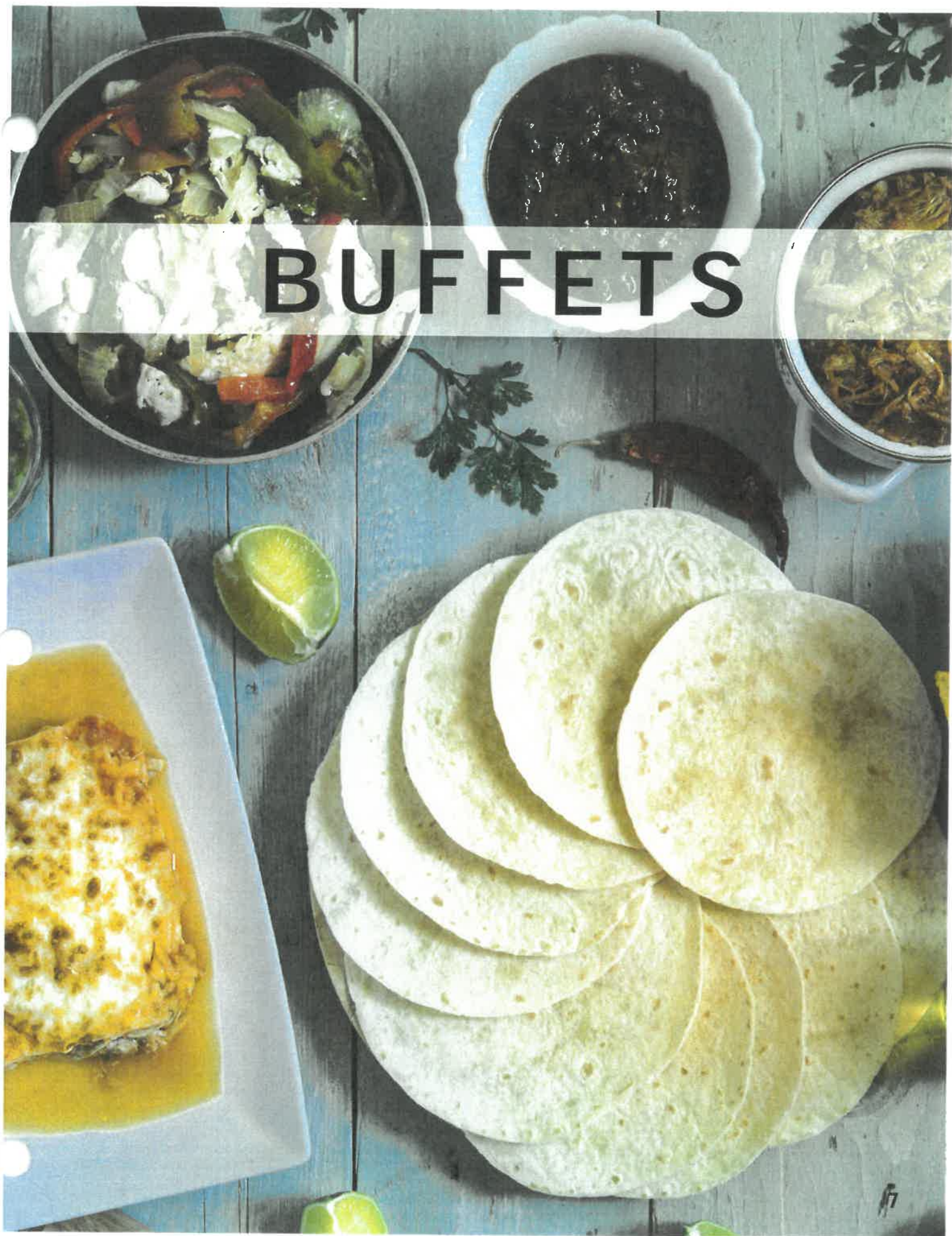


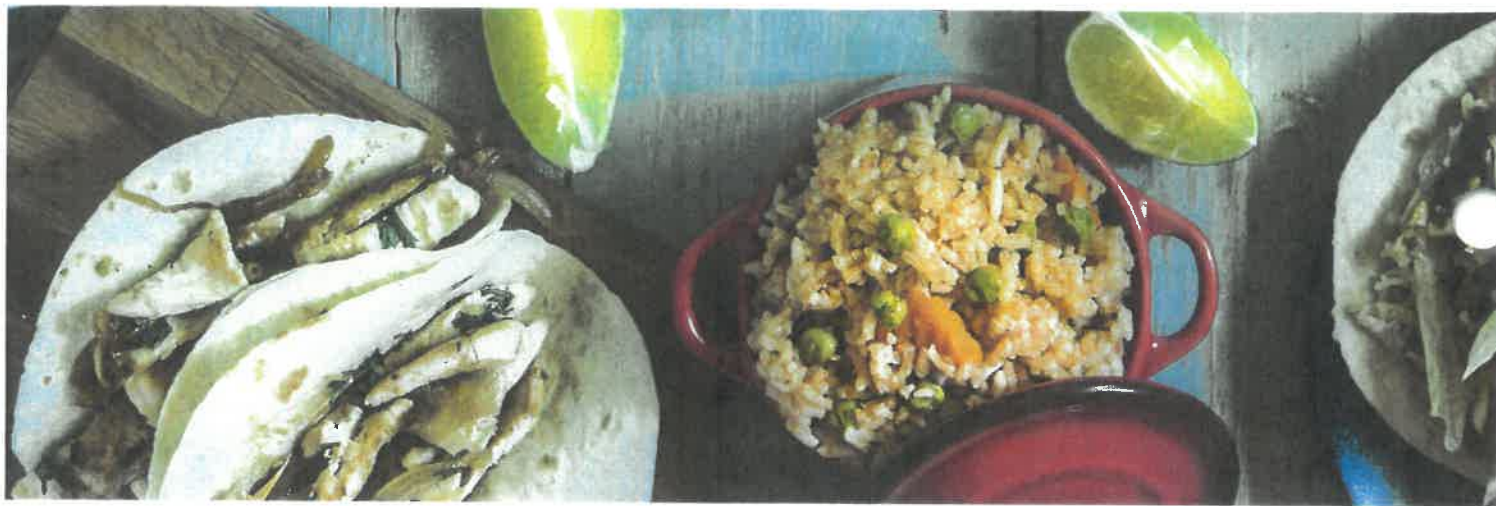
Best choice for contactless catering



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BUFFETS





BUFFET THEMES

OUR BUFFETS INCLUDE INFUSED FLAVORED WATER, ICE TEA, CONDIMENTS, ASSORTED COOKIES AND BARS



THE COOK OUT \$17.95

BBQ Chopped Chicken
Grilled Hamburgers
Garden Burgers
Mac n Cheese
Baked Beans
Ruby Slaw
Hawaiian and Brioche Rolls
Condiments and Toppings



PURELY PLANT BASED \$17.95

Fiery Bean and Beyond® Beef Chili Bowls and Topping Bar
Roasted Spaghetti Squash with Mushroom, Garlic and Sage
Broccoli Rabe Penne Pasta with Smoky Charred Chickpeas
Autumn Wild Rice Topped with Dried Cranberries and Toasted Almonds
Creamy Herbed Mashed Potatoes
Orange Glazed Beet Salad with Carrots and Quinoa
Chocolate Chai Cupcakes



FIESTA MEXICANA \$16.95

Grilled Chicken Fajitas
Vegetarian Fajitas with Peppers and Onions
Barbacoa Pork
Mexican Rice
Black Beans with Sofrito
Tomatillo Corn Salsa
Cilantro Crema
Guacamole
Warm Tortillas
Tortilla Chips
Churros with Chocolate Dipping Sauce



Best choice for contactless catering



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BUFFET THEMES

OUR BUFFETS INCLUDES INFUSED FLAVORED WATER, ICE TEA, CONDIMENTS, ASSORTED COOKIES AND BARS



SOUTHERN Q

\$18.95

Fried Chicken
BBQ Chicken Quarters
Macaroni and Cheese
Collard Greens
BBQ Honey Sauce
BBQ Pulled Pork
Creamy Coleslaw
Potato Salad
Corn on the Cob
King's Hawaiian® Rolls
Ice Tea
Country Peach Cobbler



THE MEDITERRANEAN

\$18.95

Mediterranean Chickpea Soup
Chicken Souvlaki Skewers
Beef Kofta
Greek Salad with Feta Cucumbers and Tomato
Red Pepper Hummus
Baba Ghanoush
Tabbouleh
Tzatziki Sauce
Toasted Pita
Mediterranean Quinoa Salad
Baklava, Assorted Cookies

RICE AND NOODLE BAR

\$18.95

CHOOSE 2

Rice Noodles
Lo Mein
Jasmine Rice
Brown Rice

CHOOSE 4

Broccoli
Napa Cabbage
Bok Choy
Mixed Vegetable Stir Fry
Water Chestnuts
Grated Carrot
Mushrooms

CHOOSE 2

Asian Marinated Pork
Chicken
Beef
Tofu
Shrimp

CHOOSE 2

Thai Broth
Five Spice Beef Broth
Asian Vegetable Broth

ACCOMPANIED BY:

Fresh Cilantro, Sauces and Condiments,
Sliced Scallions, and Toasted Peanuts
Asian House Salad
Vegetable and Pork Pot Stickers
Assorted Cookies and Bars



Best choice for contactless catering



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SIGNATURE SERVED OR BUFFET- LUNCH OR DINNER

LAND AND SEA ENTREES INCLUDE THE CHOICE OF TWO SIDES AND ONE SALAD. PLANT-BASED ENTREE INCLUDES THE CHOICE OF ONE SIDE AND ONE SALAD.

ENTRÉE CHOICES...BY LAND

Grilled Filet Mignon with Dijon Maple Sauce	\$30.25
Roast Beef Au Jus	\$18.95
Rosemary and Garlic Roast Beef	\$18.95
Five Spice Flank Steak with Chimichurri Sauce	\$18.95
Balsamic Honey Garlic Chicken Breast	\$16.95
Chicken Breast Florentine	\$16.95
Parmesan Chicken Breast	\$16.95
Fried Chicken	\$16.25
Apple Shallot Roasted Turkey	\$16.25
Orange Cranberry Glazed Turkey	\$16.25
Maple Glazed Roasted Pork Tenderloin with Cider Gravy	\$16.95
Mango Chipotle Pork Loin	\$16.95

ENTRÉE CHOICES...BY SEA

Blackened Pollock Fillet	\$16.95
Almond Crusted Salmon with Lemon and Thyme Butter Sauce	\$19.95
Asian Marinated Salmon	\$18.95
Potato Encrusted Cod	\$18.50
Citrus Herbed Cod	\$18.50

PLANT BASED OPTIONS

Vegan Vegetable Lasagna	\$13.75
Broccoli Rabe Penne Pasta with Smoky Charred Chickpeas	\$13.95
Chimichurri Stuffed Peppers	\$13.75
Vegan Carrot 'Osso Bucco' with Creamy Polenta	\$13.95

SIDES

Roasted Baby Potatoes
Cajun Roasted Sweet Potatoes
Creamy Herbed Mashed Potatoes
Quinoa Pilaf
Wild Rice Pilaf
Lemon Scented White Rice
Creamy Polenta
Tuscan Garbanzo Beans
Roasted Asparagus
Fresh Green Bean Provençal
Honey Roasted Brussels Sprouts
Roasted Mixed Vegetables
Steamed Seasoned Broccoli
Baked Parmesan Cauliflower

SALADS



Vegan Pasta
Asian House
Greek Potato
Spinach, Berry and Almond
Pasta with Black Beans and Asparagus
Caesar Salad
Mixed Greens






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SIGNATURE HORS D'OEUVRES SERVED OR BUFFET-LUNCH OR DINNER

SIGNATURE HORS D'OEUVRES - HOT

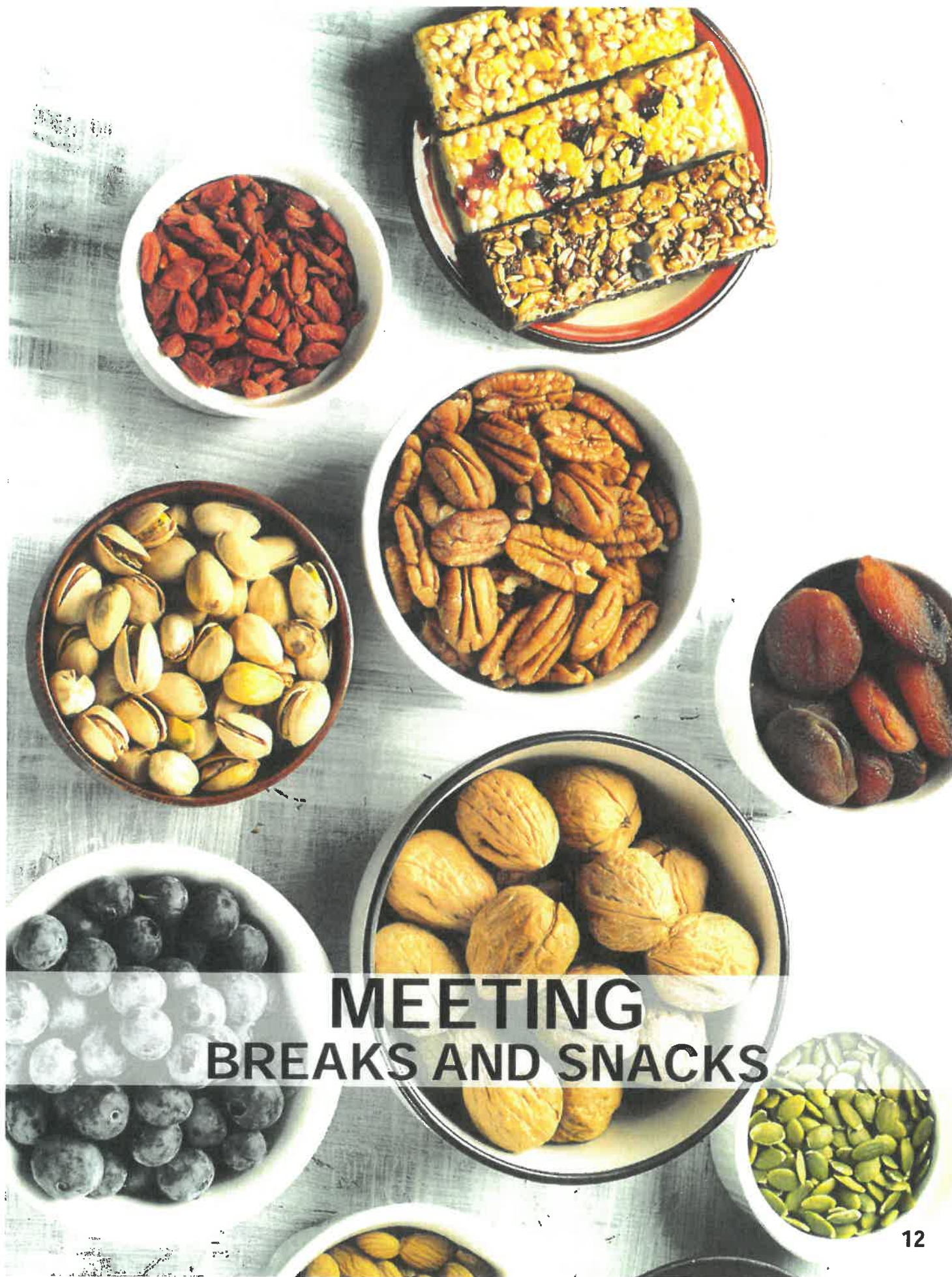
Spanakopita with Tzatziki Dipping Sauce	\$4.25
Petite Quiche	\$3.75
Coconut Shrimp with Lime Cilantro Cream	\$3.25
Pan Seared Mini Crab Cakes with Cajun Remoulade	\$4.50
Vegan Crab Cakes with Cajun Remoulade	\$2.75
Chicken Satay with Peanut Dipping Sauce	\$3.50
Meatballs in Marinara with Crispy Basil	\$2.75
Spiced Sweet Potato and Grilled Portobello Petite Taco	\$2.25
Corn Fritters with Honey-Jalapeño Aioli	\$2.25
Bacon Wrapped Scallops	\$4.50
Crab Stuffed Mushrooms	\$3.75
 Hot Spinach Dip with Tortilla Chips	\$3.75
 Buffalo Chicken Dip	\$4.25
Pork Pot Stickers	\$3.50
Vegetable Pot Stickers	\$3.50

SIGNATURE HORS D'OEUVRES - COLD

 Domestic Cheese Board with Crackers and Fruit	\$3.95
 Seasonal Fruit Platter with Honey-Yogurt Dip	\$3.95
Antipasto Skewers	\$4.25
Smoked Salmon, Dill, Chive Cream Cheese and Caper Canapés	\$4.50
Shaved Roasted Beef with Horseradish Crostini	\$3.75
Pulled Pork Canapés with Salsa Fresca, Lime Crème and Fresh Cilantro	\$3.75
Bruschetta with Kalamata Olives, Roasted Tomato and Fresh Basil	\$3.75
Caprese Mini Skewers	\$2.95
Seared Tuna with Chili Garlic Aioli	\$2.95
Shrimp with Asian Slaw and Drizzled Sriracha Honey	\$4.50
Boursin and Roasted Vegetable Pinwheels	\$3.95
Lemon-Herb Garlic Chanterelle and Brown Mushroom Canapés	\$4.25
Honey Brûlé Petite Fruit Kabobs	\$3.50
White Grapes Rolled in Goat Cheese and Pistachio	\$2.75
 Gourmet Cheese Board Featuring Imported, Domestic Cheese, Fruit Garnish, Parmesan Herb Baguette and Crackers	\$4.95



