



120 E. Pomelo Street  
Lake Alfred, FL 33850-2135

## CITY OF LAKE ALFRED

Ph.: (863) 291-5270  
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### AGENDA

#### PARKS AND RECREATION BOARD CITY COMMISSION CHAMBERS CITY HALL

NOVEMBER 18, 2014

**6:00 P.M.**

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CALL TO ORDER: CHAIRPERSON GARY JOHNSON

INVOCATION: VICE CHAIRPERSON MIKE JONES

PLEDGE OF ALLEGIANCE: CHAIRPERSON GARY JOHNSON

ROLL CALL: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT ANAELI QUINONES

APPROVAL OF THE MINUTES: MAY 20, 2014

#### NEW BUSINESS

- 1) DISCUSSION OF VACANT PARKS AND RECREATION BOARD MEMBER POSITION REPLACING WILLIAM STROUPE.
- 2) REVIEW AND APPROVE THE UPCOMING MEETING SCHEDULE FOR 2015.
- 3) REVIEW AND DISCUSS APPROVAL OF ADDING ANOTHER RENTAL AGREEMENT OF BALL FIELD RENTALS.
- 4) REVIEW AND DISCUSS APPROVAL OF ADDING CLAUSE TO RENTAL AGREEMENT ABOUT SECURITY DEPOSIT.
- 5) UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.

ADJOURN

**AGENDA**  
**LAKE ALFRED PARKS & RECREATION BOARD**  
**NOVEMBER 18, 2014**

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**MINUTES**  
**PARKS AND RECREATION BOARD**  
**CITY COMMISSION CHAMBERS**  
**CITY HALL**  
**TUESDAY, MAY 20, 2014**  
**6:00 P.M.**

**Call to Order:** Chairperson Gary Johnson  
**Invocation:** Vice Chairperson Michael Jones  
**Pledge of Allegiance:** Chairperson Gary Johnson

**Roll Call:** Those in attendance were, Chairperson Gary Johnson, Vice Chairperson Michael Jones, Board Member David Fawcett, Board Member Tom Bryan (6:06pm), and Board Member Becky Roach.

Also in attendance were Parks and Recreation Manager Jeff Tillman and Administrative Assistant Anaeli Quinones.

Members not in attendance were William Stroupe, and Yvonne Thornton.

**APPROVAL OF THE MINUTES: MARCH 18<sup>TH</sup>, 2014**

**Board Member Fawcett** made a motion to approve the minutes of March 18, 2014 Parks and Recreation meeting; seconded by **Vice Chairperson Jones** and motion was approved by unanimous voice call vote.

**NEW BUSINESS**

- 1) **REVIEW AND APPROVE THE DIFFERENT PRICING CATEGORIES AND ENTITIES FOR THE LAKE ALFRED RENTAL FACILITIES.**

**Parks and Recreation Manager Tillman** explained that the staff decided to look at the current policy for different types of entities and what they would be charged for the rental facilities. The Department has been approached by different individuals at different times asking about getting a discount on the rental fees; and these were mostly non for profit organizations that serve our citizens directly. After discussing it with the City Manager it was thought that maybe it was beneficial to the public to reduce the prices just for the Lake Alfred based organizations. We are not talking about other cities. This would just be for our local churches, friends groups, Lion's Club, different organizations like that. There has never been anything on the books where you see these kinds of rentals, even with the City Employees, where we have always charged them half the price of the rental fee but there is nothing on the books to state this. So instead of taking it case by case, we need a policy on the books approved by the Parks and Recreation Board so if it comes up in the future, we can say these are the fees established by the Parks and Recreation Board and not Jeff Tillman or what he thinks the policy should be set at. We were having issues of what constitutes a reduction in price. The categories listed were designed after

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looking at the Winter Haven Library Policy and thought it could be a good structure that can be used for us to separate those different types of entities. He went on to describe each category listed on the attachment. He broke it down to each individual category to set the policy to have on the books since there was never anything for City Employees or other organizations in place. He asked if anyone had any questions and showed the rate structure on the projector screen. He said that no fees are being increased; only reducing it. As a result of this, we will have to reduce our budget and revenues in our rental line items. But he feels it is more of a benefit to the community that the money that will be taken away from the organizations can actually be put back into the community through that organization. It all depends on how it gets spent on the community.

