

**MINUTES OF MEETING  
LEXINGTON OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lexington Oaks Community Development District was held on Thursday, October 20, 2016 at 6:45 p.m. at the Lexington Oaks Clubhouse, 26304 Lexington Oaks Boulevard, Wesley Chapel, Florida.

Present and constituting a quorum were:

Jennifer Mooney	Chairman
Bob Hendrick	Vice Chairman
Peter Hanzel	Assistant Secretary
Don Peters	Assistant Secretary
Terry Bechtel	Assistant Secretary

Also present:

Bob Nanni	District Manager
Vivek Babbar	District counsel
Stephen Brletic	District Engineer
Todd Wilhelmi	Clubhouse Manager
Residents	

*The following is a summary of the minutes and actions taken.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Mooney called the meeting to order and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Public Comments on Agenda Items**

Audience comments were requested and there being none the next item followed.

**FOURTH ORDER OF BUSINESS**

**Attorney' Report**

**A. Sidewalk- Intergovernmental Conflict Resolution Procedure**

Mr. Babbar addressed an issue regarding sidewalks owned by Pasco County on County owned right-of ways. Meadow Pointe II has reached out to Special Districts within Pasco County

Approved

to ask if they are interested in joining them in discussions with Pasco County to have the County maintain those sidewalks. This would be accomplished thru an Intergovernmental Conflict Resolution Procedure, which is a prerequisite to litigation. The best case scenario would be for the County to agree to maintain the sidewalks, which would most likely result in a special assessment levied by the County for the work.

On MOTION by Ms. Mooney seconded by Mr. Bechtel with all in favor to not participate in the Intergovernmental Conflict Resolution Process with Meadow Pointe II regarding Pasco County maintaining sidewalks owned by Pasco County on County owned right-of-ways.

**B. Placement of Inflatable Slide on District Property**

The placement of a huge inflatable waterslide on District Property without authorization is a violation of public property rights and will not be sanctioned. District Counsel will create a resolution to specifically address placing structures on District owned property.

***Mr. Brletic joined the meeting.***

Issues, limitations, restrictions, and liabilities involving a County Permit allowing a cook stove in the Clubhouse kitchen were addressed. The kitchen hood installation, roof modifications, and permitting costs were estimated at \$20,000 – \$30,000.

**FIFTH ORDER OF BUSINESS**

**Engineer’s Report**

**B. Affirmed Drive Plat Review**

The drainage easements at the back of the properties on Affirmed Drive were reviewed and it appears in one instance the CDD owns the land. The ledger of the Plat states the following: *Track V is not dedicated to the public, legal title of said Track shall be conveyed from Pulte Home to the District.* It has not been verified the property was conveyed to the District.

There is one other such instance, however it is a transmission easement and not a drainage easement. Everywhere else, the drainage easements are built into the property.

Mr. Wilhelmi is to obtain a price for cutting the grass along the strip of land in Track V.

**A. Silver Charm Terrace MES Improvements**

GA Nichols completed the work on the Silver Charm Terrace MES Improvements. A site visit was completed to review the work. It was determined the work was completed per plan and the District Engineer’s recommendation was to release of payment.

**C. Kitchen Stove Permit**

This item was addressed above under the Attorney’s Report.

**D. Splash Pad Research**

Quotes from My Splash Pad were reviewed regarding the feasibility and design of a splash pad. A nearby community with a recently installed a splash pad was visited to obtain additional firsthand information regarding their splash pad. The permits required to install the Splash Pad were researched, and discussions will continue with the My Splash Pad representative to develop a concept plan regarding the specifications and materials to be used.

Discussion followed on the splash pad project. Mr. Brletic will obtain additional quotes for review at the November 3, 2016 workshop meeting. The path forward on the project will be discussed at the workshop.

*Mr. Babbar left the Meeting.*

**SIXTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Consent Agenda**

**i. Minutes from September 15, 2016 Meeting**

On MOTION by Ms. Mooney seconded by Mr. Peters to approve the September 15, 2016 Meeting Minutes.

