

**HARMONY COMMUNITY
DEVELOPMENT DISTRICT**

JANUARY 31, 2013

AGENDA PACKAGE

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Harmony Community Development District

Steve Berube, Chairman
Ray Walls, Vice Chairman
David Farnsworth, Supervisor
Kerul Kassel, Supervisor
Mark LeMenager, Supervisor

Gary L. Moyer, District Manager
Tim Qualls, District Counsel
Steve Boyd, District Engineer
Todd Haskett, Project Coordinator

January 24, 2013

Board of Supervisors
Harmony Community Development District

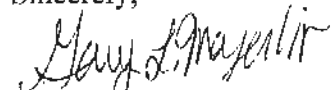
Dear Board Members:

The regular meeting of the Board of Supervisors of the Harmony Community Development District will be held on **Thursday, January 31, 2013 at 9:00 A.M.** at 7251 Five Oaks Drive, Harmony, Florida. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Approval of the Minutes of the December 20, 2012 Meeting**
- 3. Audience Comments**
- 4. Subcontractor Reports**
 - A. Aquatic Plant Maintenance – Bio Tech
 - B. Landscaping – Davey Tree - Monthly Highlight Report
 - C. Dockmaster/Field Manager
 - i. Dock and Maintenance Activities Report
 - ii. Buck Lake Boat Use Report
- 5. Developer's Report**
- 6. District Manager's Report**
 - A. December 2012 Financial Statements
 - B. Invoice Approval #153 and Check Run Summary
 - C. Public Comments/Communication Log
 - D. Website Statistics
 - E. Employee Leasing Company
- 7. Staff Reports**
 - A. Attorney
 - B. Engineer
- 8. Supervisor Requests**
- 9. Adjournment**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



Gary Moyer/ir
District Manager

District Office:
610 Sycamore Street, Suite 140
Celebration, FL 34747
407-566-1935

www.harmonyccd.org

Meeting Location:
7251 Five Oaks Drive
Harmony, Florida

Minutes

MINUTES OF MEETING HARMONY COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Harmony Community Development District was held Thursday, December 20, 2012, at 6:00 p.m. at 7251 Five Oaks Drive, Harmony, Florida.

Present and constituting a quorum were:

Steve Berube	Chairman
Ray Walls	Vice Chairman
David Farnsworth	Supervisor
Kerul Kassel	Supervisor
Mark LeMenager	Supervisor

Also present were:

Gary L. Moyer	Manager: Moyer Management Group
Tim Qualls <i>(by phone)</i>	Attorney: Young vanAssenderp, P.A.
Greg Golgowski	Harmony Development Company
Todd Haskett	Harmony Development Company
Brock Nicholas	Harmony Development Company
Residents and members of the public	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Berube called the meeting to order at 6:00 p.m.

Mr. Berube called the roll and stated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the November 29, 2012, Regular Meeting

Mr. Berube reviewed the minutes of the November 29, 2012, regular meeting and requested any additions, corrections, notations, or deletions.

Ms. Kassel stated page 8, fifth line down, the last word should be "hardy" instead of "hearty." Page 31, second line down, the first word should be "award" instead of "aware."

On MOTION by Mr. LeMenager, seconded by Mr. Walls, with all in favor, unanimous approval was given to accept the minutes of the November 29, 2012, regular meeting, as amended.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Rich Martz stated we did a pond cleanup one time around June or July, and there was a second one scheduled but it did not happen because of Hurricane Sandy hitting our area that week. I purchased a bunch of rakes to remove weeds from the water, but they fell apart because they were cheap. Is it possible for the Board to come up with some rakes to do this cleanup? We have always purchased the gloves and the can lighters from Mr. Bill Fife. We just provide the labor to trudge around and pull weeds out of the ponds. We do not do the golf course ponds; we just do the CDD-owned ponds that are not already professionally cleaned or maintained. It would be wonderful if we had a dozen or even six rakes and some other apparatus we could use to pull the weeds out of the ponds. I noticed as construction has picked up, I see a lot more stuff in the ponds. With the beautiful improvements at Lakeshore Park, it would be nice to get the weeds out of the water.

Mr. Berube asked after their use, would these rakes remain for the use of the community?

Mr. Martz stated yes. The hope is to do this every six months. I think every three months is probably overkill and would get us out of the summer months.

Mr. LeMenager stated we could keep them in the storage locker.

Mr. Berube asked you are essentially asking for a steel lawn rake?

Mr. Martz stated probably not. We used a hedge rake and it was only 4.5 to 5 feet long. We really do not want to encourage people to be trudging out in the water because they might get a hold of something that could be dangerous.

Ms. Jeanna McGinnis stated a lot of stuff is either really big and heavy that you have to drag it in, or it is small enough to rake out.

Mr. Berube stated I am trying to get an idea of what needs to be purchased. You are looking for a narrow steel or plastic rakes, a mini leaf rake like a kid would use.

Mr. Martz stated yes. I purchased them on the Friday night preceding the Saturday cleanup, and I had no idea what I was looking for. Hopefully someone else understands a better tool for this type of thing. I had to wade out pretty far to catch some of the stuff. I was thinking of something with maybe a grappling hook or something that we can use to get the bigger stuff out.

Ms. Kerul stated I am sure Mr. Haskett can find something appropriate.

Mr. LeMenager stated we have 20 ponds in the community and only six are owned by the CDD. Should we ask the golf course what they do? It sounds like a great idea.

Mr. Nicholas stated they create tools every time they clean their ponds. They either wade in the water to remove it, or they will create a tool if there is something big enough they cannot reach that way. They have rakes because the small stuff comes out with a sand rake.

Mr. Martz stated maybe we can start with rakes and decide if we want to put some rope around one for the bigger stuff.

Ms. McGinnis stated I do not think they cost as much.

Mr. Nicholas stated I am sure there are plenty of unusable golf sand rakes laying around, and they need to be light for this type of work. We will drop them off with Mr. Rick Druckenmiller and Mr. Paul Calabro.

Mr. Martz stated something like a gaffe would work. Being light is a big deal.

Ms. Kerul stated thank you for this effort.

Mr. Berube stated if it does not work out properly, let us know.

FOURTH ORDER OF BUSINESS **Subcontractor Reports**

A. Aquatic Plant Maintenance – Bio-Tech Consulting

i. Monthly Highlight Report

Mr. Golgowski reviewed the monthly aquatic plant maintenance report as contained in the agenda package and is available for public review in the District Office during normal business hours.

B. Landscaping – Davey Commercial Grounds Management

i. Monthly Highlight Report

Mr. Haskett reviewed the monthly landscape maintenance report as contained in the agenda package and is available for public review in the District Office during normal business hours.

ii. Meeting Attendance

Mr. Berube stated I was thinking of telling Davey that while they are certainly welcome to attend every meeting, I was going to relieve them of the perceived responsibility of doing so. If they want to attend the morning meetings and try that for a while, then that would be fine.

Mr. LeMenager stated I think they should attend the morning meetings, which gets to the heart of why I think we should meet in the morning. We have professional staff members who do not necessarily want to attend evening meetings.

Mr. Walls stated there are also residents who are professionals and work during the day.

Mr. LeMenager stated we understand.

Mr. Berube stated if the Board agrees, we will let them know they only need to attend morning meetings.

Mr. LeMenager stated unless they have a proposal or something that needs to be discussed.

Mr. Berube stated the reason Luke Brothers had to attend each month is because they needed to be here every month. I think with Davey, things are going along well, and I do not see a need to have them attend in the evenings.

iii. Tree Trimming

Mr. LeMenager asked has the tree trimming process started?

Mr. Berube stated they are all over the place from what I can see.

Mr. LeMenager stated I am trying to figure out where they have actually been. I was on vacation for a week, but if they have done Schoolhouse Road, then I think we have been ripped off. We have been paying \$13,000 to \$15,000 annually for something. Davey comes in and charges \$18,000. Frankly, I cannot see that they did much of anything on Schoolhouse Road, especially with respect to making sure they are taking them off houses. I do not want to pre-judge, but they did quote us a premium price. From what I have seen so far, we are not receiving a premium product.

Mr. Haskett stated they just started on Cat Brier at Schoolhouse going south on Cat Brier. They were a little delayed since they started on the palm trees at the overpass. I will make your comments known to them, just in case they are overlooking anything.

Mr. LeMenager stated this is our fifth year doing this, so all of us have some idea of what we should be expecting. I certainly do not see any thinning in the middle, which I thought was supposed to be part of the process. If you walk down Schoolhouse Road now, there are places where you will hit branches. That does not strike me as what we are paying \$18,000 to accomplish. I walked that road today and it was unclear what they had done and what they had not done. Clearly, you can see from cut marks that they did have someone go down some part of Schoolhouse Road, but I am not sure how much. The message needs to be sent that \$18,000 is significantly more than we have ever paid for this procedure in the past, and we are expecting to receive a pretty nice result for it.

Mr. Berube stated I saw some cutting happening earlier, and there was a blue lift on Cat Brier today that just arrived. They were using some of their regular crew here, from what I saw, doing a little elevating. They were starting to lift some, not at Mr. LeMenager's end of Schoolhouse Road, but where the school is on Schoolhouse Road. There was not very much done, and now the lift has shown up. It has been on-again, off-again.

Mr. LeMenager stated I guess I am wondering what they are really doing.

Ms. Kassel stated I have seen them trimming in front of my house and elsewhere. I presume that if they have been there, then they are not coming back.

Mr. Haskett stated that is not correct. There was a comment made that as part of their normal monthly maintenance fee, they will be uplifting and elevating the canopy of the trees a certain level from the street. They were doing that prior to the lift coming to do the other tree trimming.

Mr. Berube stated I think there will be a lot more tree trimming going on now that the lift is here.

Mr. Haskett stated that is correct. Mr. Garth Rinard apologized for not being here tonight. He had an event with his child this evening.

Mr. LeMenager stated that is not a problem.

Mr. Berube stated let him know he just needs to attend the morning meetings.

iv. Landscape Changes at the LifeStyle Model Home

Mr. LeMenager stated I would like to discuss the alteration to the CDD easement at the LifeStyle model home. I do not know if the rest of the Board had an opportunity to drive by and see what has been done. My concern is that I thought this Board has a policy of keeping the boulevards looking consistent. By "boulevards," I mean anything that we are paying to be maintained. I was obviously a bit surprised to see something that is being maintained as a boulevard—and as I understand it, a contract—was completely altered.

Ms. Kassel asked is that the issue, that they put down a type of sod and an incomplete amount of sod in a place where a different kind of landscaping material is required because it is a CDD easement?

Mr. Haskett stated there is some history with that portion of the side of that house. Typically, when we develop areas, there are houses that are adjacent to the CDD landscape utility tract within the neighborhoods. The builder or the home owner is responsible for landscaping that area and irrigating it. This is one little piece along Oak

Glen that never had trees or irrigation and was just Bahia sod. When the builder came along to do the landscaping, they were required to install street trees as well as needle grass, irrigate it, and put down Zoysia. There is about 10 square feet that is not complete, and that is supposed to be finished this week. They ran out of turf.

Mr. LeMenager stated but Davey is going to be responsible for mowing that turf.

Mr. Haskett stated as a continuation to keep a clean look all the way through there, I would say yes, and I will ask them to continue to do that because they were mowing the Bahia that was there before. Then it is consistent all the way down Oak Glen.

Mr. Nicholas asked what is the issue?

Mr. LeMenager stated I am wondering what the definition of "boulevard" is. It really comes down to that. We now have a boulevard into one of the most expensive sections of town, which was frankly going to look patchy. It is going to have different kinds of trees on it. It will have a different kind of grass on it.

Mr. Berube asked do we already have Zoysia all along that strip up to that point?

Mr. Haskett stated yes.

Mr. Berube stated the trees that were installed are live oaks.

Mr. Haskett stated that is correct.

Mr. Berube stated the only difference is the trees are smaller.

Mr. LeMenager stated they do not look like live oaks.

Mr. Walls stated they are very little.

Mr. LeMenager stated but it is not the same grass.

Mr. Berube stated yes, it is Zoysia.

Mr. Walls stated it is just not mature yet.

Mr. Nicholas stated Zoysia goes all the way up to the monument there.

Mr. LeMenager stated Mr. Haskett indicated they took out Bahia and they put in Zoysia.

Mr. Haskett stated that is correct.

Ms. Kassel stated Bahia is pre-construction grass.

Mr. LeMenager asked are you saying there were two kinds of grass along there before?

Mr. Haskett stated yes. When areas are not irrigated, we always install Bahia.

Mr. LeMenager stated I never noticed that.

Mr. Berube stated there is Zoysia there, then the little patch, and as you continue into the Estates, it becomes Bahia again because there is no irrigation. So yes, there will be a patchwork of grass right there, but there is no other choice.

Mr. LeMenager asked so all the grass will all match now?

Mr. Haskett stated yes.

Mr. LeMenager stated that is fine.

Ms. Kassel stated it will all match when the homes are constructed.

Mr. LeMenager asked so if I go look at the other lot on the opposite side of the little park, I will see that it is a different type of grass?

Mr. Haskett stated that is already Zoysia. It was a bit of a mistake.

Mr. Berube stated all the houses that are going to be built on that circle will be Zoysia. They will have to be now.

Mr. Haskett stated no, not in the circle, on Oak Glen.

Mr. LeMenager stated so what you are saying is that up to the little park was all Zoysia, and for some reason way back when, we never put in Bahia for up to the property line of the last house. Then we switched back to Zoysia. Now it will all be good grass.

Mr. Haskett stated that is correct.

Mr. LeMenager stated that is fine. I am happy with that.

Mr. Berube asked have they added irrigation along that sidewalk?

Mr. Haskett stated yes.

v. Landscape Enhancements

Ms. Kassel stated a month ago, we were told that the material for both the west entrance and the roundabout at Cat Brier and Schoolhouse was difficult to get. It has actually only been three weeks later. I was wondering what the status is of that at this point.

Mr. Haskett stated at the west entrance, they installed red fountain grass behind the monument sign. There is still a delay on the butterfly bush, which is good for us with the temperatures we are supposed to be getting tomorrow. It is better to delay it.

Mr. LeMenager stated if I think of the various flower beds around Lakeshore Park, the one across from my house between the two sets of bleachers, they do seem rather bereft of flowers right now.

Mr. Berube stated for whatever reason, they tore all that out.

Mr. LeMenager stated it has all been removed but nothing has ever been replaced. It does look a little bare.

Mr. Nicholas stated we started this discussion by saying that Davey could come to morning meetings and not evening meetings. I do not want to get into a situation where we are pushing all this messaging through Mr. Haskett and all the accountability is on him to deliver the right message. We can either write this up or help facilitate that communication, but they are not here to help resolve these questions. It is unfair to them.

Mr. Berube stated I understand, but most of the time, Mr. Haskett already has the answer.

Mr. Walls stated perhaps that is why they should attend all our meetings.

Mr. LeMenager stated I tend to agree, given they are our number-one supplier.

Mr. Nicholas stated I do not think they would think it unreasonable to attend meetings once a month. Mr. Rinard would have been here tonight except something came up.

Mr. Walls stated I understand that. Once a month every other month is in the evening. It is a big contract, so I think they can attend.

Mr. Berube stated if everyone wants them to attend all the meetings, we will ask them to attend.

C. Dockmaster/Field Manager

i. Dock and Maintenance Activities Report

Mr. Haskett reviewed the monthly field activities report as contained in the agenda package and is available for public review in the District Office during normal business hours.

Mr. Haskett stated we did have one problem that is not listed in the report regarding the swimming pool light. We had to dig up some of the pavers and track down a jumper box, and that light will be replaced tomorrow. One of the seals was bad on it and got water in it. We had to replace the whole unit.

Mr. Berube stated it seems counterintuitive to have electric lights in a pool of water.

Mr. Haskett stated we need to have lights for safety reasons.

ii. Buck Lake Boat Use Report

Mr. Haskett reviewed the monthly boat report as contained in the agenda package and is available for public review in the District Office during normal business hours.

iii. Solar Boat

Mr. Moyer stated we advertised for the sale of the solar boat, and the bid deadline was December 14. We received one bid in the amount of \$577 from D Company.

On MOTION by Mr. LeMenager, seconded by Mr. Walls, with all in favor, unanimous approval was given to accept the bid received for the sale of the solar boat from D Company, in the amount of \$577.

Ms. Kassel stated I hate to see that boat go.

Mr. Berube stated I saw it sitting on the trailer. Just to be clear, the trailer is not part of the sale?

Mr. Haskett stated no.

iv. Consideration of Proposal for Cabana and Pergola Painting

Mr. LeMenager asked is this for Ashley Park?

Mr. Haskett stated yes.

Ms. Kassel stated I am wondering something on both proposals we received—in the agenda package and the one tonight. In the AAA All Star Painting estimate, for item A1, the last word is “home” and I do not think anyone’s home is being painted. Perhaps that can be amended.

Mr. Berube stated I appreciate receiving a second proposal at tonight’s meeting. I was a little concerned that there was only one. The second proposal saves us \$1,000.

Mr. LeMenager asked did we budget for this?

Mr. Berube stated yes, \$3,000. The second proposal is \$1,000 less than the first one, but we are still over our anticipated budget. At this time of the year, that probably is not a big deal. My second concern is, I think this was the type of project where we anticipated using our in-house staff to perform. I realize we are short one person. If we had a full staff of three employees, would we handle this in-house?

Mr. Haskett stated we could certainly attempt to, but I do not think there would be a large cost savings by doing it that way since we will need to rent a lift. There are repairs that need to be made that are 2.5 stories up, which will be time consuming with the other tasks that the employees perform.

Mr. Berube stated we are paying the salaries anyway. When you consider the costs, it depends if you want to roll the cost of salaries to perform the work or just presume that the salaries are overhead. I think the buildings are less than 2,000 square feet, and there is a pretty fair amount of money with these proposals for that size of buildings. I realize there are other things to be done with the wood structures and other repairs. it was really

my presumption having three staff members normally that projects of this scope would be handled in-house.

Mr. LeMenager asked is it covered in their job descriptions, painting, for example?

Mr. Haskett stated yes.

Mr. Berube stated the job descriptions are pretty wide ranging.

Mr. LeMenager asked are they competent to do the work?

Mr. Haskett stated yes.

Mr. Berube stated the reason I mention this is they already painted the Lakeshore Park building, and they did a stupendous job. It came out really nice, and it came in under budget if I remember correctly.

Mr. LeMenager asked was that the restrooms?

Mr. Berube stated yes.

Mr. LeMenager stated yes, they did a nice job on that.

Mr. Walls stated that was at a point when we had three employees.

Mr. Berube stated I know.

Mr. LeMenager stated maybe we should put it off until we hire the third person.

Ms. Kassel asked can this work wait until we have a third person?

Mr. Berube stated Mr. Haskett has to handle the labor to perform this work, which is another issue of managing employees and managing field staff. If we are able to accomplish hiring a third employee and he is competent with painting and minor carpentry that is involved, would you feel comfortable having our staff do this work?

Mr. Haskett stated yes, I would. Option B would possibly be the areas that are a ways up for repairs on the pergolas, which will be the most time consuming. Perhaps I could get a proposal for just those areas. Otherwise, I am concerned that the project might drag out for a month, which I think is too long.

Mr. Walls stated I agree. My concern is that it would take a long time to complete. The restrooms look nice, but they took a while. When people are going in and out and you have to cover up around the pool and other places, that could be difficult to manage. That is my only concern. I think we have staff people who can do the work, but it is a matter of completing it in a timely manner. Some of this is specialty-type work.

Mr. Berube stated if we are going to bring the work in-house, it will probably not happen during this wintertime period because we are not anywhere near ready to hire a

third employee. Then we are in the spring and summer season, and we would not want to do this work with people in and around the pool since that is a busy period of time. Then we would effectively be delaying this until next fiscal year. I do not think the building looks terribly bad. Clearly the wood structures need painting. We have two proposals to perform the work. We have history with Ledesma. Who painted the Swim Club building? Was it All Star or Ledesma?

Mr. Haskett stated Ledesma painted the Swim Club. I have a lot of experience with All Star, as well. I was surprised at Ledesma's higher proposal but his prices have been a little higher lately. I was happy to see his proposal since it seems he wants to get our work back. I can always look at it over the next month and talk with the staff and get an estimate on what they think is achievable. I can provide a report next month.

Mr. LeMenager stated that still gives us enough time. How quickly could it be done? We would need to get it done by the end of March.

Mr. Haskett stated yes, it should be completed by March or April.

Ms. Kassel asked when do we expect to have another employee?

Mr. Moyer stated we will discuss later on the agenda whether we continue to hire employees through Severn Trent or whether we go out and get a separate employee leasing company. I received a written report from Severn Trent on what they are charging and one from an employee leasing company. We have identified two companies. It is pretty difficult to find anyone who wants to have one employee. The company Mr. Berube mentioned, Southeastern, had a minimum of four or five employees. We found two companies, and they will charge 150% of the salary. Severn Trent is charging 140%. Of the 1.4 multiplier, 1.3 of it is salary and benefits, so they are charging 10% overhead, and these other companies are charging 20% overhead. That is assuming the benefits are the same. Severn Trent provides really good benefits. We will need to research all that information, but that is a decision for the Board. There are certain things that Severn Trent cannot do because they are not set up as an employee leasing company. One of those things is to give you a monthly report. They will identify by employee, not named but by job description, how much they pay that employee. The proposal is, because of the sensitivity you all have, we need to make sure we are not overpaying or Severn Trent is not taking monies that they are not using on employees. At the end of the year, they will true that up for you. They will perform an audit and send you a report. If there are

amendments that need to be made or if they need to send us money back or we need to send them money, they are happy to do that. They cannot provide that report monthly because they are not set up to do that, but they have no problem going back and auditing it on an annual basis.

Mr. Berube stated it just amazes me. They prepare two paychecks a month for each employee, and they know the content of those paychecks to the penny.

Mr. Moyer stated they will not release that information.

Mr. Berube stated but we tell them what to pay the employees.