**Vice Chairperson Jones** asked if there was a document that tells the time frame of these rentals.

**Parks and Recreation Manager Tillman** answered by saying yes, that it is pretty standard how we do the rentals of the Mackay House and the Highlands Center from 10:00 am until 11:00 pm, and all the pavilion rentals are from sunup to sundown. He also said that Mackay has other renting options such as rehearsal time, cleanup time, and those types of things.

**Chairperson Johnson** asked if all the times were on the rental application.

**Parks and Recreation Manager Tillman** said and explained that if interested in renting any of the facilities you would get that on the rental application. He reiterated that this was just the rate structure to have on the books.

**Board Member Roach** asked if when the pavilions are being rented out, how does the general public know that they are rented out? She also asked if there is a place for a sign?

**Parks and Recreation Manager Tillman** went on to say that there are the three (3) pavilions at Lion's Park and they each have a spot for a sign for rentals, at the Twin Lakes Gazebo something usually gets taped up there, at the Mackay Pavilion there is also a place to put a sign up. The only place he has to get something for a sign is at the Lake Swoope Park Pavilion. He also said how the fee for that last park is already established and is listed on the rate structure provided as an attachment.

**Chairperson Johnson** asked if anyone had any other questions.

There were none.

**Chairperson Johnson** made a motion to approve this item as presented; seconded by **Board Member Bryan**. Motion was approved unanimously by voice call vote.

**Parks and Recreation Manager Jeff Tillman** had other items that he wanted to discuss with the Board. He talked about Mr. Stroupe no longer being able to serve on the Parks and Recreation board due to moving outside of the city limits. We are expecting a letter of resignation from him soon. He offered the open position to anyone that would be interested to serve on the Board and that they would turn in an application in. He also commented that there was a resolution that was brought up to the Commission Meeting the night before for a grant to renovate and restore the second story of the Mackay House. This is something that we are

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working on with different individuals to be able to get it for the City, and he explained how it is a 50/50 match grant to where the application is for one hundred grand (\$100,000.00) so we would have to put up the other fifty (\$50,000.00) for the renovations.

He also explained how an application for an invasive plants grant was submitted as well for Mackay since there are so many plant species that are invasive and taking over some areas. That is a fifty thousand dollar (\$50,000.00) no match grant. A presentation for this grant has to be done the following day and he hoped that we rank good for it. He thinks we would have a good chance of getting it since there are not that many other cities that would go after something like that.

He also discussed about working the Fourth of July, Summer Recreation at the Lion's Club and how currently we have twenty eight (28) kids signed up for it, and he is looking forward to another fun year with the kids and new counselors since the old head counselor, Josh Prickett, moved back to Wyoming. We have more field trips lined up this year so we are doing good at improving the program without having to increase any fees for it.

Without any further discussion, **Chairperson Johnson** asked to make a motion to adjourn.

**Board Member Bryan** made the motion to adjourn the meeting.

The motion was seconded by **Vice Chairperson Jones** and the motion passed unanimously.

The meeting was adjourned at 6:21 p.m.

Respectfully submitted,



Anaeli Quinones  
Parks and Recreation Administrative Assistant

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**LAKE ALFRED PARKS & RECREATION BOARD**  
**NOVEMBER 18, 2014**

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**New Business No. 1            DISCUSSION OF VACANT PARKS AND RECREATION BOARD  
MEMBER POSITION.**

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**ISSUE:** Vacant Seat on the Parks and Recreation Board.

**ATTACHMENT(S):** None.

**ANALYSIS:** Due to Mr. Stroupe moving outside of city limits, he is no longer a member of the Parks and Recreation Board, which it has opened a seat. Currently, there are no citizen applications submitted for interest to be placed on the Parks and Recreation Board. If citizens are interested in being appointed to the Parks and Recreation Board, applications are available on the website as well as at the Administration Building and can be submitted there as well.

**STAFF RECOMMENDATION:** There's no action that needs to be taken with this item.

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**LAKE ALFRED PARKS & RECREATION BOARD**  
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**New Business No. 2                    REVIEW AND APPROVE THE UPCOMING MEETING SCHEDULE FOR 2015.**

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**ISSUE:** The Board will consider approval of the proposed meeting schedule for 2014.