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MEETING BREAKS AND SNACKS



MEETING - BREAKS AND SNACKS

BREAK PACKAGES

All Breaks Served with Assorted Sodas and Bottled Water, in Addition to the Beverages Listed Below



BRAIN FOOD BREAK **\$10.95**

Pistachio Granola, Roasted Almonds,
Banana Chips and Dried Fruit
Zucchini Walnut Bread
Carrot Raisin Bran Muffins
Assorted Flavored Greek Yogurts
Assorted Bottled Juice and Vitamin-Infused
Waters



GREAT GREENS **\$8.95**

Fresh Granny Smith Apples
Diced Honey Dew Melon and Green
Grape Clusters
Fresh Broccoli Florets, Sliced Celery Sticks
and Pesto Ranch Dressing
Guacamole with Tortilla Chips
Pistachios Perrier®



"BETTER FOR YOU" INDIVIDUALLY PACKAGED SNACKS **\$12.95**

trEAT4u Sunshine Blend
Chia ReCharge Stix Mix™
ReCharge® Dark Chocolate Energy Boost
Nature's Bakery® Gluten Free Fig Bars
Rhythm® Kale Chips
Beanfield® Chips



Best choice for contactless catering



MOVIE NIGHT! **\$9.95**

Selection of Flavored Popcorn
Chocolate Raisins Dots, Gummy Bears and
Cracker Jack®
Nachos, Chips and Salsa
Assorted Sodas/Flavored Carbonated Waters
and Bottled Water



BEVERAGE

Freshly Brewed Coffee	\$1.95
Freshly Brewed Decaffeinated Coffee	\$1.95
Assorted Gourmet Teas, Served with Honey and Lemon	\$.95
Orange or Cranberry Juice	\$2.50
Bottled Water	\$1.95
Half-and-Half, Low Fat Milk, (Dairy Free Creamer Available on Request)	
Iced Tea with Lemon	\$1.75
Fruit or Cucumber Infused Waters	\$.95

SPRITZER BAR **\$4.95**

S.Pellegrino® or Perrier® with Fruit Nectars, and a
Selection of Berries and Herbs
Fruit Canned Soda
Canned Flavored Carbonated Water
Bottled Water
Sparkling Bottled Water



Chex™ Mix	\$1.50
Pretzels	\$1.25
Assorted Granola Bars	\$1.00
Mixed Nuts	\$4.95
Hummus and Pita	\$1.95
Pico de Gallo and Tortilla Chips	\$1.75



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DESSERTS


Carrot Cake	\$6.25
Gluten Free Flourless Chocolate Cake	\$5.29
Creme Brulee Cheesecake	\$6.95
Three Layer Chocolate Cake	\$3.75
Decadent Peanut Butter Chocolate	\$6.25
Tiramisu	\$5.95
Churros with Chocolate Dipping Sauce	\$6.25
Chocolate Chai Cupcakes	\$4.50
Baklava	\$2.95
Country Peach Cobbler	\$2.95
Assorted Petite Danish	\$1.95
Mini Scones	\$1.95
Assorted Flavored Muffins	\$2.95
Seasonal Speciality Dessert from our Bakery	Market Price



Best choice for contactless catering



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PROCEDURES

ORDERING PROCESS

To allow the best possible service please, whenever possible, allow 5 business days, particularly for larger events. We will of course accommodate last minute requests whenever possible.

GUEST COUNTS

We request a confirmed number of attendees 48-hours prior to any event to ensure that we can organize your event effectively.

CANCELLATION

Please give a minimum of 48-hours notice of the event date.

SERVICE WARES

Rentals for china wares, cutlery, glassware are available with pricing provided by your catering contact
Plated service is available.

FOOD SAFETY

Perishable foods with sensitive temperature holding will be picked up with in a safe time frame. Sensitive foods cannot be let on display for prolonged periods of time. Should to-go containers be needed, they will be provided for a minimal charge per your catering contact.

SPECIAL DIETS

Specials diets will always be accommodated upon request.



Metz
CULINARY MANAGEMENT

PROCUREMENT PURCHASING

in your best interest

PURCHASING & SUPPLY CHAIN MANAGEMENT

Metz Culinary Management (MCM) utilizes the Premier purchasing program, which is one of the largest foodservice purchasing programs in the U.S with nearly \$4 billion in contract volume. This volume is inclusive of over 350 active Contracted Manufacturer Agreements (CMA's) which encompasses over 150,000 food & non-food products, and provides MCM with tremendous leverage with manufacturers and distributors to reduce costs which in turn increases the value that we can bring to our clients. Premier incorporates a rigid selection process for supplier evaluation which is determined by a committee of food service professionals. Metz Culinary Management client purchases are closely monitored to continuously ensure compliance to authorized vendors. Performance criteria are measured to include:

- Compliance to accepted purchasing codes and products
- Product performance standards
- Vendor certification and observance to standards
- Documentation of safety and sanitation standards
- Company and 3rd party inspections
- Internal vendor and distribution audits
- Market audits
- Legal review of contract terms
- Financial assessment and authentication
- Product recall procedures and notification requirements



The Food

Metz Culinary Management's culinary team is always on the cutting edge of consumer trends and market needs which enables us to bring best practices to our clients and their guests. Our purchasing power also creates significant leverage when negotiating quality food products at the lowest possible price.

Additional value our purchasing program provides our clients includes:

- Total pricing transparency
- Price protection against market fluctuations
- Top consumer brands at competitive prices
- Highest standards of quality control and safety
- Ability to customize regional based programs to meet unique needs of our clients
- Inventory customization
- Collaboration with manufacturers in the development of proprietary products
- Accessibility to merchandizing programs, product research, training programs, and

The Quality

Metz Culinary Management's purchasing platform allows our management and culinary staff to monitor, track, and analyze their purchases. Quality food and non-food products are of the utmost importance to Metz, and is evident in the food that we produce daily for our clients. Some of the key indicators that are standard in our quality assurance process on a national and local level include:

- Defined product standards and specifications
- Careful vendor selection process
- Standard sourcing practices
- "Fresh" food program
- Vendor certifications
- Food safety and sanitation certificates
- Safety training
- Standardized distribution

Food Safety

Metz Culinary Management has a strong commitment to the safety of food that it serves to its clients and their guests. Metz has implemented controls in the food supply chain process to guarantee food safety for our clients and their guests. These controls include:

- Random audits by a 3rd party foodservice safety company
- Internal food safety audits
- Product specifications that identify potential allergens
- Annual reviews of our manufacturer consumer complaints to determine unfavorable trends
- Require manufacturers and vendors to conduct annual simulated food product recall exercises
- Annual review of our manufacturers and vendors bio-security procedures to ensure the safety of their food supplies
- Random distributor and manufacturer physical plant inspections and tours



HUMAN RESOURCES

Our team members are our greatest assets

Team Member and Talent Acquisition

The Metz Culinary Management team is proud to represent our company on the front lines of diversity and inclusion. The Metz Culinary Management "recipe" includes a strategic focus on team member talent acquisition through conscientious sourcing and hiring, with focus on engaging candidates from different backgrounds, experiences and cultures.

Some of the successful initiatives have included:

More than simply attending career fairs and hiring events our recruiting team focuses on building relationships with culinary vocational schools in minority communities, where we participate in classroom presentations, are included members of advisory boards, and extend internship and preceptorship opportunities to students.

We utilize LinkedIn and the recruiting tools provided on this social platform where candidates from all walks of life and cultural backgrounds present their best professional bio and recruiters can reach out directly and connect. We advertise on job boards in specific areas to ensure that our candidate pool is diverse, talented, and brings value to the table. We utilize social media such as Facebook and Instagram to ensure we demonstrate our company's amazing diversity and use branding strategies to target minority applicants.

We proudly present a diverse pool of candidates to our hiring teams including women, minorities, and amazing candidates from all ethnic backgrounds and orientations.

Much of our success at Metz Culinary falls back to the diverse backgrounds of our amazing team members (or team members, as we like to be called). Metz has been "walking the talk" and setting the standard with a diverse blend of backgrounds in our senior leadership, culinary teams and team members for years. Some of our largest and most successful accounts are located in economically disadvantaged communities and a big part of that success is the diversity of team members in those locations.

We will continue to reinforce our culture, diversity and values in our recruiting efforts and we look forward to sharing your goals and values in the future.



Background Screening

Metz Culinary Management utilizes a third-party vendor, MAF Background Screening, to perform a variety of background checks and fingerprinting. MAF partners with us to customize reports as needed either per client request or as required by business segment.

Both the Metz Culinary Management and MAF require a signed Criminal History Consent Form from the candidate prior to ordering any clearances, and Metz is subject to audit by MAF to ensure this procedure is being followed. All necessary security precautions are placed as documented by the MAF "General Announcement #1: Customer Security Requirements."

The Company utilizes the following services.

- Social Security Number Search - SSN Verification
- County Criminal Records Search
- Multi-State Record Database
- Federal Criminal Records Search/History Report
- State's Repository Criminal Record Search
- Driver's License/History Check
- Drug Screenings
- Child Abuse History Check

We will also conduct any additional screenings as requested by Lake Ashton.



Alcohol/Drug Policy

SUBSTANCE ABUSE AND DRUG TESTING:

All individuals, including employees and contractors, are strictly prohibited from possessing, using, or having detectable amounts of illegal drugs or controlled substances in their system which exceed statutory limits; including designer drugs, "look alike" drugs, etc., even though not actually controlled by law, or possessing, using, or being under the influence of, alcoholic beverages on Company property, or in Company vehicles. Also, dealing in illicit drugs, whether on or off Company property, and regardless of whether such conduct is during or after work hours, is likewise prohibited.

In order to enforce this policy, Metz Culinary Management prohibits possession or use of alcoholic beverages and drugs, or having traces of unauthorized drugs (non-prescribed) in one's system, while at work or on Company premises. Under this policy, Metz Culinary Management may utilize various enforcement mechanisms, including but not limited to, drug and alcohol testing and searches.

Reason for Policy

Metz Culinary Management is committed to maintaining a work environment that is safe and conducive to attaining high work standards, for our employees, our guests, the public, and other people having business with the Company. Safety is extremely important to Metz Culinary Management and for that reason, we have developed various safety and work rules. This detailed explanation of our policy has been developed to enable you to fully understand our policy and the steps included in enforcing it.

We want to emphasize that it is not our intention to catch an individual doing something wrong. Rather, our intention is to discourage the use and possession of these substances in order to protect the life and health of everyone working here. It is only those who abuse this policy that need to be concerned. In implementing this policy, we will be sensitive to the legitimate concerns of our employees who are in compliance with our policy, but worry about having their personal belongings searched or having tests taken.

Enforcement

Every employee is expected to comply with this policy for his or her own safety, for the safety of other employees, and for the good of the Company. However, in order to ensure compliance with this policy, the Company can take one or more of the following steps.

1. Urine drug screen tests, blood testing, breath analyzing, and other investigative examinations as part of routine pre-employment physical examination.
2. Urine drug screen tests, blood testing, breath analyzing, and other investigative examinations of anyone involved in work-related accidents.
3. Urine drug screen tests, blood testing, breath analyzing, and other investigative examinations when the Company reasonably believes that alcohol, illegal drugs, or other prohibited substances may be present. The term "reasonably believes" may include, but is not necessarily limited to, the following examples of employees' behavior:



- Unusual or above-average absenteeism pattern
 - Confusion and/or disorientation
 - Slurred speech
 - Loss of equilibrium
 - Similar appearance of being under the influence of alcohol or drugs
4. Urine drug screen tests, blood testing, breath analyzing, and other investigative examinations conducted on a random, unannounced basis.

Job Applicants

All applicants will be informed of the Company drug and alcohol abuse policy, and the policy will be posted in the areas where applications are received. Where required by state law, copies of the policy will be provided to all employees.

Collection of urine samples will be supervised by a local agency designated by the Company for medical assessment.

Presence of illegal drugs, controlled substances, or alcohol, or positive test results, without adequate explanation, will result in termination of the applicant's candidacy, and the applicant will not be eligible to be recommended for employment.

Applicants who refuse to be tested for illegal drugs or alcohol will be removed from consideration for employment.

Employees Found in Violation of This Policy

Any employee found in possession of any of the items or substances prohibited by this policy and which exceed statutory limits shall be removed from Company premises or property and shall be subject to disciplinary action, including discharge. A violation of this policy is considered "gross misconduct," and any employee who, as a result of testing, is found to have identifiable levels of a prohibited drug or substance in his/her system, regardless of when or where the drug or substance entered the employee's system, will be considered in violation of this policy.

Any workman's compensation claim will be disallowed if the employee is found to be in violation of policy at the time of the accident.

Employees Charged with Drug Activity

Anyone convicted of a drug violation that occurs in the workplace is to notify the Human Resources Department within five days of such conviction.

Any employee who is charged with illegal drug activity, either on or off the job, may be considered to be in violation of this policy. In deciding what action to take, the Company will take into consideration the nature of the offense charged, the employee's present job assignment, the employee's record with the Company, the disposition of the charge by law enforcement officials or the courts, and other factors, including the impact of the offense charged upon the conduct of Company business.



Refusal to Comply with Search, Test, or Investigation

Any employee who refuses to comply with a search or test or otherwise cooperate with an investigation as described in this policy will be subject to removal from Company premises and to disciplinary action, including discharge.

Contractor Employees and Third Parties

All contractor employees or third parties on Company premises or at Company work sites will be subject to this policy. Any such individual found in violation of this policy will be subject to removal from the premises.

Employee Education Program

All employees and supervisory personnel subject to the provisions of this policy will participate in an employee drug education program when scheduled. The employee education program includes education and training on drug and alcohol use. The program will include information on the following:

- The effect and consequences of drug and alcohol use on personal health, safety, and work environment.
- The manifestations and behavioral indicators that may indicate drug and alcohol use and abuse.
- Additionally, the employee education program can involve the display and/or distribution of informational material; display and/or distribution of a community service hotline telephone number for employee assistance; and display and/or distribution of this policy regarding drug and alcohol use in the workplace.

Administration of the Policy

If an employee is found to be in violation of this policy, he or she is subject to disciplinary action up to and including termination. The disciplinary action must be discussed with the Vice President of Human Resources.

Additional procedures and guidelines include:

- All drug and alcohol screening will include strict "chain of custody" procedures to assure the integrity of the specimen is maintained.
- All drug and alcohol testing will be conducted by a certified independent laboratory.
- All initial drug and alcohol screening tests shall be confirmed by means of Gas Chromatography/Mass Spectrometry, or other equally acceptable analytical methods.
- All drug and alcohol screening test results shall be treated as confidential medical records of the individual employee, thus not subject to disclosure unless proper authorization is obtained.





Team Member Training

From the greeter to the wait staff, all Metz Culinary Management team members are trained to treat each guest with respect and courtesy. The best insurance for this service is continuous, intensive training in all aspects of the job at hand.

When a Metz Culinary Management team member accepts a position, we begin the process with extensive training in the mechanics of the job. We enhance this training by introducing guest service seminars through our corporate trainer.

In-service classes will be held once per month to give all team members deeper understanding of specific aspects of your account.

Metz is committed to nurturing the talents and skills of our team members. Each account is organized to support our team members and enhance skill levels in all aspects of service.

Our areas of training include:

- Food Service Basics
- Guest Service/Hospitality
- Nutrition, Wellness & Food Allergies
- Uniform Guidelines
- Food Safety
- General Safety
- Human Resources Handbook Training
- Expectation Training
- Sanitation & Safety
- Food Production



Metz University

Designed for hourly staff and managers alike, our Metz University training module is an on-line training tool through the Metz corporate intranet. Metz University includes a variety of training modules, training videos and audio topics.