Mr. Moyer stated that is correct; you tell them the hourly rate.

Mr. Berube stated they do not seem to understand that this is a public entity, but I guess we can just let it be. We can discuss this further under that agenda item. We are not going to hire an employee this week or this month.

Ms. Kassel stated that was my question, how much closer are we to hiring an employee through Severn Trent at this point.

Mr. Moyer stated I think we are 30 days away.

Ms. Kassel stated that brings us to the end of January, which still gives us February and March to complete the work.

Mr. Berube stated effectively, that is correct. We are not going to shut down the whole pool if we do the work in-house or if we hire a contractor. I am fine waiting for 30 days and seeing what our staff thinks. If it involves a little overtime on their part—not 40 hours—if it is efficient to work another hour at the end of the day to continue painting or clean up, that is fine. We are not paying a third employee right now anyway, and I am sure they both might appreciate a few extra hours from time to time.

Mr. Berube stated we will table consideration of this item until next month.

v. Dog Park Playground

Mr. Berube stated we discussed the landscaping at the dog park playground, since we removed the fence. We discussed the possibility of putting in another swing set.

Mr. Haskett stated I have not had an opportunity to look into that yet. There were a couple items you suggested we look at, including a swing set. We also budgeted for a shade structure over the Swim Club as well as furniture at the Swim Club. I need to get those moving, so by the next meeting, I doubt it will be in the agenda package, but I should have information by the next meeting.

Mr. Berube stated that is fine. One of the reasons for asking is, as the Board is aware, we removed the fences at the dog park playground. There should be some sort of landscape/cleanup like what we did at Lakeshore Park where we enclosed the play area and made it look finished.

Ms. Kassel stated we have a number of beds that are unfinished.

Mr. Berube stated the whole place needs to be spruced up, and that is where I was aiming. With the fence gone, there is a big grassy area behind it. Our swing sets get a lot of use, and I contemplated putting in another swing set there and shading that swing set and that playground like we did at Lakeshore Park, except this time, shading the swing set. That will do several things. Swings are the most popular playground equipment we have. Quite by accident last time, the swings we have were left out of the shade structure. This time, the shade structure would include them.

Mr. LeMenager stated the swings at Lakeshore Park are to be shaded by trees. The trees that have been planted there will become huge and will provide significant amounts of shade in the summertime. They will of course lose their leaves at this time of year when the sun is at its least ferocious. With respect to putting up more shade structures, I have said before and I will say it again that we need to think in terms of being an environmentally friendly community. If we want to have shade, that is great. We need to design trees into the process, which we have now done at Lakeshore Park. It is a very efficient way to go. Those sycamore trees do grow and provide incredible amounts of shade.

Mr. Berube stated I agree we are environmentally friendly, but we should also be kid and dog friendly. We try to do both. Ultimately the trees will provide shade, but it will be five or 10 years, and we have kids on the playground now, a lot of kids. I am just bringing this to the Board's attention, looking for consensus to give Mr. Haskett guidance. I think a swing set and a shade structure might cost about \$15,000.

Mr. Haskett stated that sounds like a fair estimate.

Ms. Kassel stated I do not know if there is actually room for a swing set there. I am by that park a few times a day. People make the trek from the double gates at the dog park to the small park, back and forth. There is a sidewalk, but there is not a lot of room for a swing set. I also recall after the shade structure was installed at Lakeshore Park, we

realized that trees would have been a smarter move and we could get sizable trees for the amount we were spending on a shade structure.

Mr. LeMenager stated that is true. You can put in an awfully big tree for \$5,000 or \$10,000.

Mr. Haskett stated the only precaution you would need to keep in mind is there are two gas lines that go through that area. If you look at the large dog park, you will see the trees are scattered because you cannot plant them right on top of the gas line. We will need to look into that.

Mr. Berube asked in general, are we fine having another set of swings and we are thinking the shade should be trees?

Mr. LeMenager stated those are my thoughts.

Mr. Walls stated I would like to see the costs. I do not go down that way, so I do not know how often the playground gets used.

Ms. Kassel stated it is used every day.

Mr. Berube stated kids are there all the time, and the swings are popular.

Mr. LeMenager stated I would think it would be used by kids in Birchwood. If you are a little kid, walking all the way to Lakeshore Park is a bit of a hike.

Ms. Kassel stated there is an area with a barbecue pit that is a little closer to the ponds but it is not on the gas line. I do not know if it is possible to have a swing set over there with shade trees, because that is not on the gas line. It would still give room around the playground and not intrude with the gas line, it would be available for shade, and it would be very close to the existing playground. That might be an option.

Mr. LeMenager asked if we are discussing swing sets, what about that nice little park in the Green neighborhood? Swing sets are a huge hit. I have said a few times over the years that at a certain level, we are the department of parks and recreation.

Mr. Berube stated we are.

Mr. LeMenager stated we have installed a lot of facilities over the years, but that is perhaps the most popular.

Mr. Berube stated we already have a swing set in the Green neighborhood. It is a small one, and it is different from what we have at Lakeshore Park, in that, it is a more compact single two-seater. That is why I did not think space would be such an issue.

Mr. Haskett stated I will come back with some ideas for you.

Mr. Berube stated I would like to see ideas for swings, trees, and sprucing up that area to make it look finished. It is a park, and it is what we do. What did the shade structure in the pool area cost?

Mr. Haskett stated the one at the pool was about \$5,600. I was there this evening, and that pool gets a lot of use. The difference between this one and the other one is, the other one has the cabana where people can sit. There is a huge area over there where you might consider doing something more than just a cantilever shade. Doing something a little more substantial would be worth considering.

Mr. Berube stated what I see during the summer when I am there is that everyone gravitates to that single shade structure, or to a lesser degree, they go to the shade area near the restrooms. I see chairs under there all the time. At a minimum, we could consider a proposal for another one of those shade structures and if Mr. Haskett has some other ideas for additional shade, we would like to hear them. I am not saying we will do anything about it right now, but we can look at them.

vi. Maxicom System

Mr. Berube asked does Mr. Druckenmiller feel comfortable with Maxicom? What does Mr. Haskett think about a transition?

Mr. Haskett stated I would not feel comfortable moving Mr. Druckenmiller into a situation where he would need to have the computer skills necessary to monitor the system. It takes a lot more than just knowing how to push a few buttons on a computer. You have to know plants and landscaping. There are soil conditions and transpiration and other factors involved. He could probably struggle through it, but I do not think it would be fair to him to make him struggle through it. Mr. Gologowski and I have been discussing this, and we knew that eventually, the Walker contract would be questioned as to whether or not it was worth the money. We talked with Mr. Mike Walker and Mr. Aaron Smith, who did all of our irrigation mapping. Mr. Walker understands that we may not be seeing the money's worth that we would like from the monitoring. He is willing to move away gracefully from that. In return, we would like to consider Mr. Smith as a contact point if Mr. Gologowski or I get stumped on occasion. We need to be able to call someone to solve the problems for us. It can be tricky sometimes.

Mr. Berube stated Mr. Haskett went to the Maxicom training.

Mr. Haskett stated that is correct.

Mr. Berube asked did it cost about \$800?

Mr. Haskett stated the first two days cost \$800, but there is another two days that I should have taken. There are courses for hardware and for software. I took the software course.

Mr. Berube stated that is the tricky part of the system.

Mr. Haskett stated yes.

Mr. Berube asked would Mr. Druckenmiller feel more confident if he received that training?

Mr. Haskett stated I do not think so.

Mr. Berube stated Maxicom is essentially Windows-based and can be used on any computer. Is it free software that is available anywhere?

Mr. Haskett stated no, we have a license agreement and is something that only two or three of us have access to. You can login remotely to it.

Mr. Berube stated the whole point is to get value for our money, and we are spending \$3,000 annually for Mr. Walker's services. He is willing to walk away. Mr. Smith would come in as a backup contact for Mr. Haskett and Mr. Gologowski. I anticipate that we would save some money from that \$3,000 by having limited contact with Mr. Smith. Is that a fair presumption?

Mr. Haskett stated yes.

Ms. Kassel asked is he asking for a retainer or would he just be available as needed?

Mr. Haskett stated he is not asking for a retainer. Mr. Smith has been our technical advisor if we have a controller issue, and he has been very good with us. He does not charge us for certain things. Mr. Smith and Mr. Walker communicate with each other, so Mr. Smith can take it on with no hard feelings.

Mr. LeMenager stated let us take one short step back. We are talking about a lot of technical detail. Let us make it clear, especially for Mr. Farnsworth. What we are really talking about, the only reason we are discussing this, and the only purpose of this is to save money on our water bill. We save tens of thousands of dollars each year because of these systems. That is really the only reason we are discussing this. Any solution that allows us to continue to save the money on our water bill is welcome because that is the sole reason for it.

Mr. Berube stated the bottom line is, as Mr. Walker told us a year or so ago when we asked what we receive for our \$250 per month, he said not much.

Mr. LeMenager stated that is true; I remember that.

Mr. Berube stated that is because our system does not have the flow meters. Basically, all he sees is a screen that shows one zone did not run last night. I am not sure Mr. Walker's services are accomplishing the saving of water dollars. The system itself does, as well as keeping it fine tuned.

Mr. LeMenager stated the first year, the water bills went from \$130,000 to \$90,000 annually. That is a substantial amount of money.

Mr. Berube asked everyone is fine with making the transition away from Mr. Walker and having Mr. Smith come on board? Perhaps as time goes on, we will get Mr. Druckenmiller trained if he feels comfortable transitioning into that role.

Mr. Haskett stated that is my hope, but I do not want to tell him he has to do this in the next three months.

Ms. Kassel stated especially since we have only two employees.

Mr. Nicholas stated that is a smart approach. You have an independent, elected governing body. You have a contract with Davey. You have a computer in the developer's office. I think it is good to have some independent source that is watching things in case someone wants to look at it or do an audit. You will see the hourly savings, and I think this accomplishes your goal.

Mr. Berube stated I think Mr. Smith has been pretty straightforward in his dealings, and I know he gets along well with Mr. Druckenmiller. I am fine making the transition to Mr. Smith.

Ms. Kassel asked do we need a vote to proceed? Is there a contract to dissolve? Is it just on a month-to-month basis?

Mr. Berube stated I am pretty sure we go month-to-month.

Mr. Golgowski stated we had an agreement a number of years ago, but now it is just an ongoing service. Mr. Walker is comfortable stopping his service any time.

FIFTH ORDER OF BUSINESS

Developer's Report

A. Request from Harmony Community School for Approval of a Middle School Project in the Harmony Parks

Mr. Golgowski stated this is a project between the Harmony Institute and the community school, specifically Mr. Boisseau-Becker's English literature class. They did an exercise of finding excerpts of poetry that dealt with nature. The Institute would like to

recognize those through these signs placed in the parks. There are six signs, total. They are printed on metal sheets, but they need a stand to be displayed properly.

Mr. Farnsworth asked is that the size?

Mr. Golgowski stated this is exactly the size.

Mr. LeMenager asked will that get vandalized?

Mr. Golgowski stated it will be screwed onto a metal plate that will be anchored to a wooden post.

Mr. Farnsworth stated if that is the size, it is something you will need to walk up close to read.

Mr. Golgowski stated that is correct.

Mr. Berube stated there are other signs that are similar to this. There is one on the walkway to Buck Lake, some young kid sitting on the ground.

Ms. Kassel stated I am a little confused because it says the Institute would like the CDD's permission to place them at locations in the community parks. They are not just looking for our permission; they are looking for us to pay for installation.

Mr. Golgowski stated that is correct.

Mr. LeMenager stated basically they are giving us these wonderful plaques and they are asking us to display them.

Mr. Berube stated and pay for the display.

Mr. Golgowski stated to be a partner in this endeavor.

Mr. LeMenager stated we should thank them for the wonderful gift of these plaques and the excellent endeavor on the part of the middle school. This is the kind of thing we want to do.

Mr. Farnsworth asked what is the anticipated lifetime of putting up something like this?

Mr. Golgowski stated five to seven years.

Mr. Farnsworth asked so they will be removed after that time?

Mr. Golgowski stated probably.

Mr. Berube asked have you chosen locations yet?

Mr. Golgowski stated not specifically. There is one dealing with dogs, so the dog park seems a likely location.

Mr. Berube stated I think they need to be prominent but not obtrusive to avoid the obvious need for putting up a trail camera to watch the signs for a period of time.

Mr. Golgowski stated because they will be in parks, we do not want people running over them, either. We want to place them strategically.

Mr. Nicholas stated the Institute came to Mr. Golgowski some time ago and said they had this idea they thought was great. The partnership was that we would pay for the printing of one portion of the sign and they would pay for the mounting of the sign. When it came time to assemble the sign to our standard, the pricing was a little beyond their expectation. So we produced them. We did the printing in-house. We did the metal backing so they are ready. The standard mount does not align well with the Institute's original expectation of their portion of the costs. We still think it is a good idea and we are still willing to participate, but these kinds of things are presented to us often, and this is a community kind of project. We funded the first couple hundred dollars' worth of investment.

Ms. Kassel asked has the Institute actually invested any funds in this?

Mr. Nicholas stated they did the work with the class. It was a participating program for kids, so I think the answer is yes.

Mr. LeMenager stated I think it sends a positive message to the kids in school, that they can see the fruits of their labors.

Mr. Berube asked is the partner the school?

Mr. Golgowski stated the school and the Institute.

Mr. Berube stated I am fine partnering with the school. I am less inclined to partner with the Institute.

Ms. Kassel stated but the Harmony Institute is on every single sign.

Mr. LeMenager stated so is Harmony Community School. It includes both.

<p>On MOTION by Mr. Walls, seconded by Mr. LeMenager, with all in favor, unanimous approval was given to authorize the mounting and installation of signs in District parks, locations to be determined, in the amount of \$570, as discussed.</p>
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Mr. Berube asked where will this be funded from, Parks and Recreation?

Mr. Moyer stated we have a capital project line item, so we will include it there since it has a useful life of more than two years.

B. Harmony Community School Landscaping

Mr. Nicholas stated we spent some time with Mr. John Davis. He is very appreciative and open to accepting any help that we can provide. There are two routes we can go. I spoke about this with Mr. Qualls, also because I wanted his perspective on it. The first route is the full-blown interlocal agreement between the CDD and the School District, getting attorneys involved to make sure everything is in order. That is obviously a cumbersome route but one that is available to us. Should we choose to go that route, Mr. Qualls's criteria includes the CDD has a very clear and distinct benefit for whatever we are giving up in return for those services. The second route is, because the principal is cooperative and basically has the authority to do anything on his site, would be for the CDD or the development company or a combination of the parties to not have a structure in place but as long as it does not impede with learning, we could randomly perform the activities that we want to do on his site when we felt like it was time to do that. It would be an agreement between us and Mr. Davis, and it would not be something in perpetuity he would be responsible for. He can choose to do it or not do it on a case-by-case basis. Perhaps there is some mulching or planting that needs to be done a little deeper or at certain times of the year, and the maintenance would be performed on an as-needed basis. There are examples of both those routes in the School District and the County, and both work fine. To the question at the last meeting about what are we responsible for and when does it end, certainly it is easier to explain going the informal route, knowing that you would be appreciated for the help. We can perform it on an as-needed basis and price it for each maintenance event. The Board asked about the budget, and I learned more about it a few Thursdays ago when I met with Mr. Davis. They do not have a facilities department that lends any support to the schools on a day-to-day basis. If a chiller goes down or a big hole opens up in a roof, they have qualified teams that come out to perform the big capital maintenance and renovations. But the school is assigned a budget of about \$10,000 annually to do everything inside and outside the school, which includes mowing, sweeping the floors, trash removal, repainting walls, and so forth. There is essentially no money available. Letting Mr. Davis keep the \$10,000 to keep the inside of the school clean and safe would be a pretty big relief for him and it would be for us to figure out some way to handle some things on the outside of the building on an as-needed basis. Our recommendation would be to provide services as needed and provide a one-time event quote as we need it with Davey. To the degree you want to provide the services,

you can set a timeframe of once a quarter or once every couple months, you can go back in and refresh the work.

Mr. Berube stated some of us had some reservations about this last month. This will set some precedent. There are some good reasons to do it, but there are probably some good reasons not to do it. The thing that struck me is that we might be the wrong body to get this accomplished. I think this would be better accomplished with the Harmony Residential Owners Association (HROA). They already do some of this under their self-help program. It would certainly be less structured done through the HROA the way that body operates.

Mr. LeMenager stated I want to hear from Mr. Qualls on this issue because we are talking about using CDD money for non-CDD property. My understanding is that if we are going to do it between governments, I am not sure how informal we can be.

Mr. Qualls stated I might have misunderstood Mr. Nicholas. I understood him to say that the developer would pay for what was provided on an as-needed basis. An interlocal agreement does not have to be super formal and cumbersome. It can be drafted so that the maintenance would be performed on an as-needed basis. Whether it is a formal written agreement or just an understanding, both of those would constitute an interlocal agreement. In order to accomplish that, you need to show certain things in that agreement pursuant to Chapter 163, Florida Statutes. I mentioned some of those things at the last meeting. I think it is doable. What I have been wrestling with is what specific benefits there are to the District, and I can think of some. I cannot think of any monetary or other benefit, but if this makes sense to everyone, we can make it happen. We just need to do it pursuant to Florida law.

Mr. LeMenager stated that is helpful.

Mr. Nicholas stated one recommendation on the benefit is that we designed the school to be community friendly and interactive. We can hold meetings there. We can tell Mr. Davis that we would like to use their media room to host our meetings. I do not know what the legalities of getting the bodies together, but I know the Boy Scouts meet there and a number of other groups meet there. Perhaps that has some value.

Mr. LeMenager stated I think that is a wonderful idea.

Mr. Walls asked what do we benefit? What do we receive in return for mowing any grass or cutting any shrubs? It is all aesthetics. We want to maintain the area

encompassed in the District to a certain level. I think that is what we would be doing if we were to help out at the school. I do not mind the as-needed approach. My concern is if you go down Cupseed along the school, there is a stretch of grass next to the road and the easement that I believe is maintained by the school. It all needs to be pulled out and replaced. If we do that, will it be maintained to a level that will keep it alive where we do not need to do it again?

Mr. Berube stated some trees are missing there.

Mr. Farnsworth asked do we need to take over the irrigation? If so, what is involved with repiping whatever is necessary to provide water?

Ms. Kassel stated that was the question I asked last month. If we do any work there, how do we ensure that what we do is maintained appropriately?

Mr. Nicholas stated it is interesting that the landscape tracts along the other roads are already maintained by Davey. Once you turn that corner, it must start at the school's property.

Mr. Haskett stated actually, we put it in Davey's scope to maintain Cupseed and down Blue Stem to the houses.

Mr. Walls asked that is maintained by our contractor?

Mr. Haskett stated yes, but when they started, it was rough looking. It is irrigated by the school. The only thing the CDD is irrigating is the tract on Schoolhouse Road.

Mr. Walls stated that is another issue.

Mr. Haskett stated I would think if we start considering turf maintenance and improvements on their tracts that we would have control of the irrigation. It is lacking now, and that is where a lot of their issues come from. We need to find out if it is a budgetary reason they are not running the irrigation or not knowing what to do.

Mr. Berube stated it is probably someone not knowing how to turn it on. Why not let the HROA handle this? I know the CDD has more money.

Mr. Walls asked with what funds would the HROA perform this work?

Mr. Nicholas stated the HROA does not employ any contractor, like Davey. The self-help program was a short-term occurrence over a short period of time, and the environment drove that program.

Mr. Berube stated my concern with the CDD doing it is, we will have legal involvement and it will never be as cut and dried as to what this contract is. Every year

something will come up and this will be an ongoing issue. Perhaps one day, the school will be able to handle it. I am not against sprucing up the school. I am just looking at the bigger picture, knowing how these things evolve and the difficulties in multi-party involvement. Pretty soon, we end up with a stack of legal documents, as well as a big legal bill for trying to help the school keep its grass green.

Mr. Farnsworth asked is there anything wrong with going in with the intention of taking it over long term?

Mr. Berube stated I do not think we are saying we will improve their grass for one year and then walk away, because it will just go downhill again. I think we are probably headed into a perpetual arrangement.

Mr. Walls stated in the instance where the grass along Cupseed is ours, my concern is that we have told people who live across the street that they cannot have grass that looks like that. They look across the street, and that is what they see. I think we need to get to a point where we maintain it full time. If we are going to do that section, we may as well do all the way around the school. I hope we can work that out in a cost-effective manner. I think it can be done. It is not difficult mowing grass and trimming hedges.

Mr. Berube stated Davey's proposal was included in the agenda package last month. It indicates landscape maintenance services on the school grounds providing for general trimming and pruning, general bedding and detail, weed control as per the scheduled frequency noted below. The notes indicate mowing services will be provided by others. Who are the others? The school?

Mr. Haskett stated yes.

Mr. Berube stated so we are asking them to mow the grass so it does not look nasty.

Mr. Nicholas stated I do not think at this point we should focus on the scope that was written originally. We still have not cut the plan up with the map. We are still working on the logistics of how to approach the concept. If you can decide that, then right behind that, very quickly we can discuss the prescribed plan for maintenance activities.

Mr. Berube stated if it looks lousy, we can tell Davey to go spruce it up.

Mr. Nicholas stated we need to do the same thing when we bid out the CDD landscape contract. You prepare a map, look at boundaries, walk the site and discuss material and the frequencies. I think that is the exercise we need to do. We are waiting on

that until we decide how to approach it. Very quickly, we can get that part redone to be precise.

Mr. LeMenager stated let me try to be pragmatic. Mr. Nicholas is new in his position at the development company, and Davey is our new contractor. If Mr. Nicholas feels that he can proceed with an informal solution, from his perspective, he wants it to look good so he can sell more houses. We are all in this together, with the objective to make the school look a little better. If it does not look as good as everything else, let Mr. Nicholas have an opportunity to see what can be done.