**ATTACHMENT(S):** None

**ANALYSIS:** In the past the Board has been meeting every other month or as needed. The City Staff would like to recommend that the board continue this pattern for 2015. The proposed schedule that we are looking for these meetings are as follows:

January 20 <sup>th</sup> , 2015	6:00 p.m.
March 17 <sup>th</sup> , 2015	6:00 p.m.
May 19 <sup>th</sup> , 2015	6:00 p.m.
July 21 <sup>st</sup> , 2015	6:00 p.m.
September 15 <sup>th</sup> , 2015	6:00 p.m.
November 17 <sup>th</sup> , 2015	6:00 p.m.

**STAFF RECOMMENDATION:** Approval for the meeting schedule for 2015.

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**LAKE ALFRED PARKS & RECREATION BOARD**  
**NOVEMBER 18, 2014**

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**New Business No. 3                      REVIEW AND DISCUSS APPROVAL OF ADDING ANOTHER  
RENTAL AGREEMENT OF BALL FIELD RENTALS.**

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**ISSUE:** The Board will consider approval of the proposed rental agreement for ball field rentals.

**ATTACHMENT(S):** Current rental agreement and proposed new rental agreement

**ANALYSIS:** Currently, there is a rental agreement established for our ball fields. This agreement is good for a period of six (6) months. It is available for any entity that is wanting to rent the ball fields in our city, and the length of the rental is only for two (2) hours at a time. The City and its staff are requesting to add another agreement for Little League and Football that are wanting to use the ball fields. The length proposed for such rental would be of two (2) years, and no charge of lights or deposit as they do not pay any of those now. They would have to have proof of insurance, and also add the City of Lake Alfred as an insured party in order to be able to use our fields.

**STAFF RECOMMENDATION:** Approval for the proposed rental agreement.

**City of Lake Alfred  
Ball Field Rental Agreement**

**Fees:**

**\$10.00 without Lights**

**\$15.00 with lights**

**Deposit \$20.00**

An agreement made this date \_\_\_\_\_, between The City of Lake Alfred and (Print name) \_\_\_\_\_. The parties to this agreement, in consideration of mutual covenants and stipulations set out herein, agree to the following.

**Fields can only be rented for duration of 2 hrs.**

(All day events require special agreement)

- 1) Rental fees will be paid in full, made payable to the City of Lake Alfred upon the execution of this agreement.
- 2) Rental dates are not guaranteed until payment is received.
- 3) Rental dates are guaranteed on first come first paid basis.
- 4) The renter is responsible to clean up area before leaving the fields upon completion of any game or practice.
- 5) Renter agrees any damages to properties of The City of Lake Alfred would result in fines up to \$500.00.
- 6) If Renter is given a key to the lights up to \$500.00 fine will be charged to the renter if the key is duplicated or loaned out to others and contract will become void at that time, also all future privileges suspended for use of any City Ball fields. A charge of \$5.00 if key is lost.
- 7) Renter acknowledges this agreement is only good for a period of six (6) months.

Date	Time	Location	Key Assigned	Key Number

This agreement constitutes the entire agreement by and between the parties thereto, and may not be amended without the express writing of the parties. By signing and dating below the designated parties hereby bind themselves and their principals to the terms contained in this one (1) page Rental Agreement. Each designated party further acknowledges receipt of a copy of this agreement.

\_\_\_\_\_  
Recreation Manager      Date

\_\_\_\_\_  
Renter (sign)      Date

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

**City of Lake Alfred**  
**Ball Field Rental Agreement with Little League Baseball**

An agreement made this date \_\_\_\_\_, between The City of Lake Alfred and (Print name)\_\_\_\_\_. The parties to this agreement, in consideration of mutual covenants and stipulations set out herein, agree to the following.

(All day events require special agreement)

- 1) The renter is responsible to clean up area before leaving the fields upon completion of any game or practice.
- 2) Renter agrees any damages to properties of The City of Lake Alfred would result in fines up to \$500.00.
- 3) If Renter is given a key to the lights up to \$500.00 fine will be charged to the renter if the key is duplicated or loaned out to others and contract will become void at that time, also all future privileges suspended for use of any City Ball fields. A charge of \$5.00 if key is lost.
- 4) Renter acknowledges this agreement is good for a period of two (2) years.
- 5) The Renter will not hold the City of Lake Alfred liable for any damaged equipment or loss of equipment.
- 6) Renter must provide proof of insurance and list the City of Lake Alfred as an insured party.