Team Member Training Overview

Time Frame	Details on Training
Weekly	<p>Daily Huddle/Pre-Opening meeting to review, ensure and discuss activity and menu items.</p> <p>Department Stand Up meeting held on pay-day to encourage an open discussion of any department concerns.</p> <p>Review of guest satisfaction, audits and any needed corrective action plans</p>
Monthly	<p>In-service training on various topics such as guest service, nutrition & wellness, food allergies, preventing slips and falls, proper food handling, MSDS, emergency preparedness, know the diets, etc.</p>
Quarterly	<p>Menu planning and implementation</p>
Semiannually and yearly	<p>Job skills assessment</p> <p>Performance Evaluations</p>
Ongoing	<p>Revisit, review, and refresh all of the above.</p>





Sample Training Programs

Risk Management Programs

- ☒ Managing Food Safety
- ☒ Introduction to Food Safety
- ☒ Receiving & Storage
- ☒ Preparation, Cooking and Service
- ☒ Proper Cleaning & Sanitizing
- ☒ Personal Hygiene

Team member and Guest Safety

- ☒ Protecting Yourself & Your Guests
- ☒ Preventing Burns and Fires
- ☒ Preventing Slips, Falls and Lifting Injuries
- ☒ Preventing Cuts and Lacerations

Nutrition & Wellness

- ☒ General Nutrition & Wellness
- ☒ Menu Guidelines/Live Well Program
- ☒ Food Allergies

Food Service Security

- ☒ Preventing Theft
- ☒ Handling Emergencies
- ☒ Managing Security: For Managers

Diversity

- ☒ Management View
- ☒ Associates' View

Sexual Harassment

- ☒ What Foodservice Managers Should Know
- ☒ What Foodservice Associates Should Know

Guest Satisfaction

- ☒ Anticipating Guest Needs
- ☒ Delivering Exceptional Service

Server Skills for Catering

- ☒ Serving Guests
- ☒ Serving the Meal
- ☒ Teamwork





Great[®]

GREAT TRAINING PROGRAM

Metz Culinary Management is proud to offer our GREAT training program to team members. This hospitality program is designed to train team members on five important aspects of service, including:

- Greet
- Respect
- Eye Contact
- Anticipate Needs
- Thank

All team members participate in this training, with specific modules for each aspect. Our corporate trainer, Kim Brenkus works with our teams to provide this training program. We also have a train the trainer program, which allows for team members who exhibit exceptional hospitality skills and who would like to take on greater responsibility, to become a GREAT trainer.

Guest Guided Services

As part of our GREAT training program, or team is provided with training and hospitality topics each month for the daily huddles and team meetings. These topics serve as reinforcement of the GREAT training program and our hospitality training.





Culinary & Catering Training Programs

Metz Culinary Management is investing in its best and brightest team members and chefs by hosting our culinary and catering training programs. Held several times per year at various locations, these programs provides hands-on culinary and catering training under the direction of our executive chefs.

The culinary and catering training programs are held over two days and allow employes and chefs from all of our accounts to gather and enhance their culinary and catering skills, while learning about Metz' standards and ways to implement what they are learning in their accounts. The programs features guest speakers, demonstrations, and hands-on training involving all of the participants.





Team Member Feedback & Recognition

We recognize the importance of creating a great relationship with our team members from the beginning. Through the use of team member feedback and recognition provides team members the tools they need right from the beginning to succeed.

Staff Counseling

The general manager is available to provide guidance and counseling in a one-on-one manner to any member of our staff for work issues.

Team Member Reviews

The manager will meet with individual team members at least yearly to discuss their performance and goals for the future. In addition, if they feel special skills or remedial training is necessary they will meet with the team member more frequently.

Monthly Team Meetings

A team meeting with the team members and the manager will be held on a monthly basis. These meetings will allow the staff an opportunity to express any concerns, suggestions or issues. By creating a relaxed atmosphere at these meetings, we encourage two-way communication.

Team Member Surveys

In addition to everyday conversations, our open door meetings, and one-on-one team member reviews, we also conduct yearly team member feedback surveys. This helps us determine how our team members feel, what their concerns are, and any areas that need improvement.

Recognition & Reward

A job well done, deserves recognition and rewards. We reward our staff for perfect attendance, excellent services, catching positive acts in action, positive feedback from team members and guests in addition to the more traditional birthdays and job anniversaries. In addition we recognize all of our team members during Food Services Week celebrations.

Exit Interviews

If a team member decides to leave our employment, we conduct a thorough exit interview. This helps us understand any potential issues or concerns. By understanding any issues, we can make adjustments or corrections, thereby leading to reduced team member turnover.



On the Spot Recognition Program



ON THE SPOT RECOGNITION PROGRAM

The Metz Culinary Management On the Spot recognition program uses six (6) cards designed with the Metz' core values to recognize team members for a job well done.

The On the Spot recognition program provides many benefits, including:

- Improved management and team member relations
- Communicates to others our important values and behaviors
- Driving changes
- Encouragement of positive efforts
- Satisfaction of the human need for appreciation
- Improvement of team member morale and satisfaction
- Improved team member retention

Team members must display a work behavior that exhibits one of the six values in a situation which positively influenced a guest interaction. The behavior is brought to management's attention by:

- Guest comment cards, emails, calls, or interactions
- Co-worker observations
- Management observations: most critical; managers must be observing every meal served to bring forward exemplary guest interaction

The manager decides which value the behavior best represents and hands out the corresponding card. Cards can be turned in by team members for prizes.



Management Training

The management teams at Metz Culinary Management receive comprehensive training right from the start. Our training programs are designed to enhance their technical and management skills. New managers will participate in Metz Culinary Management orientation, along with Lake Ashton's orientation.



Management Skills Training Programs

The Metz management skills training programs are designed to provide important leadership skills. Managers will receive training on communicating with staff, conflict resolution, hiring training, and team member recognition training.

Technical Skills Training Programs

Our ongoing technical skills training programs are designed to keep the management team up to date on all of the latest advancements, technology, and skills needed in the industry.

Our Annual Management Conference

This meeting provides them with an opportunity to gather as part of the entire Metz Culinary Management management team. During this conference, managers are exposed to general company information, new policies, and discussions with groups of their peers about targeted themes in smaller seminar settings, presentations by a keynote speaker, new ideas and displays from vendors, etc. During this time we recognized team members for their performances; Manager of the Year, Vice-Presidential Award, and Exemplary Performance Awards. They will have a chance to meet the new members of our management team and renew old friendships during the social times provided. In addition to the training provided, we feel that this meeting is an opportunity for our managers to perceive themselves as part of the whole company, rather than individuals working independently.



Our Team

Our leadership team for Lake Ashton has extensive experience in the management of restaurants and catering. Metz Culinary Management has only three levels of management: corporate officers, district managers and general managers. This is in comparison to some of our larger competitors who may have as many as six management layers above the unit level, as well as many more staff positions. The lack of bureaucracy in our corporate staff means that our internal communications are swift. If there is an urgent issue that is beyond the responsibility of manager, it is handled immediately.

Our on-site manager will handle most circumstances that arise at the account. We understand that there are times, however, when the active involvement of our district manager, or corporate officers, are critical to a quick, clean solution to a problem and we are committed to providing our managers with this level of corporate support.

Our long-term relationships with clients are enhanced by our balance of on-site and local corporate support. Jeff Brown will serve as the district manager for Lake Ashton. He will be involved in the transition schedule and will be available daily during the first two weeks of operation and then at least twice per month, or as needed. Additional team members involved in the transition include:

Dennis Daley, Vice President

Two days during the opening, then four times per year, or as needed

Greg Polk, Chief Operating Officer

During the transition, then two visits per year, or as needed

Cheryl McCann, Vice President of HR

Pre-opening for orientations, account transition, and training, then once per year, or as needed

Steve Dalansky, Director of Loss Prevention & Safety

First week of operation, then at least two visits per year, or as needed

Kim Brenkus, Director of Learning & Development

At least once per year for GREAT Training, plus on-site for and meetings as needed

Jeff Metz

First week of operation, then at least two times per year, or as needed



John C. Metz, Executive Chairman



Jeff Metz, President & CEO



Maureen Metz, Executive Vice President



Jack Brill, Vice President Business Development



Dennis Daley, Vice President Higher Education



Jeff Brown, District Manager





John C. Metz, Sr. Founder & Executive Chairman

John C. Metz began his career in the food service management industry in 1967 with the founding of Custom Management Corporation. The result was outstanding: this small regional provider grew into an industry leader and innovator and set the standards for the competition to follow. Metz's success is well documented and recognized by his peers through a variety of prestigious awards including the IFMA Silver Plate Award, Nation's Restaurant News' Golden Chain Award, and Restaurant Business' coveted Leadership Award.

In 1987, Custom Management was acquired by Morrison's Hospitality Group and John Metz was named Chairman and CEO of Morrison's Custom Management. During his tenure, he oversaw the growth of more than 900 accounts with a sales volume in excess of \$600 million. He took a brief hiatus in which he turned his attention to other business endeavors, but he really never left the industry which was his first love—in fact he expanded his involvement by becoming a Trustee Board Member with the National Restaurant Association and the Culinary Institute of America.

In the early 1990s, Metz expanded his interest to franchise operations. His company now owns and operates 11 T.G.I. Friday's restaurants in Pennsylvania and New Jersey. In 1995, Metz was awarded the T.G.I. Friday's Domestic Franchise Developer of the Year.

In 1994, Metz launched Metz Culinary Management, formerly Metz & Associates, specializing in providing dining management solutions for healthcare, educational, and corporate accounts. Metz Culinary Management was named a top 6 company to watch by Food Management magazine and #13 on their top 50 food service management companies. In July 2008, Metz opened Northeastern Pennsylvania's only Ruth's Chris Steak House at Mohegan Sun Pocono.

In 1994, John joined the board of directors of RARE Hospitality International, Inc., owner of Longhorn Steaks, Bugaboo Creek Steakhouse, and Capital Grille. He also serves as vice chairman of Leadership Roundtable and is one of its founding members. John is a former member of CEO and YPO, and a current member of the World Presidents' Organization (WPO).

Restaurant Business magazine awarded him the Leadership Award in 1997, and a year later, Johnson & Wales University honored him with a Doctor of Business & Administration in Food Service Management, Honaris Canusa. In 2000, Metz was recognized as one of the "Top 50 Power Players" by Nation's Restaurant News. John Metz was awarded the Nation's Restaurant News' Golden Chain Award and through this was voted by his peers for the prestigious MUFSSO Operator of the Year in 2002.

Member, National Restaurant Education Foundation's College of Diplomates (2005)
Board Director, National Restaurant Association
Trustee & Chairman, National Restaurant Association's Education Foundation
Member of Corporation, Culinary Institute of America
Vice Chairman, Leadership Roundtable
Former Member, CEO & YPO
Current Member, WPO, World Presidents' Organization
Harvard Board of Overseers, Harvard University
Emeritus Member, Misericordia University Board of Trustees
Member, Pennsylvania Restaurant Association National Association of College Auxiliary Services
Golden Chain Award winner (2002)
Silver Plate Award, International Food Service Manufacturer Association
Food Management Gold/Editor's Choice Award (1979)

MUFSSO Operator of the Year (2002)
Nation's Restaurant News Top 50 Power Player (2000)
Leadership Award, Restaurant Business magazine
Franchise Developer of the Year, T.G.I. Friday's (1995)
Franchisee Group of the Year, T.G.I. Friday's (2011 & 2016)
Doctor of Business Administration in Foodservice Management,
Honoris Causa, Johnson & Wales University
Distinguished Pennsylvanian Award, Communities Leaders of America
Honoree, 2013 Distinguished Citizens Award, Boy Scouts of America
Honoree, 2013 Distinguished Community Service Award, Wilkes-Barre Association of the Blind
Honoree, 2014 Distinguished Citizen Award, Greater Wilkes-Barre Chamber of Commerce
Honoree, 2018 Distinguished Citizen Award, Boy Scouts of America
Honoree, 2018 Founders Metal, Misericordia University Trustee Associates





Jeffrey C. Metz
President & CEO

Jeff Metz serves as President & CEO of Metz Culinary Management. He brings to the role over 30 years in the restaurant business and extensive operational knowledge of the hospitality industry, including team member relation management, operational excellence, and outstanding client partnership and communication skills.

Metz began his distinguished career with the H.J. Heinz Company. He later joined The Metz Group as manager for the Toms River, New Jersey T.G.I. Friday's increasing sales and guest satisfaction. As his industry knowledge grew, so did his responsibilities within the company, and he advanced over time to Vice President of Operations and most recently as President & CEO of Metz Culinary Management.

Today, Metz oversees more than 270 contract management accounts in 21 states, including the Metz Environmental Services division. Under his leadership, Metz Culinary Management was named one of the top 8 Risers in 2019 by Food Management magazine based on highest growth rate and #13 on their top 50 food service management companies. In addition, Metz oversees the restaurant division, consisting of 11 T.G.I. Friday's in Pennsylvania and New Jersey and Ruth's Chris Steak House at Mohegan Sun Pocono. In 2016, Metz opened a Chick-fil-A at Mohegan Sun in Connecticut. In 2011 and again in 2016, Metz was awarded the T.G.I. Friday's Franchisee of the Year award. Most recently, Jeff was named a winner of the 2017 IFMA Silver Plate Award.

Beyond his business success, Jeff's commitment to the community and feeding those children and adults in needs is apparent in his work on behalf of the Share Our Strength/No Kids Hungry organization, along with the United Way and the Commission on Economic Opportunity (CEO) organization. Jeff was also a member of the board of directors of the Make-A-Wish Foundation of Northeastern Pennsylvania for six years. He was awarded their highest honor, The Golden Wishbone Award and the Make-A-Wish Star Wand, placing him in the organization's distinguished Chris Grecius Society of Joy.

He is a Past Chair of the Board of the Pennsylvania Restaurant Association and served as their chairman of the Political Action Committee and the Political Education Committee. He is a member of the Young President's Organization and the Penn State SHM Industry Advisory Council. Jeff holds a degree in business from Washington & Jefferson College. He resides in northeastern Pennsylvania with his wife Susan, daughters Kaitlyn and Ashley, and son Jeffrey.

Past Chair of the Board, Pennsylvania Restaurant Association (2011-2012)
Past Vice Chair of the Board, Pennsylvania Restaurant Association (2010-2011)
Past Chairman, Pennsylvania Restaurant Association Political Action Committee
Past Chairman, Pennsylvania Restaurant Association Political Education Committee
Member, T.G.I. Friday's President's Council
Member, Ruth's Chris Steak House Franchise Advisory Committee
Board of Trustees Member, Wyoming Seminary College Preparatory School
Ownership Group Member, Scranton/Wilkes-Barre RailRiders (Triple-A/New York Yankees) (2015 - Present)

The Wright Center for Community Health - Board of Directors
The Wright Center for Community Health - Finance Committee Member
Member, Penn State University SHM Industry Advisory Board
Member, Young President's Organization
Silver Plate Award, International Food Service Manufacturer Association (2017)
Operator of the Year, T.G.I. Friday's (2002)
Franchisee Group of the Year, T.G.I. Friday's (2011 & 2016)
Past Board of Director, Make-A-Wish Foundation, Northeastern Pennsylvania
Recipient of The Golden Wishbone Award and Make-A-Wish Start Wand, Make-A-Wish Foundation
Member, Council Misericordia, Misericordia University





Dennis Daley

Vice President

Dennis Daley joined Metz in 2003 as a District Manager. His strengths include being a great motivator, strong time management skills, and awareness of fiscal trends in education, corporate dining services, and public schools. He has a strong commitment to assuring customer's and client's expectations of services are achieved. Dennis has excellent written and verbal communication skills, is a culinary expert, and is an outstanding mentor for all levels of management and hourly staff. He understands today's trends in the restaurant business, and is continuously educating himself on economic and service trends.

Dennis has over 28 years of experience in the foodservice and hospitality industry, specifically in contract management services. He has served in leadership and senior management positions for the majority of his career.

He has attended numerous training seminars and continuing education programs throughout his career, including Zenger Miller FrontLine Leadership program, Miller-Heiman Sales Strategies & Tactics, a strategic leadership management style two-day workshop, and one-week training program on developing front line leadership. Dennis is a Total Quality Management Champion Instructor and a Development Dimensions International (12 training modules) Instructor.

As Vice President of Higher Education and Independent School division, Dennis is responsible for all of our higher education and independent school accounts.



Jack Brill

Vice President of Sales & Business Development

Jack serves as Vice President of Business Development for Metz Culinary Management. Jack's background covers twenty-five years of progressive experience in the retail and foodservice industry. He has worked with multi-national food corporations, independently owned family-run operations and governmental military programs. In addition, he has also owned and operated two foodservice/retail companies.

His sales management experience includes national account sales and field sales management. This is in addition to the management of a multi-national foodservice operation associate sales force of 32 people. His past responsibilities have also included regional sales management, sales force training and distributor program selling.

Jack resides in Longboat Key, Florida with his wife Antoinette. He has two children, Vickie and Johnny.





Jeff Brown
District Manager

Jeff Brown joined Metz in 2014 and serves as a district manager for accounts in the southeast. He brings to this position a wealth of knowledge and proven success in the foodservice management and hospitality industry. With over 30 years of experience in the industry he is knowledgeable in all aspects of local and regional level operations.

Among his many attributes, Jeff is skilled in personnel management, sales management, quality assurance and branch level accounting. Prior to joining Metz, Jeff was employed by Aramark as a district manager in their higher education division where he managed all aspects of business for up to \$28 million in contract foodservices.

Jeff holds a Bachelor of Science degree in Marketing from Michigan State University.



Kim Brenkus, MBA, RD, LDN
Director of Learning and Development

As Director of Learning and Development, Kim Brenkus is responsible for the effective development, coordination, and presentation of training and development of programs for all divisions within Metz. She assists with performance improvement activities utilizing Metz processes, systems, and tools. Kim also trains and develops managers and team members, and drives Metz systems and standards. As part of her responsibilities, she helps to aid our dietitians and accounts by delivering sports nutrition programs in our higher education and school accounts.

Kim brings to this position a wealth of experience and proven success in policy, procedure and program development and administration. She exhibits outstanding talents in personnel training, quality improvement and assurance, supervision, standard operating procedures, team building, and communication.