Ms. Kassel stated before I agree to any of that, I want to know what it will cost us initially to create a look that is up to our standards and what it will cost on an ongoing basis so we can evaluate what kind of obligation we are getting ourselves into. I do not want to say yes before I know that information.

Mr. Walls stated that is what we are asking Mr. Nicholas to provide.

Mr. LeMenager stated I do not think we are saying the school looks like a sore thumb. It is just a matter that we drive by it at times and we see the grass getting rather tall and weeds starting to grow. That is the sort of ongoing issue. Does it have to look as good as a park? No, absolutely not. But on the other hand, we do not want to see the grass getting outrageous and we do not want to see weeds popping up.

Ms. Kassel asked beyond that, how do we ensure that we do not dig ourselves into a deeper hole by the school not maintaining it or being unwilling to water it? How do we ensure that whatever investment we make is maintained?

Mr. Nicholas stated the field is in pretty good shape, but it all takes work. The person in the field managing the project has to interface with those people and learn their controller. It is about teamwork, and it is not perfect. There are still times where our crews managing the ball field take a little while to get things repaired. It is a government, but that is all workable. Once we agree and dispatch people to finalize the deal, then we will have expectations and can watch that. Right now, it just looks bad and we need to get in there, but we need an approach. To Mr. Qualls's point, it sounds like he wants to do the official route, and I would agree with that. I talked with two School Board members and asked them about these other instances. At least two HOAs—ones that provide amenities and are bigger in size that do some of the things the CDD does for recreational items—are doing this on an as-needed basis with no formal agreement. The school

appreciates it and there is a partnership about it. If they stopped tomorrow, I am sure the school would have to figure it out, but there is nothing in contract language where anyone would be in default for stopping the maintenance.

Mr. Berube stated I think it is a plus for the entire community, more than likely. I am fine doing it on an as-needed basis. I think Mr. Davis is a pretty square guy and Mr. Nicholas has a good relationship with him. I do not think he will roll over us, and I do not think we will roll over him. At this point, I think the next step is to talk with Davey about our thoughts on doing this on an as-needed basis. Would that include Davey mowing the grass?

Mr. Nicholas stated I think we start by drawing the boundary and ask Davey what their price would be if they maintained it to the standard of everything else. I think you start there and go backwards from there. That is the approach I would take.

Mr. Berube stated they could blend it in with their other maintenance activities.

Mr. Nicholas stated I would start the conversation there. We may not end up there, but I think that is the first number we want to see.

Mr. Berube stated I would think it is less expensive to do it as an add-on to what they are already doing for us.

Mr. Nicholas stated I agree.

C. Lakeshore Park Improvements

Mr. Nicholas stated the improvements are moving right along. The second boardwalk, the eastern one, is on its march out into the lake.

Mr. LeMenager stated I do not know what your timing is, but you need to put up the containers for fishing down at the fishing pier. I am already picking up monofilament and throwing it away. I know you have the thing to put it in, and people are already down there fishing. Otherwise, the trash will build up quickly. As soon as you can provide the containers for the fishing location, the better.

Mr. Nicholas stated I will make a note of that.

D. Festivals

Mr. Nicholas stated Chapter 4 of the District's rules allows for certain exemptions to be made for rules at various times. I am not mentioning this for a vote, but I do want to know what you think about it. Our festivals have become pretty renown in Harmony. Now we have some commercial construction and activity that will be happening in Town Center. We will be doing the majority of our festivals in Town Center instead of going to

other parcels. We had a carnival that turned out well. Dark Sky is coming in early February, which will definitely be a big draw. The question to the Board to consider is, the District Manager is allowed to provide for exemptions where we can allow beer and wine consumption on a one-day basis for an event, or twice a year. If we had an event that was created for such a thing, someone could walk through the park and sip a glass of wine listening to music. I offer that for your consideration. I do not know if it offends people. Obviously, there is a No Drinking rule in Town Center. Over time, as the community matures, we will be faced with these things. Communities more mature than Harmony have these things in place. They can be quite fun and also very controlled. For most of our festivals, we employ emergency services personnel and the sheriff, which we pay for so that they are all on site. The safety concerns would be normal. No business would profit from this. What we would typically do when we do an off-premise consumption event is have a non-profit name to be the beneficiary of the sales. If a company comes in with an off-premise license, they make a donation to the Education Foundation or the school or some other non-profit, and they are able to sell their beer. None of our companies benefit from it. It just opens the event to have more of an adult feel.

Mr. LeMenager stated if the beer truck is on the street, that is not our property. They are not going to set up their stall on our property. They are going to set up their stall on the street. I think what Mr. Nicholas is asking is if it is acceptable in those circumstances for people to walk through the park with a beer. I do not know that we have anyone against something like that and we would all be in favor of it.

Mr. Berube stated the only place where I would not want any alcohol is within the pool enclosures and possibly on the dock. I do not see the festivals encompassing those areas. Whether the beer truck is on the street or a stall is set up on our grassy land or wherever, I personally do not have a problem with it.

Mr. Nicholas stated this does not need a vote of the Board. This just needs the District Manager to give us some direction that this is what the Board would allow.

Mr. Moyer stated there would be a use application for the event, and I would simply issue the permit for that event.

Ms. Kassel asked is there any issue with liability?

Mr. Moyer stated within the permit are provisions on indemnification and liability. They will also provide the insurance certificate. I think we are in good shape.

E. Dog Park

Ms. Kassel stated at one of the dog park entrances, specifically the large dog park off Primrose Willow, dogs are digging near the entrance. We need some of those round river stones to help prevent that. The kids throw them, so every so often, they need to be replaced. They need to go at that location and under the lawnmower gate.

Mr. Haskett stated we will look into it and come up with a better solution than rocks.

Ms. Kassel stated my dogs met a 4.5-foot alligator in the large dog park the other day, inside the dog park. We may want to check out the fence line. The alligator did leave.

SIXTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

Mr. Moyer reviewed the financial statements as included in the agenda package and available for public review in the District Office during normal business hours.

Mr. Moyer stated we have not received very much revenue through the end of November, but we did not expect to receive much from the tax collector's office. We will start receiving significant monies this month and next month. On the expense side, all of our major categories are under budget.

Mr. Berube stated I spoke with Ms. Fazeela Khan, the accountant for Harmony. She is very intelligent and has her act together. She explained to me how certain things end up, due to accounting rules, in funny places at times. I explained to her the need to have that mentioned in the footnotes so that when someone is tracing things, like the deposits from OUC, it makes more sense. She got that message.

Ms. Kassel asked what was the answer on that?

Mr. Berube stated initially, I checked the OUC bills, and it looked like we had \$3,950 in deposit money to be returned from OUC. When we brought that to their attention, that amount ended up as an asset and a liability on the financial reports. They checked into it a little and found it was not \$3,950 but actually \$4,900. Once they had confirmation of that, it came off the liability side but was shown as an asset only for \$4,900. Ms. Brenda Burgess checked into it trying to locate the refund, and they ended up refunding \$4,350. There is still \$550 outstanding because they are on a different class of bill. For some reason, OUC has not decided that we are due our deposit back after 10 years.

Ms. Kassel asked where is the \$4,350 reflected?

Mr. Berube stated it went into last year's fund balance, which is where it should have been 10 years ago. Apparently we are still due \$500, and I am not sure who is working on that, if it is Ms. Khan or Ms. Burgess. It was a long, ridiculous process, but that is what happens when you are dealing with OUC.

Mr. Farnsworth stated I would like a little familiarization with the form. What is shown as the annual adopted budget is actually for 12 months. What is shown so far in the year-to-date is actually two months.

Mr. Moyer stated that is correct.

Mr. Farnsworth stated at first, it was not making sense.

Mr. Moyer stated in some cases, to try to make it a little more representative of reality, insurance is a one-time payment. Instead of prorating or annualizing that line item and always showing that we are over budget, it is shown as the total amount for the year and what we paid for the year. Most of it, you are absolutely right, is shown on a prorated basis.

B. Invoice Approval #152 and Check Run Summary

Mr. Moyer reviewed the invoices and check summary, which are included in the agenda package and available for public review in the District Office during normal business hours, and requested approval.

On MOTION by Mr. Walls, seconded by Mr. LeMenager, with all in favor, unanimous approval was given to the invoices, as discussed.

C. Public Comments/Communication Log

Mr. Moyer reviewed the complaint log as contained in the agenda package and available for public review in the District Office during normal business hours.

D. Website Statistics

Mr. Moyer reviewed the website statistics as contained in the agenda package and available for public review in the District Office during normal business hours.

E. Employee Leasing Company

Mr. Moyer stated I would like to discuss trying a new system of hiring an employee. If you want my opinion, I would like to try a new system.

Mr. Berube stated I agree.

Ms. Kassel asked even though it will be more expensive for this new company?

Mr. Berube stated it will not be more expensive. I know the numbers Mr. Moyer quoted, but in the end, it will not be more expensive. We are paying Severn Trent a lot of money. In my opinion, the reason they do not want to give us documentation is because we are paying a lot more than 10% overhead. There is only one reason that company will not disclose what the costs are, because they want to hide it. That is my opinion.

Mr. LeMenager stated I think you give them too much credit for a huge organization, over which we have always been frustrated as to how efficient they were.

Mr. Berube stated that may be, but they are very inefficient.

Mr. LeMenager stated I am in agreement with a new system. I liked the idea when Mr. Berube raised it previously. Whether it is 10% or 20% more, I think the whole thing hit home with me when we went from three employees to two employees, and Severn Trent kept charging us the same because they were providing a service and they were not even thinking of it as providing employees. What we are thinking of is that we would like to have staff on an hourly basis here. If they need to work some over-time, then they are paid extra. If someone quits, we save money for a month. That is a whole different concept than what we have now.

Mr. Farnsworth asked if Severn Trent is looking at it as providing a service, when one employee left, why did they not provide another person?

Mr. LeMenager stated it takes them three months to do something.

Mr. Berube stated they have not provided another person yet.

Mr. Farnsworth stated they should have been able to reassign someone.

Mr. Walls stated that is the crux of the issue. If we have to pay 10% more, but we receive flexibility and efficiency and the ability to save money, we can try it. Maybe it works and maybe it does not. But right now, we are not getting what we are looking for. Maybe this will not cost us more money and we end up saving money. If we can, I think we try it.

Ms. Kassel stated Mr. Moyer mentioned one employee, but we are looking at three employees.

Mr. Moyer stated I am in favor of that. Regardless of Mr. Berube's suspicions, I can tell you that Severn Trent is not making enough to put up with what they perceive as a headache. There is no problem with Severn Trent taking these employees. I think the problem you will find, though, is with the current employees and their benefit package. I

will research that information, but I do not think this leasing company will have the same benefit package as Severn Trent has.

Mr. Berube stated it depends on the size and how effective they are. There is another reason why it might not cost an extra 10%. Right now, when our budget changes with Severn Trent and we include a 3.5% increase for the employees, they charge that to us right away at the beginning of the fiscal year.

Mr. Moyer stated that would come back as part of the audit.

Mr. Berube stated I understand. We are not ready to change yet. Mr. Moyer still needs to find out about the benefit package. I mentioned to the employees that there might be a change, and they are frustrated with Severn Trent, too, with all their policies and so forth.

Mr. Farnsworth stated for companies where you cannot see all the way into an individual and you can only see the categories, you can award or set up essentially a separate category. For example, you can set up a security category. Regardless how many total employees they have, only certain employees are within that category. Regardless of what pay scale they are at, if they are in this category, we can award people in that special category. Then you would know that the money you put in went to the people in that special category.

Mr. Berube stated I agree with you, and that is the problem with Severn Trent. Everyone gets stuck in categories, among all the other problems they have.

Mr. Farnsworth stated I work for a big company, and they do not let you see individual pay rates.

Mr. Berube stated in our case, we tell Severn Trent which employee is paid what rate and when they receive an increase and at what percentage. We provide all that information. Mr. Moyer has information on a couple leasing companies. We need to match up the benefits and compare them to Severn Trent. I do not want our employees to be hurt in a transition. If the benefits match up and we have two companies to consider, we probably need to set up a workshop to discuss this and bring in the companies to tell us about their company.

Mr. Moyer stated we met with one group already that is very responsive and would certainly come in. They understand exactly what we want, where we want to select an

employee and send that employee to their office, they will hire them and put them on the payroll and charge us whatever the payroll amount is times their multiplier.

Mr. Walls stated we can even start with just one employee. I think you will find out that when you go from a large company to a smaller company, the benefits might not be as good. We do not want to push something worse on our staff, I do not think.

Mr. Farnsworth stated I know some LLCs that do exactly what we are talking about, but generally, the ones I know of act as consultants but they go through an LLC in order to be hired by a company. They do not receive any benefits, per se.

Mr. Moyer stated the two companies we have been talking to have benefit packages.

Mr. Berube stated we are worried about benefits, but what I hear from the employees is that the Severn Trent benefits are not as great as you might think.

Mr. Walls stated I think we give them a choice. I just do not want to force them into a situation that is not as good as they currently have.

Mr. Berube stated I agree.

Mr. LeMenager stated our District Manager wants to figure out how to make this work, so let him do that and bring us a proposal to consider.

Mr. Qualls asked is what is being contemplated that the District Manager will still be hiring the employees?

Mr. Berube stated I would presume it is the same legal setup as it is now. The employees will be hired by someone else and they will be working at the behest of the District Manager through a local liaison, which is the current setup. I do not think we will change the legal setup at all. That is not what we are contemplating. The District is not going to hire employees directly.

Mr. Qualls stated Section 190.007(1), Florida Statutes, as a reminder, says that the authority of the District is to hire a manager, and the District Manager may hire or otherwise employ and terminate the employment of persons.

Mr. Moyer stated this falls under "or otherwise employ" category.

Mr. Berube stated I anticipate the legal setup being the same as it is now.

Mr. Qualls stated that is wonderful.

Mr. Berube stated Mr. Moyer has some basic information that needs to be developed further.

Mr. Moyer stated you indicated, and I agree with you, that this is a change that I wanted the Board to be aware of before I started getting proposals put together.

Mr. Berube stated we had a comment about one or three employees. I think I missed something.

Mr. Moyer stated some of the companies will not deal with just having one employee. They want a minimum of four or five employees. The two companies I have been talking to do not care about how many employees there are. They will hire one. In my mind, it was going to be one employee, subject to whether or not our current employees want to join. There is no problem with our current employees wanting to join. They would just have to quit Severn Trent and go to the employee leasing company.

Mr. Berube stated the biggest hassle the employees have been telling me is, as long as the benefits are better than or equal to what they have now, I do not see a problem with them moving to the leasing company.

Mr. Moyer stated I do not see a problem, either.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Alcohol at Events on CDD-Owned Property

Mr. Qualls stated I was reviewing Chapter 4 of the Harmony rules, and in fact, 8.9.2 does say "Insurance shall be provided at the discretion of the District or the District Manager for the event scheduled to occur on District property. The District's decision will be reasonable, fair, non-arbitrary, and informed." I bring this up because there is an alcohol insurance requirement, which is a rather large amount. I wanted to make everyone aware what the rules say and that the rules do, in fact, require both an alcohol permit from the County and also alcohol liability insurance. I recommend an abundance of caution, if the District or the District Manager were to change those requirements in anyway.

Mr. Berube asked to clarify, the permit would have to be issued to the District?

Mr. Qualls stated the way I read it is that if someone wants to come on site and have a special event, they have to show the District proof of both alcohol liability insurance and a County permit authorizing the sale of alcohol. The rules say that the District or the District Manager has the discretion to change those requirements, but it has to be done in a fair, non-arbitrary basis. If you tell an attorney that an event will have alcohol, my head

starts ringing with all the potential liability issues. I recommend an abundance of caution on that.

Ms. Kassel asked would Mr. Moyer require the County permit to the applicant before issuing such a permit?

Mr. Moyer stated that is correct.

Mr. Farnsworth stated I thought there had been such previous events within the community but I am not sure where they were held.

Ms. Kassel stated they were on developer-owned property for that express reason, so that the CDD would not be liable.

Mr. Berube stated Mr. Farnsworth is probably thinking about the luau where the food was on CDD property but the alcohol was across the street on developer property.

Mr. Farnsworth stated I did not attend the luau, but I thought it had happened at some other event.

Mr. Berube stated it has happened previously but it has been on developer property when there is alcohol involved. There was another luau on the golf course a few years before, and everything took place on the golf course, not on CDD property. Mr. Moyer is shaking his head “yes” to requiring the County permit and the alcohol insurance.

Mr. Qualls stated rule 8.9.2 goes on to say, “The District will review the quantity of participants and the nature of the activity and/or product sales to make a final determination.”

ii. Landscape Maintenance at the Harmony Community School

Mr. Qualls stated I discussed this issue with Mr. Nicholas and I appreciate the fact that, because the District is responsible for the maintenance of infrastructure and does a lot of landscape work, it makes sense to help the school. I simply tell you what the Statutes say, and Section 190.012, Florida Statutes, says that if you want to do a project outside the boundaries of the District, then you need to have an agreement to do that. I will work with Mr. Nicholas on resolving it but there is no legal distinction as formal or informal agreement. You either have an agreement, or you do not.

Mr. LeMenager stated I think Mr. Berube’s point was correct and Mr. Nicholas mentioned that the places where they do it informally are where they do it with HOAs. Face it, HOAs are not beholden to anyone.

Mr. Qualls stated that is a completely different situation. I want to point out what Chapter 190, Florida Statutes say about that. The criticism would potentially be from

landowners who are paying special assessments wanting to know why they are paying special assessments to maintain something outside the boundary of the District. We can tell them we can do it pursuant to Section 190.012, Florida Statutes, as long as there is an agreement in place. As this gets worked through, please do not ever let the legal fee be the driving factor in your decision. I will always work with you on the bills. I love public schools, too, but do not let legal fees get in the way of doing this in the right way pursuant to Statute. That way, everyone is on the same page.

B. Engineer

There being nothing to report, the next order of business followed.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Ms. Kassel stated I have three items. One, at the neighborhood watch meeting last week, it was shown that our security cameras are already working. We had an incident where some kids had done some damage or were doing some damage down by the bathrooms. The camera picked up very good information on those people, and it has gone to the sheriff. So those cameras are already doing their job. I noted that we had allocated \$500 for purchasing such cameras, and we spent about \$300. There is still money available if we want to direct Mr. Haskett to purchase another camera to put up elsewhere for purposes of monitoring things. This is something we can discuss at the next meeting if we feel that getting another camera is something we want to do.

Mr. Berube stated Ms. Kassel mentioned that it went to the sheriff. Did that go through Mr. Moyer?

Mr. Moyer stated it did not go through me. What I received was the photographs, which I thought were very good. They identified, through the developer's office, the names of some of the kids. The damage was the removal of a sign that did not cost much. The issue was what we do. We were just going to contact the parents of the kids and tell them what information we have and show them the pictures. That was about the extent of it. I was not aware that it went to the sheriff.

Mr. Farnsworth stated I was wondering why it went to the sheriff.

Mr. Moyer stated I was not aware that it did.

Ms. Kassel stated I did not go to the sheriff. All I know is that at the neighborhood watch meeting, the sheriff showed us that he had photographs—he did not actually pass

the pictures around—that were obtained through these cameras and that they were somehow involved in looking at how to handle the situation.

Mr. Farnsworth asked do we know who got the sheriff involved?

Mr. Berube stated it was a very limited circle of people.

Ms. Kassel stated I presume it was probably Mr. Haskett, but I really do not know.

Mr. LeMenager stated there are enough deputies who live in town, so it is not hard to find one.

Mr. Farnsworth stated it is not the difficulty or ease of getting the sheriff involved. It is the “why” of getting the sheriff involved. As Mr. Moyer pointed out, the damage was very little. You can scare the kid just as badly by going to the parent, if the parent is any good.

Ms. Kassel stated the reason these kids are out there is because the parents are not very good.

Mr. Walls stated they may have tried to go to the parents. I do not know.

Mr. Farnsworth stated I will argue with you on this issue. My parents were very good. I was very bad at times. Fortunately, the police officer in our town was lenient with the kids. He would scare you without taking you in and booking you.

Ms. Kassel stated I do not think they booked anyone.

Mr. Berube stated I do not think it went that far.

Ms. Kassel stated I do not think they intended to go that far. I think it is just a statement that we want them to know we are watching, and the next time they try anything, it may go further.

Mr. Berube stated Ms. Kassel thinks that because there is still money available in the allocation for cameras, that we ought to purchase another camera. I do not see any reason why we could not do that.

Ms. Kassel stated I think the cameras are apparently doing their job and since we have allocated the money, it would not hurt to get another camera. Two, as Mr. LeMenager pointed out, we have not even opened the pier yet, and we are having problems with fishing line. I think it is time to think about putting signs on the bridges that say No Fishing. They are welcome to fish at the pier but not on the bridges.

Mr. Farnsworth asked did Mr. LeMenager see the line on the bridges?

Mr. LeMenager stated I saw it all the way down at the end where they are supposed to be fishing. To be fair, they had neatly bundled it up and put it on top of one of the posts, but there was no place for them to throw it away. That was my point. Over at the other dock, they have containers to be able to throw it away. I did not see any evidence that they were trying to be malicious. They put it down neatly but did not have any place to throw it away.

Mr. Berube stated so there is no sign that people are fishing on the bridges, and I have been on those bridges a lot. I have not seen anything.

Ms. Kassel stated I see all the time that there are wading birds on that bridge and right below the bridge. Any fishing line is going to destroy those birds. I would prefer not to wait until we had a minor tragedy to address the issue. I would rather address the issue before we have a problem.

Mr. Berube stated we opened that discussion previously about fishing from the bridges. I think there is a certain drive to allow fishing from the bridges.

Mr. LeMenager stated the only person whose position we do not know is Mr. Farnsworth. Perhaps we can recap our positions with respect to fishing, and please correct me if I make a mistake. Mr. Walls is completely in favor of fishing in any pond at any time. I am in favor of fishing in any pond that does not border residential property. Ms. Kassel is opposed to fishing in ponds, period.

