

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 Villages of Glen Creek 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 Villages of Glen Creek 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 Villages of Glen Creek community can be found on the Villages of Glen Creek CDD website – www.villagesofglencreekcdd.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 & Device 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 code 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 Villages of Glen Creek 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

Homeowner’s Association (“HOA”) – Artemis Lifestyles

Trina Starr, HOA Manager

Email: tstarr@artemislifestyles.com

Office: (407) 705-2190 - Extension: 231

Website: www.artemislifestyles.com/community/villages-of-glen-creek/

Developer – Metro Development Group

Chloe Crooks, Community Relations Manager

Email: chloe@metrodevelopmentgroup.com

Office: (813) 288-8078

Mobile: (813) 463-6121

Website: www.glencreek.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):

XXX) _____

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

Temporary Gate Access Code for New Residents: #2555

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

		<input type="checkbox"/> Owner <input type="checkbox"/> Renter
		<input type="checkbox"/> Owner <input type="checkbox"/> 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: #9104

Return the completed form and verification documents to the Villages of Glen Creek CDD Amenity Manager via email to amenitymanager@dpfg.com OR via mail to: **Villages of Glen Creek CDD Amenity Manager**, c/o DPGF 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 Villages of Glen Creek CDD website - www.villagesofglencreekcdd.org.