

## **Congratulations on the purchase of your new home!**

From all of us here at DPGF, we extend a warm greeting and happily welcome you to the Waterleaf community. Included in this welcome packet is a bit of information that we hope will help you along the way as you settle into your new community. Please do not hesitate to contact us if you have any questions, comments, concerns, or even if you just want to say hi!

### **Community Development District (“CDD”) Overview**

A Community Development District, commonly referred to as CDD, is a governmental unit created to serve the long-term specific needs of its community. Created pursuant to Chapter 190 of the Florida Statutes, a CDD's main powers are to plan, finance, construct, operate and maintain community-wide infrastructure and services specifically for the benefit of its residents. The Waterleaf CDD is organized similar to other local governments in Florida, in that the legislative body is composed of a five-member board known as the Board of Supervisors. The Board establishes the policy of the District in accordance with Florida law.

More information about the CDD and the Waterleaf community can be found on the Waterleaf CDD website – [www.waterleafcdd.org](http://www.waterleafcdd.org).

### **District Management**

The Board, by law, must hire a District Administrator and a District Counsel. Staff members operate utilizing the same formalities as a County Administrator and a County Attorney. The Board, through review of advertised Requests for Qualifications, ranks and selects a District Engineer to perform the engineering needs of the District. District Administration staff and the District Attorney administer the operations of the District and implement the Board's policies and contracts.

The district office is located in New Tampa on the first floor of the Regus building at 15310 Amberly Drive, Suite 175, Tampa, Florida 33647. The office is open Monday through Friday from 9:00 a.m. until 3:00 p.m. and closes for lunch daily from 12:00 p.m. until 1:00 p.m. The amenities department is closed on Monday and Wednesday to accommodate administrative and Board requests.

### **Amenity Access & Pin Registration**

Residents of the community have the option of accessing the community using a gate transmitter or a four-digit access pin. The gate transmitter and four-digit access pin MUST be registered with the CDD before they can be used to gain access to the community. The registration paperwork that is required to request access to the community is on the last page of this welcome packet. More information about the amenities, including the instructions on how to register for access to the amenities, can be found on the Amenities webpage of the Waterleaf CDD website.

### **Key Community Contacts**

#### **District Management – DPGF Management & Consulting LLC**

**Paul Cusmano**, District Manager

Email: Paul.Cusmano@dpfg.com

Office: (813) 418-7473 - Extension: 4301

**Janet Johns**, Records Administrator

Email: Janet.Johns@dpfg.com

Office: (813) 418-7473 - Extension: 4302

**Lore Yeira**, Contracts Administrator

Email: Lore.Yeira@dpfg.com

Office: (813) 418-7473 - Extension: 4303

**Teeanna Kamalu**, Amenity Manager

Email: Teeanna.Kamalu@dpfg.com

Office: (813) 418-7473 - Extension: 4304

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#### **Homeowner’s Association (“HOA”) – Titan Management**

**John Atwell**, HOA Manager

Email: jatwell@artemislifestyles.com

Office: (813) 451-7427

Website: [www.artemislifestyles.com/community/waterleaf/](http://www.artemislifestyles.com/community/waterleaf/)

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#### **Developer – Metro Development Group**

**Chloe Crooks**, Community Relations Manager

Email: chloe@metrodevelopmentgroup.com

Office: (813) 288-8078

Mobile: (813) 463-6121

Website: [www.waterleaf.metroplaces.com/](http://www.waterleaf.metroplaces.com/)

Today's Date: \_\_\_\_\_

**Amenity Access & Device Registration**

Registration Type:

- New Registration     Modify Existing Registration     Deactivate/Transfer Registration

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: ( \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_

Closing Date: \_\_\_\_\_

I  own  rent my home.

If renting, please provide the name and address of the owner.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

**GATE ACCESS:**

**Device** \_\_\_\_\_ **Device Number** (separate multiple entries with a comma)

Gate Transmitter \_\_\_\_\_

Display Name for the Entrance Gate (limited to 15 characters, including spaces):

4 Digit Gate Access Code (choose numbers that you will remember): \_\_\_\_\_

**Temporary Gate Access Code for New Residents: #9104**

**POOL ACCESS\*:**

**Authorized Participants:**

List everyone living in the household who are authorized to access the pool area and use the pool.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*An access code will be assigned to your household at the time of registration.

*Privacy Disclosure - Under Florida Law, information included in this form becomes part of the public record, available for public record requests.*

**EMERGENCY CONTACT INFORMATION:**

In case of emergency, please contact:

**Name**

**Telephone**

\_\_\_\_\_  
\_\_\_\_\_

**Consent & Waiver Agreement**

By checking this box, I agree that I have read and understood the terms of the [Consent and Waiver Agreement](#).

**Transferring ownership to** (if applicable):

**Name**

**Closing Date**

**Owner/Renter**

\_\_\_\_\_  
\_\_\_\_\_  Owner  Renter  
\_\_\_\_\_  Owner  Renter

**Gate Access via Numerical Keypad**

To unlock the entrance gate using your 4-digit pin, press “#” followed by the 4-digit pin on the keypad. To unlock the pool gate, enter your 4-digit pin followed by “#”.

**Gate Access via Telephone Directory**

Instruct your guest to find your name in the directory by scrolling through the list using the “A” and “Z” buttons. Push the “CALL” button and wait for the system to dial. Upon answering, press and hold the number “9” on your phone's keypad before ending the call to open the gate.

**Pedestrian Gate Access**

To enter the pedestrian gates located on either side of the main entrance gate, enter the 4-digit pin followed by “#” on the keypad; open the gate immediately as the gate only releases for a short time.

**Pedestrian Gate Access Code: #1986**

Return the completed form and verification documents to the Waterleaf CDD Amenity Manager via email to [amenitymanager@dpfg.com](mailto:amenitymanager@dpfg.com) OR via mail to: **Waterleaf CDD Amenity Manager**, c/o DPFG Management & Consulting LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

Acceptable documents include:

- Proof of ID: Valid driver’s license, state issued photo ID, military ID
- Proof of Residency: Closing document, current utility bill, deed

**Did you know?** You can find out more information about the amenities and the CDD on the Waterleaf CDD website - [www.waterleafcdd.org](http://www.waterleafcdd.org).