Ms. Kassel stated we have a CDD policy related to fishing in ponds.

Mr. LeMenager stated I am not disagreeing with that. Mr. Berube's position is that it is against the rules of the HROA, so therefore, there is no point in having a different set of rules for the CDD.

Mr. Berube stated that sounds correct to me. I will revise my position a little to include that I think fishing off the bridges is acceptable. I went along with the policy for no fishing previously because of the safety aspects of sliding into the water and the possibility of drowning. Fishing on the bridges is fine. I had not thought about the bird issue.

Mr. Farnsworth stated I am a hunter, so I do not have a position on fishing.

Mr. Berube stated give it some thought and we can discuss it again next month. I have seen people there but I have not seen anyone fishing from the bridges.

Mr. LeMenager stated I have seen them.

Mr. Berube stated I have seen the birds. I will take that into consideration. There are a lot of them, which you can tell by droppings on the deck.

Ms. Kassel stated there are a lot of kids and dogs that walk, so hooks and fishing lines present a safety issue.

Mr. Berube stated I am amazed at how many people use that stuff. It is as popular as the swings.

Ms. Kassel stated my last point is, I believe we need to set meeting dates for fiscal year 2013.

Mr. Moyer stated we did that back in August or September.

Mr. Berube stated the dates are on the website, www.HarmonyCDD.org.

Mr. Walls stated I am interested in an update on the outstanding debt issue I raised a couple months ago.

Mr. Moyer stated that has not been forgotten. I need to reach Ms. Karen Ellis and find out what happened. It does appear there is an issue, but I think it is limited to two or three.

Mr. Walls stated so we just have to work it out.

Mr. Moyer stated that is correct. To their credit, they want to know why that happened. The only one who noticed it is an employee who no longer works for Severn Trent. They need to find her and get the answer. They are aware of the issue, and I had that conversation with Mr. Bob Koncar yesterday. He said they will work it out, like they worked out the other issues if there is a problem.

Mr. Walls stated I raised the idea of paperless agendas initially in about February. This month is my case in point because we received so much extra material. Someone at Severn Trent provided a list to me in February. I sent something to the Board this morning I hope you received. Basically, it shows we are spending \$6,240 annually to produce these agenda packages and send them to everyone.

Mr. Farnsworth asked where did that number come from?

Mr. LeMenager stated it is something Severn Trent provided for us a long time ago.

Mr. Farnsworth stated I looked at the number they showed for printing.

Mr. LeMenager stated there are a lot of things included in that.

Mr. Walls stated there is also postage.

Mr. Farnsworth stated printing was only \$4,000. Where did you get the \$6,240 figure?

Mr. Walls stated I think they did an average over time. They looked through the invoices over time and indicated this was how much we are spending on our agendas. I got that information from Severn Trent.

Ms. Kassel stated it includes postage to mail the agendas.

Mr. Berube stated 10 agendas are prepared every month at \$5.50 each, which is \$660 annually. The cost of copying varies somewhat, but it is about \$4,980 annually. The postage costs to the various points where the agendas are sent are \$600 annually, which totals \$6,240 to produce a pile of paper that effectively is done rather quickly.

Mr. Walls stated I do not know how the rest of the Board members operate, but I did not pull out the hard copy agenda package until today. I go online when I am reviewing the agenda package, and I look at it on my computer.

Mr. LeMenager stated I use the hard copy agenda package.

Ms. Kassel stated I use the agenda package to review the minutes, but I use the website for reviewing the invoices.

Mr. Walls stated if we went to an online agenda, with all of us using a tablet, we could save almost \$5,000 annually.

Ms. Kassel stated we can save more than that because I already have a tablet.

Mr. Walls stated I put tablets in the analysis. I think all of us could purchase our own tablet, but I do not want to make that a requirement of someone to be a member of this Board to spend \$300 for a tablet. We can discuss that. Over a five-year period, it is almost \$30,000, so it adds up over time. I do not go back home and use these agenda packages very often. It is a lot easier for me to go online and pull them up that way.

Mr. LeMenager stated I just tossed three years' worth of agendas in the recycling bin. I decided that I did not need it anymore.

Mr. Walls stated you can save them on your computer or on your tablet. That is where I am headed for a cost-saving measure to pay for some of these things that we are discussing.

Mr. Berube stated even if we purchased a top-of-the-line tablet, it would be \$600.

Mr. LeMenager stated my concern is in being able to view it. However, the one thing I was thinking of as we start off being a totally elector-elected body was to go over the

list of who is receiving these agendas. I think we are still sending one to Mr. Jim Lentz. With all due respect, there is one agenda book that has not been used in the more than four years that I have been on this body.

Mr. Walls stated part of my proposal is that all of those people receive it electronically, as well, and they can provide their own means of viewing the agenda.

Mr. LeMenager stated all these tabs and organization on the agenda packages is wonderful, but at a certain level, you need this piece of paper to keep track.

Mr. Walls stated there is an individual who puts these together by hand.

Ms. Kassel asked what does Mr. Moyer think about this?

Mr. Moyer stated we would still have at least one of those that I will bring to the meeting in case anyone wants to see the agenda package at the meeting. I still work off of paper agendas. But it would certainly cut down on the total cost, no question. I do not think it is a total elimination of these costs, but it is a substantial reduction.

Mr. Walls stated in that scenario, we could still reduce the bill by a few hundred dollars.

Mr. Moyer stated I am still going to receive a FedEx package every month with the meeting file that includes the minutes and documents that need to be signed.

Mr. Berube stated a lot of FedEx costs would disappear, virtually all of it. Mr. Qualls would receive an electronic copy. Mr. Steve Boyd would receive an electronic copy. Everyone would receive an electronic copy. If we are going to get these tablets, presuming that is the way we go, I think it would be a smart idea for public records if we all had a Harmony CDD email address. Is that something Mr. Moyer can arrange?

Mr. Moyer stated yes.

Ms. Kassel stated that is something Mr. Qualls has recommended that we do for quite some time.

Mr. Walls stated I think it is a good idea.

Mr. Berube stated I hear what Ms. Kassel said about having her own tablet, but if we are going to buy tablets, I would rather this Board buy a tablet for everyone. The information that is on that tablet is now public record. If someone wants to see whatever public records you have on the CDD, you can just hand them the tablet.

Mr. LeMenager stated it seems like a good idea. If we go to electronic agendas, what are the legal requirements vis-à-vis what Mr. Berube just suggested?

Mr. Qualls stated I looked into this today. I think it is a great idea. There is a Bill being sponsored in the House that is a Paperless Reduction Act, which is pretty cutting-edge for governments. I have not really thought about the tablet aspect as far as giving someone the tablet to view public records. The custodian of the records has to deal with public records requests, but I think I heard the District Manager say that, as required by Florida law, they would still be held within the County which is where anyone can go to view any agenda packages. The only other thing I am thinking about to make it easy is to make sure, if a member of the general public does not have access to a computer for whatever reason, there is a mechanism where these can be produced. I always review the agenda online, and I think it is a good idea. I do not see any real legal hurdles. My only caveat is that I have not thought through the purchasing of the tablet and what the public record ramifications of that might be.

Mr. Walls stated it is a storage device. So you would just provide records from it, just like you would from your computer. You print out the email and give it to them or forward it.

Mr. Berube stated there will be some rules associated with this. The Board members will have possession of it, but it will belong to the District. You can do anything you want with it that is legal, but it remains District property. Every two or three years, they will become outdated, so replacing them will probably become a routine cycle. The cost will still be a savings.

Mr. LeMenager stated as a school teacher, the school provided a laptop to me and they last a lot longer than three years.

Mr. Berube stated they could, but the way technology changes, in three years, it might look completely different. Does Mr. Walls have any recommendations for the type of tablet?

Mr. Walls stated I would suggest not the top-of-the-line or an Apple. I would suggest something compatible with different types of things, like an Android.

Mr. Berube asked what about a Google Nexus 7 or 10? I like the 10 because it is easy to read.

Mr. LeMenager stated do not make it too small.

Mr. Berube stated that is why I suggested the 10, which is as large as an iPad.

Mr. Walls stated it needs to be able to access email.

Ms. Kassel stated it has to have wifi.

Mr. Walls stated I think all of them do. It has to be able to read pdf files.

Mr. LeMenager asked is there wifi access in this building?

Mr. Berube stated yes.

Mr. Walls stated it does not need to be fancy, and I do not want it to be fancy. It just needs to be something that would get us through the meeting.

Mr. LeMenager asked what happens when 10 people are all accessing the same wifi?

Mr. Walls stated you would download the agenda ahead of time.

Mr. Berube stated when you get it at home, it is already on the tablet, so you really do not need wifi here. You bring it with you to the meeting. You turn on your tablet at home and use your home-based internet access to open the email that will come to your tablet.

Mr. Walls stated staff emails it to me now, and I presume they email it to everyone.

Mr. LeMenager stated it needs to come to my normal email address because I am never going to look at it otherwise.

Mr. Berube stated if you set up the tablet to receive your regular emails, it will be on the tablet. Otherwise, you can download the agenda from the website.

Mr. Walls stated if we had those Harmony email addresses, we can direct staff to email the agenda packages to those email addresses.

Mr. Berube stated there would not need to be wifi in this building at all since we would have it on the tablet already.

Mr. LeMenager stated to a certain extent, we receive an email from Ms. Burgess telling us that the agenda is now online. That is fine and is what we should be sending to everyone. I heard Mr. Qualls say that is what he uses anyway. So she can just send the email saying the agenda is on the website.

Mr. Berube stated we need to discuss the mechanism for purchasing these. Do we use the CDD credit card? Who would do it, Mr. Haskett? Does Mr. Moyer have a CDD credit card?

Mr. Moyer stated no, but I could purchase them.

Mr. Berube asked do we want to go with Google Nexus 10? Mr. Walls mentioned Android. I researched this, also, and I like the Google Nexus 10.

Mr. LeMenager stated before we pick the exact model and serial number, I would like Mr. Moyer to see if we can get any sort of government discount. Does Best Buy have anything that would apply?

Mr. Berube stated the Florida Purchasing Contract.

Mr. LeMenager stated we should not have to pay sales tax.

Mr. Walls stated or retail price.

Mr. LeMenager stated let us investigate how to get a good deal on something.

Mr. Walls stated I am not prepared to choose the item right now.

Mr. Berube stated I just looked at the Google Nexus 10. The nice thing about it is that it has almost a full-size screen.

Mr. LeMenager asked do we need data plans on it?

Mr. Berube stated no.

Ms. Kassel stated just wifi access.

Mr. Berube stated if you want a data plan, then you have to purchase a cellular plan, which will cost \$100 for the tablet and you have to pay a monthly ongoing fee, about \$15. It would be like a laptop that is a flat screen. It works just like a laptop with no top.

Mr. LeMenager stated I have seen them but I have just not used one.

Mr. Berube stated you turn it on, and it picks up the wifi and you are good to go. If you have already downloaded the agenda, you do not even need wifi.

Ms. Kassel stated you need wifi at home to download it.

Mr. Farnsworth asked when you say wifi, are you talking about normal wireless internet access?

Mr. Berube stated yes. If you have wireless access at home, this will work on it.

Mr. Farnsworth stated the unit has to be set up to have the passwords and everything else for your home as well as for here.

Mr. Berube stated that is correct.

Ms. Kassel stated a lot of places do not have a password, like this building. It is just public access. When you look at the connections and select this building, you can probably tap into it without any password. If home wifi is password protected, you will have to enter that password.

Mr. Berube stated I did not suggest Google because I wanted to give an advertisement to Google. I did some research over the past few months, and it is probably at the same

technical level as the iPads. There is a good app store if you want to add anything to it. They should be used essentially for Board use, but there are other things you can use a tablet for.

Mr. Moyer asked do you want me to proceed to get them for you?

Mr. Berube stated yes, I think so.

Mr. Walls stated yes.

Mr. Moyer asked do you want to look at different models or go with Mr. Berube's suggestion?

Mr. Walls stated I would like to see if we can get something off the Florida purchasing contract.

Mr. LeMenager stated let us make sure we get a good deal on them. We should not be paying sales tax.

Mr. Moyer stated we will not pay sales tax.

Mr. Berube stated the reality is, that market is hot, meaning it is hard to get discounts even when you purchase 10. My son is a sales manager for Sprint, and I asked what price we would get buying 10 of them from Sprint. He said we would pay the going price. That is the way it is. The only things they would work with us on are sales tax and governmental fees. It is a tough market.

Ms. Kassel stated I am happy to go online to Consumer Reports to see what they recommend in terms of a larger tablet.

Mr. Berube stated I already did that, and they suggested the Nexus 10. There is nothing wrong with an iPad, either, if we can get one at the right price. You can buy refurbished units from Apple. I think we are looking for a 9.7-inch or 10-inch screen so it is easier to read. We want the best price we can get and it needs to be wifi equipped. It should probably have a minimum 16G hard drive so there is enough room to store these agendas for a period of time. We could probably save money with laptops, but there is not much room at this table for us to have laptops. At a minimum, we should have a stand-up case for the tablet.

Mr. LeMenager stated Mr. Berube raises a good point. Can we get a 14-inch or 15-inch laptop for less money than a 10-inch tablet? I am in favor of a larger screen.

Mr. Berube stated yes, we probably could.

Mr. LeMenager asked how large is the screen for the Google Chrome tablet? It is being advertised for \$250.

Mr. Walls stated Mr. Moyer should see what is available. We can send suggestions for next month. We do not need to buy something right now. Next month, we can look at the suggestions and decide what works best.

Mr. LeMenager stated I am definitely voting for a larger screen.

Mr. Berube stated I understand. There are a couple things that make tablets convenient. The battery life will not be an issue for the length of a meeting. They are instant on so you do not have to wait for them. It is lighter and easier to carry. I realize a laptop is no big deal, but a tablet is small and convenient. We saw Ms. Kassel carry hers in last meeting. There are advantages to both. You spend a little more money for the convenience of the tablet. It is something to consider.

Mr. LeMenager stated I will go to Best Buy and take a look at a few of these, and everyone else should do the same so we can come back and make an informed decision.

Mr. Berube stated Mr. Moyer has our direction. Do not purchase them yet. We will discuss this a little further. Mr. Moyer will have information next month on the employee leasing program.

Mr. Edward DeMarias stated it has been a difficult year for the CDD. There have been a lot of issues that you had to address. I am very proud of our CDD and how you addressed and resolved them. Good job and thank you.

Mr. Berube stated thank you.

Ms. Kassel stated thank you and thank you for attending the meetings and staying to the end and listening. Happy holidays to everyone.

NINTH ORDER OF BUSINESS

Adjournment

The next meeting will be Thursday, January 31, 2013, at 9:00 a.m.

On MOTION by Mr. Berube, seconded by Mr. Walls, with all in favor, the meeting adjourned at 8:00 p.m.

Gary L. Moyer, Secretary

Steve Berube, Chairman

Fourth Order of Business

4A



Bio-Tech Consulting Inc.

Environmental and Permitting Services

Info@btc-inc.com
www.btc-inc.com

MAINTENANCE REPORT

CUSTOMER Harmony Golf Course Ponds DATE 12-18-2012

BTC ACCOUNT NO. 582-01

BIOLOGIST / TECHNICIAN Jon Avance/ Greg Lanzon

TREATMENT SERVICES

POND SITE INSPECTED	EMERG. VEG.	SUBMERG. VEG.	FLOATING VEG.	ALGAE	AQUASTAR	AQUATHOL K	COPPER SULFATE	CUTRINE	POND DYE	REWARD	SONAR	WEEDAR	OTHER
20,4,21	x				x							x	
3,2,23	x				x							x	
22,29,12,13	x				x							x	
14,15,11	x				x							x	
16,17,18	x				x							x	
10,19,5,1	x				x							x	
9		Irrigation pond											
6,7,8	x				x							x	

TARGETED VEGETATION Torpedo Grass, Thistle, Dog Fennel, Cat-Tails, Primrose Willow, Hemp Vine.

ADDITIONAL NOTES / CONCERNS All Golf Course Ponds treated for Invasive vegetation

Buck Lake boat dock treated for water hyacinth and Old World Climbing fern.

Orlando Office
2002 E Robinson St
Orlando FL 32803

Vero Beach Office
1717 Indian River Blvd
Suite 201
Vero Beach FL 32960

Jacksonville Office
2036 Forbes St
Jacksonville FL 32204

Tampa Office
333 Falkenburg Rd N
Suite A 128
Tampa FL 33619

Key West Office
1107 Key Plaza
Suite 259
Key West FL 33040

Aquatic & Land
Management Operations
3825 Rouse Rd
Orlando FL 32817

Native Plant Nursery
DCC Farms
8580 Bunkhouse Rd
Orlando FL 32832

407.894.5969
877.894.5969
407.894.5970 fax

Key West

Vero Beach

Orlando

Jacksonville

Tampa



MAINTENANCE REPORT

CUSTOMER Harmony Golf Course Ponds DATE 1-11-2013

BTC ACCOUNT NO. 582-01

BIOLOGIST / TECHNICIAN Jon Avance/ Greg Lanzon

TREATMENT SERVICES

POND SITE INSPECTED	EMERG. VEG.	SUBMERG. VEG.	FLOATING VEG.	ALGAE	AQUASTAR	AQUATHOL k	COPPER SULFATE	CUTRINE	POND DYE	REWARD	SONAR	WEEDAR	OTHER
20,4,2	x				x					x			
21,3,1	x				x					x			
5,6,7,8	x				x					x			
9 (irrigation pond)													
19,10	x				x					x			
17,16,11,13	x				x					x			
12,14,15	x				x					x			
23,22,29				x				x				x	
18													

TARGETED VEGETATION Torpedo Grass, Primrose willow, Penny Wort, Cat-Tails, Cogon Grass, algae

ADDITIONAL NOTES / CONCERNS All ponds spot treated for Invasive grasses and Cat-Tails. Hand removed

Primrose willow from pond 17. Pond 5 treated for Cogon grass by car path bridge. Pond 18 was treated for surface algae. May need

to be re-treated from boat. Sprayed any remaining climbing fern from Buck Lake boat dock area.

Quarterly ponds were inspected and will be treated next month.

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Jacksonville

Tampa

4B

The Davey Tree Expert Company
Harmony Community Development District
Landscape Maintenance
Monthly Summary

January 2013

4.1 Turf

- 4.1.1 Mowing - Mowing was completed throughout common and park locations on a bi-weekly basis in December/ January as follows:

Week ending 12/29/12

Mowing is scheduled for the balance of January as follows:

Week ending 01/14/13

Week ending 02/02/13

- 4.1.2 Edging (same as above, see 4.1.1)

- 4.1.3 Trimming (same as above, see 4.1.1)

4.1.4 Disease Control

- a. Follow-up full-coverage application in process with completion expected the week of 12/10/12 (completed). Additional spot treatments scheduled the week of 01/21/13 due to persistence of brown patch resulting from recent warm weather.
- b. Dollarweed applications completed week of 12/10/12. Additional spot treatments as required scheduled the week of 1/21/13.

4.1.5 Fertilization

- a. Turf fertilization completed on Floratam, Bahia, and Zoysia locations.
Note: Supplemental liquid applications of iron in conjunction with disease and preventative insect control in process with completion the week of 12/10/12 (completed 12/13/12).

Note: with recent warm weather we are seeing improvement in turf color and indicating a timing issue between the release of the fertilizer (50% SCU) and growth rates on turf. Warmer weather has increased growth rates and subsequent uptake of nutrients available. We expect this trend to continue as weather continues along this trend. If weather trend breaks and cools we will see a slow down in growth rates but color should remain consistent unless severe cold/ frost conditions occur.

4.1.6 Pest Control

- a. Pest activity minimal.
- b. Ant treatments on-going.

4.1.7 pH Adjustment

4.1.8 Other:

4.2 Sports Turf

4.2.1 Mowing

- a. Mowing completed weekly. Mowing is being completed with a rotary style mower, mulching deck, at a 1" cutting height.
- b. Mowing activity shifted to morning hours as requested.

4.2.2 Insecticides

- a. No insect concerns/ activity at this time.

4.2.3 Herbicides

- a. Turf weed applications remain on cycle. Next application due week of 12/10/12 (completed). Next application scheduled for the week of 1/21/13.

4.2.4 Fungicide

- a. No disease concerns at this time

4.2.5 Fertilization

- a. Granular application of 15-0-15 the week of 01/21/13.

4.2.6 pH Adjustment

4.3 Shrub/Ground Cover Care

4.3.1 Annuals

- a. Annual rotation completed the week of 1/07/13
- b. General policing and weeding of bedding areas; West entry side beds replaced as a result of collateral damage from tree relocation.

4.3.2 Pruning

- a. General trimming and pruning throughout all locations of the community.
- b. General clean-up and dead removal on overpass berms plantings on North and South sides.
- c. Ornamental grass cutbacks completed throughout common areas.
- d. Wax myrtle pruning of storm related damage, Buttonbush Loop. Thinned and proportioned.

4.3.3 Weeding

- a. Weed control cycling through property covering hardscape and open bedding areas throughout community and 192. On-going basis.
- b. Hand weeding to maintain aesthetics within ornamentals and ground covers being supplemented with selective herbicides. Primary target is torpedo grass populations left unmanaged. The hand and spray combination will continue until spray applications take effect on the torpedo grass – this typically takes 3-4 applications due to the nature of the grass itself. Update, 11/15: torpedo grass control has been effective. Applications moved to as-needed basis.