Date	Time	Location	Key Assigned	Key Number

This agreement constitutes the entire agreement by and between the parties thereto, and may not be amended without the express writing of the parties. By signing and dating below the designated parties hereby bind themselves and their principals to the terms contained in this one (1) page Rental Agreement. Each designated party further acknowledges receipt of a copy of this agreement.

\_\_\_\_\_  
 Recreation Manager      Date

\_\_\_\_\_  
 Renter (sign)              Date

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

**City of Lake Alfred  
Ball Field Rental Agreement with Football League**

An agreement made this date \_\_\_\_\_, between The City of Lake Alfred and (Print name)\_\_\_\_\_. The parties to this agreement, in consideration of mutual covenants and stipulations set out herein, agree to the following.

(All day events require special agreement)

- 1) The renter is responsible to clean up area before leaving the fields upon completion of any game or practice.
- 2) Renter agrees any damages to properties of The City of Lake Alfred would result in fines up to \$500.00.
- 3) If Renter is given a key to the lights up to \$500.00 fine will be charged to the renter if the key is duplicated or loaned out to others and contract will become void at that time, also all future privileges suspended for use of any City Ball fields. A charge of \$5.00 if key is lost.
- 4) Renter acknowledges this agreement is good for a period of two (2) years.
- 5) The Renter will not hold the City of Lake Alfred liable for any damaged equipment or loss of equipment.
- 6) Renter must provide proof of insurance and list the City of Lake Alfred as an insured party.

Date	Time	Location	Key Assigned	Key Number

This agreement constitutes the entire agreement by and between the parties thereto, and may not be amended without the express writing of the parties. By signing and dating below the designated parties hereby bind themselves and their principals to the terms contained in this one (1) page Rental Agreement. Each designated party further acknowledges receipt of a copy of this agreement.

\_\_\_\_\_  
Recreation Manager      Date

\_\_\_\_\_  
Renter (sign)      Date

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

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**LAKE ALFRED PARKS & RECREATION BOARD**  
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**New Business No. 4**                      **REVIEW AND DISCUSS APPROVAL OF ADDING CLAUSE TO RENTAL AGREEMENT ABOUT SECURITY DEPOSIT.**

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**ISSUE:** The Board will consider approval of adding the security deposit refund clause onto the rental agreement.

**ATTACHMENT(S):** Proposed Rental Agreement

**ANALYSIS:** In the current rental agreement for any of our rental facilities, it does not state anywhere about the security deposit being refunded in the form of a check after the event has taken place as long as there are no damages made to the property. As of right now, this process is explained verbally to the renter. The City staff would like to have a clause added onto the rental agreement explaining such policy.

**STAFF RECOMMENDATION:** Approval for the proposed rental agreement.

CITY OF LAKE ALFRED, FLORIDA  
MACKAY GARDENS AND LAKESIDE PRESERVE  
RULES AND REGULATIONS

These are the rules and regulation of the Mackay Gardens and Lakeside Preserve. Please be sure that you read and understand these rules and regulations that have been governed by the City of Lake Alfred. After reading the rules and regulations you will sign acknowledging you understand them and that you will agree to abide by them. If for any reason you default on any of these rules and regulations it will constitute forfeiture of up to the total security deposit.

**What is required to reserve my date:**

- A \$300.00 security deposit and user application must be received by the Parks and Recreation Department to reserve the date of the event.

**If I cancel my event:**

- A 50% cancellation fee will be charged to the security deposit if the event is cancelled four (4) months or more prior to event.
- The total security deposit will be forfeited if the event is cancelled less than four (4) months prior to event.