Kim received her Masters of Business Administration from Lake Erie College and her Bachelors of Science degree in Nutrition from Edinboro University. She is a member of the Academy of Nutrition and Dietetics (AND), the Georgia Dietetic Association. Kim has been active in the CNM DPG for over 10 years and has served on the Executive Board as Chair, 2013-14, as well as Marketing Chair, 2009-2012. She has been a speaker at the national Food and Nutrition Conference Expo and developed a management training module for AND.





Paula Schott, MBA, RD, LDN
Director of Nutrition

As Director of Nutrition, Paula Schott plans, directs, and coordinates the administrative and clinical operations of the nutrition services department and registered dietitians. She guides the actions of all department personnel and programs; trains and upholds policies and operations, performance criteria, and performance improvement programs; determines resource needs and oversees departmental operational processes, capital budgets and cost control processes; and ensures the competency and skills of all department staff.

Paula brings to this position a wealth of experience and proven success in dietetics, quality assurance programs, training of staff and implementation, policy, procedure and program development and administration. She exhibits outstanding talents in personnel training, supervision, team building and communication.

Prior to joining Metz Culinary Management, Paula was the Clinical Nutrition Manager at Pocono Medical Center. She received her Masters of Business Administration from, DeSales University and her Bachelors of Science degree in Nutrition from Marywood University as well as course work at Villanova University. Paula is a member of the American Dietetic Association.



General Manager Job Description

ROLE PROFILE

JOB TITLE: General Manager
FUNCTION: Operations
DATE: REPORTS TO Director of Operations
(TITLE):

Role Purpose

To lead a team of restaurant managers and team members in the execution of an excellent guest experience resulting in increasing guest counts, sales and growth. To ensure decisions and actions are in alignment with the Metz values and all standards are met. To select, coach and develop team members.

Key Responsibilities & Accountabilities

- Manages all day-to-day restaurant operations with a focus on delivering a great guest experience; directly supervise and support all FOH and BOH hourly Team Members; manages all profit and loss centers. Aligns all behavior with the Metz values.
- Executes on all brand standards.
- Identifies opportunities to drive sales, traffic and return visits; oversee implementation of marketing.
- Determines current and future staffing needs in the restaurant to ensure an adequate number of talented team members are available to deliver a great guest experience.
- Identifies and develops high potential team members and managers to fill future openings.
- Provides ongoing and honest feedback, coaching and development to managers and team members.
- Evaluates performance fairly and frequently and holds managers and team members accountable to results.
- Creates a safe, clean and discrimination-free environment for all managers, team members and guests by ensuring all legal and company standards are met.
- Respond to Guest service complaints either in person or over the phone, taking any and all appropriate actions to turn dissatisfied Guests into return Guests.
- Completes all financial and personnel / payroll related administrative duties in an accurate and timely way, in accordance with company policies and procedures.

Key Decisions

Makes:

- Team member hiring
- Team member terminations
- Team Member wage increases, with input of Human Resources
- Employee relations issues. Partners with Employee Relations department and / or Director of Operations depending on severity.
- Guest Relations issues. Partners with Guest Relations department and / or Director of Operations depending on severity.

Influences:

- Manager terminations
- Identifying opportunities and enacting plans to grow sales within the four walls of the restaurant
- Partners with the DO to create annual budget and sales projections

Measures of Success

- Guest satisfaction and guest complaints
- Revenue growth
- Controlling cost
- PACE
- Staffing Level and Staff Turnover
- Development and promotion of Team Members



References

Principal Food Supplier

US Foods, Inc.

9399 West Higgins Rd. Suite 800

Rosemont, IL 60018

Deborah A Lanzidelle, PhD, RD | Dir National Sales & Service

(201) 218-2871

Principal Bank

PNC Bank

201 Penn Avenue

Scranton, PA 18503

Karen Hobanm, Vice President Sale Associate

(570) 961-6548

Client Parnter

The John and Mable Ringling Museum of Art

5401 Bay Shore Rd

Sarasota, FL 34243

Lyle Hackett, Procurement Services - Strategic Category Manager

(850) 645-2304



Financial Proforma - Lake Ashton



Proforma - Year 1 Lake Ashton

	<u>Total</u>	
	<u>\$</u>	<u>%</u>
<u>Sales</u>		
Retail	943,800	81.3%
Catering	217,800	18.8%
Total Sales and Revenue	1,161,600	100.0%
<u>Cost of Goods SManual.Sales</u>		
Retail	251,196	21.6%
Catering	60,984	5.3%
Total COGS	312,180	26.9%
Gross Profit	849,420	73.1%
<u>Labor Cost</u>		
Management Salaries	152,250	13.1%
Hourly Wages	380,339	32.7%
Vacation Salaries & Wages	10,931	0.9%
Taxes & Benefits	155,231	13.4%
Total Labor Cost	698,751	60.2%
<u>Controllable Costs</u>		
Laundry	13,431	1.2%
Cleaning & Mtce	8,131	0.7%
Paper Goods	21,780	1.9%
Menus/Printing	800	0.1%
Office Supplies/Postage	3,500	0.3%
Uniforms	4,000	0.3%
Repairs & Mtce	8,000	0.7%
Promo/Decorations/Flowers/Advertising	8,000	0.7%
Drug Testing/Employee Training	1,300	0.1%
Marketing/Advertising	6,000	0.5%
Travel & Lodging	4,000	0.3%
Fuel & Auto Mtce	2,400	0.2%
Service Contracts / Pest Control	2,000	0.2%
Misc	5,808	0.5%
Total Controllable Cost	\$89,150	7.7%
<u>Non-Controllable Costs</u>		
Equipment Rental	3,000	0.3%
Admin & Supv Fee	40,000	3.4%
Management Fee	40,000	3.4%
Computer Exp (Inc CTUIT)	4,935	0.4%
CC Fees	42,108	3.6%
Insurance - G/L	8,364	0.7%
Liquor License	3,400	0.3%
Total Non-Controllable Cost	\$141,807	12.2%
Sub-Total Cost of On-going Operations	1,241,888	106.9%
Net Income	(80,288)	-6.9%
Opening Costs / Smallwares (incl 25K to build inventory stocks)	\$60,000	



Financial Proforma - Lake Ashton - Home Owner Minimum of \$500/yr.



Proforma - Year 1 Lake Ashton

Note: Including \$500 Annual Household Minimum Spend

	<u>\$</u>	<u>Total</u> %
<u>Sales</u>		
Retail	1,285,020	85.5%
Catering	217,800	14.5%
Total Sales and Revenue	1,502,820	100.0%
<u>Cost of Goods SManual.Sales</u>		
Retail	360,096	24.0%
Catering	60,984	4.1%
Total COGS	421,080	28.0%
Gross Profit	1,081,740	72.0%
<u>Labor Cost</u>		
Management Salaries	152,250	10.1%
Hourly Wages	439,291	29.2%
Vacation Salaries & Wages	10,931	0.7%
Taxes & Benefits	171,737	11.4%
Total Labor Cost	774,208	51.5%
<u>Controllable Costs</u>		
Laundry	15,137	1.0%
Cleaning & Mtce	10,520	0.7%
Paper Goods	28,786	1.9%
Menus/Printing	800	0.1%
Office Supplies/Postage	3,500	0.2%
Uniforms	4,000	0.3%
Repairs & Mtce	8,000	0.5%
Promo/Decorations/Flowers/Advertising	8,000	0.5%
Drug Testing/Employee Training	1,300	0.1%
Marketing/Advertising	12,000	0.8%
Travel & Lodging	4,000	0.3%
Fuel & Auto Mtce	3,600	0.2%
Service Contracts / Pest Control	2,000	0.1%
Misc	7,514	0.5%
Total Controllable Cost	\$109,157	7.3%
<u>Non-Controllable Costs</u>		
Equipment Rental	3,000	0.2%
Admin & Supv Fee	40,000	2.7%
Management Fee	40,000	2.7%
Computer Exp (Inc CTUIT)	4,935	0.3%
CC Fees	38,768	2.6%
Insurance - G/L	10,820	0.7%
Liquor License	3,400	0.2%
Total Non-Controllable Cost	\$140,924	9.4%
Sub-Total Cost of On-going Operations	1,445,369	96.2%
Net Income	57,451	3.8%
Opening Costs / Smallwares (incl 25K to build inventory stocks)	\$60,000	



Proposal #2



Proposal For Lake Ashton (CDD)

Luigi Signore
6550 N. Atlantic Ave
Cape Canaveral FL. 32920
(321) 460-4696
ciao.deli@yahoo.com

To Christine Wells and members of the board.

Christine, thank you for taking your time to show me around the clubhouse which I was impressed with.

My idea how to make it work:

Simple but an effective way to do it is:

The ballroom

Create a buffet with hot and cold food which would be served every day for breakfast, lunch and dinner.

This would include breakfast from 7:00 AM-10:30 AM and then changed for lunch and dinner all day.



The food would be held hot or cold on wheeled cabinets.

Types of food (breakfast):

Pancakes, eggs, omelettes, scrambled eggs, frittatas, tortilla spaniola, sausages, donuts and more.

Lunch and dinner:

4-6 different types of rice, 4-6 types of pasta, 2-4 types of soups, 4-6 types of vegetables, 4-6 types of salads, 4-8 types of chickens, 4-6 types of pork, pizza, sandwiches, etc.

Desserts of different kinds: Ice cream, coffee, espresso, cappuccino and soft drinks.

We will have food of different ethnicities: Italian, Mexican, Cuban, Caribbean.

Prices would range from \$4:50 to \$9.50.

This would facilitate customers to have a visual menu with large varieties of food to pick and choose what appeals to them and spend what they can afford.

Portions would be substantial between 8-12 ounces.

By doing so, it would be easy to serve a large amount of people and create an atmosphere of a place where residents can come and meet their friends and hang out to spend some time out of their day without going out of the community.



We would create activities for them to do. Such as, cooking classes, wine tasting, entertainers, comedians, karaoke night, bingo, trivia, etc.

We could attend different events at the same time by utilizing the space and be able to divide it according to the size of the event. Using the wheeled cabinets which could be easily moved to different parts of the room for parties big and small. Liquore can be served on a wheeled bar.

Also, with the pandemic that we are now living in, it's much easier to keep social distances and spread tables apart from one to another. We will have carry outs and delivery service to the Lake Ashton community.



The restaurant:

I would add table cloths and napkins to the table, keeping it on an upper scale with a menu of a higher quality of food, like special appetizers, salads, homemade pastas.

Fish: Seabass, crab cakes, douer soles, branzino, lobsters, etc.

Meats: New York strip, ribeye, ossobuco, lambchops, rack of lamb, pork tenderloin, chickens.

Homemade desserts

Prices from \$20.00-\$50.00 per person

The bar can be used for anyone that wants to use it and as a service bar for the restaurant and ballroom.

All employees should be screened and have a background check.

They should have uniforms with the Lake Ashton emblem on it.

I would create a mobile app so all the residents of Lake Ashton can download it on their smartphones to alert them to all the special events, food and drinks we would have on a daily basis.



I would make a card as a form of credit card for the exclusive use of the residents to make it easier for them to use it in the club without having to carry their wallet, cash or credit card.

I conclude my proposal saying that I am opened to lease or manage the club with a salary and percentage of the income.

Sincerely yours

Luigi Signore

Luigi Signore
111 S 12Th ST
Lewisburg, PA 17837
Primary Phone: 570-524-6472

OBJECTIVE: To learn as much from my supervisor or trainer to be able to perform 100% at my job. Be a team player and help other employees to be fast and efficient. Learn how to make the Co. I work for #1 in it's field.

EXPERIENCE

Ciao Deli Cafe - Williamsport, PA Owner and Operator owner and operator	09/01/2009 - Present
Reba & Pancho's - Lewisburg, PA captian of dinning room Food server	05/01/2005 - Present
Italian Terrace - Milton, PA Owner and Operator Owner operator	05/01/2004 - 09/30/2004
Ernesto Restuarant - White Plains, NY manager reasonable for full staff of 60 employees	02/01/2001 - 05/31/2004
La Scala Restaurant - Armonk, NY food server food server	07/01/1996 - 02/28/2001
La Collina restaurant - New York, NY manager Manager of location. Resposable for schudle of water staff ,kitchen staff, bus boy staff. Hiring and firings, ordering supplies.	12/01/1993 - 07/31/1996
Maruzzella restaurant - New york, NY food server food server	03/01/1993 - 12/31/1993
Gold Field Jewelery - New York, NY Owner and Operator Owner and operator	09/01/1987 - 02/28/1993

Proposal #3

BUSINESS PLAN

Ashton Lakeside Dining

4141 Ashton Club Drive, Lake Wales, Fl. 33859

August 12, 2020

JEFF HEATON

EXPERIENCE IN THE FOOD SERVICE INDUSTRY:

Royal Plaza:

MOD, Manager on Duty, overseeing all facets of the establishment.
Front Desk, Valet, Restaurants, Handling all Complaints, Housekeeping,
Engineers, Ground Keepers

GROSNER:

ASSISTANT SECURITY DIRECTOR:
All duties listed above.

SOMEWHERE SPORTS BAR & GRILL:

Hiring, Firing, Training Personnel
Cleanliness of Restaurant, Kitchen, Restrooms
Adhering to all Dept. of Agriculture Standards for Inspections
Insuring All Food Handling Certificates Stay Current
Backup Assistance When/Where Needed
Communicating w/Customers Insuring all is Fine with Meal/Service
Attending Food Shows
Loss Prevention
Conducted Staff Meetings

ANN ABRAHAM-HEATON

EXPERIENCE IN THE FOOD SERVICE INDUSTRY:

**Owner, Operator at Provisions by The Butcher, Baker & Basket Maker
Brochure Attached**

Business License
Food Handler's Certificate
Beer & Wine License

Gourmet Food Shoppe Offering:

Top Quality Spiral Sliced Glazed Hams, Smoked Turkey Breast & Whole Turkeys
Reseller of Omaha Steak Products
Speciality Deserts
Serving Gourmet Sandwiches & Salads
Catering & Delivering Luncheons to Medical Offices & Businesses
Hosting Pharmaceutical Events for Physicians
Custom Gift Baskets
Corporate Gifts

Reseller of Omaha Steak Products

Speciality Deserts
Serving Gourmet Sandwiches & Salads
Catering & Delivering Luncheons to Medical Offices & Businesses
Hosting Pharmaceutical Events for Physicians
Custom Gift Baskets
Corporate Gifts

ONSITE MANAGEMENT - SOMEWHERE SPORTS BAR & GRILL

Took over an establishment that was operating with some unscrupulous tactics & in the red. We worked for the wife of the husband, that was killed in a vehicle accident. She had no experience or desire to operate this establishment. She brought us on board to reopening Somewhere.

A testimonial told to us, by a 13+ year employee, who at one time, his father owned the business, said:
"I have to give it to you two. I have never seen this business being so successful in all my time here, even with all the different owners and you 2 do everything above board."

Areas of Responsibility:

All day to day operations.

Scheduling Staff

Overseeing All Food & Alcohol Ordering

Paying All Invoices, Rent, Utilities, Licensing, etc.

Bookkeeping, Daily, Monthly , Annual Records

Reporting Payroll to Payroll Co.

Assuring all Insurances are in Place

Created Menu & Restaurant & Bar Specials

Planning & Promoting Events

References

Katie Horton, Sysco Foods - 863-270-5331

CenterState Bank - Under Mast Brothers - 863-291-3900

Maricel Baker - Let's Make It Extraordinary, LLC - 863-510-1426

The Butcher

Applewood Smoked & Glazed Ham

- Smoke cured for days
- Smoked slowly over glowing embers of sweet Applewood, leaving them tender and juicy
- NO WATER ADDED
- Spiral sliced
- Honey glazed



Smoked Turkey



- Turkeys are slow cured
- Smoked over an open fire of sweet Applewood giving a rich color and flavor



- Premier purveyor of steaks, beef and other products
- Omaha Steaks select only the finest quality corn-fed beef from the Midwest
- Proper aging
- Expert hand cutting
- Protective wrapping
- Flash frozen to safeguard freshness and quality



The Baker

To Include Our Famous 16 Flavor Cheesecake

- Made with only quality ingredients resulting in superior taste
- Make an impressive statement
- Another great corporate gift!
- Variety of other specialty Desserts



Complete Corporate Luncheons Delivered to You!



For your luncheon meeting,
employee appreciation, etc.

- Spiral Sliced Glazed Hams
- Turkey Breast
- Bread
- Rolls
- Cheese
- Desserts
- Beverages
- Gourmet Snacks
- A Variety of Flavored Mustards & Mayos

The Basket Maker

Custom Baskets to Fit Your Budget

For all occasions



- Holidays
- Birthday
- Baby
- Get Well
- Corporate

- Wedding
- Anniversary
- Sympathy



- Theme Center
- Pieces for Parties.
- Seminars



Sophisticated Choices

- Filet Mignon
- Bacon Wrap Filet Mignon
- Chateau Briand
- Pork Chops
- Chicken Breasts
- Seafood Combo
- Gourmet Burgers
- Hors D Oeuvres

Provisions

by

The Butcher,
Baker and
Basket Maker



400 Ave. A.S.W.
Winter Haven, FL 33880

400 Ave. A S.W.
Winter Haven, FL 33880
(863) 401-8331

3 CHALLENGES INHERENT IN OPERATING A RESTAURANT IN AN AA GATED COMMUNITY

CHALLENGE # 1:

Getting residents to use the restaurant, rather than going outside to other restaurants.

