

CORY LAKES CDD
August 18, 2016
Board of Supervisors Staff Directives

Facilities Manager

- Secure the basketball backboard and obtain prices for a new basketball backboard and lights.
- Obtain a cost estimate from J-Bolt Construction for the café.
- Negotiate a fixed price from LMP for a soil sample, Palm trees and trimming twice per year and when necessary, request replacement of Canna Lilies at the Cross Creek entrance, spray the lake banks, provide a proposal for missing Cypress trees and a reminder to not mow over wires.
- Purchase shelves for the storage unit to store holiday decorations.
- Clean the lanterns on the gates.
- Repaint the orange columns at the Cross Creek entrance.
- Finalize Ryan Homes punch list. Consult with District Engineer on including punch list in final certification.
- Provide rust removal proposals to the Board.
- Immediately notify the Board about speeding incidents.
- Email Sheryl Springer about guest parking.

Office Manager

- Publish a picture of the monument in the September *Islander* for a “Help-Save-Monument” campaign.
- Verify the Sunshine Board times. The next Sunshine Board is August 29 through September 9.
- Remove Carrie Bercan from security system and add Wendy Darby.
- Provide welcome notice for new security company to the Board, prior to next Sunshine Board, for publication in the September *Islander*.
- Post revised Beach Club hours: 9-5 on Monday, Wednesday, Friday; 9-9 on Tuesday and Thursday and 9-5 on Saturday.
- Confirm that the pool bathrooms are cleaned three times per week, in season, and one time per week off-season.

District Engineer

- Proceed with Capri Isle sidewalk using the new design that is close to streetlights.
- Provide a new speed table drawing for paver roads; paver in center, flat rise and concrete on each side by the Sunshine Board.
- Obtain prices for storm water structure repairs.

District Manager

- Include the roadway cleaning proposal on the September agenda.
- Budget Changes for proposed Fiscal Year 2017 budget: Decrease “Legal” from \$10,000 to \$5,000. Increase “Security staffing contract services” from \$230,500 to \$256,500. Reduce “Security staffing contract services-other” from \$8,000 to zero. Remove “CMMS license & support”. Include \$67,000 for “Easement tree maintenance”. Include \$125,000 for “Street cleaning”, “Paver repairs” and “Sidewalk and gutter” cleaning. Increase “Seasonal decorations” by \$13,000 (taken from Capital). Reduce “Capital improvement program” from \$150,350 to zero; move \$5,000 out of “Fund balance” to offset. Move \$50,000 from “Fund balance” to “Capital improvement program”.
- Include “Discussion – Appraisal for Vacant Land” on the September agenda.
- Obtain a schedule from the Accountant for “Uncoded” expenses.
- Negotiate monitoring, receiving free fingerprint scanner and installing camera on top of speed signs with Envera.