



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

***ANTHEM PARK COMMUNITY  
DEVELOPMENT DISTRICT***

***Agenda Package***

***Board of Supervisors  
Special Meeting***

***Date & Time:***

***Friday***

***June 24, 2016***

***9:00 am***

***Location:***

***Anthem Park***

***Clubhouse***

***2090 Continental Street***

***St. Cloud, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Anthem Park Community Development District

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## Development Planning and Financing Group

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Tampa, Florida 33647  
813-374-9105

June 17, 2016

Board of Supervisors  
**Anthem Park Community  
Development District**

Dear Board Members:

A Special Meeting of the Board of Supervisors of the Anthem Park Community Development District is scheduled for **Friday June 24, 2016 at 9:00 a.m.** at the **Anthem Park Clubhouse**, 2090 Continental Street, St. Cloud, Florida.

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.*

The balance of the agenda is routine in nature. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

*Patricia Comings-Thibault*

Patricia Comings-Thibault  
District Manager

cc: Attorney  
Engineer  
District Records

District: ANTHEM PARK COMMUNITY DEVELOPMENT DISTRICT  
Date of Meeting: **Friday, June 24, 2016 - Special Meeting**  
Time: 9:00 a.m.  
Location: **Anthem Park Clubhouse**  
2090 Continental Street  
St. Cloud, Florida

Call In Number: 712.432.1212  
Code: 769582365#

## *Agenda*

### **I. Roll Call**

### **II. Audience Comments**

### **III. Business Matters**

- A. Melrose Scope of Services

Exhibit 1

### **VI. Staff Reports**

- A. Manager
- B. Attorney
- C. Engineer
- D. Amenity Manager

### **VII. Supervisor Requests**

### **VIII. Adjournment**

# EXHIBIT 1

## ANTHEM PARK CDD

### Scope of Services – District Property Management, Lifestyle & Handyman Services

#### **DISTRICT PROPERTY MANAGEMENT**

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1. Serve as the on-site representative of the District to the residents and will address resident comments/concerns and take appropriate action. (please provide amount of hours dedicated)
2. Prepare a monthly management report for the District.
3. Oversee approved maintenance of CDD lakes/ponds and report on the condition to the District via the monthly management report. (please provide an example of the supervision report that will be utilized)
4. Issue resident access cards to the amenity facilities to qualified residents
5. Oversee the calendar for the Clubhouse and for public events and private rentals.
6. Complete a weekly walkthrough report of CDD campus noting items of concern. This report will be included in the monthly management report. (please provide an example of the walk through report)
7. Oversee amenity budgets and assist in planning for future budgets
8. Oversee any additional staff provided from Melrose.
9. Maintain preventative maintenance records, purchases and review of invoices and submit to the District for payment with appropriate back up documentation
10. Negotiate and coordinate with the District Manager for operations related contracts and proposals.
11. Respond to after-hours emergency calls associated with District.
12. Oversee landscape maintenance schedule and report back via the monthly management report (please provide an example of the report utilized for oversight)
13. Oversee the maintenance of the community parks and report back to the District any items of concern
14. Check playground equipment, empty receptacles and pick up debris.
15. Pool area – arrange pool furniture, adjust umbrellas, and empty all waste receptacles
16. Clubhouse –replace light bulbs, control cobwebs and change air conditioning filters.
17. Parking lot – pick up litter and remove debris
18. Clean interior floors by sweeping, mopping or vacuuming
19. Gather and empty trash receptacles at the amenity center
20. Clean restroom facilities such as toilets, sinks, counters, faucets and flooring.
21. Ensure fitness center equipment is wiped down and properly stored
22. Maintain the general appearance of all indoor spaces
23. The District Property Manager will coordinate with the District the supervision of all outside contractors and report back via the monthly management report and will immediately respond to any deemed situation that is nonrecurring in nature, that poses a health, safety and welfare issue to the residents or District property and that requires maintenance beyond the normal usual or customary maintenance for such facility or asset.

## **LIFESTYLE SERVICES**

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1. Plan four (4) seasonal events for the District (Spring Fling, Winter festival, Fall Fest and Summer Pool Party)
2. Plan a variety of monthly programs for the residents of the Anthem Park CDD. Please provide an example listing of those events and identify those events residents pay to attend.

## **POOL MONITOR SERVICES**

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1. Pool monitor will work 16 hours on Saturday (8 hours) and Sunday (8 hours) from Memorial Day through Labor Day as well as work on national holidays such as Memorial Day, Labor Day and 4<sup>th</sup> of July.
2. Please provide an example of job duties to be performed while on duty.

## **HANDYMAN SERVICES**

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1. Preventative maintenance for clubhouse and amenity areas (please advise as to the duties to be performed)
2. Handyman services as needed at clubhouse, parks, pools, dog park, dock, etc.
3. Maintain the general appearance of all outside spaces controlled by the CDD. (please advise as to the duties to be performed)
4. Please advise of handyman services that will not be performed; (ex: electrical, plumbing, paver repair, fountain maintenance, painting, pool repair, pressure washing, etc.)