SOLUTIONS:

Having great quality food at reasonable prices.

Offering a varied menu with a wide range of pricing, that anyone is able to fit in budget.

Making customers feel welcome & letting them know their patronage is appreciated.

Make it a "fun" place to be.

CHALLENGE # 2:

To have the ability to service all residents, including those that are homebound.

SOLUTION:

We will offer home delivery to Lake Ashton Residents.

CHALLENGE # 3:

Drawing from Lake Ashton Residents, as well as, outside areas.

SOLUTION:

Keeping an active & updated Social Media Campaign Holding & Advertising special events & entertainment inside & outside Lake Ashton.

This is a proposed menu. We will add pricing once we are able to obtain updated food costs. We will be flexible on menu items by keeping aware of what is selling & what is not within our restaurant. We will also listen to requests & suggestions from our customers & input from Staff. In addition, we look forward to working with our Suppliers as to Seasonal specials & what they are experiencing as successful sale items. We will attend food shows to keep abreast of what is new & trending. We are open to adding & deleting items in relation to what makes good business sense.

BREAKFAST:

Avocado Toast
Apple Fritters w/Strawberry Yogurt for Dipping
French Toast
Toasted Bagel with Cream Cheese & Sausage
Bacon & Eggs
Eggs Benedict
Vegetable Eggs Benedict

APPETIZERS:

Potato Skins
Fish Nuggets Fish Fillet (I suggest Pollock bites) Cut Breaded, Tarter Sauce
Shrimp Cocktail
Wisconsin Cheese Curds
Loaded Fries, Bacon, Cheese, Served with Choice of Sour Cream, Blu Cheese or Ranch
Artichoke Dip with Choice of Tortilla Chips or Veggies

THINGS:

Chic Wings (Fresh, Never Frozen)
Runners (Version of Boneless Wings) with Choice of Sauce, Choice of Blu Cheese or Ranch
Rascals (Version of Boneless Wings) no sauce, choice of Blu Cheese or Ranch
House Made Chili
Chic Quesadilla

PIZZA:

Pepperoni

Veggie

Hawaiian

Buffalo Chix

Additional Toppings:

Mushrooms, Onions, Peppers, Banana Peppers, Black Olives, Tomatoes, Pineapple, Jalapeños

SANDWICHES:

Chic Salad. Chic breast, grapes & walnuts on Oatnut Bread

Turkey Breast on Foccia , Lettuce, Tomato & Seasoned Cream Cheese Spread

Roast Beef on Dense white bread, Lettuce Tomato & Horseradish Spread

Club Croissant, Sliced sugar cured ham, oven roasted turkey breast, hardwood smoked bacon with Swiss and American cheeses, vine-ripe tomato, iceberg lettuce and mayonnaise. Served on a flaky croissant.

Served with a pickle spear and your choice of side

SALADS:

Annie's Salad, Romaine Lettuce, Cukes, Dried Cranberries, Pecans & Blue Cheese with HM Dressing

Cesar Salad

Taco Salad

Add Chicken, Choice of:

Grilled, Blackened or or Spicy

BURGERS:

Black & Blue Burger

Mushroom Swiss Burger

Queso Burger, Served on a Tortilla w/Pico de Gallo, Mixed Cheese & Sour Cream

Patty Melt, Burger with Swiss Cheese, & Thousand Island Dressing

HOT SANDWICHES:

Philly Cheese Steak, Grilled Steak, Peppers, Onions, Mushrooms Topped with Provolone Cheese
BLT Sandwich Served on a Hoagie Roll
Fish Sandwich, Grilled, Blackened or Fried, with Lettuce, Tomato, Tarter
Honey Mustard Chicken, Provolone Cheese, Lettuce, Tomato & Honey Mustard
Chicken Philly, Seasoned Chicken, Grilled Onions, Peppers, Mushrooms Topped with Provolone
Grilled Cheese

DINNERS: AND/OR SPECIALS

Spaghetti, Angel Hair Pasta, Homemade Sauce with Mushrooms, Eggplant, Black Olives, Meatballs &
Italian Sausage with Home Grown Seasoning Served with Garlic Bread & Salad
Reuben, House Cooked Corned Beef, Swiss cheese, Sauerkraut & Thousand Island Dressing on Marble
Rye, Served with 1 Side
Buffalo Style Roast Beef on Kimmelweck Roll, Served with Horse Radish, Au Jus & 1 Side
Polish Kielbasa Casserole, Kielbasa, Sauerkraut, Mashed Potato & Covered with Cheddar Cheese
Fried Shrimp Dinner, Served with 1 Side

SIDES:

Potato Salad
French Fries
Side Salad
Sweet Potato Fries
Onion Rings

BEVERAGES:

Coffee - Nespresso, Also capable of serving variety of Flavored & Strength
Iced Tea
Soft Drinks
Juices

STAFFING

We Would Like to do a Soft Start Leading up to a Grand Opening. This will be our Initial Staff, Adding Personnel as Needed.

Based on Serving Food Between Hours of 8:00 AM - 8:00PM

Executive Manager - Jeff Heaton

General Manager. - Ann Heaton

3 Full Time Cooks

Ann & Jeff to Assist with Prep & Sous Chef Duties as Needed

2 Full Time Servers

2 Part Time Servers

1 Full Time Bartender

1 Part Time Bartenders

The Bartenders will Make all Drinks for the Bar Areas & For the Server's Dining Room Patrons

CATERING

We would prefer up front to strictly focus on the success of the restaurant. We may consider Catering initially, depending on the size of party & type of food required, ex: Sandwiches vs Plated Dinners. We would suggest charging the caterers a fee for use of kitchen.

Outside Caterer a Small Fee for the Use of the Ball Room Kitchen

I would recommend 4 outside caterers:

Fresco's, Lakeland

Cocktail Catering, Orlando

Puff N' Stuff, Orlando

Cam's Catering, Winter Haven

This financial projection was derived by using the following formula:

AT STARTUP

RESTAURANT: 48 meals per day (to start) @ average ticket of
\$15.00 = \$720.00 x 30 days = \$21,600 month
x 12 = \$259,200 Annually

BAR: 20 Drinks per day at \$5.50 per drink = \$110.00 day

x 30 days = \$3,300 per month
Less 20% Cost of Goods -\$660.00 = \$2640 Mo
= \$31,680 annually

TOTAL INCOME \$290,880.00 ANNUALLY

Gross Sales:	\$ 290,880.00
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Less Cost of Goods Sold (COGS):	\$ 85,536.00
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Gross Profit	\$205,344.00
--------------	--------------

Expenses

Sales & Marketing:	\$ 3,600.00
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Research & Development:	\$ 0.00
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Insurance	\$ 0.00
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Legal & Professional Services:	\$ 0.00
--------------------------------	---------

Bookkeeping:	\$ 3,000.00
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Rent:	\$ 12,000.00
-------	--------------

Utilities:	\$ 2,400.00
------------	-------------

Repairs and Maintenance:	\$ 0.00
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General Office:	\$ 0.00
-----------------	---------

Entertainment:	\$ 18,000.00
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Licenses:	\$ 0.00
-----------	---------

Salaries and Benefits:	\$ 154,560.00
------------------------	---------------

Bank Fees:	\$ 1,200.00
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Interest Expense:	\$ 0.00
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Miscellaneous Expense:	\$ 3,600.00
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Total Expenses	\$198,360.00
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Net Income (Before Tax):	\$6,984.00
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GOAL

RESTAURANT: 20% of 2,000 = 400 residents using restaurant

2 x per week = 800 meals per week

800 meals per week x \$15.00 average ticket =

\$12,000 x 4 = \$48,000 month

x 12 = \$576,000.00 Annually

BAR:

50 drinks per day = \$275.00 per day x 30 days

= \$8,250.00 Less 20% Cost of Goods - \$1650

= \$6,600.00 Per Month = \$79,200.00 annually

TOTAL INCOME \$655,200.00 ANNUALLY

Gross Sales:	\$ 655,200.00
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Less Cost of Goods Sold (COGS):	\$ 190,080.00
---------------------------------	---------------

Gross Profit	\$465,120.00
--------------	--------------

Expenses

Sales & Marketing:	\$ 6,000.00
--------------------	-------------

Research & Development:	\$ 0.00
-------------------------	---------

Insurance	\$ 0.00
-----------	---------

Legal & Professional Services:	\$ 0.00
--------------------------------	---------

Bookkeeping:	\$ 3,000.00
--------------	-------------

Rent:	\$ 12,000.00
-------	--------------

Utilities:	\$ 2,400.00
------------	-------------

Repairs and Maintenance:	\$ 0.00
--------------------------	---------

General Office:	\$ 0.00
-----------------	---------

Entertainment:	\$ 20,000.00
----------------	--------------

Licenses:	\$ 0.00
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Salaries and Benefits:	\$ 200,000.00
------------------------	---------------

Bank Fees:	\$ 1,200.00
------------	-------------

Interest Expense:	\$ 0.00
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Miscellaneous Expense:	\$ 3,600.00
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Total Expenses	\$248,200.00
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Net Income (Before Tax):	\$216,920.00
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In my opinion, the atmosphere within the restaurant is dated, dark & oppressive. I would like to see it transformed to a light, bright & airy atmosphere, creating an inviting, casual & comfortable place for customers to enjoy. I would liven the interior by enhancing the beautiful lakeside setting & carrying it indoors. I will be happy to provide Design Board.

INTERIOR DESIGN IDEAS FOR LA RESTAURANT

FULL DESIGN:

1. Walls - Paint, Shiplap Detail on 1 Wall
2. Window Treatments
3. Flooring
4. New Tables & Chairs, New Bar Stools
5. New Lighting
6. Remove Elevated Area, Leaving Section as Stage for Entertainers
7. Recover Sound Boards

DESIGN ON A BUDGET:

1. Walls - Paint
2. Window Treatments
3. Re-Cover Chair Seats
4. Refinish Lighting
5. Recover Sound Boards

SECTION G

RESOLUTION 2020-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020-2021; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Lake Ashton Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within the City of Lake Wales, Polk County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2020-2021 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2021 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 17th day of August 2020.

ATTEST:

**LAKE ASHTON COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2020-2021 Annual Meeting Schedule

Exhibit A

BOARD OF SUPERVISORS MEETING DATES LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2020-2021

The Board of Supervisors of the Lake Ashton Community Development District will hold their regular meetings for Fiscal Year 2020-2021 at the Lake Ashton Clubhouse Ballroom, 4141 Ashton Club Drive, Lake Wales, FL 33859 at 10:30 a.m. on the 3rd Monday of each month, unless otherwise indicated as follows:

**October 19, 2020
November 16, 2020
December 21, 2020
January 18, 2021
February 15, 2021
March 15, 2021
April 19, 2021
May 17, 2021
June 21, 2021
July 19, 2021
August 16, 2021
September 20, 2021**

Please note that due to the ongoing nature of the COVID-19 public health emergency, it may be necessary to hold the above referenced meetings utilizing communications media technology in order to protect the health and safety of the public or held at an alternative physical location other than the location indicated above. To that end, anyone wishing to participate in such meetings should contact the District Manager's Office prior to each meeting to confirm the applicable meeting access and/or location information. Additionally, interested parties may refer to the District's website for the latest information: <https://lakeashtoncdd.com/>.

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

SECTION VII

SECTION B

Lake Ashton Community Development District Project Tracking List

Project Name	Budget	Board of Supervisor Approval	Scheduled Start Time	Scheduled Completion	Current Status	Status Updated
Clubhouse Projects						
Fitness Center Restroom Refurbishment	\$32,450.00	6/15/2020	TBD	Approx 2 weeks	The project is being delayed due to staffing issues with the Contractor. Staff should have an update by 8/17/20	8/10/2020
Bowling Alley Well Point System	Insurance Claim	Insurance Claim	7/13/2020	8-12 weeks	<p>The following items have been completed. The Contractor's Engineer is working with the City of Lake Wales and SWFWMD on the plans to be sent to the District's Engineer for approval.</p> <ul style="list-style-type: none"> -Bowling Alley approach has been removed and stored to prevent damage. -Concrete slab for new pump has been installed. -Hole has been cut in wall for 3 inch PVC line installation. -All 3 inch PVC drain lines have been installed. -Electrical repairs have been completed in pit area of alley, when approach was removed, crews noticed damage and repaired. -Also new covers have been ordered for junction boxes and wires repaired. -Relocated two electrical lines to allow for fabrication of ball return braces that have not been installed. -All electrical conduits and junction boxes have been installed to pump slab area. -Pull lines have been installed for electrical wires. -Materials for well point lines and connectors have been ordered. (Waiting Delivery) 2-4 weeks -Pump size has been determined by PE and has been ordered. (Waiting Delivery) 4-6 weeks 	8/10/2020
Foyer Furniture Replacement	\$6,000.00	6/15/2020	Aug-20		Furniture has been ordered and is expected to be delivered in August.	7/6/2020

Lake Ashton Community Development District Project Tracking List

Project Name	Budget	Board of Supervisor Approval	Scheduled Start Time	Scheduled Completion	Current Status	Status Updated
Vanity Replacement in Restrooms	\$4,946.13	7/13/2020	TBD		Project is on hold until Fitness Center Tile Replacement project is finished so contractor can complete the entire project at one time.	8/10/2020
Replace Current Faucets with Hands-Free Faucets	\$2,500.00	7/13/2020	TBD		Faucets will be replaced at the same time the vanities are installed	8/10/2020
Hand Rails in Restrooms		7/13/2020	week of 8/17		Handrails will be installed once received	8/10/2020
August Newsletter Revenue					\$7,450	8/10/2020
Resident Feedback Survey					Total of 602 responses were received but the August 1 deadline. Staff is working on gathering results to present to the Board of Supervisors at an upcoming meeting	8/10/2020
Online Payments					Staff is in communication with Bank of America Merchant Services regarding this option. An agreement will be presented at the September BOS meeting for consideration.	8/10/2020
Local Insertion Channel					Staff is looking into setting up for residents that have Spectrum or FIOS cable services. An email has been sent to our Account Rep to get this setup. Waiting on a response.	8/10/2020
Restaurant						
Pest Control Service			week of 8/10		Pest control service is schedule for the week of 8/10/2020	8/10/2020
Window Tinting			week of 8/10		Six windows are being re-tinted due to scratches on the current tinting.	8/10/2020

Lake Ashton Community Development District Project Tracking List

Project Name	Budget	Board of Supervisor Approval	Scheduled Start Time	Scheduled Completion	Current Status	Status Updated
<i>Security</i>						
Gate Count (July 1 - July 31)					5374 vehicles processed	
<i>Landscape Management</i>						
Oyster plants at Entrance	Plant Replacement Budget		week of 8/9/2020		Oyster plants were replaced and are still not thriving at the entrance. Staff is working with Yellowstone on a replacement option for this area.	8/10/2020
Additional Areas of Responsibility Identified					Staff has indentified 2 additional areas that need to be added to the Yellowstone contract. These areas are behind the tee box on hole 11 and along Lake Ashton Blvd. near the entrance and exit to the community. Staff has a meeting setup with Yellowstone management to determine if any additional costs will be incurred.	8/10/2020
<i>Lake Management</i>						
Grass Carp Installation	\$2,970.00	6/15/2020	TBD		Applied Aquatic is working with FWC to obtain the permit to purchase and install the grass carp. SWFWMD has submitted a letter to Applied Aquatic and FWC stating they do not oppose to the installation.	8/10/2020
Pond Bordering Homes on Limerick Drive and Dunmore Drive					Several homeowners are expressing concern with the pond that is between homes on Limerick Drive and Dunmore Drive. Staff informed the residents that this issue would be brought to the Board for consideration of next steps.	8/10/2020
<i>Pavement/Stormwater Management</i>						
Mulligan/Dunmore Stormwater Project	\$157,000.00	4/20/2020 & 7/13/2020			Project started on 7/15/2020	8/10/2020
Golf Course Pathways and Bridges Evaluation		6/15/2020			District Engineer Project	6/15/2020

Lake Ashton Community Development District Project Tracking List

Project Name	Budget	Board of Supervisor Approval	Scheduled Start Time	Scheduled Completion	Current Status	Status Updated
Pavement Management Evaluation	\$7,000.00	6/15/2020			District Engineer Project	6/15/2020
Heathland Lane Pavement Failure					At the July 13 meeting the Engineer stated further investigation of this area needed to occur to determine the cause of the failed patch in this area.	8/10/2020
Golf Course Bridges					The District Engineer is working on quotes for running boards and sealing the bridges on the golf course.	8/10/2020
Golf Course Flumes					The District Engineer is working on quotes to repair failing flumes on a few ponds on the golf course.	8/10/2020
Projects for BOS Consideration - 8/17/2020						
Replace the Flood Lights at the South Side of the Clubhouse with LED Lights					Kincaid Provided an Estimate for \$312.50	8/10/2020
Completed Projects						
Deep Cleaning of the Kitchen and Ice Machine Area	Staff Project				Staff deep cleaned the Kitchen floors and walls.	
Touch up Painting and Minor Repairs in the Kitchen/Dining Room area	Staff Project				Touch up painting was completed in the Dining Room, Kitchen, and Pantry Area. Drapes were removed and small holes were patched and painted.	
Fire Extinguishers and Hood System Inspection					All fire extinguishers, ansul system and hood system were inspected and are now up to date.	
Deep Cleaning of the Dining Room Area	Staff Project				The Dining Room vinyl floors will be scrubbed and the carpet will be cleaned.	
Additional Security Cameras Installed					Three additional cameras were installed in the Clubhouse. Staff has 3 cameras leftover from the previous installation so it will be a charge for labor only.	