- 4.3.4 Fertilization
 - a. Next fertilization due February 2013.
 - b. Supplemental fertilization in select locations for select material incorporated into detail crew sectional detailing schedules.
- 4.3.5 Pest and Disease Control
 - a. No major pest or disease issues at this time.
- 4.3.6 Mulching
 - a. Mulch installation in progress (initiated on 12/10/12 beginning with Harmony Square in preparation for Winter Carnival). Ashley Square Pool, Clubhouse Pool, tree wells and bedding areas along Five Oaks to Cat Brier, round-about at Cat Brier.
 - b. Detail crew has taken on removal of excess pine bark mulch from bedding and tree well locations in advance of new mulch as they work through the community.
- 4.3.7 pH Adjustment

4.4 Tree Care

- 4.4.1 Pruning
 - a. Elevation/ canopy pruning along Schoolhouse from Buck Lane to Lakeshore turn-about. Work proceeds down Cat Brier to Five Oaks turn-about.
 - b. West entrance palm trim on transplanted palms. Note: Palms exhibiting transplant shock are showing signs of recovery and establishment.
 - c. E. Five oaks Drive oak tree elevation of low hanging limbs.
 - d. Sycamore trimming at Estates, new model homesite.
 - e. Sycamore trim and removal of broken limbs along Cat Brier and at Harmony Square.
 - f. General sucker removal throughout.
- 4.4.2 Tree Basins
 - a. Mulch removal – on-going.
 - b. Mulch install – on-going.
- 4.4.3 Fertilizer
 - a. Note: Ligustrum trees at Estates entry monument showing signs of improvement from fertilization application and irrigation reduction. Trees are salvageable and should return to good form after reduction pruning in Spring.
- 4.4.4 Pest Control
 - a. Magnolia scale application completed at Ashley Park/ Pool

- 4.4.5 Mulch
 - a. Note section 4.4.2

- 4.4.6 pH Adjustment

4.5 Irrigation

- 4.5.1 General Requirements
 - a. Materials supplied for collateral head damage resulting from mowing operations.
- 4.5.2 Monitoring
- 4.5.3 Valve/ Valve Boxes

4.6 Litter Removal

- 4.6.1 Landscaped Area
 - a. Mowing, detail , weed crew and Supervisor responsibility on a daily basis.
- 4.6.2 Sidewalks
 - a. Mowing, detail, weed crew, and Supervisor responsibility on a daily basis.
- 4.6.3 Trash Receptacles
 - a. Cleaning and pest control scheduled bi-weekly.
- 4.6.4 Streets
 - a. Mowing, detail, weed crew, and Supervisor responsibility on a daily basis

4.7 District/ District Manager Awareness

5.0 Unscheduled Maintenance and Repairs

- 5.1.1 General
 - a. None noted at this time.
- 5.2.1 Damaged Facilities
- 5.2.2 Damaged Irrigation System Repairs
 - a. Reference section 4.5.1 above
- 5.3.1 Emergency Repairs
- 5.4.1 Unscheduled Maintenance

6.0 Other – Proposals, Work Orders

- 6.1 Proposals
 - a. Proposal submitted for West entry landscape modifications that include OUC tree transplants. Approved. Work scheduled for week of 10/29/12. Tree relocations, palmetto removal, annual replacements completed. Note: the supply of Butterfly bush received were not acceptable for installation. Replacement material is being located and shipped.

12/10/12 – Temporary plant material installed at monument wall in lieu of Butterfly Bush. Work continues to locate satisfactory material to finish median plantings.

Oak tree transplants from OUC buffer scheduled for February 2013. Locations pending.

- b. Proposal for Class I pruning of street trees submitted. Scheduled to begin the week of 12/10/12 with completion projected end of December. Canopy/elevation work in progress in advance of pruning.
- c. Proposal for landscape renovations at Lakeshore turn-about submitted. Projected to begin the week of 12/26/12 provided suitable material (Butterfly bush) is located and secured. Pending material.

4C*i*

THE TOWN OF HARMONY

District Dock & Maintenance Activities Report

December 11, 2012 – January 15, 2013

Boat Maintenance

- Checked all wire connections on all boats, replaced items as necessary.
- Removed and inspected all propellers (weekly). Fishing line removed from small pontoon, no damage noted.
- Bass boat motor damaged December 28th. Tie down rope broke which allowed the boat to float under dock ramp. Motor is at Advanced Marine for repair.
- Tie down ropes replaced on all boats. Additional tie down cleats installed for added security.

Buck Lake Activities

- Fishing event – Saturday January 12th, 8am – 10am, 15 attended.
- Boat Orientation held at the Enrichment Center 1/12/2013, 10 attended.
- Boat reservations continue to be adequately accommodated; however, progress of maintenance activities is being affected.

Facility / Park Maintenance Activities

- Routine cleaning activities – Including restrooms, trash and doggie potty removal.
- Inspected facilities for cleanliness and/or damage after each scheduled event.
- Water Feature cleaned wye strainers, inspection of equipment.
- Repaired light fixtures in Town Square.
- Monitor trail cameras.
- Assisted with removal of holiday decorations.
- DVR at Buck Lake replaced.
- Removed graffiti from OUC transformers and park benches.

Irrigation Maintenance

- Continue to replace broken and clogged irrigation heads and routine maintenance activities.
- Inspected IC-4 & 7, 3, 4, and 11 clocks, zones and heads.
- Clock 3 – Five Oaks; replaced faulty rotors (15) adjusted remaining.

* 5 short staffed resulting from vacation and holiday hours utilized.

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HARMONY CDD

Boat Reservations - December--January 2013

Date	Resident	Time	M-W-Th	F-S-S	Total Passengers	20' Pontoon	16' Pontoon	18' Bass	Bass Boat	Sail Boat	Solar Boat	Canoes	Kayaks	COMMENTS	PHONE
12/12/2012	Don Rice	7:30-11:30AM	x		3	x									
12/15/2012	Albert Sosa	10:30-12:30 PM		x	2	x									
12/16/2012	Don Rice	8:00-11:30 AM		x	2		x								304-281-0010
12/16/2012	Thomas Belieff	7:30-10:30 AM		x	1			x							
12/16/2012	Bill Fife	12-12:00 PM		x	1								x	No reservation	
12/17/2012	James Herring	3-5:15 PM	x		6	x									407-957-1508
12/17/2012	Bernard Scarpa	7:30-12:30 PM	x		2			x							407-572-3022
12/19/2012	Don Rice	7:30-12:00 PM	x		3	x									
12/19/2012	Marilyn Mower	10:00 AM												Cancelled	603-731-0637
12/20/2012	Jim Herring	9:00-1:00 PM	x			x									407-957-1538
12/21/2012	Sandy Colon	8-12:00 PM												Wind Advisory	
12/21/2012	Thomas Belieff	7:30-11:30 AM												Wind Advisory	
12/22/2012	Jeff Spoor	10:00 AM											x	Wind Advisory	386-627-3134
12/23/2012	Kim Towe	3-5:00 PM		x	6	x								No reservation	
12/23/2012	Thomas Belieff	7:30-11:30 AM		x	2	x									
12/26/2012	Thomas Belieff	7:30-11:30 AM												Wind Advisory	
12/27/2012	Thomas Belieff	7:30-10:45 AM	x		2	x									407-921-0989
12/27/2012	Kimberly Towe	3-5:00 PM	x		6	x									270-799-0912
12/28/2012	Millie Murray	7:30-12:00 PM		x	2		x								936-645-1777
12/28/2012	Kimberly Towe	1-4:00 PM		x	8	x									
12/29/2012	Thomas Belieff	8-12:00 PM		x	2	x									
12/30/2012	Don Rice	7:30-10:30 AM												No attendants	304-281-0010
12/31/2012	Thomas Belieff	7:30-11:30 AM			2		x								
1/2/2013	Don Rice	7:30-12:00 PM	x		4	x									
1/2/2013	Bill Fife	10-3:00 PM	x		12							x	x	4 canoes, 6 kayaks	
1/5/2013	Mr. Ramos	1-4:00 PM		x	9	x									210-421-6199
1/5/2013	Jeff Spoor	11-1:00 PM		x	4							x	x	2 kayaks, 1 canoe	
1/6/2013	Don Rice	7:30-11:30 AM		x	2		x								
1/6/2013	Thomas Belieff	7:30-11:30 AM		x	1	x									
1/9/2013	Joe Murray	9:30-11:30 AM	x		2		x								936-645-1778
1/9/2013	Don Rice	7:30-11:30 AM	x		4	x									
1/10/2013	Don Rice	8-12:00 PM	x		4	x									
1/10/2013	Kimberly Towe	8-12:00 PM	x		4		x								
1/11/2013	Thomas Belieff	7:30-11:30 AM		x		x									407-921-0989
1/12/2013	Boat Orientation	10:00 AM				x									
1/12/2013	Sonny Templeton	11-2:00PM		x	5	x								After orientation	770-597-0236
1/12/2013	Ray Walls	7:30-11:30 AM		x	2		x								
1/12/2013	Hudy Madrosian	2:30-5:00 PM		x	6		x								407-891-9470
1/12/2013	Hudy Madrosian	2:30-5:00 PM		x	5								x	4 kayaks, 1 canoe	
1/13/2013	Thomas Belieff	7:30-11:30 AM		x	1	x									
1/13/2013	Don Rice	7:30-11:30 AM		x	3		x								
1/13/2013	Sonny Templeton	2-5:00 PM		x	1					x					770-597-0236
1/13/2013	Mike Hubbard	1:30-5:00 PM		x	6	x									651-303-4883
1/14/2013	Kimberly Towe	9-1:00 PM	x		4	x									
			14	22	129	22	9	2	0	1	0	2	5		
Buck Lake is closed on Tuesdays.															
					Last Month	71	Total Passengers	129							
						30	Total Trips	36							

Sixth Order of Business

6A

**Harmony
Community Development District**

*Financial Report
December 31, 2012*

Prepared by

**SEVERN
TRENT
SERVICES**

HARMONY

Community Development District

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**Harmony
Community Development District**

Financial Statements

(Unaudited)

December 31, 2012

Balance Sheet
December 31, 2012

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>2001 DEBT SERVICE FUND</u>	<u>2004 DEBT SERVICE FUND</u>	<u>2004 CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
ASSETS					
Cash - Checking Account	\$ 373,747	\$ -	\$ -	\$ -	\$ 373,747
Cash On Hand/Petty Cash	500	-	-	-	500
Accounts Receivable	12,045	-	-	-	12,045
Interest/Dividend Receivables	2,263	-	-	-	2,263
Investments:					
Certificates of Deposit - 36 Months	127,778	-	-	-	127,778
Money Market Account	481,325	-	-	-	481,325
Construction Fund	-	-	-	62,847	62,847
Prepayment Account	-	1,506	3,229	-	4,735
Reserve Fund	-	1,415,519	859,953	-	2,275,472
Revenue Fund	-	635,954	25,075	-	661,029
Prepaid Items	725	-	-	-	725
TOTAL ASSETS	\$ 998,383	\$ 2,052,979	\$ 888,257	\$ 62,847	\$ 4,002,466
LIABILITIES					
Accounts Payable	\$ 50,096	\$ -	\$ -	\$ -	\$ 50,096
Accrued Expensas	33,475	-	-	-	33,475
Deferred Revenue	2,172	-	-	-	2,172
TOTAL LIABILITIES	85,743	-	-	-	85,743
FUND BALANCES					
Nonspendable:					
Prepaid Items	\$ 725	\$ -	\$ -	\$ -	\$ 725
Restricted for:					
Debt Service	-	2,052,979	888,257	-	2,941,236
Capital Projects	-	-	-	62,847	62,847
Assigned to:					
Operating Reserves	366,305	-	-	-	366,305
Reserves-Renewal & Replacement	135,000	-	-	-	135,000
Reserves - Self Insurance	50,000	-	-	-	50,000
Unassigned:	360,610	-	-	-	360,610
TOTAL FUND BALANCES	\$ 912,640	\$ 2,052,979	\$ 888,257	\$ 62,847	\$ 3,916,723
TOTAL LIABILITIES & FUND BALANCES	\$ 998,383	\$ 2,052,979	\$ 888,257	\$ 62,847	\$ 4,002,466

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2012

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 2,501	\$ 624	\$ 745	\$ 121
Special Assmnts- Tax Collector	602,370	200,790	324,735	123,945
Special Assmnts- CDD Collected	884,442	221,112	221,110	(2)
Special Assmnts- Discounts	(24,095)	(8,032)	(12,949)	(4,917)
Other Miscellaneous Revenues	-	-	1,862	1,862
TOTAL REVENUES	1,465,218	414,494	535,503	121,009
EXPENDITURES				
Administration				
P/R-Board of Supervisors	11,200	2,400	2,000	400
FICA Taxes	857	183	153	30
ProfServ-Arbitrage Rebate	1,200	-	-	-
ProfServ-Dissemination Agent	500	-	-	-
ProfServ-Engineering	5,000	1,251	-	1,251
ProfServ-Legal Services	25,000	5,751	3,160	2,591
ProfServ-Mgmt Consulting Serv	55,984	13,995	10,096	3,899
ProfServ-Property Appraiser	779	779	-	779
ProfServ-Special Assessment	11,822	11,822	11,822	-
ProfServ-Trustee	10,800	10,800	10,023	777
Auditing Services	8,000	-	-	-
Communication - Telephone	380	96	1	95
Postage and Freight	1,200	300	231	69
Insurance - General Liability	26,751	26,751	27,431	(680)
Printing and Binding	5,000	1,251	1,270	(19)
Legal Advertising	500	126	78	48
Misc-Assessmnt Collection Cost	12,047	4,016	6,236	(2,220)
Misc-Contingency	500	126	12	114
Office Supplies	1,000	249	111	138
Annual District Filing Fee	175	175	175	-
Total Administration	178,695	80,071	72,799	7,272
Field				
ProfServ-Field Management	119,113	29,779	20,055	9,724
Total Field	119,113	29,779	20,055	9,724

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2012

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Landscape				
R&M-Grounds	29,994	7,500	5,383	2,117
R&M-Irrigation	20,000	5,001	1,890	3,111
R&M-Tree Trimming Services	15,000	3,750	-	3,750
R&M-Trees and Trimming	19,115	4,779	4,972	(193)
R&M-Turf Care	248,001	62,001	60,699	1,302
R&M-Shrub Care	107,540	26,886	27,446	(560)
Miscellaneous Services	23,000	5,751	2,411	3,340
Total Landscape	462,650	115,668	102,801	12,867
Utilities				
Electricity - General	30,000	7,500	6,876	624
Electricity - Streetlighting	389,000	97,247	94,423	2,824
Utility - Water & Sewer	105,000	26,250	22,310	3,940
Total Utilities	524,000	130,997	123,609	7,388
Operation & Maintenance				
Contracts-Lake and Wetland	25,000	4,257	3,924	333
Communication - Telephone	6,000	1,500	1,104	396
Utility - Refuse Removal	2,000	501	709	(208)
R&M-Common Area	18,800	4,701	7,270	(2,569)
R&M-Equipment	15,000	3,750	1,853	1,897
R&M-Pools	57,000	14,250	6,243	8,007
R&M-Roads & Alleyways	5,000	1,251	-	1,251
R&M-Sidewalks	4,000	999	-	999
R&M-Parks & Amenities	8,500	2,124	-	2,124
R&M-Hardscape Cleaning	5,000	2,912	2,836	76
Misc-Contingency	19,960	4,989	-	4,989
Misc-Security Enhancements	2,500	624	693	(69)
Cap Outlay - Other	12,000	-	-	-
Total Operation & Maintenance	180,760	41,858	24,632	17,226
TOTAL EXPENDITURES	1,465,218	398,373	343,896	54,477

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2012

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Excess (deficiency) of revenues Over (under) expenditures	-	16,121	191,607	175,486
Net change in fund balance	\$ -	\$ 16,121	\$ 191,607	\$ 175,486
FUND BALANCE, BEGINNING (OCT 1, 2012)	721,033	721,033	721,033	
FUND BALANCE, ENDING	\$ 721,033	\$ 737,154	\$ 912,640	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2012

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 800	\$ 201	\$ 90	\$ (111)
Special Assmnts- Tax Collector	1,050,511	350,170	565,800	215,630
Special Assmnts- CDD Collected	439,182	316,172	312,188	(3,984)
Special Assmnts- Discounts	(42,021)	(14,006)	(22,562)	(8,556)
TOTAL REVENUES	1,448,472	652,537	855,516	202,979
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	21,010	7,004	10,865	(3,861)
Total Administration	21,010	7,004	10,865	(3,861)
Debt Service				
Principal Debt Retirement	350,000	-	-	-
Principal Prepayments	-	-	20,000	(20,000)
Interest Expense	1,072,638	536,319	536,319	-
Total Debt Service	1,422,638	536,319	556,319	(20,000)
TOTAL EXPENDITURES	1,443,648	543,323	567,184	(23,861)
Excess (deficiency) of revenues Over (under) expenditures	4,824	109,214	288,332	179,118
Net change in fund balance	\$ 4,824	\$ 109,214	\$ 288,332	\$ 179,118
FUND BALANCE, BEGINNING (OCT 1, 2012)	1,764,647	1,764,647	1,764,647	
FUND BALANCE, ENDING	\$ 1,769,471	\$ 1,873,861	\$ 2,052,979	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2012

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 2,000	\$ 498	\$ 124	\$ (374)
Special Assmnts- CDD Collected	1,219,938	-	-	-
TOTAL REVENUES	1,221,938	498	124	(374)
EXPENDITURES				
Debt Service				
Principal Debt Retirement	255,000	-	-	-
Interest Expense	968,963	484,482	484,481	1
Total Debt Service	1,223,963	484,482	484,481	1
TOTAL EXPENDITURES	1,223,963	484,482	484,481	1
Excess (deficiency) of revenues Over (under) expenditures	(2,025)	(483,984)	(484,357)	(373)
Net change in fund balance	\$ (2,025)	\$ (483,984)	\$ (484,357)	\$ (373)
FUND BALANCE, BEGINNING (OCT 1, 2012)	1,372,614	1,372,614	1,372,614	
FUND BALANCE, ENDING	\$ 1,370,589	\$ 888,630	\$ 888,257	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2012

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ -	\$ -	\$ 10	\$ 10
TOTAL REVENUES	-	-	10	10
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	10	10
Net change in fund balance	\$ -	\$ -	\$ 10	\$ 10
FUND BALANCE, BEGINNING (OCT 1, 2012)	-	-	62,837	
FUND BALANCE, ENDING	\$ -	\$ -	\$ 62,847	

**Notes to the Financial Statements
December 31, 2012**

General Fund

▶ **Assets**

- **Cash and Investments** - See Cash and Investment Report on page 12 for further details.
- **Accounts Receivable** - Reimbursement for FY2006 Delinquent Assessments and all legal fees associated with the FY2006 Delinquent Assessments and a duplicate payment of Oath of Office fee to be reversed in January 2013.
- **Interest Receivable** - Accrued interest earned on 36 month CD.
- **Prepaid** - Invoice # 329079 from US Bank for Series 2004 Admin Fee - 12/1/2012- 11/30/13

▶ **Liabilities**

- **Accounts Payable** - Expenditures paid in January 2013.
- **Accrued Expenses** - Expenditures accrued for December 2012

OUC - Electricity - General - 12/7/12 - 1/6/13	\$ 2,000
OUC - Streetlighting - 12/7/12 - 1/6/13	31,475
Total	\$ 33,475

- **Deferred Revenue** - Reimbursement of FY2006 Delinquent assessments.

Debt Service Funds

▶ **Assets**

- **Cash and Investments** - See Cash and Investment Report on page 12 for further details.

Capital Project Funds

▶ **Assets**

- **Cash and Investments** - See Cash and Investment Report on page 12 for further details.

Miscellaneous Notes

- ▶ Per letter dated February 2012, the District will be reimbursed for the delinquent FY2006 assessments at approx. \$1,300 for the next 11 months. The invoice for administrative management fee will be reduced monthly through September 2013. In addition, any legal fees incurred by the District relating to the FY2006 delinquent assessments, will also be reimbursed. See page 14 for breakdown of reimbursement.
- ▶ In November 2012, the District received a refund of \$4,350 from the City of St. Cloud for all of the electric utility deposits held by the OCU.

The notes are intended to provide additional information helpful when reviewing the financial statements.

**Notes to the Financial Statements
December 31, 2012**

General Fund

Financial Overview / Highlights

- ▶ The Non-Ad Valorem assessments collection are at 54% compared to last year at 52%.
- ▶ Total general fund expenditures are at approximately 86% of the YTD (prorated) budget. Significant variances are explained below.

Variance Analysis (Rev and Expenditures)

Account Name	YTD Budget	Actual YTD	Variance (%)	Explanation
Revenues				
Other Miscellaneous Revenues	\$ -	\$ 1,862	n/a	Line item includes: Reimbursement to the District from resident for a damaged tree - \$565, fees for replacement key cards for security gate - \$20 and PGIT- Insurance claim reimbursement for the damaged fountain - \$1,277.
Expenditures				
<u>Administration</u>				
ProfServ - Management Consulting Services	\$13,995	\$10,096	72%	Under Budget: As part of an agreement on February 2012 to reimburse the District the FY2006 Outstanding O&M Assessments, the monthly invoice will show a reduction of \$1,300 beginning April 2012 through March 2013.
Insurance - General Liability	\$26,751	\$27,431	103%	Over Budget: Public Risk Agency - Paid in Full for FY2013. Unfavorable variance due to invoice from new insurance carrier.
Misc-Assessmnt Collection Cost	\$4,016	\$6,236	155%	Over Budget: Administrative and collection costs from Osceola County Tax Collector. Unfavorable variance due to timing of budget allocation.
<u>Field</u>				
ProfServ-Field Management	\$29,779	\$20,055	67%	Under Budget: Payroll and overhead costs for full-time field manager/dockmaster and assistant field manager as of December 2012. Monthly invoice from Severn Trent Management Services for \$9,726. Line item includes; Overtime of \$2,239 for Sept. through Nov. Credits of \$4,324 for Sept. & Oct. Thomas Belieff. Also includes 15% mark-up credit for Sept. through Nov. for open position.