**What my responsibilities are:**

- Payment is due in full thirty (30) days prior to the scheduled event.
- The key is to be returned to the Parks and Recreation Department office the next morning after the event. For a Friday or Saturday rental the key must be placed within the drop-box located outside of the Mackay Estate entrance.
- The key to the facility is available for pick-up only on the day of the event from the Parks and Recreation Department no earlier than 8:00 a.m. Monday through Friday. If my event is on Saturday or Sunday the key may be picked up no earlier than 3:00 p.m. and no later than 4:00 p.m. on Friday afternoon.
- Trash is to be placed in the appropriate trash receptacles that are provided inside and outside of the facility.
- The building and/or grounds **must** be cleaned up on the same evening of the event. Should additional time be required to clean-up the next day after the event, there will be a 2-hour rental fee charged in the amount of \$50.00. Arrangements are to be made with the Parks and Recreation Department two weeks prior to the event. With an extension, all clean-up must be completed before 10:00 a.m. the following morning. Failure to notify the department within the required time frame or cleanups for approved extensions that are not complete by 10:00a.m. will constitute forfeiture of up to the total security deposit.
- I will not hold the City of Lake Alfred responsible for any equipment that has been rented from a rental company (i.e. tents, chairs, tables, decorations, etc.). I am responsible for the delivery and

pick-up of the equipment from the facility. Any equipment that is left for the next day pick-up must be pre-approved through the Parks and Recreation Department. This is only for items that are to be picked up by the rental company and does not include personal decorations, trash or other personal items left on the premises.

- Personal items are my responsibility and agree not to hold the City of Lake Alfred liable if any personal items are lost and/or damaged.
- I agree to be solely responsible for and pay the cost of repair and/or replacement of equipment and/or any damages caused by me or my guests to the grounds or building while the Mackay Gardens and Lakeside Preserve is being used during the event/program.
- I understand that in the event that the security deposit does not cover any damage incurred during the event/program that the City of Lake Alfred reserves the right to bill for the cost of damages. The City of Lake Alfred may charge interest of 10% per month until the payment is paid in full.
- I understand that I will receive the security deposit back in the form of a check after the event has taken place (during the City's payout week) and if there are no damages or charges incurred that will come out of such deposit. There is no cash for cash refund.

#### What is not allowed:

- No smoking in all City of Lake Alfred buildings or in any other public areas in accordance with the Florida Clean Air Act.
- Do not remove chairs, tables, or any other equipment and/or materials from the building.
- **NO** open flamed items, such as fire-pits, luminaries, tiki torches, candles, grills, etc., will be permitted inside and/or outside the facility, such as driveway, gardens, gazebo, porches, etc.
- No decorations may be placed on the walls, doors, staircase, fireplace, and/or windows. All decorations **must** be free-standing only.
- No alcoholic beverages may be present on the premises unless you have a uniformed City of Lake Alfred police officer.

#### What is allowed:

- You may use flameless battery operated candles.
- If alcoholic beverages are going to be present at the event a uniformed City of Lake Alfred officer **must** be present for the time the alcoholic beverages are being served with a minimum of two hours at \$30.00 per hour. Issue, incidence, or complaints that require the presence of additional law enforcement will constitute forfeiture of up to my total security deposit.
- 10:00 a.m. to 11:00 p.m. is considered a whole day rental. Any additional time needed, such as decorating, must be pre-approved by the Parks and Recreation Department office.
- Rehearsal times are available only Monday-Thursday for two hours the night prior to my event/program for a minimal fee of \$50.00.

- The Mackay Gardens and Lakeside Preserve is available Monday through Friday to rent with a 2 hour minimum time frame @ \$50.00 per hour. These rentals may not be scheduled more than 2 weeks in advance. A security deposit of \$300.00 is required to reserve the Mackay Gardens and Lakeside Preserve. Saturday and Sunday rentals will be at the full day rental price.
- The City of Lake Alfred has the discretion to negotiate the terms of use with a private instructor or educator to hold educational classes or meetings at this facility.

**What would cause forfeiture of my security deposit:**

- If I do not return the key to the Parks and Recreation Department this will constitute forfeiture of up to my total security deposit.
- If I do not leave the building and/or grounds as it was at the time of my rental this will constitute forfeiture of up to my total security deposit.
- If me and/or my guests do damage in or to the facility rented this will constitute immediate termination of my event/program, if in progress, and forfeiture of up to my total security deposit.
- If there is an issue, incidence, or complaint that requires the presence of law enforcement at my event, it will constitute the forfeiture of up to my total security deposit.
- In the event I am non-compliant of the terms and conditions of this agreement, the City of Lake Alfred has the right to terminate this agreement and will constitute in forfeiture of up to my total security deposit.