SECTION C

SECTION 1

**P.O Box 89579
Tampa, FL 33689
Office (813)663-9037
Fax (813)620-4158**



CGC1526101 | CUC1224902
 Suarez Grading Enterprises, Inc. Where the difference between ordinary and extraordinary...is the EXTRA!!!
 P.O Box 89579 ▪ Tampa, FL 33689 ▪ Office (813)663-9037 ▪ Fax (813)620-4158

SECTION D

Lake Ashton Community Development District
219 E. Livingston St., Orlando Florida 32801

Memorandum

DATE: August 17, 2020

TO: Jill Burns
District Manager **via email**

FROM: Matthew Fisher
Operation Manager

RE: Lake Ashton CDD Monthly Managers Report – August 17, 2020

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 ballast as needed.
2. A/C working properly.

Pool/Spa:

1. The pool and spa are operating properly.
2. New handicap lift remotes installed.

Lakes/Ponds:

1. Lakes and ponds are being treated according to our contract with Applied Aquatic.
2. Pond water levels are elevated due to the amount of rain.

Landscaping:

1. Staff has been meeting on a weekly basis with Yellowstone Landscape to review CDD property.
2. Trimming of shrubs along Lake Ashton Blvd. is complete.

Other:

1. Pressure washed Restaurant patio and windows.
2. Cleaned and painted smoker outpost lids.
3. Painted baseboards in Fitness Center.
4. Replaced bad ballasts in Fitness Center.
5. Pressure washed South Ballroom windows.
6. Tennis Court wind screen taken down in preparation for Hurricane Isaias. At this time, the wind screens are put back up.
7. Detail cleaned entrance to ice/water machine area.
8. Replaced two broken umbrellas at the dog park.
9. Leveled pavers pathway at the Ballroom exit near the Cinema.
10. Pressure washed paver walk way leading from Portico to West parking lot.
11. Stepping stones at the entrance to the Tennis Courts were leveled and mulch was added.

Should you have any questions please call me at 863-956-6207

Respectfully,

Matthew
Fisher

SECTION VIII

SECTION A

LAKE ASHTON COMMUNITY DEVELOPMENT DISTRICT

Check Run Summary

August 17, 2020

<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>
<u>General Fund</u>		
7/7/20	7181-7186	\$36,449.34
7/20/20	7187-7207	\$72,871.63
8/4/20	7208-7219	\$39,582.00
<i>General Fund Total</i>		<i><u><u>\$148,902.97</u></u></i>
<u>Capital Projects Fund</u>		
7/20/20	303	\$1,200.00
8/3/20	304	\$26,105.02
8/4/20	305	\$659.45
<i>Capital Projects Fund Total</i>		<i><u><u>\$27,964.47</u></u></i>

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

RUN 8/10/20

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/07/20	00648	5/12/20 05122020	202005 320-57200-54500		*	694.60	
		SVCS 05/20		A WARD DESIGN			694.60 007181
7/07/20	00062	7/01/20 57949601	202007 320-57200-41000		*	1,030.25	
		SVCS 06/30-07/29		BRIGHT HOUSE NETWORKS			1,030.25 007182
7/07/20	00215	6/26/20 396	202006 320-57200-34000		*	25,907.76	
		FACILITY MGMT 06/20		GMS-CENTRAL FLORIDA, LLC			25,907.76 007183
7/07/20	00036	7/01/20 185	202007 310-51300-34000		*	5,019.67	
		MGMT FEES 07/20					
		7/01/20 185	202007 310-51300-35100		*	83.33	
		COMPUTER TIME					
		7/01/20 185	202007 310-51300-31300		*	83.33	
		DISSEMINATION AGT SVC					
		7/01/20 185	202007 310-51300-51000		*	.30	
		OFFICE SUPPLIES					
		7/01/20 185	202007 310-51300-42000		*	22.45	
		POSTAGE AND DELIVERY					
		7/01/20 185	202007 310-51300-42500		*	7.65	
		COPIES		GMS - SO FLORIDA, LLC			5,216.73 007184
7/07/20	00011	7/05/20 20046	202007 310-51300-31200		*	600.00	
		ARBITRAGE SERIES 2015		GRAU & ASSOCIATES, P.A.			600.00 007185
7/07/20	00649	7/06/20 07062020	202007 300-22000-10100		*	3,000.00	
		RESTAURANT SECURITY DEPOS		NINI'S LAKE ALFRED CAFE LLC			3,000.00 007186
7/20/20	00522	6/30/20 31088110	202006 320-57200-43200		*	284.13	
		POOL HEAT		AMERIGAS			284.13 007187
7/20/20	00057	6/30/20 186550	202006 320-53800-46800		*	3,895.00	
		SVCS 06/20		APPLIED AQUATIC MANAGEMENT, INC.			3,895.00 007188
7/20/20	00502	7/01/20 1701	202007 320-57200-34501		*	18,501.00	
		SVCS 07/20					
		7/01/20 1701	202007 320-57200-34502		*	1,379.00	
		SVCS 07/20		COMMUNITY WATCH SOLUTIONS, LLC			19,880.00 007189
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LAKE ASHTON CDD - GF
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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/20/20	00466	7/02/20 43278	202007 310-51300-42501	LA TIMES NEWSLETTER 07/20	*	2,910.00	
				CUSTOMTRADEPRINTING.COM			2,910.00 007190
7/20/20	00003	7/14/20 70649957	202007 310-51300-42000	DELIVERIES THRU 07/08/20	*	35.69	
				FEDEX			35.69 007191
7/20/20	00067	7/07/20 198933	202007 320-57200-34500	REPLACE LOOP DETECTOR	*	310.00	
		7/10/20 199064	202007 320-57200-34500	MAINT 07/20	*	128.00	
		7/13/20 199076	202007 320-57200-34500	REPLACE DUCT DETECTOR	*	833.60	
				THE HARTLINE ALARM COMPANY, INC.			1,271.60 007192
7/20/20	00233	6/11/20 91823258	202006 320-57200-52000	SUPPLIES	*	45.24	
				HD SUPPLY FACILITIES MAINTENANCE			45.24 007193
7/20/20	00059	6/02/20 29054	202007 320-57200-45300	SVCS 07/20-FOUNTAINS	*	215.00	
		6/02/20 29055	202007 320-57200-45300	SVCS 07/20	*	1,250.00	
		6/24/20 29192	202007 320-57200-45300	INSTALL NEW ROLLER ARM	*	125.00	
				HEARTLAND COMMERCIAL POOL SERVICES			1,590.00 007194
7/20/20	00098	6/08/20 8062983	202006 320-57200-52000	SUPPLIES	*	52.53	
		6/11/20 5623001	202006 320-57200-52000	SUPPLIES	*	27.52	
		6/29/20 7624434	202006 320-57200-52000	SUPPLIES	*	173.72	
				HOME DEPOT CREDIT SERVICES			253.77 007195
7/20/20	00504	6/25/20 97743	202006 320-57200-54500	REPAIRS	*	154.00	
				KINCAID ELECTRICAL SERVICES			154.00 007196
7/20/20	00090	6/08/20 L060G0J9	202006 320-57200-54000	NOTICE OF MEETING	*	273.07	
				NEWS CHIEF			273.07 007197
7/20/20	00538	6/01/20 10016	202006 320-57200-54506	MAINT 06/20	*	190.00	

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

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		7/14/20 10018	202007 320-57200-54506		*	190.00	
		MAINT 07/20		PERFORMAMCE PLUS CARTS			380.00 007198
7/20/20 00586		7/06/20 070620	202007 320-57200-54500		*	75.00	
		MAKE SHELF-INSTAL ON DOOR		S. FRED POWELL			75.00 007199
7/20/20 00345		7/02/20 29693	202007 320-57200-54500		*	247.50	
		CHANGE LOCKS RESTAURANT		PRECISION SAFE & LOCK, LLC			247.50 007200
7/20/20 00631		6/30/20 191656	202006 310-51300-31100		*	9,488.93	
		SVCS THRU 06/30		RAYL ENGINEERING & SURVEYING, LLC			9,488.93 007201
7/20/20 00571		7/01/20 27784	202006 320-57200-54500		*	2,085.00	
		JANITORIAL SVCS 06/20		SERVICEMASTER CLEAN			2,085.00 007202
7/20/20 00234		6/25/20 246932	202006 320-57200-52000		*	37.56	
		SUPPLIES					
		6/25/20 246932	202006 320-57200-51000		*	136.05	
		SUPPLIES		STAPLES BUSINESS CREDIT			173.61 007203
7/20/20 00061		7/20/20 0620	202006 320-57200-43000		*	14,625.00	
		SVCS 06/20					
		7/20/20 062020	202006 300-15500-10100		*	15,688.80-	
		SVCS 04/20					
		7/20/20 072020	202007 320-57200-43000		*	15,109.94	
		SVCS 07/20		TECO			14,046.14 007204
7/20/20 00316		6/25/20 12140693	202006 310-51300-42501		*	178.78	
		CLEAR NEWSPAPER BAGS		ULINE			178.78 007205
7/20/20 00430		7/07/20 50110861	202008 310-51300-42502		*	162.50	
		COPIER LEASE		WELLS FARGO FINANCIAL SERVICE			162.50 007206
7/20/20 00445		7/01/20 OS129628	202007 320-57200-46200		*	15,441.67	
		MAINT 07/20		YELLOWSTONE LANDSCAPE			15,441.67 007207
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YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
LAKE ASHTON CDD - GF
BANK A LAKE ASHTON - GF

RUN 8/10/20

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
8/04/20	00512	8/01/20 1854322	202008 320-57200-41000		*	45.86	
		SVCS 08/20		KINGS III OF AMERICA, INC.			45.86 007211
8/04/20	00164	7/24/20 92662	202006 310-51300-31500		*	5,605.50	
		SVCS 06/20		LATHAM, LUNA, EDEN & BEAUDINE,LLP			5,605.50 007212
8/04/20	00361	6/26/20 181876	202006 320-57200-54500		*	1,343.00	
		MAINT 06/20		MILLER'S CENTRAL AIR, INC.			1,343.00 007213
8/04/20	00324	6/11/20 059957	202006 320-57200-52005		*	314.90	
		MIRROR		RIDGE GLASS AND MIRROR, INC.			314.90 007214
8/04/20	00650	8/03/20 08032020	202008 320-57200-49400		*	200.00	
		RETILE CLASS-CAMP LA		BRUCE M. SHWEDICK DBA			200.00 007215
8/04/20	00622	8/03/20 08032020	202008 320-57200-49400		*	500.00	
		ENTERTAINMENT-CAMP LA		SOUTHBOUND EXPRESS INC.			500.00 007216
8/04/20	00647	6/22/20 543	202006 320-57200-54500		*	410.41	
		ROOF REPAIRS BOWLING ALLE		TAYLOR'S ROOFING			410.41 007217
8/04/20	00445	7/30/20 OS133296	202007 320-57200-46200		*	600.00	
		QTRLY PALM INJECT W/FERTI		YELLOWSTONE LANDSCAPE			600.00 007218
8/04/20	00346	7/17/20 2116142	202007 320-57200-54500		*	273.80	
		ANNUAL SVC					
		7/21/20 2116139	202007 320-57200-54500		*	226.95	
		SEMI-ANNUAL MAINT 07/20		4TH ELEMENT FIRE & SAFETY, INC.			500.75 007219
TOTAL FOR BANK A						148,902.97	
TOTAL FOR REGISTER						148,902.97	

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

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LAKE ASHTON CDD
FY 2020 CASH RECEIPTS

	October-19	November-19	December-19	January-20	February-20	March-20
ENTERTAINMENT	\$ 120,713.00	\$ 14,095.00	\$ 6,968.50	\$ 7,609.00	\$ 5,053.00	\$ 1,812.00
BALLROOM RENTAL	\$ 8,600.00	\$ 5,850.00	\$ 10,125.00	\$ 7,250.00	\$ 6,850.00	\$ 2,000.00
BALLROOM RENTAL-DEFERRED	\$ -	\$ -	\$ -	\$ 1,750.00	\$ 3,500.00	\$ 3,250.00
DAMAGE DEPOSITS	\$ 4,000.00	\$ -	\$ -	\$ 1,500.00	\$ (2,000.00)	\$ 1,000.00
NEWSLETTER INCOME	\$ 18,288.25	\$ 6,496.81	\$ 5,405.94	\$ 8,154.75	\$ 12,280.25	\$ 5,020.25
COFFEE INCOME	\$ 300.00	\$ 200.00	\$ 300.00	\$ 1,425.00	\$ 450.00	\$ 425.00
CLERICAL	\$ 120.50	\$ 533.00	\$ 136.00	\$ 143.50	\$ 35.00	\$ 232.00
SECURITY FEE	\$ 747.50	\$ 493.75	\$ 410.00	\$ 647.00	\$ 118.75	\$ 12.50
ENTRANCE GATE OPENERS	\$ 148.00	\$ 111.00	\$ 222.00	\$ 296.00	\$ 222.00	\$ 148.00
RESTAURANT LEASE	\$ 930.00	\$ 930.00	\$ 930.00	\$ 930.00	\$ 930.00	\$ 930.00
MISCELLANEOUS	\$ 50.00	\$ 150.64	\$ 359.47	\$ 8,057.60	\$ 455.00	\$ -
SALES TAX PAYABLE	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
	\$ 153,967.25	\$ 28,930.20	\$ 24,926.91	\$ 37,832.85	\$ 27,964.00	\$ 14,899.75

	April-20	May-20	June-20	July-20	August-20	September-20
ENTERTAINMENT	\$ 17,665.67	\$ 9,046.10	\$ 1,316.00	\$ -	\$ -	\$ -
BALLROOM RENTAL	\$ (1,500.00)	\$ 250.00	\$ (1,750.00)	\$ -	\$ -	\$ -
DAMAGE DEPOSITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NEWSLETTER INCOME	\$ 5,532.25	\$ 3,300.25	\$ 6,990.25	\$ -	\$ -	\$ -
COFFEE INCOME	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ -
CLERICAL	\$ 1,092.20	\$ 75.00	\$ 63.00	\$ -	\$ -	\$ -
SECURITY FEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENTRANCE GATE OPENERS	\$ -	\$ -	\$ 185.00	\$ -	\$ -	\$ -
INSURANCE PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ -	\$ 19.00	\$ 409.00	\$ -	\$ -	\$ -
RESTAURANT LEASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SALES TAX PAYABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 22,790.12	\$ 12,690.35	\$ 7,263.25	\$ -	\$ -	\$ -

FISCAL YEAR 2020 TOTAL	
ENTERTAINMENT FEES	\$ 184,278.27
BALLROOM RENTAL	\$ 37,675.00
DAMAGE DEPOSITS	\$ 4,500.00
NEWSLETTER INCOME	\$ 71,469.00
COFFEE INCOME	\$ 3,150.00
CLERICAL	\$ 2,430.20
SECURITY FEE	\$ 2,429.50
ENTRANCE GATE OPENERS	\$ 1,332.00
MISCELLANEOUS	\$ 9,500.71
RESTAURANT LEASE	\$ 5,580.00
SALES TAX PAYABLE	\$ 420.00
	\$ 331,264.68

LAKE ASHTON CDD
JUNE 2020 CASH RECEIPTS

ENTERTAINMENT

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
6/15/20	1029	Grogan	\$ (48.00)	Doo Wop Reunion Show - 5:00 pm - X7/8 - Refund
6/16/20	1030	Rodriguez	\$ 1,500.00	Brianna Rodriguez Quinceanera - 10-3-2020
6/23/20	1035	Young	\$ (1,500.00)	Young Wedding 7-25-2020 Cancelled
6/23/20	1035	Family Elder Law	\$ 250.00	Sponsorship - Decades Dance
6/23/20	1035	Family Elder Care	\$ 250.00	Sponsorship - Decades Dance
6/23/20	1035	Arts'f Golf Carts	\$ 250.00	Sponsorship - Camp Lake Ashton
6/25/20	1037	LW Dental Group	\$ 250.00	Sponsorship - Camp Lake Ashton
6/26/20	1038	Langston	\$ (136.00)	Doo Wop & Celebrate Shows - refund (moving)
6/26/20	CK 1004	Graves Insurance	\$ 250.00	Sponsorship - Camp Lake Ashton
6/26/20	CK 289990	Gessler Clinic	\$ 250.00	Sponsorship - Camp Lake Ashton
TOTAL			\$ 1,316.00	

RENTALS

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
6/10/20	1027	Publix - Edd Dean	\$ (1,750.00)	Ballroom Rental - August 20, 2020 cancelled
TOTAL			\$ (1,750.00)	