**Notes to the Financial Statements
December 31, 2012**

<u>Account Name</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance (%)</u>	<u>Explanation</u>
Expenditures - (continued)				
<u>Operation & Maintenance</u>				
Utility - Refuse Removal	\$501	\$709	142%	Over Budget: Invoice from Waste Management Services for service through December 2012. Unfavorable variance due to higher costs than anticipated.
R&M-Common Area (District Facilities)	\$4,701	\$7,270	155%	Over Budget: District facility's expenditures; various invoices from Grainger, Northern Tool & Equipment and Home Depot. Unfavorable variance due invoices from Propet for Dogi-Pot liners purchased in Oct & Nov - \$3,827.
Misc-Security Enhancements	\$624	\$693	111%	Over Budget: Monthly invoice from Brighthouse for DVR, wireless router and internet service for security. Unfavorable variance due to invoice from ID Wholesaler for color ribbon and film.

Debt Service Fund Series 2001

<u>Account Name</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance (%)</u>	<u>Explanation</u>
Revenues				
Interest - Investments	\$ 201	\$ 90	45%	Interest earned on operating and investment accounts
Special Assmnts - Tax Collector	\$ 350,170	\$ 565,800	162%	Non-Ad Valorem assessment collected by the tax collector on all the platted parcel.
Special Assmts - CDD Collected	\$ 316,172	\$ 312,188	99%	Non-Ad Valorem assessments collected semi-annually by the District on all the un-platted parcels.

Debt Service Fund Series 2004

<u>Account Name</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance (%) Fav</u>	<u>Explanation</u>
Revenues				
Interest - Investments	\$ 4,989	\$ 124	2%	Interest earned on operating and investment accounts

Miscellaneous Notes

- ▶ Principal prepayments for were made in November for Series 2001 - \$20,000.

HARMONY

Community Development District

**Non-Ad Valorem Special Assessments
Osceola County Tax Collector - Monthly Collection Report
For the Fiscal Year Ending September 30, 2013**

Date Received	Net Amount Received	Discount/ (Penalties) Amount	Collection Cost	Gross Amount Received	Allocation by Fund	
					General Fund Assessments	Series 2001 Debt Service Fund Assessments
ASSESSMENTS LEVIED FY 2013				\$ 1,651,907	\$ 602,370	\$ 1,049,537
Allocation %				100%	36.47%	63.53%
11/08/12	\$ 1,824	\$ 108	\$ 37	\$ 1,970	\$ 718	\$ 1,251
11/23/12	77,094	3,278	1,573	81,945	29,882	52,064
12/07/12	677,330	28,798	13,823	719,951	262,531	457,420
12/20/12	81,675	3,327	1,667	86,669	31,604	55,065
TOTAL	\$ 837,923	\$ 35,511	\$ 17,100	\$ 890,535	\$ 324,735	\$ 565,800

% COLLECTED 54% 54% 54%

Note (1) Difference with Budget is due to prepayments of assessments.

**Harmony
Community Development District**

**Cash and Investment Report
December 31, 2012**

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account- Operating	CenterState Bank	Interest Bearing Account	n/a	0.05% / 0.10% (1)	\$371,744
Checking Account	BankUnited	Business Checking Account	n/a	n/a	\$1,000
Checking Account	CenterState Bank	Business Checking Account	n/a	0.25%	\$1,003
				Subtotal	\$373,747
Cash On Hand		Petty Cash	n/a	n/a	\$500
Certificate of Deposit	CenterState Bank	36 month CD	7/6/2014	1.25%	\$127,778
Money Market Account	CenterState Bank	Money Market Account	n/a	0.10%	\$277,953
Money Market Account	Florida Shores Bank	Money Market Account	n/a	0.50%	\$102,094
Money Market Account	BankUnited	Money Market Account	n/a	0.45%	\$101,277
				Subtotal	\$481,325

Debt Service and Capital Projects Funds

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2001 Prepayment Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.15%	\$1,506
Series 2001 Reserve Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.15%	\$1,415,519
Series 2001 Revenue Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.15%	\$635,954
Series 2004 Prepayment Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.15%	\$3,229
Series 2004 Reserve Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.15%	\$859,953
Series 2004 Revenue Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.15%	\$25,075
Series 2004 Construction Fund	US Bank	US Bank Open-Ended Commercial Paper	n/a	0.15%	\$62,847
				Subtotal	\$3,004,082
				Total	\$3,987,432

NOTES

(1) The Operating Account at CenterState Bank is a combination of Business Checking and Money Market. The different yields reflects the interest rate in each account, respectively.

HARMONYCommunity Development District

**Monthly Debit Card Purchases
December 31, 2012**

Date	Vendor	Description	Amount
12/3/2012	SUNOCO	Fuel	20.00
12/31/2012	SUNOCO	Fuel	87.45

Total \$ **107.45**

Harmony

Community Development District

Schedule of Reimbursement December 31, 2012

FY 2006 Assessments to be reimbursed as per letter on February 2012.	\$	13,872
Legal Fees associated to FY2006 assessments.	\$	9,863
Total to be Reimbursed	\$	23,735

Date	Invoice #	Amount Deducted
4/30/2012	004122	\$ 1,300
5/31/2012	004173	1,300
6/30/2012	004204	1,300
7/31/2012	004237	1,300
8/31/2012	004296	1,300
9/30/2012	004312	1,300
10/31/2012	004383	1,300
11/30/2012	004255	1,300
12/31/2012	004475	1,300

Total \$ 11,700

Outstanding Balance \$ 12,035

6B

Community Development District

Invoice Approval Report # 153

January 18, 2013

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
<u>AT & T</u>	993377858-X12262012	R	\$ 266.10
		Vendor Total	\$ 266.10
<u>BIO-TECH CONSULTING INC</u>	121002	A	\$ 1,308.00
	131036	A	\$ 1,308.00
	Vendor Total	\$ 2,616.00	
<u>BRIGHT HOUSE NETWORKS</u>	113012-41501	R	\$ 44.95
	122012-6416-01	R	\$ 49.95
	123112-6415-01	R	\$ 44.95
	Vendor Total	\$ 139.85	
<u>CENTURY LINK</u>	120712-81648	R	\$ 52.84
	122512-8324	R	\$ 49.63
	010713-81648	R	\$ 52.73
	Vendor Total	\$ 155.20	
<u>CITY OF ST CLOUD</u>	121112	R	\$ 34,149.46
		Vendor Total	\$ 34,149.46
<u>FEDEX</u>	2-108-60456	R	\$ 8.15
	2-116-42103	R	\$ 8.85
	2-124-35598	R	\$ 8.12
	2-131-26159	R	\$ 8.12
	2-137-28582	R	\$ 16.24
	Vendor Total	\$ 49.48	
<u>FIS OUTDOOR</u>	2968827-00	R	\$ 336.07
	2974409-00	R	\$ 251.62
	2974409-01	R	\$ 161.44
	CR2970009-00	R	(59.97)
	Vendor Total	\$ 890.16	
<u>GRAINGER</u>	9024989486	R	\$ 363.72
	9034315755	R	\$ 123.03
	Vendor Total	\$ 486.75	

Invoice Approval Report # 153

January 18, 2013

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
<u>GRAU & ASSOCIATES</u>	9873	A	\$ 500.00
	Vendor Total		\$ 500.00
<u>HARMONY DEVELOPMENT CO, LLC</u>	010913	A	\$ 100.00
	Vendor Total		\$ 100.00
<u>HOME DEPOT CREDIT SERVICES</u>	594240	R	\$ 127.50
	7055209	R	\$ 84.33
	4015542	R	\$ 49.94
	16109	R	\$ 416.47
	5051667	R	\$ 259.38
	Vendor Total		\$ 937.62
<u>IO WHOLESALE</u>	878540	R	\$ 452.98
	Vendor Total		\$ 452.98
<u>KISSIMMEE UTILITY AUTHORITY</u>	122612	R	\$ 8,193.52
	Vendor Total		\$ 8,193.52
<u>RENTAL WORLD OF ST CLOUD</u>	02-161282-03	R	\$ 45.00
	Vendor Total		\$ 45.00
<u>ROBERTS POOL SERVICE & REPAIR</u>	120112	A	\$ 1,280.00
	010113	A	\$ 1,280.00
	Vendor Total		\$ 2,560.00
<u>SEVERN TRENT ENVIRONMENTAL SERVICES</u>	2064255	A	\$ 13,060.88
	2064800	A	\$ 9,306.37
	2064801	A	\$ 11,822.00
	2064255-1	A	\$ (1,500.00)
	0-1216	A	\$ (1,500.00)
	Vendor Total		\$ 31,189.25

Community Development District

Invoice Approval Report # 153

January 18, 2013

Payee	Invoice Number	A= Approval R= Ratification	Invoice Amount
<u>SPIES POOL LLC</u>	244319	A	\$ 127.95
	24430	A	\$ 189.95
	244492	A	\$ 77.50
	Vendor Total		\$ 395.40
<u>SUN PUBLICATIONS DBA</u>	00114356	R	\$ 28.50
	Vendor Total		\$ 28.50
<u>THE DAVEY TREE EXPERT COMPANY</u>	906144007	R	\$ 26,983.35
	906487104	A	\$ 32,833.34
	Vendor Total		\$ 59,816.69
<u>US BANK</u>	3292079	R	\$ 4,687.13
	Vendor Total		\$ 4,687.13
<u>WASTE SERVICES OF FLORIDA INC</u>	0000799079	R	\$ 207.35
	Vendor Total		\$ 207.35
<u>YOUNG VAN ASSENDERP, P.A.</u>	12369	A	\$ 379.33
	12389	A	\$ 670.25
	Vendor Total		\$ 1,049.58
Total			\$ 148,716.02
			Total \$ 148,716.02

**Harmony
Community Development District**

Check Register

December 1 - December 31, 2012

Harmony
 Check Register by Fund
 For the Period from 12/1/2012 to 12/31/2012
 (Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
GENERAL FUND - 001								
001	52880	12/07/12	AT & T	112712-7858	#993377858 10/19-11/18/12	Communication - Telephone	541003-53910	\$266.10
001	52897	12/21/12	BIO-TECH CONSULTING INC	14856	AQUATIC PLANT MAINT-OCT	Contracts-Lake and Wetland	534021-53910	\$1,308.00
001	52881	12/07/12	BRIGHT HOUSE NETWORKS	112012-641601	#1046416-01 11/28-12/27/12	R&M-Common Area	546016-53910	\$49.95
001	52889	12/20/12	BRIGHT HOUSE NETWORKS	113012-41501	#1046415-01 12/6-1/5	Misc-Security Enhancements	549911-53910	\$44.95
001	52882	12/07/12	CENTURY LINK	112512-8324	#311908324 11/25-12/24/12	Communication - Telephone	541003-53910	\$49.63
001	52890	12/20/12	CENTURY LINK	120712-81648	#312281648 12/7-1/6	Communication - Telephone	541003-53910	\$52.84
001	52891	12/20/12	CITY OF ST CLOUD	121112	BILING PERIOD 11/8-2/10	Electricity - Streetlighting	543013-53903	\$31,475.61
001	52891	12/20/12	CITY OF ST CLOUD	121112	BILING PERIOD 11/8-2/10	Electricity - General	543006-53903	\$2,673.85
001	52883	12/07/12	FEDEX	2-094-63128	0012-7 11/20-11/21/12	Postage and Freight	541006-51301	\$45.31
001	52892	12/20/12	FEDEX	2-108-60456	BILLING PERIOD THRU 11/30	Postage and Freight	541006-51301	\$8.15
001	52903	12/28/12	FEDEX	2-116-42103	0012-7 12/12/12	Postage and Freight	541006-51301	\$8.85
001	52886	12/17/12	FIS OUTDOOR	2968827-00	IRRIGATION SUPPLIES	R&M-Irrigation	546041-53902	\$336.07
001	52888	12/17/12	FIS OUTDOOR	CR2970009-00	CREDIT	R&M-Irrigation	546041-53902	(\$58.97)
001	52904	12/28/12	FIS OUTDOOR	2974409-00	IRRIGATION SUPPLIES	R&M-Irrigation	546041-53902	\$251.62
001	52893	12/20/12	FLORIDA DEPT OF STATE-DIV OF ELECTIONS	121712	FEES:MARK LEMENAGER	Accrued Taxes Payable	217000	\$10.00
001	52905	12/28/12	HOME DEPOT CREDIT SERVICES	594240	MAINT SUPPLIES SCREW BOX KEY SAFE	R&M-Common Area	546016-53910	\$127.50
001	52905	12/28/12	HOME DEPOT CREDIT SERVICES	7055209	MAINT SUPPLIES AA BAT WIRE ROPE RECEPT	R&M-Common Area	546016-53910	\$84.33
001	52905	12/28/12	HOME DEPOT CREDIT SERVICES	4015542	MAINT SUPPLIES	R&M-Common Area	546016-53910	\$49.94
001	52905	12/28/12	HOME DEPOT CREDIT SERVICES	16109	MAINT SUPPLIES MISC	R&M-Common Area	546016-53910	\$416.47
001	52905	12/28/12	HOME DEPOT CREDIT SERVICES	5051667	MAINT SUPPLIES	R&M-Common Area	546016-53910	\$259.38
001	52898	12/21/12	PROPET DISTRIBUTORS INC.	91382	DOGIPOT LITTER BAGS-200	R&M-Common Area	546016-53910	\$1,038.00
001	52887	12/17/12	SUN PUBLICATIONS DBA	00114356	LEGAL AD-PUBLI BID	Legal Advertising	548002-51301	\$28.50
001	52888	12/19/12	THE DAVEY TREE EXPERT COMPANY	906144007	MAINT AGREEMENT-AUG PRORATED	R&M-Grounds	546037-53902	\$7,610.69
001	52888	12/19/12	THE DAVEY TREE EXPERT COMPANY	906144007	MAINT AGREEMENT-AUG PRORATED	R&M-Turf Care	546130-53902	\$13,145.79
001	52888	12/19/12	THE DAVEY TREE EXPERT COMPANY	906144007	MAINT AGREEMENT-AUG PRORATED	R&M-Shrub Care	546131-53902	\$6,226.93
001	52899	12/21/12	THE DAVEY TREE EXPERT COMPANY	906405751	MAINT AGREEMENT-DEC	R&M-Grounds	546037-53902	\$974.33
001	52899	12/21/12	THE DAVEY TREE EXPERT COMPANY	906405751	MAINT AGREEMENT-DEC	R&M-Trees and Trimming	546099-53902	\$1,657.42
001	52899	12/21/12	THE DAVEY TREE EXPERT COMPANY	906405751	MAINT AGREEMENT-DEC	R&M-Shrub Care	546131-53902	\$9,148.67
001	52899	12/21/12	THE DAVEY TREE EXPERT COMPANY	906405751	MAINT AGREEMENT-DEC	R&M-Turf Care	546130-53902	\$20,233.00
001	52899	12/21/12	THE DAVEY TREE EXPERT COMPANY	906405751	MAINT AGREEMENT-DEC	R&M-Grounds	546037-53902	\$819.92
001	52900	12/21/12	WALKER TECHNICAL SERVICES	1090	MAXI-COM MONITORING-DEC	Prepaid Items	155000	\$250.00
001	52884	12/07/12	WASTE SERVICES OF FLORIDA INC	0000794302	#0000-126957-DEC	Utility - Refuse Removal	543020-53910	\$317.69
001	52901	12/21/12	YOUNG VAN ASSENDERP, P.A.	12308	LEGAL FEES-OCT	ProfServ-Legal Services	531023-51401	\$2,780.64

Prepared by:

Severn Trent Management Services

Report Date 1/15/2013

Harmony
 Check Register by Fund
 For the Period from 12/1/2012 to 12/31/2012
 (Sorted by Check No.)

Fund No.	Check No.	Check Date	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Check Amount
001	52877	12/05/12	MARK W. LEMENAGER	PAYROLL	December 05, 2012 Payroll Posting			\$188.70
001	52878	12/05/12	STEVEN P. BERUBE	PAYROLL	December 05, 2012 Payroll Posting			\$188.70
001	52879	12/05/12	RAYMOND D. WALLS, III	PAYROLL	December 05, 2012 Payroll Posting			\$188.70
001	52906	12/28/12	MARK W. LEMENAGER	PAYROLL	December 28, 2012 Payroll Posting			\$178.70
001	52907	12/28/12	STEVEN P. BERUBE	PAYROLL	December 28, 2012 Payroll Posting			\$188.70
001	52908	12/28/12	RAYMOND D. WALLS, III	PAYROLL	December 28, 2012 Payroll Posting			\$188.70
							Fund Total	\$102,813.30

2001 DEBT SERVICE FUND - 201

201	52885	12/13/12	US BANK NATIONAL ASSOC	121012	TRANSFER OF FY 2013 ASSESSMENTS	Due From Other Funds	131000	\$488,252.88
201	52902	12/27/12	US BANK NATIONAL ASSOC	122012	TRANSFER OF FY 2013 ASSESSMENTS	Due From Other Funds	131000	\$51,892.28
							Fund Total	\$540,145.16

Total Checks Paid	\$842,958.46
--------------------------	---------------------

6C

HARMONY CDD LOG

DATE	CONCERN	LOCATION	ACTION TAKEN	STATUS	NAME	PHONE
10/1/2012	poison ivy	dog park	Poison Ivy Removed	Complete TH	Dave Leeman	
10/10/2012	bottom rung of gate is broken	large dog park/Primrose Willow	Replacement Gates Ordered	TH	Kerul Kassel	
10/15/2012	doggy pots vandalized	Dahoon Holly & Buttunbush	Replacement Units Ordered	TH	Jim Warren	
10/17/2012	trees are vandalized	7003 Five Oaks	reccommended to call sheriff	Complete	Greg Micher	
10/17/2012	storm drain getting grown over with grass	small dog park	Corrected by Luke Brothers	TH	Kerul Kassel	
10/23/2012	broken drip hose in irrigation system	large dog park	Repaired	TH	Dave Leeman	
10/26/2012	vandalism to 4 doggy pots	Catbrier	Replaced	TH		
11/15/2012	doggy part recepticle missing	entrance to Estates	Repaired	TH	Dave Leeman	
11/19/2012	drip hose mown over, 3 pieces	large dog park	Repaired	TH	Dave Leeman	
12/2/2012	ants	green neighborhood park	Inspected park and treated as needed	Complete	Ray Walls	
12/26/2012	issues with fences at dog parks	large and small dog parks	Staff inspected and repaired as needed	TH	Kerul Kassel	
12/28/2012	irrigation concerns	park between Brackenfern & Buttonbush	Staff inspected and repaired as needed	TH	Roy Sampson	407-791-2759
1/8/2013	sidewalk is raised	3330 Brackenfern Drive	Staff inspected and marked hazards	TH	Elisabeth Lewis	407-301-5240

6D

Harmony CDD
Website Statistics as of January 22, 2013
(counter setup March 25, 2011)

OVERVIEW

• Total Visitors:	4,628	• Visitors, December:	398
• Total Page Views:	40,119	• Page Views, December:	2,688
• Total Spiders:	29,959	• Visitors, January:	295
• Total Feeds:	1,304	• Page Views, January:	2,136

OPERATING SYSTEMS

• Windows XP:	9,142	• Windows Server 2003:	646
• Windows 7:	6,082	• iPad:	454
• Windows Vista:	1,534	• Mac OS X Lion:	352
• iPhone:	936	• Windows 2000:	319
• MAC OS X Snow Leopard:	878	• Android Linux:	295

BROWSERS

• Mozilla:	15,199	• Safari:	2,645
• Internet Explorer 8:	3,509	• Internet Explorer 9:	2,159
• Internet Explorer 6:	3,144	• Google Chrome:	2,105
• Firefox:	2,934	• Firefox 3:	1,757
• Internet Explorer 7:	2,658	• Opera:	610

SEARCH ENGINES

• Google:	1,146	• Incredimail	1
• Yandex:	87	• Dogpile	1
• Yahoo:	82	• Search	1
• Ask:	9		

TOP PAGES

• Home:	10,069	• Agendas:	835
• /robots.txt	6,260	• Public-Records/Minutes:	756
• /Public-Records/Agendas:	1,087		

TOP DAYS

• June 27, 2012	392	• May 7, 2012	307
• December 5, 2012	339	• April 4, 2012	289
• June 12, 2012	322	• November 8, 2012	276

TOP DAYS -- Unique Visitors

• June 30, 2011	70	• May 29, 2012	49
• November 1, 2012	66	• July 9, 2011	48
• December 5, 2012	50	• March 13, 2012	47

TOP DAYS -- Page Views

• June 27, 2012	340	• July 25, 2012	202
• December 5, 2012	271	• October 22, 2012	199
• June 12, 2012	208	• November 1, 2012	191

LAST PAGES

<u>Date</u>	<u>Page</u>	<u>OS</u>	<u>Browser</u>
• January 22, 2013	Home	Windows 7	Internet Explorer 8
• January 22, 2013	Home	Windows 7	Internet Explorer 8
• January 22, 2013	Home	Windows XP	Opera
• January 22, 2013	Home	Windows XP	Opera
• January 22, 2013	/About-Harmony	Mac OS X Lion	Safari
• January 22, 2013	/About-Harmony	Mac OS X Lion	Safari
• January 22, 2013	/About-Harmony	Mac OS X Lion	Safari
• January 22, 2013	/Board-Meetings/Hearings		Mozilla
• January 22, 2013	/robot.txt		Mozilla
• January 22, 2013	Budgets		Mozilla

TOP SEARCH TERMS (shown as typed in the search engine)

• Harmony CDD	354	• harmony+cdd.org	7
• harmonycdd.org	150	• harmony, fl cdd	7
• harmony community development district	80	• harmony cdd celebration	6
• harmony fl cdd	58	• boat dock	6
• www.harmonycdd.org	36	• harmony golf preserve notice of interest 2012	6
• harmony florida cdd	36	• cdd harmony florida	6
• harmonycdd	24	• admin@harmonycdd.org	5
• Harmony logo	19	• CDd harmony fl	5
• cdd stories	11	• cache:6MgNJUCPNAoJwww.harmonycdd.org/harmony fl	5
• cdd harmony	8		
• harmony community school florida	7		

LATEST SEARCH TERMS *(shown as typed in the search engines)*

- January 22, 2013 traditional neighborhood development with waste water plant
- January 22, 2013 traditional neighborhood development with waste water plant
- January 22, 2013 traditional neighborhood development with waste water plant
- January 21, 2013 harmony cdd
- January 21, 2013 harmony cdd
- January 21, 2013 harmony cdd
- January 20, 2013 harmonycdd.org
- January 20, 2013 harmonycdd.org
- January 20, 2013 harmonycdd.org
- January 17, 2013 harmony cdd

LAST REFERRERS ***new***

<u>Date</u>	<u>URL</u>
-------------	------------

6E

Harmony CDD Employee Leasing Companies Comparison

Central Florida Staffing	Staffing Now
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SALARY:

Employee Salary (hourly rate) (includes major medical)	\$26.19	\$20.72
--	---------	---------

CORE BENEFITS:

Employee Contributions (Weekly):

Medical

(employee)	\$45.00	\$19.98
(employee + 1)		\$40.54
(employee + family)		\$54.14

\$200 individual/\$500 family deductible

Dental

(employee)	\$8.88	\$5.23
(employee + 1)		\$10.46
(employee + family)		\$17.26

Vision

(employee)		\$2.35
(employee + 1)		\$4.00
(employee + family)		\$5.64

Term Life

(employee)		\$0.60
(employee + 1)		\$0.90
(employee + family)		\$1.80

Short-Term Disability

(employee only)		\$4.20
-----------------	--	--------

ADDITIONAL BENEFITS:

Paid Vacations		after 1,500 hours
Holiday Pay		yes
Direct Deposit	yes	yes
Employee Assistant Program	yes	
Credit Union Membership	yes	
Sam's Club Membership	yes	
Recreational Discounts	yes	
401(k)		after one year

Welcome to



STAFFING NOW®
ACCOUNTING NOW®

SNI TECHNOLOGY®
SNI FINANCIAL®

Thank you for choosing SNI Companies as one of your employment resources.