**City of Lake Alfred is not responsible for:**

- Personal property, such as decoration, flowers, food, etc., that is left in the building and/or grounds when my rental is completed.
- The City of Lake Alfred will not be liable for, and I hereby discharges and holds the City harmless from any and all claims for loss, damage or injury of any nature to person or property, which claims result in any way from, occur, in any manner from or are connected to the use of the City facility.

I, \_\_\_\_\_, agree to abide by the regulations governing the said facility and am responsible for charges incurred to the City of Lake Alfred including any damages to the facility. It is also understood that the person signing this rental agreement is ultimately responsible and liable for all occurrences during the event, including those caused by hired caterers, decorators, guests, etc. I will also sign a Hold Harmless agreement that will hold the City of Lake Alfred harmless and not responsible for any damage to personal property, claims of loss, or injury of any nature as mentioned above. I also understand that any of the rules and regulations may change at any time without any prior notification.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**REVISED 11-18-14**

**AGENDA**  
**LAKE ALFRED PARKS & RECREATION BOARD**  
**NOVEMBER 18, 2014**

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**New Business No. 5            UPDATES ON CURRENT AND UPCOMING EVENTS AND PROGRAMS.**

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**ISSUE:** The Board will get an update from the Parks and Recreation Manager Richard Weed on the current and upcoming events and programs.

**ATTACHMENT(S):** Event Flyers

**ANALYSIS:** Parks and Recreation Manager Richard Weed will provide an update on past and upcoming events.

**STAFF RECOMMENDATION:** There's no action that needs to be taken with this item.

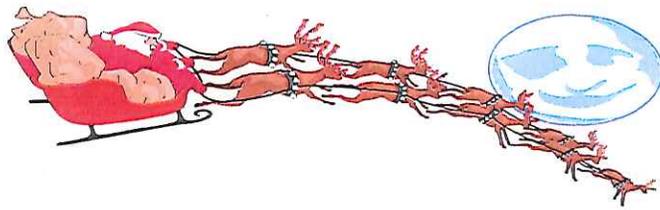
Come Join Us for the  
**2014 Lake Alfred  
Christmas Parade**

**Saturday, December 6, 2014**

**Parade begins @ 6:30p.m.  
The parade will start at  
Mackay Blvd and proceed  
North on Hwy 17/92 to  
Gardner Park (N. Rochelle  
Ave.) for the Christmas Tree  
Lighting.**

**Hope to See You There!**





## Have Santa Claus Call Your Child

Lake Alfred, Florida, Ho-Ho-Ho...Would your child like to receive a phone call directly from Santa Claus at his headquarters way up in the North Pole? If so, you're in luck!!!!

The City of Lake Alfred will make the arrangements. The calls will be made on Thursday, December 18<sup>th</sup> between the hours of 5:30 – 7:00 p.m.

**All forms must be returned to the City of Lake Alfred, Administration Building, 155 E. Pomelo Street, Lake Alfred by 4:30 p.m. Friday, December 5th .**

Child's Name: \_\_\_\_\_ Boy/Girl \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Language Spoken: English \_\_\_\_\_ Spanish \_\_\_\_\_ Other \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Teacher: \_\_\_\_\_

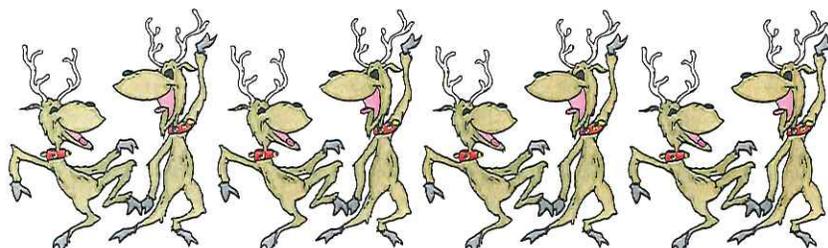
Mom's name: \_\_\_\_\_ Dad's name: \_\_\_\_\_

Child Lives with \_\_\_\_\_

What does the child(ren) want for Christmas? \_\_\_\_\_

What hobbies or interests does your child(ren) have? \_\_\_\_\_

List the names of brothers and/or sisters: \_\_\_\_\_





*City of Lake Alfred*  
***Annual Holiday Party***

*Friday*  
*December 12, 2014*  
*6:00 p.m. to 9:00 p.m.*

*Lake Alfred Lions Club*  
*175 N. Nekoma Avenue*  
*Lake Alfred, FL*