NEWSLETTER

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
6/12/20	1028	Dan's City Fan's	\$ 185.00	LAT Ad - July Issue
6/16/20	1030	Elera	\$ 1,020.00	LAT Ad July - Sept
6/19/20	1033	BrockWindow Cleaning	\$ 200.00	LAT Insert - July Issue
6/23/20	1035	Mannix Pools	\$ 1,320.00	LAT Ad - July - Sept 2020
6/23/20	1035	C& L Pressure Washing	\$ 200.00	LAT Insert - July Issue
6/24/20	1036	Art's Golf Carts	\$ 360.00	LAT Ad - July Issue
6/24/20	1036	Blackburn's Interiors	\$ 400.00	LAT Ad - July Issue
6/24/20	1036	Family Elder Law	\$ 350.00	LAT Ad - July Issue
6/24/20	1036	Morgan Stanley - Grubb	\$ 160.00	LAT Ad - July Issue
6/24/20	1036	Performance Plus Carts	\$ 360.00	LAT Ad - July Issue
6/24/20	1036	Robinson's Aluminum	\$ 175.25	LAT Ad - July Issue
6/24/20	1036	Weaver Law	\$ 360.00	LAT Ad - July Issue
6/25/20	1037	Cherry Pocket	\$ 75.00	LAT - Special Ad - July Issue
6/25/20	1037	Crooked Bass	\$ 75.00	LAT - Special Ad - July Issue
6/5/20	CK 51220	United Refrigeration	\$ 300.00	LAT Ad & Insert - June Issue
6/5/20	CK 12930	WCM Construction & Roofing	\$ 200.00	LAT Insert - June Issue
6/5/20	CK 1164	Elera	\$ 200.00	LAT Insert - June Issue
6/5/20	CK 332	Abraham	\$ 200.00	LAT Insert - June Issue
6/26/20	CK 51271	United Refrigeration	\$ 300.00	LAT Ad & Insert - July
6/26/20	CK 8114	Florida Dermatology	\$ 350.00	LAT Ad - July
6/26/20	CK 06847610	Edward Jones - Matt Simpson	\$ 200.00	LAT Inserts - July
TOTAL			\$ 6,990.25	

CLERICAL

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
6/5/20	1026	Monaghan	\$ 12.00	LAT Mailing - July - Oct
6/22/20	1034	Parota	\$ 15.00	LAT Mailing July - Nov
6/26/20	Cash	Bishop	\$ 10.00	LA replacement ID
6/26/20	Cash	Morowsky	\$ 10.00	LA replacement ID
6/26/20	Cash	Riedy	\$ 10.00	LA replacement ID
6/26/20	Cash	Cash	\$ 6.00	Copies & Faxes
TOTAL			\$ 63.00	

COFFEE

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
6/5/20	CK 068248442	Edward Jones - Simpson	\$ 50.00	Monday Coffee - June 8, 2020
TOTAL			\$ 50.00	

LAKE ASHTON CDD
JUNE 2020 CASH RECEIPTS

ENTRANCE GATE OPENERS

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
6/17/20	1031	McHugh	\$ 37.00	Gate Opener # 40018
6/23/20	1035	Miller	\$ 37.00	Gate Opener # 40020
6/24/20	1036	Dwyer	\$ 37.00	Gate Opener # 40031
6/26/20	Cash	Zalanzy	\$ 37.00	Gate Opener # 40017
6/26/20	Cash	Swanson	\$ 37.00	Gate Opener # 40019
TOTAL			\$ 185.00	

MISCELLANEOUS

DATE	DESCRIPTION	NAME	AMOUNT	DESCRIPTION
6/12/20	1028	Fisher	\$ 85.00	Pop Up Marketplace
6/18/20	1032	Leising	\$ (74.00)	Refund for Pop-Up Marketplace
6/5/20	Cash	Cash	\$ 58.00	Pop Up Marketplace
6/5/20	CK 2425	Heaton	\$ 12.00	Pop Up Marketplace
6/5/20	CK 1168	McGraw	\$ 3.00	Pop Up Marketplace
6/5/20	CK 5473	Fetcho	\$ 13.00	Pop Up Marketplace
6/5/20	CK 4068	Pickard	\$ 12.00	Pop Up Marketplace
6/5/20	CK 5098	Landgrebe	\$ 30.00	Pop Up Marketplace
6/5/20	CK 8102	Harben	\$ 5.00	Pop Up Marketplace
6/5/20	CK 1196	Van Sickle	\$ 18.00	Pop Up Marketplace
6/5/20	CK 6386	Prusiecki	\$ 9.50	Pop Up Marketplace
6/5/20	CK 1200	Van Sickle	\$ 12.50	Pop Up Marketplace
6/5/20	CK 2724	Parker	\$ 12.50	Pop Up Marketplace
6/5/20	CK 1016	McMurry	\$ 12.50	Pop Up Marketplace
6/5/20	CK 5193	Crabtree	\$ 12.50	Pop Up Marketplace
6/5/20	CK 2771	Fey	\$ 12.50	Pop Up Marketplace
6/5/20	CK 509	Phillips	\$ 12.50	Pop Up Marketplace
6/5/20	CK 357	Harmon	\$ 12.50	Pop Up Marketplace
6/5/20	CK 5623	Kirwan	\$ 12.50	Pop Up Marketplace
6/5/20	CK 1592	Sutherland	\$ 12.50	Pop Up Marketplace
6/5/20	CK 2943	Brock	\$ 12.50	Pop Up Marketplace
6/5/20	CK 1934	Vitale	\$ 12.50	Pop Up Marketplace
6/5/20	CK 602	Detrow	\$ 12.50	Pop Up Marketplace
6/5/20	CK 2175	Bull	\$ 12.50	Pop Up Marketplace
6/5/20	CK 9149	Parota	\$ 12.50	Pop Up Marketplace
6/5/20	CK 1577	McGurran	\$ 12.50	Pop Up Marketplace
6/5/20	CK 1347	Kuchler	\$ 12.50	Pop Up Marketplace
6/5/20	CK 4127	Dibattista	\$ 12.50	Pop Up Marketplace
6/5/20	CK 1495	Patrick	\$ 12.50	Pop Up Marketplace
6/26/20	CK 5317	Chamernik	\$ 12.50	Pop Up Marketplace
TOTAL			\$ 409.00	

TOTAL CASH RECEIPTS - JUNE 2020	\$ 7,263.25
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SUMMARY		
ENTERTAINMENT	\$	1,316.00
ROOM RENTALS	\$	(1,750.00)
NEWSLETTER	\$	6,990.25
CLERICAL	\$	63.00
COFFEE	\$	50.00
DEPOSITS	\$	-
ENTRANCE GATE OPENER	\$	185.00
RESTAURANT/SALES TAXES	\$	-
SECURITY	\$	-
MISCELLANEOUS	\$	409.00
TOTAL	\$	7,263.25

Lake Ashton CDD

Special Assessment Receipts

Fiscal Year Ending September 30, 2020

										\$1,848,750.01 .36300.10100	\$444,384.65 2015-1	\$51,674.31 2015-2	\$496,058.96
Date Received	Collection Period	O&M Receipts	O&M Interest	Debt Svc Receipts	Debt Svc Interest	Discounts/ Penalties	Discounts/ Penalties	Commissions Paid	Net Amount Received	General Fund 100.00%	Debt Svc Fund 89.583%	Debt Svc Fund 10.417%	Debt Total 100%
11/14/19	10/01/19-10/31/19	\$ 1,875.00	\$ -	\$ 977.74	\$ -	\$ 75.00	\$ 39.11	\$ 54.77	\$ 2,683.86	\$ 1,756.81	\$ 830.47	\$ 96.57	\$ 927.04
11/18/19	06/01/19-10/15/19	\$ 27,879.15	\$ -	\$ 8,270.64	\$ -	\$ 1,417.82	\$ 415.52	\$ 686.33	\$ 33,630.12	\$ 25,920.20	\$ 6,906.78	\$ 803.14	\$ 7,709.92
11/22/19	11/01/19-11/06/19	\$ 41,250.00	\$ -	\$ 10,348.18	\$ -	\$ 1,650.00	\$ 413.93	\$ 990.70	\$ 48,543.56	\$ 38,818.89	\$ 8,711.65	\$ 1,013.02	\$ 9,724.66
11/29/19	11/07/19-11/15/19	\$ 423,750.00	\$ -	\$ 101,462.64	\$ -	\$ 16,950.00	\$ 4,058.39	\$ 10,084.10	\$ 494,120.16	\$ 398,849.26	\$ 85,346.56	\$ 9,924.34	\$ 95,270.90
12/06/19	11/16/19-11/24/19	\$ 500,625.00	\$ -	\$ 123,833.01	\$ -	\$ 20,025.00	\$ 4,953.15	\$ 11,989.60	\$ 587,490.26	\$ 471,146.88	\$ 104,223.93	\$ 12,119.45	\$ 116,343.39
12/13/19	11/25/19-11/30/19	\$ 648,750.00	\$ -	\$ 191,369.10	\$ -	\$ 25,950.00	\$ 7,654.48	\$ 16,130.29	\$ 790,384.33	\$ 610,082.17	\$ 161,520.14	\$ 18,782.02	\$ 180,302.16
01/14/20	12/01/19-12/31/19	\$ 111,463.77	\$ -	\$ 35,749.74	\$ -	\$ 3,432.33	\$ 1,090.96	\$ 2,853.80	\$ 139,836.42	\$ 105,781.38	\$ 30,507.54	\$ 3,547.50	\$ 34,055.04
01/31/20	INTEREST	\$ -	\$ 940.76	\$ -	\$ 252.55	\$ -	\$ -	\$ -	\$ 1,193.31	\$ 940.76	\$ 226.24	\$ 26.31	\$ 252.55
02/14/20	01/01/20-01/31/20	\$ 29,093.59	\$ -	\$ 8,662.22	\$ -	\$ 577.13	\$ 169.38	\$ 740.19	\$ 36,269.11	\$ 27,932.86	\$ 7,467.86	\$ 868.38	\$ 8,336.25
03/13/20	02/01/20-02/29/20	\$ 20,213.64	\$ -	\$ 3,435.01	\$ -	\$ 187.50	\$ 28.38	\$ 468.65	\$ 22,964.12	\$ 19,656.64	\$ 2,962.95	\$ 344.54	\$ 3,307.49
04/15/20	03/01/20-03/31/20	\$ 24,123.68	\$ -	\$ 6,323.09	\$ -	\$ -	\$ -	\$ 608.93	\$ 29,837.84	\$ 23,643.58	\$ 5,549.01	\$ 645.26	\$ 6,194.27
04/30/20	INTEREST	\$ -	\$ 61.97	\$ -	\$ 15.55	\$ -	\$ -	\$ -	\$ 77.52	\$ 61.97	\$ 13.93	\$ 1.62	\$ 15.55
05/15/20	04/01/20-04/30/20	\$ 6,601.18	\$ -	\$ 1,046.82	\$ -	\$ (56.25)	\$ (22.97)	\$ 154.55	\$ 7,572.67	\$ 6,535.57	\$ 929.06	\$ 108.03	\$ 1,037.09
06/15/20	05/01/20-05/31/20	\$ 3,750.00	\$ -	\$ 765.82	\$ -	\$ (112.50)	\$ (22.97)	\$ 93.03	\$ 4,558.26	\$ 3,789.15	\$ 688.99	\$ 80.12	\$ 769.11
07/08/20	06/15/20-06/15/20	\$ 7,500.00	\$ -	\$ 3,049.12	\$ -	\$ (337.49)	\$ (137.21)	\$ 220.48	\$ 10,803.34	\$ 7,663.66	\$ 2,812.63	\$ 327.06	\$ 3,139.69
07/15/20	06/01/20-06/30/20	\$ 1,875.00	\$ -	\$ 765.82	\$ -	\$ (112.49)	\$ (45.95)	\$ 55.99	\$ 2,743.27	\$ 1,943.35	\$ 716.60	\$ 83.33	\$ 799.93
07/31/20	INTEREST	\$ -	\$ 12.27	\$ -	\$ 3.38	\$ -	\$ -	\$ -	\$ 15.65	\$ 12.27	\$ 3.03	\$ 0.35	\$ 3.38
		\$1,848,750.01	\$1,015.00	\$496,058.95	\$271.48	\$69,646.05	\$18,594.20	\$45,131.38	\$2,212,723.81	\$1,744,535.40	\$419,417.36	\$48,771.04	\$468,188.40
BALANCE REMAINING		\$0.00		\$0.01									

Gross Percent Collected	100.00%
Balance Due	\$0.01

SECTION B

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
June 30, 2020

	Major Funds			Total
	General	Debt Service	Capital Reserve	Governmental Funds
ASSETS:				
Cash-Wells Fargo	\$59,667	---	\$21,227	\$80,894
Assessments Receivable	\$9,619	\$3,943	---	\$13,562
Due from Other Funds	\$4,408	\$16,587	---	\$20,995
Investment - State Board	\$448,576	---	---	\$448,576
Investment - State Board Capital Reserve	---	---	\$705,516	\$705,516
Investments:				
<i>Series 2015</i>				
Reserve A	---	\$226,813	---	\$226,813
Interest A	---	\$1,744	---	\$1,744
Revenue A	---	\$104,148	---	\$104,148
Prepayment A-1	---	\$15,826	---	\$15,826
Prepayment A-2	---	\$6,508	---	\$6,508
Prepaid Expenses	\$616	---	---	\$616
TOTAL ASSETS	<u>\$522,886</u>	<u>\$375,569</u>	<u>\$726,743</u>	<u>\$1,625,198</u>
LIABILITIES:				
Accounts Payable	\$56,604	---	\$1,200	\$57,804
Due to Other Funds	\$8,016	\$8,571	\$4,408	\$20,996
Deposits-Restaurant	\$6,000	---	---	\$6,000
Deposits-Room Rentals	\$4,975	---	---	\$4,975
Deferred Revenue	\$17,750	---	---	\$17,750
TOTAL LIABILITIES	<u>\$93,345</u>	<u>\$8,571</u>	<u>\$5,608</u>	<u>\$107,524</u>
FUND BALANCES:				
Restricted:				
Debt Service	---	\$366,998	---	\$366,998
Assigned:				
Capital Reserve	---	---	\$721,135	\$721,135
Assigned	\$164,826	---	---	\$164,826
Unassigned	\$264,100	---	---	\$264,100
TOTAL FUND BALANCES	<u>\$429,541</u>	<u>\$366,998</u>	<u>\$721,135</u>	<u>\$1,517,674</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$522,886</u>	<u>\$375,569</u>	<u>\$726,743</u>	<u>\$1,625,198</u>

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
<u>REVENUES:</u>				
Special Assessments - Levy ⁽¹⁾	\$1,719,338	\$1,719,338	\$1,744,535	\$25,197
Rental Income	\$50,000	\$37,500	\$37,675	\$175
Special Events Revenue	\$130,000	\$130,000	\$184,278	\$54,278
Newsletter Ad Revenue	\$70,000	\$52,500	\$71,469	\$18,969
Interest Income	\$1,000	\$750	\$5,597	\$4,847
Contributions	\$0	\$0	\$8,409	\$8,409
Miscellaneous Income	\$5,000	\$3,750	\$10,612	\$6,862
Restaurant Lease	\$12,000	\$9,000	\$5,580	(\$3,420)
TOTAL REVENUES	\$1,987,338	\$1,952,838	\$2,068,156	\$115,318
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisor Fees	\$3,000	\$2,250	\$3,550	(\$1,300)
FICA Expense	\$230	\$172	\$272	(\$100)
Engineering	\$20,000	\$15,000	\$82,419	(\$67,419)
Arbitrage	\$600	\$450	\$0	\$450
Dissemination	\$1,000	\$750	\$1,350	(\$600)
Attorney	\$25,000	\$18,750	\$48,113	(\$29,363)
Attorney-Golf Course	\$25,000	\$25,000	\$30,632	(\$5,632)
Annual Audit	\$4,223	\$4,223	\$4,300	(\$77)
Trustee Fees	\$4,310	\$4,310	\$4,310	\$0
Management Fees	\$60,236	\$45,177	\$45,177	\$0
Computer Time	\$1,000	\$750	\$750	\$0
Postage	\$3,200	\$2,400	\$2,073	\$327
Printing & Binding	\$2,000	\$1,500	\$679	\$821
Newsletter Printing	\$35,000	\$26,250	\$28,619	(\$2,369)
Rentals & Leases	\$6,500	\$4,875	\$3,251	\$1,624
Insurance	\$40,411	\$40,411	\$38,956	\$1,455
Legal Advertising	\$1,200	\$900	\$871	\$29
Other Current Charges	\$1,250	\$938	\$844	\$94
Contingency-Golf Course	\$15,000	\$11,250	\$136,150	(\$124,900)
Property Taxes	\$13,500	\$13,500	\$13,325	\$175
Office Supplies	\$125	\$94	\$21	\$73
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$262,960	\$219,125	\$445,836	(\$226,712)