Enclosed you will find general information about SNI Companies, our benefit package, payroll procedures, company policies and our Orlando staff.

We are confident your experience with SNI Companies will be a positive one and we will do everything possible to assist you with your job search.

If we can be of any further assistance, please feel free to call or email our office.

20 North Orange Ave, Suite #705
Orlando, Florida 32801
407.567.7000 PHONE
407.567.7001 FAX
Orlando@snicompanies.com

SNI Financial: Chuck Stamford - Western Florida Regional Manager/Orlando Branch Manager;
Jenny Harrison, MBA - Finance & Accounting Executive Recruiter

SNI Technology: Derek Miller - Division Director; David Gilcher - Staffing Manager;
Robert Gentry - Senior IT Executive; Larry Harrison - Business Development
Manager

Staffing Now: Shanna Ramirez - Division Director; Ashley Dones - Staffing Manager;
Billie Lay - Staffing Manager

Accounting Now: Maren Armfield - Division Director; Robin West - Staffing Manager

Administration: Allison Verdugo - Office Manager/Human Resource Admin

NOTE: Please be sure to EMAIL the team at least monthly, but not more than weekly to remind us that you are still looking for work. It is YOUR responsibility to notify us that you are still looking for work. If we do not hear from you, we assume that you have found employment. Email is the best way to stay in contact with anyone one of us.

orlando@snicompanies.com

Thank you.

Benefits

SNI Companies is proud to offer one of the best and most comprehensive benefit packages of any employment services

- Medical insurance
 - 100% for each doctor's office visit paid after a \$15 co-pay-no deductible
 - 80% co-insurance on medical plan – in or out of network after deductible
 - 80% co-insurance on prescription drugs after deductible
 - No health questions; guaranteed issue; no waiting period
 - Deductible: \$200 per individual; \$500 per family
- Dental insurance
- Life insurance
- Vacation pay
- 401k
- Vision insurance
- Short Term Disability insurance
- Holiday pay

Vacation Pay Policy for Temporary Employees

After completing 1,500 hours of work within one calendar year (including over-time) you are eligible to receive one week of vacation pay, for your average hours worked (not to exceed 40 hours), at your average hourly regular rate per year. You must also request your vacation while currently working on an assignment and within 3 months of eligibility or you will lose it.

Holiday Pay Policy for Temporary Employees

After completing 1,500 hours in the preceding 12 months, you are eligible to receive holiday pay. In order to qualify, you must work a minimum of 100 hours in the four weeks preceding the holiday. You must also work the day before and the day after the holiday, provided the client is open both days. The paid holidays are as follows: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Pay Day

Pay day is every Thursday, around 10am EST.

Timesheets

Timesheets must be submitted no later than Sunday at midnight. Failure to submit will result in a delay in processing your paycheck. If you have questions or concerns, please call your Staffing Manager prior to the deadline.

Timesheets are filed electronically. See detailed instructions on how to enter your timesheet under *Employee Electronic Timesheets* under the Employee Portal on ***snicompanies.com***.

Direct Deposit or Pay Card

SNI Companies only offers *Direct Deposit or Pay Card as a payroll method*. You must choose to have your paycheck auto-deposit into your bank account or transferred to a Global Cash Card. Direct Deposit Enrollment Forms or Pay Card enrollment forms can be found on this site.
https://www.snicompanies.com/employee_portal/welcome.php

Employee Portal / Career Center

Get the information you need, when you need it.

With just one click you can access the employee portal for SNI Companies. You gain access to all the information you need with the ability to:

- Get your W2
- Login to Cardholder/Global Cash Card Link
- View your Paystub

To access the Employee Portal go to: www.snicompanies.com

Equal Opportunity Employer

SNI Companies is an equal opportunity employer. We will not discriminate against anyone with the respect to their compensation, terms, conditions or privileges of employment because of age, race, color, religion, sex, income level, national origin or disability.

Sexual Harassment

Sexual Harassment is prohibited. Contact your local SNI Companies office immediately if you have concerns.

Doctor Appointment Policy

During an assignment, you are required to report any scheduled doctor appointments with SNI Companies and your manager/supervisor should be notified of the appointment at least 24 hours in advance unless it is an emergency appointment. It is preferred that employees schedule medical appointments for nonworking hours. You are also required to turn in a written doctor's note within 24 hours of the appointment with SNI Companies and the Client. We are getting TOO many 'all of a sudden' doctor appointments and our clients are now requesting a note from the doctor's office as proof of your appointment.

Personal Belongings Policy

SNI Companies is not responsible for any personal belongings that might have been left at an assignment but how-ever a SNI employee might be-able to retrieve those items. You are not return to the work site nor contact the client for any reason after the assignment ends.

Cell Phone Policy

Please Do Not use your Cell Phone for personal use while on an assignment that we have placed you on. Do Not: text, email, or take/make calls on your cell phone while on the clock unless given permission by your supervisor or if it is a family emergency. -Use Cell Phone wisely-. If you do use your cell phone, it could cost you your job and you could be let go per the client's request. We only know that you are using your phone when notified by the client and if the client thinks that there is a problem with you using your phone; then they will let us know.

Dress Code

Yes we live in Florida, please do not wear shorts, flip-flops, capris, or tank tops to work unless you have been notified of casual wear. We have had several clients complain about the way candidates are dressing. Dress business professional unless told different by a staffing manager/supervisor. If you do not know what to wear, CALL (407.567.7000) and ask us.



SNI COMPANIES® 401(k)

SNI Companies is proud to offer you an opportunity to invest in your future.

After one year of service, if you work 1,000 hours within a twelve-month period, you can enroll in the 401 (k) program of SNI Companies. SNI Companies makes a matching contribution on the funds you've contributed to your 401 (k) plan. Availability of the matching funds to you will be based on a vesting schedule.

When you know you have qualified to enroll in the 401(k) plan of SNI Companies, please call your local SNI Companies office and ask for a 401 (k) packet to get more information on the plan.

We look forward to hearing from you as soon as you qualify.



January 08, 2013

Severn Trent Services
610 Sycamore St
Kissimmee, FL 34747

Dear Maria:

SNI Companies® is glad to be of service to you.

For your convenience, we are confirming your order for: *Field Technician*

<u>Assignment Start Date</u>	<u>Bill Rate</u>
PAYROLLEE- To Be Determined	\$20.72

Our employee will submit a timesheet for your approval on a weekly basis. Please confirm the hours worked, sign it, and retain a copy for your records. You will receive a weekly invoice that corresponds with the timesheet. Payment will be due upon receipt of the invoice. Time and one-half rates will apply if our employee works over 40 hours a week. If you request our employee to work on a holiday, we will pay in compliance with Federal and State laws and bill accordingly.

Upon a request by our clients, SNI Companies will provide various background verifications on a candidate. The background verifications can include education verifications; local, state or national verification histories; credit verification histories and all other types of verifications, all on a fee basis.

In order to accommodate your regular staffing requirements, SNI Companies provides the following **PAYROLLING Option Policy**.

The Payrolling Option Policy is as follows:

- > Cost of the payroll for the candidate
- > Hourly rate
- > FICA
- > Medicare
- > Workers Comp
- > Unemployment
- > Benefits

You can take them on at anytime down road; No set conversion time.

Authorized Client Signature

Ashley Dones, Staffing Manager
SNI Companies of Orlando, FL

Authorized Name (Print)

January 08, 2013

Title

Company Name

Date



Essential StaffCARE

Health Insurance Enrollment Form

Complete the Enrollment Form to Elect or Decline Coverage

- You **MUST** Complete the Enrollment Form for the New Hire Process
 - You **MUST** Elect or Decline Medical Coverage on the Enrollment Form
 - You **MUST** Sign the Bottom of the Form, even if you Decline Coverage
 - Return the Enrollment Form to your Branch Manager
 - Keep the Plan Information Packet for Your Records
-

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF INSURANCE FRAUD AND WILL BE PROSECUTED.



For questions or assistance, please call Essential StaffCARE Customer Service at 1-866-798-0803.

The Essential StaffCARE Medical/Rx, Accidental Death and Dismemberment, Dental and Vision Plans are underwritten by BCS Insurance Company, Oakbrook Terrace, Illinois under Policy Series Numbers 24.220, 26.212 and 26.213. The Term Life and Short-Term Disability Plans are underwritten by 4 Ever Life Insurance Company, Oakbrook Terrace, Illinois under Policy Series Number 62.200.

Form: ESC S 5K v11.0

EMPLOYEE INFORMATION
(Must Be Filled Out)**ENROLLMENT FORM - 5k PLAN**

USE BLACK or BLUE INK ONLY

Social Security Number □□□-□□-□□□□

Date of Birth □□/□□/□□□□ Sex M F

Name _____

Street Address _____

City _____ State □□ Zip □□□□□□

Home Phone □□□-□□□□-□□□□

Do you or any dependents have Medicare?

 Yes No If Yes:

Medicare Health Insurance Claim Number (HICN)

Medicare Effective Date

□□/□□/□□□□

Names of Covered Person(s)

1. _____

2. _____

3. _____

4. _____

- You MUST enroll in the Medical Insurance Plan before adding any additional benefits.
- Your coverage level for the additional benefits will be identical to your medical plan selection.

BENEFIT SELECTION

Weekly Rates

MEDICAL \$19.98 Employee Only \$40.54 Employee +1 \$54.14 Employee + Family NO to all benefits.*If checked, sign and date the bottom of the form and go no further.***DENTAL** YES \$5.23 Employee Only NO \$10.46 Employee +1 NO \$17.26 Employee + Family**VISION** YES \$2.35 Employee Only NO \$4.00 Employee +1 NO \$5.64 Employee + Family**TERM LIFE** YES \$0.60 Employee Only NO \$0.90 Employee +1 NO \$1.80 Employee + Family**SHORT-TERM DISABILITY** YES \$4.20 Employee Only NO

Short-Term Disability is not available to persons who work in California, Hawaii, New Jersey, New York, or Rhode Island.

REQUIRED DEPENDENT INFORMATION

Name _____

Social Security Number

□□□-□□-□□□□

Date of Birth

□□/□□/□□□□

Sex

 M FRelationship: Spouse Domestic Partner Child

Name _____

Social Security Number

□□□-□□-□□□□

Date of Birth

□□/□□/□□□□

Sex

 M FRelationship: Spouse Domestic Partner Child

Name _____

Social Security Number

□□□-□□-□□□□

Date of Birth

□□/□□/□□□□

Sex

 M FRelationship: Spouse Domestic Partner Child

Name _____

Social Security Number

□□□-□□-□□□□

Date of Birth

□□/□□/□□□□

Sex

 M FRelationship: Spouse Domestic Partner Child**BENEFICIARY INFORMATION**

For Term Life and Accidental Death & Dismemberment please write in your Beneficiary information.

NAME OF BENEFICIARY


RELATIONSHIP

Accidental Death & Dismemberment is part of the Medical Benefit.

I have read the benefit packet and understand its limitations. I understand that open enrollment is only available for a limited time and I understand that making no benefit selection is a declination of coverage.

▶ Signature

Date □□/□□/□□□□



STEP 1: You **MUST** complete the Employee Information Section as part of your new hire process.



Essential StaffCARE

Plan Information Packet

Please keep for your records.




STEP 2: You **MUST** Accept or Decline coverage.

PLEASE NOTE: Your Company has chosen to take your deductions on a Post-Tax basis.

Member Services:

Essential StaffCARE Customer Service: **1-866-798-0803**

- Once enrolled, members can call this number for questions regarding plan coverage, ID card, claim status, policy booklets, and to add, change, or cancel coverage.
- Customer Service Call Center hours are M - F 8:30 a.m. to 8 p.m. Eastern Standard Time. Bilingual representatives are available.
- Members can also visit www.essentialcare.com/members and click on Essential StaffCARE.



STEP 3: You **MUST** Sign and Date here.
Even if you decline coverage.

FREQUENTLY ASKED QUESTIONS

How do I enroll?

Enrolling in the Essential StaffCARE plan is easy. You can enroll by completing an Essential StaffCARE enrollment application and returning it to your manager.

When can I enroll in the plan?

As a full-time and/or part-time employee, you are able to enroll in the Essential StaffCARE program within 30 days of your hire date, 1st paycheck date, or your employer's annual 30 day open enrollment period. If you do not enroll during one of these time periods, you will have to wait until the next annual open enrollment, unless you have a qualifying life event. You have 30 days from the date of the qualifying life event to enroll. You must submit proof of the event along with your enrollment form.

What is a qualifying life event?

A qualifying life event is defined as a change in your status due to one of the following:

- Marriage or divorce
- Birth or adoption of a child(ren)
- Termination
- Death of an immediate family member
- Medicare entitlement
- Employer bankruptcy
- Loss of dependent status
- Loss of prior coverage

In addition, you may request a special enrollment (for yourself, your spouse, and/or eligible dependents) within 60 days (1) of termination of coverage under Medicaid or a State Children's Health Insurance Program (SCHIP), or (2) upon becoming eligible for SCHIP premium assistance under this medical benefit.

Are dependents covered?

Yes. Eligible dependents include your spouse and your children up to age 26.

When does coverage begin?

Coverage will begin the Monday following a payroll deduction and continues as long as you have a deduction from your paycheck. Please review your check stub for deductions. If you miss a payroll deduction, to avoid a break in coverage, you may make direct payments to PAI. After six consecutive weeks without a payroll deduction or direct premium payment, coverage will be terminated and COBRA information will be sent at that time.

If I complete an enrollment form, but do not get placed on assignment right away, will I have to complete a new form?

After six months if there has not been a deduction from your paycheck, please fill out a new enrollment form. Missing information will delay the process.

Can I make changes or cancel coverage?

You may cancel or reduce coverage at any time unless your premiums are deducted pre-tax. You will only have 30 days from your hire date or first paycheck date to enroll, add additional benefits or add additional insured members. After this time frame, you will only be allowed to enroll, add benefits or add additional insured members during your annual open enrollment period or within 30 days of a qualifying life event.

(Please refer to the "PLEASE NOTE" section on the previous page to see if you are Post-Tax or Pre-Tax)

How can I make changes?

To make changes or cancel coverage by telephone call 1-(800) 269-7783. Enter your PIN CODE plus the last four digits of your Social Security number (SSN).

PIN CODE: 140 + _ _ _ _
(last four digits of your SSN)

Remember, it may take up to two or three weeks for the changes or cancellation to be reflected on your paycheck. Coverage will continue as long as you have a paycheck deduction.

Are maternity benefits covered?

Yes, maternity benefits are covered the same as any other condition under this plan.

Is there coverage for contraceptives on this plan?

Yes, oral contraceptives are covered under the prescription benefit. Non-oral contraceptives are not covered.

NETWORK INFORMATION

Prescription Drug Network

If enrolled in the medical plan, you are automatically covered by the prescription drug program through the Caremark Pharmacy Network. Caremark has a national network with over 58,000 participating pharmacies. To find a local participating Caremark pharmacy, you can visit www.caremark.com. Prescription drug benefit information can be found on the [Benefits at a Glance](#) page.

Stretch Your Benefit Dollars

This benefit plan offers you and your family savings for medical care through discounts negotiated with providers and facilities in the First Health Network. Choosing an in-network provider helps maximize benefits. When you use an in-network provider, you will automatically receive the network discount and the doctor's office will file the claim for you. If you use a doctor who is not part of the network, you will not receive the discount and you may need to file the claim yourself.

How Do I Locate a Doctor?

Enrolled members are encouraged to visit providers in the networks listed in order to maximize their benefit dollars. To find a participating provider or verify your current medical provider is in-network, please call or visit the network websites referenced on this page.

Member ID Cards

An ID card and confirmation of coverage letter will be mailed to your home address. If you do not receive these documents within 10 business days of your effective date, or have a change of address, please contact the Essential StaffCARE Customer Service at 1-866-798-0803. Present your ID card to the provider at the time of service. These ID cards are used for identification purposes and providers use them to verify eligibility status.

Do I have to go to an in-network provider?

It is not required that you go to an in-network provider. If you choose a provider who participates in the PPO network, you receive two key advantages:

- PPO discount for all services.
- The provider will file the claim to the plan.

Medical

- First Health Network
1-800-226-5116
www.firsthealth.com

Prescription

- Caremark
1-888-963-7290
www.caremark.com

Vision

- EyeMed Vision Care
1-866-559-5252
www.eyemedvisioncare.com

Dental

- DenteMax
1-800-752-1547
www.dentemax.com

Do not contact the above Networks for questions regarding your medical benefits. All medical benefit questions should be directed to the Essential StaffCARE Member Services line at 1-866-798-0803.

When should I expect an ID card?

ID cards will be mailed as soon as your enrollment form is received and processed. You should receive your ID card within 10 business days of your effective date.

What if I need to have a prescription filled?

Present your ID card at a participating pharmacy to receive discounts for prescriptions. Save your receipt and file a claim for reimbursement. No benefits will be paid for over the counter products or medications or for drugs and medications dispensed while you are in a hospital. ***Under this plan prescription drugs are subject to the outpatient maximum.***

BENEFITS AT A GLANCE

Policy Number 205701-SN11

Medical Benefits - Plan 5k

Weekly Rates

Annual Plan Maximum (per person, all expenses)	\$5,000	Outpatient Benefits ²	
Annual Deductible - Individual	\$200	Annual Outpatient Maximum (per person)	\$2,000
Annual Deductible - Family	\$500	Outpatient Co-insurance ¹	80%
Inpatient Benefits ¹		Physician Office Visit Co-pay ³	\$15
Plan Co-insurance	80%	Physician Office Visit Co-insurance ³	100%
Daily Room & Board	\$200	Prescription Drug Co-insurance ¹	80%
Daily ICU Room & Board	\$400	Wellness Benefit ³	
Other Hospital Services Maximum	\$1,000	Annual Wellness Benefit Maximum	\$100
		Wellness Benefit Co-pay	\$15
Accidental Death and Dismemberment			
Employee Amount	\$10,000 ⁴	Child Amount (6 months to 26 years old)	\$5,000
Spouse Amount	\$5,000	Infant Amount (15 days to 6 months)	\$1,000

Employee Only \$19.98

Employee + One \$40.54

Employee + Family \$54.14

¹ subject to annual deductible ² subject to annual outpatient maximum ³ annual deductible does not apply

⁴ reduces to \$7,500 at 65; \$5,000 at 70

Dental Benefits

Weekly Rates

	Waiting Period	Co-insurance	Annual Maximum Benefit	\$750	Deductible	\$50
Coverage A	None	80%	Exams, Cleanings, Intraoral Films and Bitewings			
Coverage B	3 months	60%	Fillings, Oral Surgery, and Repairs for Crowns, Bridges and Dentures			
Coverage C	12 months	50%	Periodontics, Crowns, Bridges, Endodontics and Dentures			
Employee Only	\$5.23	Employee + One	\$10.46	Employee + Family	\$17.26	

Vision Benefits

Weekly Rates

	Frequency	Coinsurance	Deductible	Maximum Benefit	
Eye Examination for Glasses	1 visit per 12 months	80%	\$5 per visit	\$25	
Choice A: Eye Glasses					
Lenses	2 lenses per 12 months	75%	\$15 per purchase	\$35-\$75	
Frames	1 pair per 12 months	75%	\$15 per purchase	\$25	
Choice B: Contact Lenses	2 lenses per 12 months	75%	\$15 per purchase	\$95	
Choice C: Disposable Lenses	Up to a 12 month supply per 12 months	75%	\$15 per purchase	\$75	
Employee Only	\$2.35	Employee + One	\$4.00	Employee + Family	\$5.64

Short-Term Disability

Weekly Rates

Benefit	60% of Salary up to \$150 per week	Waiting Period / Maximum Benefit Period	7 days / 26 weeks
Employee Only	\$4.20		

Term Life Benefits

Weekly Rates

Employee Amount	\$10,000 (reduces to \$7,500 at 65; \$5,000 at age 70)	Child Amount (6 months to 26 years old)	\$5,000
Spouse Amount	\$5,000 (terminates at age 70)	Infant Amount (15 days to 6 months)	\$1,000
Employee Only	\$0.60	Employee + One	\$0.90
		Employee + Family	\$1.80

EXCLUSIONS AND LIMITATIONS

These are the standard limitations and exclusions. As they may vary by state, please see your summary plan description (SPD) for a more detailed listing.