## **CORPORATE SUPPORT**

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1. Send a corporate representative to attend six (6) CDD meetings per year
2. Address CDD Board and District manager concerns and take appropriate action

\$74,640

**Exhibit A:**

Melrose Lifestyle Services' scope of services for Anthem Park:

- Melrose Lifestyle Services will be responsible for the operations and management of the Amenities (based on a full time schedule, 40 hours per week).
- Melrose Lifestyle Services will serve as the on-site representative of the District to the residents.
- Melrose Lifestyle Services will ensure the amenity areas meet the high standards set by Melrose Lifestyle Services and the District.
- ✗ Lifestyle Manager will issue resident access cards to the Amenities as needed.
- ✗ Lifestyle Manager will oversee the calendar for the Clubhouse for public events and private rentals.
- ✗ Lifestyle Manager will oversee private rentals of clubhouse (contracts, deposits, staffing, etc).
- Lifestyle Manager will complete daily visual walkthroughs of amenity areas looking for vandalism, safety concerns, etc.
- ✗ Lifestyle Manager will complete a weekly walkthrough report of amenity areas noting items of concern.
- ✗ Melrose Lifestyle Services will oversee amenity budgets and assist in planning for future budgets.
- ✗ Melrose Lifestyle Services will prepare a monthly management report for the District.
- ✗ Lifestyle Manager will maintain preventative maintenance records, inventories, purchases and review of invoices and submit to District for payment.
- ✗ Melrose Lifestyle Services will assist in the negotiation of operations related contracts, and supervise the performance of the outside contractors for the District.
- ✗ Lifestyle Manager will respond to after-hours emergency calls associated with the facilities.
- ✗ Lifestyle Manager will plan 4 seasonal events for the community (Spring Fling, Winter Festival, Fall Fest, Summer Pool Party) as well as a variety of monthly programs for the Members of Anthem Park.

Field Maintenance:

- ✗ Coordinate with the District the supervision of all outside contractors and report back to the District any concerns.
- ✗ Oversee approved maintenance of CDD lakes/ponds and report back to the District any concerns.
- ✗ Oversee landscape maintenance schedule and report back to the District any concerns.
- ✗ Oversee the maintenance at the community park(s) and report back to the District with any concerns.
- ✗ Check playground equipment, empty receptacles and pick up debris.

General Maintenance:

- Pool Area: Arrange pool furniture, adjust umbrellas, and empty all waste receptacles.
- ✗ Clubhouse: Replace light bulbs, control cobwebs and change air conditioning filters.
- Parking Lot: Pick up litter and remove debris.

Janitorial Maintenance:

- Maintain the general appearance of all indoor spaces.
- ✗ Clean interior floors by sweeping, mopping or vacuuming.
- Gather and empty all trash receptacles.
- ✗ Clean restroom facilities such as toilets, sinks, counters, faucets and flooring.
- ✗ Soap dispensers and paper products will be restocked as needed. (Costs of paper products, cleaning supplies and soap are not included.)
- ✗ Ensure fitness center equipment is wiped down and properly stored.
- Window cleaning includes window ledges and blinds.

\$160,107

Exhibit B:

The Clubhouse/Lifestyle Manager will focus on the following items at Anthem Park:

- Clubhouse/Lifestyle Manager will address resident comments/concerns and take appropriate action
- X Oversee Clubhouse calendar for public events and private rentals.
- X Oversee private rentals of clubhouse (contracts, deposits, staffing, etc).
- X Issue resident access cards to the amenities as needed.
- X Respond to after-hours emergency calls associated with the facilities.
- X Plan 4 seasonal events for the community (Spring Fling, Winter Festival, Fall Fest, and Summer Pool Party) as well as a variety of monthly programs for the Members of Anthem Park.
- X Maintain preventative maintenance records, inventories, purchases and review of invoices and submit to District for payment.

Melrose Lifestyle Services corporate support will provide:

- X Melrose Lifestyle Services will oversee amenity budgets and assist in planning for future budgets.
- X Prepare along with Clubhouse/Lifestyle Manager a monthly management report for the District.
- Send a corporate representative to attend six CDD meetings per year.
- X Assist in the negotiation of operations related contracts, and supervise the performance of the outside contractors for the District.
- Address CDD Board and District Manager concerns and take appropriate action

The Field Maintenance Specialist will focus on the following items at Anthem Park:

- X Coordinate with the Clubhouse Manager and the District Manager the supervision of all outside contractors and report back to the District any concerns.
- X Oversee approved maintenance of CDD lakes/ponds and report any concerns to the District.
- X Oversee landscape maintenance schedule and report any concerns to the District.
- X Oversee the maintenance at the community park(s) and report any concerns to the District.
- X Clubhouse Manager and Field Maintenance Specialist will complete a weekly walkthrough report of all amenity areas noting items of concern.
- X Check playground equipment, empty receptacles and pick up debris.
- Maintain the general appearance of all indoor/outdoor spaces controlled by the CDD.
- X Clean interior floors by sweeping, mopping or vacuuming as needed.
- X Clean restroom facilities such as toilets, sinks, counters, faucets and flooring.
- X Soap dispensers and paper products will be restocked as needed. (Costs of paper products, cleaning supplies and soap are not included.)
- Preventative maintenance for clubhouse and amenity areas
- Handyman services as needed at clubhouse, parks, pools, dog park, dock, etc.
- X Ensure fitness center equipment is wiped down and properly working.
- X Clubhouse: Replace light bulbs, control cobwebs, change air conditioning filters, and other upkeep as needed.





### **Real Estate Consulting Services:**

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