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
<u>Field:</u>				
Field Management Services	\$341,960	\$256,470	\$252,370	\$4,100
Gate Attendants	\$195,565	\$146,674	\$160,540	(\$13,866)
Pool Attendants	\$0	\$0	\$5,267	(\$5,267)
Pest Control	\$1,800	\$1,350	\$10,687	(\$9,337)
Security/Fire Alarm/Gate Repairs	\$7,500	\$5,625	\$7,298	(\$1,673)
Telephone/Internet	\$13,600	\$10,200	\$9,569	\$631
Electric	\$216,000	\$162,000	\$144,157	\$17,843
Water	\$15,000	\$11,250	\$17,027	(\$5,777)
Gas	\$22,000	\$16,500	\$12,570	\$3,930
Refuse	\$10,500	\$7,875	\$9,059	(\$1,184)
Clubhouse Maintenance	\$110,000	\$82,500	\$107,356	(\$24,856)
Stormwater Preventive Maintenance	\$15,000	\$11,250	\$0	\$11,250
Golf Cart Preventative Maintenance	\$1,140	\$855	\$1,140	(\$285)
Pool and Fountain Maintenance	\$20,000	\$15,000	\$18,755	(\$3,755)
Landscape Maintenance	\$164,007	\$123,005	\$125,891	(\$2,885)
Plant Replacement	\$7,000	\$5,250	\$441	\$4,809
Irrigation Repairs	\$3,500	\$2,625	\$1,634	\$991
Lake Maintenance	\$18,540	\$13,905	\$29,860	(\$15,955)
Wetland Mitigation and Maintenance	\$34,800	\$26,100	\$10,100	\$16,000
Permits/Inspections	\$1,500	\$1,125	\$600	\$525
Office Supplies/Printing/Binding	\$7,000	\$5,250	\$2,602	\$2,648
Operating Supplies	\$23,000	\$17,250	\$16,640	\$610
Credit Card Processing Fees	\$4,000	\$3,000	\$3,161	(\$161)
Dues & Subscriptions	\$8,500	\$6,375	\$8,010	(\$1,635)
Decorations	\$2,000	\$1,500	\$918	\$582
Special Events	\$130,000	\$130,000	\$149,296	(\$19,296)
Water Damage Repairs	\$0	\$0	\$16,490	(\$16,490)
Traffic Accident Damage	\$0	\$0	\$0	\$0
TOTAL FIELD	\$1,373,912	\$1,062,934	\$1,121,437	(\$58,503)
TOTAL EXPENDITURES	\$1,636,872	\$1,282,059	\$1,567,273	(\$285,214)
Excess (deficiency) of revenues over (under) expenditures	\$350,466	\$670,779	\$500,882	(\$169,897)
OTHER FINANCING SOURCES/(USES)				
Capital Reserve-Transfer Out	(\$515,291)	(\$515,291)	(\$515,291)	\$0
TOTAL OTHER FINANCING SOURCES/(USES)	(\$515,291)	(\$515,291)	(\$515,291)	\$0
Net change in fund balance	(\$164,825)	\$155,488	(\$14,409)	(\$169,897)
FUND BALANCE - Beginning	\$164,826		\$443,950	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$429,541</u>	

⁽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 Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$100	\$75	\$3,306	\$3,231
Capital Reserve-Transfer In FY 20	\$515,291	\$515,291	\$515,291	\$0
TOTAL REVENUES	<u>\$515,391</u>	<u>\$515,366</u>	<u>\$518,597</u>	<u>\$3,231</u>
<u>EXPENDITURES:</u>				
Capital Projects:				
Capital Reserves-FY20	\$4,700	\$3,525	\$868	\$2,658
Restaurant Equipment Allowance	\$15,000	\$11,250	\$12,057	(\$807)
Stormwater Management	\$0	\$0	\$3,700	(\$3,700)
Pet Park	\$0	\$0	\$9,681	(\$9,681)
Guardhouse Exterior Painting	\$0	\$0	\$2,085	(\$2,085)
Flooring Replacement	\$0	\$0	\$50,477	(\$50,477)
Partitions	\$0	\$0	\$1,017	(\$1,017)
Furniture	\$0	\$0	\$3,000	(\$3,000)
Other Current Charges	\$500	\$375	\$420	(\$45)
TOTAL EXPENDITURES	<u>\$20,200</u>	<u>\$15,150</u>	<u>\$83,305</u>	<u>(\$68,155)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$495,191</u>	<u>\$500,216</u>	<u>\$435,293</u>	<u>(\$64,923)</u>
Net change in fund balance	<u>\$495,191</u>	<u>\$500,216</u>	<u>\$435,293</u>	<u>(\$64,923)</u>
FUND BALANCE - Beginning	\$173,239		\$285,842	
FUND BALANCE - Ending	<u>\$668,430</u>		<u>\$721,135</u>	

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2015

DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended June 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 06/30/20	ACTUAL THRU 06/30/20	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$240	\$240
Assessments - Levy	\$470,241	\$470,241	\$468,188	(\$2,053)
Assessments - Prepayments A-1	\$0	\$0	\$76,075	\$76,075
Assessments - Direct	\$0	\$0	\$1,741	\$1,741
TOTAL REVENUES	\$470,241	\$470,241	\$546,245	\$76,004
<u>EXPENDITURES:</u>				
<u>Series 2015A-1</u>				
Interest - 11/01	\$98,125	\$98,125	\$98,125	\$0
Interest - 5/01	\$98,125	\$98,125	\$96,375	\$1,750
Principal - 5/01	\$220,000	\$220,000	\$215,000	\$5,000
Special Call - 11/01	\$10,000	\$10,000	\$70,000	(\$60,000)
Special Call - 05/01	\$0	\$0	\$85,000	(\$85,000)
<u>Series 2015A-2</u>				
Interest - 11/01	\$13,750	\$13,750	\$13,750	\$0
Interest - 5/01	\$13,750	\$13,750	\$13,250	\$500
Principal - 5/01	\$20,000	\$20,000	\$20,000	\$0
Special Call - 11/01	\$0	\$0	\$20,000	(\$20,000)
TOTAL EXPENDITURES	\$473,750	\$473,750	\$631,500	(\$157,750)
Excess (deficiency) of revenues over (under) expenditures	(\$3,509)	(\$3,509)	(\$85,255)	(\$81,746)
Net change in fund balance	(\$3,509)	(\$3,509)	(\$85,255)	(\$81,746)
FUND BALANCE - Beginning	\$137,638		\$452,253	
FUND BALANCE - Ending	<u>\$134,129</u>		<u>\$366,998</u>	

**LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT
Long Term Debt Report
FY 2020**

Series 2015-1, Special Assessment Bonds		
Interest Rate:	5.000%	
Maturity Date:	5/1/25	\$1,425,000.00
Interest Rate:	5.000%	
Maturity Date:	5/1/32	\$2,500,000.00
Reserve Requirement:	50% Maximum Annual Debt Service	
Bonds outstanding - 9/30/2019		\$3,925,000.00
	November 1, 2019 (Special Call)	(\$70,000.00)
	May 1, 2020 (Mandatory)	(\$215,000.00)
	May 1, 2020 (Special Call)	(\$85,000.00)
Current Bonds Outstanding		\$3,555,000.00

Series 2015-2, Special Assessment Bonds		
Interest Rate:	5.000%	
Maturity Date:	5/1/25	\$115,000.00
Interest Rate:	5.000%	
Maturity Date:	5/1/37	\$435,000.00
Reserve Requirement:	50% Maximum Annual Debt Service	
Bonds outstanding - 9/30/2019		\$550,000.00
	November 1, 2019 (Special Call)	(\$20,000.00)
	May 1, 2020 (Mandatory)	(\$20,000.00)
Current Bonds Outstanding		\$510,000.00

Total Current Bonds Outstanding	\$4,065,000.00
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LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT

General Fund
Statement of Revenues and Expenditures (Month by Month)
FY 2020

	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEP 2020	TOTAL
<i>Revenues</i>													
Maintenance Assessments	\$0	\$1,546,574	\$106,722	\$0	\$27,933	\$43,362	\$6,536	\$3,789	\$9,619	\$0	\$0	\$0	\$1,744,535
Rental Income	\$8,600	\$5,850	\$10,125	\$7,250	\$6,850	\$2,000	(\$1,500)	\$250	(\$1,750)	\$0	\$0	\$0	\$37,675
Special Events Revenue	\$120,713	\$14,095	\$6,969	\$7,609	\$5,053	\$1,812	\$17,666	\$9,046	\$1,316	\$0	\$0	\$0	\$184,278
Newsletter Ad Revenue	\$18,288	\$6,497	\$5,406	\$8,155	\$12,280	\$5,020	\$5,532	\$3,300	\$6,990	\$0	\$0	\$0	\$71,469
Interest Income	\$448	\$353	\$286	\$284	\$953	\$1,568	\$967	\$491	\$248	\$0	\$0	\$0	\$5,597
Contributions	\$0	\$0	\$0	\$8,000	\$0	\$0	\$0	\$0	\$409	\$0	\$0	\$0	\$8,409
Miscellaneous Income	\$1,371	\$1,490	\$1,427	\$2,673	\$1,349	\$818	\$1,092	\$94	\$298	\$0	\$0	\$0	\$10,612
Restaurant Lease	\$930	\$930	\$930	\$930	\$930	\$930	\$0	\$0	\$0	\$0	\$0	\$0	\$5,580
<i>Total Revenues</i>	\$150,351	\$1,575,789	\$131,865	\$34,900	\$55,348	\$55,510	\$30,292	\$16,970	\$17,131	\$0	\$0	\$0	\$2,068,156
<u>ADMINISTRATIVE:</u>													
Supervisor Fees	\$650	\$900	\$200	\$400	\$200	\$200	\$400	\$200	\$400	\$0	\$0	\$0	\$3,550
FICA Expense	\$50	\$69	\$15	\$31	\$15	\$15	\$31	\$15	\$31	\$0	\$0	\$0	\$272
Engineering	\$11,853	\$9,265	\$960	\$4,776	\$13,207	\$16,492	\$12,864	\$3,513	\$9,489	\$0	\$0	\$0	\$82,419
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$83	\$83	\$83	\$83	\$433	\$83	\$83	\$333	\$83	\$0	\$0	\$0	\$1,350
Attorney	\$3,770	\$2,597	\$3,609	\$4,275	\$7,233	\$11,219	\$5,833	\$3,970	\$5,606	\$0	\$0	\$0	\$48,113
Attorney-Golf Course	\$3,306	\$13,776	\$8,086	\$1,087	\$506	\$632	\$2,453	\$788	\$0	\$0	\$0	\$0	\$30,632
Annual Audit	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$3,800	\$0	\$0	\$0	\$0	\$4,300
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$4,310	\$0	\$0	\$0	\$0	\$0	\$4,310
Management Fees	\$5,020	\$5,020	\$5,020	\$5,020	\$5,020	\$5,020	\$5,020	\$5,020	\$5,020	\$0	\$0	\$0	\$45,177
Computer Time	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$750
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$134	\$327	\$143	\$528	\$286	\$257	\$138	\$131	\$130	\$0	\$0	\$0	\$2,073
Printing & Binding	\$55	\$140	\$99	\$48	\$30	\$85	\$152	\$24	\$46	\$0	\$0	\$0	\$679
Newsletter Printing	\$4,204	\$3,707	\$3,892	\$3,748	\$3,748	\$6,363	\$0	\$179	\$2,778	\$0	\$0	\$0	\$28,619
Rentals & Leases	\$163	\$163	\$1,075	\$163	\$0	\$964	\$163	\$163	\$401	\$0	\$0	\$0	\$3,251
Insurance	\$37,794	\$0	\$0	\$0	\$0	\$1,162	\$0	\$0	\$0	\$0	\$0	\$0	\$38,956
Legal Advertising	\$0	\$132	\$0	\$73	\$224	\$316	\$127	\$0	\$0	\$0	\$0	\$0	\$871
Other Current Charges	\$142	\$106	\$99	(\$7)	\$0	\$66	\$109	\$147	\$182	\$0	\$0	\$0	\$844
Contingency-Golf Course	\$0	\$2,250	\$115,000	\$18,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136,150
Property Taxes	\$0	\$13,325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,325
Office Supplies	\$3	\$12	\$0	\$0	\$0	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$21
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<i>Total Administrative</i>	\$67,984	\$51,954	\$138,364	\$39,208	\$30,986	\$42,963	\$31,765	\$18,365	\$24,248	\$0	\$0	\$0	\$445,836

LAKE ASHTON
COMMUNITY DEVELOPMENT DISTRICT

General Fund
Statement of Revenues and Expenditures (Month by Month)
FY 2020

	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEP 2020	TOTAL
<u>Field:</u>													
Field Management Services	\$24,450	\$33,484	\$26,059	\$25,470	\$25,915	\$26,224	\$25,194	\$39,667	\$25,908	\$0	\$0	\$0	\$252,370
Gate Attendants	\$18,043	\$17,220	\$18,027	\$17,976	\$16,794	\$18,618	\$17,722	\$18,501	\$17,640	\$0	\$0	\$0	\$160,540
Pool Attendants	\$0	\$0	\$459	\$1,033	\$425	\$980	\$977	\$0	\$1,393	\$0	\$0	\$0	\$5,267
Pest Control	\$593	\$9,150	\$0	\$300	\$390	\$0	\$195	\$60	\$0	\$0	\$0	\$0	\$10,687
Security/Fire Alarm/Gate Repairs	\$928	\$2,100	\$988	\$130	\$195	\$2,204	\$0	\$195	\$557	\$0	\$0	\$0	\$7,298
Telephone/Internet	\$1,137	\$1,046	\$1,063	\$1,049	\$1,052	\$1,052	\$1,052	\$1,051	\$1,066	\$0	\$0	\$0	\$9,569
Electric	\$18,124	\$16,727	\$16,226	\$15,494	\$16,304	\$16,179	\$15,689	\$14,790	\$14,625	\$0	\$0	\$0	\$144,157
Water	\$1,775	\$1,840	\$1,930	\$0	\$4,693	\$2,357	\$1,254	\$1,315	\$1,864	\$0	\$0	\$0	\$17,027
Gas	\$934	\$1,999	\$2,854	\$2,324	\$2,058	\$1,359	\$0	\$757	\$284	\$0	\$0	\$0	\$12,570
Refuse	\$1,063	\$1,015	\$1,018	\$1,018	\$1,015	\$399	\$1,606	\$399	\$1,527	\$0	\$0	\$0	\$9,059
Clubhouse Maintenance	\$9,041	\$10,792	\$6,562	\$8,034	\$12,397	\$9,597	\$6,074	\$6,953	\$37,906	\$0	\$0	\$0	\$107,356
Stormwater Preventive Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Golf Cart Preventative Maintenance	\$0	\$0	\$0	\$190	\$190	\$190	\$190	\$190	\$190	\$0	\$0	\$0	\$1,140
Pool and Fountain Maintenance	\$2,045	\$1,496	\$1,514	\$2,245	\$5,595	\$1,465	\$1,465	\$1,465	\$1,465	\$0	\$0	\$0	\$18,755
Landscape Maintenance	\$13,667	\$13,109	\$13,109	\$13,464	\$13,109	\$13,109	\$15,442	\$15,442	\$15,442	\$0	\$0	\$0	\$125,891
Plant Replacement	\$0	\$0	\$0	\$220	\$86	\$0	\$135	\$0	\$0	\$0	\$0	\$0	\$441
Irrigation Repairs	\$0	\$209	\$1,164	\$0	\$0	\$0	\$0	\$260	\$0	\$0	\$0	\$0	\$1,634
Lake Maintenance	\$1,545	\$1,545	\$1,545	\$5,750	\$3,895	\$3,895	\$3,895	\$3,895	\$3,895	\$0	\$0	\$0	\$29,860
Wetland Mitigation and Maintenance	\$0	\$0	\$10,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,100
Permits/Inspections	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$600
Office Supplies/Printing/Binding	\$955	\$295	\$478	\$240	\$314	\$185	\$0	\$0	\$136	\$0	\$0	\$0	\$2,602
Operating Supplies	\$1,352	\$1,881	\$1,152	\$2,157	\$1,181	\$2,374	\$4,188	\$863	\$1,493	\$0	\$0	\$0	\$16,640
Credit Card Processing Fees	\$327	\$1,617	\$215	\$235	\$337	\$181	\$135	(\$42)	\$156	\$0	\$0	\$0	\$3,161
Dues & Subscriptions	\$511	\$570	\$304	\$1,509	\$244	\$0	\$3,753	\$357	\$762	\$0	\$0	\$0	\$8,010
Decorations	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$432	\$286	\$0	\$0	\$0	\$918
Special Events	\$18,545	\$5,177	\$9,678	\$27,991	\$19,654	\$34,704	\$18,272	\$14,963	\$312	\$0	\$0	\$0	\$149,296
Water Damage Repairs	\$16,490	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,490
TOTAL FIELD	\$131,524	\$121,272	\$114,642	\$126,828	\$125,844	\$135,070	\$117,837	\$121,513	\$126,908	\$0	\$0	\$0	\$1,121,437
OTHER FINANCING SOURCES/(USES)													
Capital Reserve-Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$515,291)	\$0	\$0	\$0	\$0	(\$515,291)
TOTAL OTHER FINANCING SOURCES/(USES)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$515,291)	\$0	\$0	\$0	\$0	(\$515,291)
Subtotal Operating Expenses	\$199,507	\$173,226	\$253,006	\$166,035	\$156,830	\$178,033	\$149,602	\$655,169	\$151,156	\$0	\$0	\$0	\$2,082,564
Excess Revenues (Expenditures)	(\$49,156)	\$1,402,563	(\$121,141)	(\$131,136)	(\$101,482)	(\$122,523)	(\$119,310)	(\$638,199)	(\$134,025)	\$0	\$0	\$0	(\$14,409)