MEDICAL AND ACCIDENTAL DEATH AND DISMEMBERMENT BENEFIT

No benefits will be paid for loss caused by or resulting from:

- Intentionally self-inflicted injuries, suicide or any attempt while sane or insane;
- Declared or undeclared war;
- Serving on full-time active duty in the armed forces;
- The covered person's commission of a felony;
- Work-related injury or sickness, whether or not benefits are payable under workers' compensation or similar law; or
- Applicable only to Accidental Death and Dismemberment: Bodily or mental infirmity; disease of any kind; or medical or surgical treatment for that infirmity or disease. This does not include bacterial infections resulting from an accidental cut or wound or accidental ingestion of a poisonous food substance.

No benefits will be paid for:

- Eye examinations for glasses, any kind of eye glasses, or vision prescriptions;
- Hearing examinations or hearing aids;
- Dental care or treatment other than care of sound, natural teeth and gums required on account of injury to the covered person resulting from an accident that happens while such person is covered under the policy, and rendered within 6 months of the accident;
- Services rendered in connection with cosmetic surgery, except cosmetic surgery that the covered person needs for breast reconstruction following a mastectomy or as a result of an accident that happens while such person is covered under the policy. Cosmetic surgery for an accidental injury must be performed within 90 days of the accident causing the injury and while such person's coverage is in force;
- Services provided by a member of the covered person's immediate family.

PRESCRIPTION DRUGS: No benefits will be paid for over-the-counter products or medications or for drugs and medications dispensed while you are in a hospital.

DENTAL: The plan will pay only for procedures specified on the Schedule of Covered Procedures in the group policy. Many procedures covered under the plan have waiting periods and limitations on how often the plan will pay for them within a certain time frame. For more detailed information on covered procedures or limitations, please see your summary plan description.

PRE-EXISTING CONDITIONS: No benefits will be paid for a pre-existing condition (one you had treatment for within the six month period ending the day before your enrollment date) for the first 12 months of your coverage (may vary by state). This does not apply to pregnancy nor to dependent children up to age 19. The exclusion period may be reduced by most previous medical expense coverage ("creditable coverage"), if there is no more than a 62-day break in coverage. You should give us a copy of any certificates of creditable coverage. If you do not have a certificate, but have prior health coverage, we will help you obtain one from your prior plan. There are also other ways to demonstrate you have creditable coverage, so contact us if you need help. All questions about the pre-existing condition exclusion and creditable coverage should be directed to: Essential StaffCARE Unit Supervisor, Plained Administrators, Incorporated (PAI), P.O. Box 6702, Columbia, SC 29260, or call us at: (866) 798-0803.

VISION: No benefits will be paid for any materials, procedures or services provided under worker's compensation or similar law; non-prescription lenses, frames to hold such lenses, or non-prescription contact lenses; any materials, procedures or services provided by an immediate family member or provided by you; charges for any materials, procedures, and services to the extent that benefits are payable under any other valid and collectible insurance policy or service contract whether or not a claim is made for such benefits.

SHORT-TERM DISABILITY

No benefits are payable under this coverage in the following instances:

- Attempted suicide or intentionally self-inflicted injury;
- Voluntary taking of poison; voluntary inhalation of gas; voluntary taking of a drug or chemical. This does not apply to the extent administered by a licensed physician. The physician must not be you or your spouse, you or your spouse's child, sibling or parent; or a person who resides in your home;
- Declared or undeclared war or act of war;
- Your commission of or attempt to commit a felony, or any loss sustained while incarcerated for the felony;
- Your participation in a riot;
- If you engage in an illegal occupation;
- Release of nuclear energy;
- Operating, riding in, or descending from any aircraft (including a hang glider). This does not apply while you are a passenger on a licensed, commercial, nonmilitary aircraft; or
- Work-related injury or sickness.

Short-Term Disability benefits are not available to persons who work in California, Hawaii, New Jersey, New York, or Rhode Island.

TERM LIFE: No Life Insurance benefits will be payable under the policy for death caused by suicide or self-destruction, or any attempt at it within 24 months after the person's coverage under the policy became effective.



Payroll Outsourcing Proposal

12/19/2012
Prepared by
Harry Matthews



2001 East Robinson Street
Orlando, FL 32803
Phone: 877-215-2396
Fax: 1-866-929-2206
info@centralfloridastaffing.com
www.centralfloridastaffing.com

December 19th, 2012

Dear Brenda,

I appreciate the opportunity to demonstrate how Central Florida Staffing can help solve some of the numerous challenges you face as a business owner. Based on information you provided, enclosed please find a proposal to provide payroll outsourcing services.

Central Florida Staffing products-and services are specifically designed to provide payroll outsourcing services to the business community. As former business owners, we understand and have experienced many of the problems you face. After reviewing our proposal, we hope you will agree that Central Florida Staffing can provide valuable services necessary to allow your company to focus resources on core business activities.

Detailed pricing is included for your review in the Fee Schedule. This pricing is based on the information you provided us as reflected in the Scope of Services.

If you have any questions or wish to discuss the proposal, please do not hesitate to call me at 877-215-2396.

We appreciate your interest and look forward to working with you. Sincerely,

Herry Matthews
Central Florida Staffing

**Summary of Proposal
For
Central Florida Staffing**

PREFACE

This document presents a summary of Central Florida Staffing services proposed. Because of the flexible and comprehensive nature of our human resources delivery model, we have structured this proposal to provide a great deal of information that will enable you to understand the value we can bring to your organization.

It's best to read our proposal after meeting with a member of our client relations team in person. If you are reviewing this proposal without having attended a presentation, please feel free to call us for clarification or information on any item.

Finally, keep in mind that we prepared this proposal based upon our understanding of your needs. Central Florida Staffing offers considerable flexibility so do not hesitate to request modifications. We will accommodate your company's specific needs whenever possible.

**Central Florida Staffing
Thanks for your opportunity to
Present solutions that
Can effectively add value to your company**

About Central Florida Staffing

We are a regionally recognized leader in providing outsourced human resources. Our focus is on turnkey products and services such as a best class Human Resources Information System (HRIS), conglomerated national insurances, payroll, fully integrated human resources service center and human resources service center and human resources training and resources outsourcing allows companies to focus resources on their core business.

Efficiency: We allow you to consolidate all employer services within a single relationship. We assume responsibility for mandated employer functions including payroll, worker' cempensation, benefits, government reporting, labor law compliance and others. Your employee-related deadlines and reports become our responsibility. By outsourcing to Central Florida Staffing, you and your management team can concentrate on revenue-producing activities.

Depth: Central Florida Staffing gives both your employees end mangers access to our state-of-the-art extrenet where they can research items pertaining to payroll and benefits, and perform real time changes to data without burdening your management team. We also give your company access to a team of human resources professionals as you need them, as well as advanced technology and timesaving procedures. Beyond basic personnel administration, we offer a range of human resources management services to help you manage your workforce and work practices. We give guidance and practical tools in the areas of employee relations, training and development, compensation and benefits, safety, and management practices.

Expertise: Since we service over 1,000 clients, our large group purchasing power results in more choices and lower cests for benefit plans. Additionally, we have amassed the best human resources systems and staff professionals in the market. Your company can enjoy a level of benefits, services and expertise usually found only in large corporations.

Shared Employer Relationship between Central Florida Staffing and Our Clients

As the on-site employer, you retain supervision and control of your work force. In fact, you will find that our services will actually increase your control since we support human resources needs that often go unmet in many companies.

Central Florida Staffing assumes the responsibility and related liability for certain employer functions that are included in your contract. Your payroll is processed under our employer identification number and we have a consolidated base of employees necessary to deliver the services and economies of scale that are outlined in this proposal.

Sharing a portion of the employer relationship with 1,000 clients is an approach that is neither new nor unique. There are more than 2,7000 firms offering similar services, employing more than 2.6 million people to create a service delivery model to meet your specific needs. In addition to the information contained in this proposal, we can provide you with a variety of other documents and reference material that can answer any additional questions you may have regarding our services.

Description of Central Florida Staffing Services

Central Florida Staffing total online solutions provide economies of scale for fast-growing companies. We offer different levels of ongoing services ranging from the services most start-ups require to the comprehensive services you'll want when a full time on site manger becomes a necessity. In addition, we offer strategic HR services that make use of our experience serving fast-growing companies. The following provides an overview of our integrated service delivery.

Account Manager

- Assists client and service team in understanding financial implication of contract.
- Maintains relationships with Economic Buyer.
- Assists client and service team in understanding contractual matters.

Client Relations Specialist

- Assists all levels of client by responding to inquiries and providing recommendations to client via an 800 number to the Human Resources Service Center.
- Addresses inquiries about human resources, benefits workers' compensation, drug-free workplace, unemployment, wage and hour, and payroll.
- Provides service based upon the contractual relationship.

Field Consultation

- Performs on-site client training.
- Assists in developing positions.
- Encourages proper human resources funtcionality.

Payroll Specialist

- Responsible for processing payroll accurately and according to deadlines.
- Knowledgeable about compliance with federal tax guidelines, employee withholding, and the various types of payroll.

Loss Control Partner

- Coordinates practices with claims representatives and case managers to determine causes of workplace accidents, injuries, and property damage.
- Performs on-site surveys and makes recommendations as specified contractually.
- Develops site specific safety programs and checklists to include Safety and Accident Prevention, Hazard Communication, Fire Prevention, Procedure for Handling an OSHA inspection, Lock-Out/Tag-Out, and many more.
- Provides supervisory safety training.
- Responsible for statistical analysis of accidents and injuries and written recommendations.

2. Single "Checkless" Payment Each Pay Period Covers All Employee Expenses. There are major benefits to our electronic payroll services. First your accounting department does not have to prepare the many checks usually required for employees, insurers, taxes and benefit plans. Second, employees may have their paychecks direct deposited in up to three bank accounts. The direct deposit is accomplished via a computer-assisted system, so there are no delays due to paper handling or mail delivery. The number of hours each employee is to be paid is reported at the end of each pay period. Central Florida Staffing processes payroll, making appropriate deductions, tax and benefit payments. Our invoice shows all of your employee expenses for that pay period including our service fee. Since employees are paid under our employer identification number, we assume legal accountability for payment of wages, payroll taxes (including quarterly returns and reports) benefits and workers' compensations premiums, and all other related contributions.

3. Eliminate employee Files, Reports and Deadlines. Central Florida Staffing obtains required employment and benefits documents, maintain your confidential personnel files, and file all reports required by government agencies. Any audits by these agencies for the employees covered under a Central Florida Staffing contract will be done at our office. Central Florida Staffing also manages paperwork related to unemployment and workers' compensation claims, requests for verification of employment, wage garnishments, COBRA notifications, etc. We can produce regular reports to remind you of important information or dates for performance or salary review, even birthdays.

4. Technology Solutions to Manage Employee Information. One of our key resources is an advanced HRIS which integrates all data for payroll, benefits, workers' compensation, employee reporting and more. We have a library of many standardized reports available either with each payroll or on ad hoc basis (such as for budgeting or planning). We also offer custom report design. At Central Florida Staffing we are constantly upgrading our technology to make it easier for you and your employees to get and use information, not just paper. To that end, our Web site is constantly being updated to reflect the newest relevant information to our clients and employees about human resources, payroll, and benefits issues. Browse our site at www.centralfloridastaffing.com.

5. Employee Benefits Contribution Strategy. Central Florida Staffing offers a great deal of flexibility in employee benefits plan design. Sponsor different benefit plans at various contribution levels, or allow employee to select from a range of optional benefits without an employer contribution.

No matter which contribution strategy you select, Central Florida Staffing automatically calculates the employee's premiums each pay period and credits you for their portion. We remit all premiums directly to the benefit providers.

6. Proposed Benefit Structure for Orlando SEO Consultant based upon our discussion with you. We propose the following benefits structure for your organization:

- a. Core Benefits.** (See attached Current Member Pricing, if applicable.)
Client contribution requirements:
If less than 75% of the eligible population enrolls in the health insurance plan, your minimum contribution is 75% member only, lowest cost plan available.
If 75% or more of your eligible population participates in the health insurance plan, your minimum contribution is 50% member only, lowest cost available and 25% all remaining levels, lowest cost available.
- b. Employee Assistance Plan.** Employees with personal problems such as stress, substance abuse, or family problems often develop on-the-job performance problems. Our employee assistance plan offers these employees and their family members confidential professional help. Counselors at our contracted service provider will conduct a confidential assessment and then refer the caller to a qualified specialist (counselor, psychiatrist, drug treatment program, etc.). The standard plan provides one visit without charge. Additional treatment is available at discounted rates. Employers may upgrade the plan to as many as eight visits per participant.
- c. Optional Benefits At No Charge to Employer.** Central Florida Staffing offers a variety of additional benefits on a voluntary basis. Currently, these include individual term life and disability insurance, private retirement accounts, credit union, Sam's Club Membership, and recreational discounts. Our rates and the convenience of payment by payroll deduction make these benefits attractive to your employees. You carry no financial or administrative burden.

7. Benefits Administration. Central Florida Staffing handles all benefits paperwork, such as providing plan information confirming new enrollments, changing dependents and beneficiaries, and so forth. When employees terminate, Central Florida Staffing notifies them of COBRA eligibility and administers continuation of their health coverage. (However we can not offer Cobra continuation under Central Florida Staffing plans to any of your former employees continuing COBRA health coverage under your former health plans.) We also prepare a one-page benefits summary you can use for recruitment, periodic bulletins for employees, management, and employee information each year during an open enrollment period. With Central Florida Staffing's full-time benefits staff and a built in incentive to maintain competitive pricing in order to attract clients, you enjoy lower group rates while

completely outsourcing the burden of both administering your benefits program and having to constantly "shop the market" for the best deal.

8. Employee Communications. Its easy to get in touch with us. In addition to our web capabilities, we have installed voice mail with direct access to each member of the staff, as well as electronic mail to the desktop. Our website provides 24-hour "self directed service" access to frequently requested information. You also have 24-hour access to request forms, brochures, and applications. Members of your client relations team may also schedule regular on-site office visits so employers and managers can discuss problems face to face.

9. Employee Guidebook and Policies. When your company contracts with Central Florida Staffing we help determine benefits and policies appropriate for your desired outcome. We can explain what other firms in your industry are doing. Central Florida Staffing then prepares an employee handbook defining your selections. We review all policies, forms and employment documents for compliance with HR best practices and current employment law trends.

10. New Employee Orientation. When new employees are hired we make sure their required employment and benefits forms are properly completed. We provide all employees with a new hire orientation kit with complete information about your policies, Central Florida Staffing services, and their benefits. We offer two levels of new hire orientation: self-directed orientation, in which employees receive written information and access Central Florida Staffing if they have any questions; or custom orientations, in which a Client Relations member of Central Florida Staffing explains your policies and Central Florida Staffing benefits to new employees, either by telephone or on-site, depending on the frequency of on site visits you have selected. Custom group orientations are included as part of the initial conversation for all of your existing employees at the time of contract

11. Compliance with Work Site Regulations. Central Florida Staffing provides a kit with everything you need for each location to meet the many posting requirements mandated by federal and state labor laws

12. Work Place Health and Safety. Central Florida Staffing will review your work sites, accompanied if necessary by a safety specialist knowledgeable about the hazards and practices typical for your industry. Safety recommendations are made and a safety plan (required by some states). Central Florida Staffing helps you and your managers comply with OSHA and state safety regulations on workplace hazards and record keeping. Central Florida Staffing also manages all workers compensation claims.

13. HR Service Center. Central Florida Staffing makes administration of employee related functions as straightforward and easy as possible by combining high-tech with personal touch; a state-of-the-art HRIS with a Human Resources Service Center. We provide forms and checklists to facilitate basic personnel functions like hiring, training, counseling, performance appraisals, benefits, salary administration and others. Training and reference materials that includes all the procedures and information you'll need to use our services and manage employees effectively is provided. Many of our materials are available 24 hours a day on our Web site. Our approach takes the guesswork out of handling human resources transactions and reduces employer liability for both you and Central Florida Staffing. Consistency and professionalism in handling these areas is also highly valued by employees, so you maintain high morale and low turnover.

14. Guidance on Employee Relations. When you join Central Florida Staffing, you get easy access to the expertise of your our Client Relations Team, without worrying about costly retainers of hourly fees. There are several aspects of our services that help you comply with labor law requirements. For example, our basic human resources policies, forms and procedures are designed to satisfy requirements. For example, our basic human resources policies, forms and procedures are designed to satisfy requirements established by State and Federal law, as well as to deal with potential exposure to employee litigation. The Member Guidebook, management training materials, and website provide reference material about current requirements and changes. Our goal is to find a solution to your problem or need, within the parameters established by our interpretation of applicable requirements. The approach we take in this regard is focused on what you can do to accomplish your objective in a particular situation.

15. Training and Development Services. Central Florida Staffing provides complete training for all new clients in how to use our services and human resources tools. Easy to use reference and training materials for management orientation and training are available, and a variety of fast track or in-depth training programs can be included in your service contract. We maintain a library of training resources for personnel and management development. Central Florida Staffing can also deliver customized training programs to your organization on a project basis.

16. This proposal is only a summary of the services Central Florida Staffing has available. As a human resources company, our goal is to provide you with every human resources service throughout your company's lifecycle. We've developed an in-depth understanding of the situation and needs your likely to encounter based on our extensive experience with fast-growth companies. This understanding formed the basis of our flexible services concept which adjusts as your needs change. We can cover just your basic needs or the complete range of onsite human resources services found in large corporations. You can select one of our bundled service packages or completely customize your Central Florida Staffing service plan by purchasing just the optional services you need. Please refer to the Scope of Services for a detailed description of what is included in this proposal and what additional services are available.

17. Fee Schedule. Fees include employer mandates of social security, state and federal unemployment insurance, appropriate workers' compensation insurance, a risk management fee (including loss control) and administrative fees as discussed

18. Client Expectations and Timeline. To help illustrate the process, the following we are including a typical timeline of our process.

Client Expectations and Time Line

Event	Timeline
Consultation <ul style="list-style-type: none">• Discovery meeting to identify concerns and collect data• Analyze data and discuss COE's and team• Draft proposal and present to client	Within 3 days of expressed interest Within 3 days after data collection Within 7 days of discovery meeting
Enrollment Team <ul style="list-style-type: none">▪ Schedule expectations meeting• Expectation enrollment meeting with client• Client enrollment meeting including employee benefits• Review any additional items with the client• Begin Accruing payroll	Within 2 days of executed agreement Prior to enrollment meeting 1 wk prior to the start of 1 st pay period At enrollment meeting Client Specific
Client Relations Team <ul style="list-style-type: none">▪ Assign Client Relations Professional to client• 90 day performance review with client relations team• 6 month performance review• 12 month review for client satisfaction	Within 4-5 days of transition Constructive feedback Discuss progress of service plan within 12 months after the start of plan

Exhibit A: Scope Of Services - Platinum

Payroll Administration:

- Provide SUBSCRIBER with payroll, Web Time Entry capabilities/access, via the internet or Subscriber may email their payroll in MS excel spreadsheet format for (1) user at one location.
- Prepare, audit, deliver payroll checks to (1) location. Each additional location is \$15.00 per location. Out of cycle payroll runs or net zero check calculations are provided at an additional fee of \$25.00 per check, plus delivery.
- Based upon client terms, provide direct deposit to checking, savings, credit union accounts – max of (3) account per employee and a max of (2) financial institutions.
- Prepare (3) reports (Payroll Register, Missing Time Records, One-Time-Deduction/Arrears)
- Maintain payroll records (including changes, deductions, advances, garnishments)
- Prepare end of year W-2's (mailed to members last known address in HRIS) Duplicates or reprints are provided at an additional cost.
- Prepare and deposit local, State and Federal withholding taxes
- Monitor State and Federal tax laws and implement any changes
- Respond to member payroll inquiries
- Customized company logo on paychecks and direct deposit advice, if applicable is available for a minimal setup fee.

Benefits Administration (If Applicable):

- Provide member benefits program
 - Major Medical
 - Limited Medical
 - Dental
 - Short Term Disability
 - Long term Disability
 - Basic Life/ADD
 - Selective Voluntary Benefits
 - Supplemental Group Life

Workers Compensation Administration

- Provide initial required notices and compliance postings to (1) location. Each additional location, substitutions or updates are \$25.00 per location.
- Safety review/audits are available at \$50 per hour, plus travel and expenses

- Provide Drug-Free Workplace Program (Drug testing @ additional cost.) [Pre Employment, Post Accident, Reasonable Suspicion, Random Drug Screening]
- Provide network of physicians and facilities for treatment of work related injuries/illness and drug and /or alcohol testing
- Report work related injuries to carrier in accordance with statutory requirements as submitted by client
- Provide annual OSHA log (also upon request)
- Provide workers comp certificates upon request

H.R. Administration and Management

- Access to the Universal HR Resources Service Center
- Manage Unemployment notice responses and assist in preparation for hearings
- Provide Member Guidebook in e-format
- Provide HR forms in e-format
- Administer FMLA on-going with SUBSCRIBER participation
- Respond to enquiries for employment verification
- Provide a desk review for wage and hour compliance
- Prepare and file governmental compliance for New Hires and EEO reporting
- Employment related investigations are available for a per hour fee, plus travel and expenses

Note:

If SUBSCRIBER does not use or take advantage of any or all services, Central Florida Staffing will not allow carryover of services, nor will we give credit or refund for services not rendered.

ALL SERVICES PERFORMED WITHIN THE CONTINENTAL U.S.

EXHIBIT A

ALL INCLUSIVE PRICING OF \$21.43 PER HOUR — *without medical*
EMPLOYEE DISCUSSED THAT WILL BE RUN
THROUGH CENTRAL FLORIDA STAFFING'S
PAYROLL

\$26.19 per hour with major medical