On VOICE VOTE with all in favor the September 15, 2016 Meeting Minutes were approved as presented. 5-0

**ii. Approval of Financial Statements, Check Register and Invoices**

On MOTION by Ms. Mooney seconded by Mr. Peters to approve the Financial Statements, Check Register and Invoices. 5-0

Discussion followed on the following items:

- Charges/cost for website develop not reflected in the financial report.
- Legal Advertising Budget – over budget – determine charges/credits.
- Worker’s Compensation cost review.

On VOICE VOTE with all in favor the Financial Statements, Check Register and Invoices were approved. 5-0

**B. Motion to Assign Fiscal Year 2016 Fund Balance**

On MOTION by Ms. Mooney seconded by Mr. Peters The Board hereby assigns the FY 2016 Reserves as follows:

Operating Reserve	\$138,975
Reserves – Clubhouse	\$ 13,046
Reserves – Fitness Center	\$ 5,520
Reserves – Park	\$ 5,000
Reserves – Ponds	\$ 64,079
Reserves – Pools	\$ 68,548
Reserves – Sidewalks	\$110,993
<b>Hawthorne</b>	
Reserves – Gate	\$ 940
Reserves – Roadways	\$ 16,826
Reserves – Sidewalks	\$ 6,910
<b>Preakness</b>	
Reserves – Gate	\$ 940
Reserves – Roadways	\$ 28,770
Reserves – Sidewalks	\$ 9,222

On VOICE VOTE with all in favor the FY 2016 Reserves were assigned as presented. 5-0

**C. Resolution 2017-1 FY 2016 General Fund Budget Amendment Proposed**

Mr. Nanni presented the General Fund Budget Amendment for Fiscal Year 2016 for discussion. A number of questions were raised on the amounts listed in the Budget Amendment; follow-up information will be provided.

On MOTION by Mr. Hendrick seconded by Ms. Mooney to adopt Resolution 2017-1, A Resolution Amending the General Fund Budget for Fiscal Year 2016.

On VOICE VOTE with all in favor Resolution 2017-1, A Resolution Amending the General Fund Budget for Fiscal Year 2016 was adopted. 5-0

**SEVENTH ORDER OF BUSINESS      Site/Clubhouse Manager Report**

Mr. Wilhelmi provided an update on the following items:

- Letter from resident regarding an issue with algae growth in the sump area in Maywood.
  - American Eco Systems is treating the problem algae.
  - Gutters from the resident’s home appear to be connected to an underground pipe which may drain into the sump area.
  - A letter will be sent to all residents surrounding the sump area to provide information on what contributes to algae growth (fertilizers and extra nutrients).
  - A summary of the expenditures spent to correct this issue will be compiled.
  
- Terra Cotta edging was installed around the rocks.
  
- The tether balls were replaced and a new volleyball net was installed.
  
- Work to repair the sidewalks in front of the CDD maintained areas has been completed.
  
- Overall preventative pool maintenance and preparation for the winter months was completed.
  
- Employee evaluations were completed, and recommendations were provided for review.
  - Discussion followed on adjusting the increase amount awarded to specific employees.

**NINTH ORDER OF BUSINESS      Supervisors’ Requests and Comments**

**A.      Site Manager’s Evaluation**

- Various employee staffing issues were addressed.

A bonus award in the amount of \$200 for the Site/Clubhouse Manager for outstanding work performed over the past year was recommended.

On MOTION by Mr. Hanzel seconded by Mr. Peters to approve a \$200 bonus for the Site/Clubhouse Manager.

On VOICE VOTE with all in favor the \$200 bonus for the Site/Clubhouse Manager was approved. 5-0

In accordance with the Fair Labor Standards Act, the Site/Clubhouse Manager’s Salary will be adjusted to \$47,500.

**Peter Hanzel:**

- The phone/cable invoices are in disarray.
  - Mr. Bechtel was designated to provide a recommendation for streamlining/reducing the invoices.

**Jennifer Mooney:**

- Employee Manual Updates.
  - Proposed changes will be discussed at the next workshop.
- Holiday Decorations.

On MOTION by Mr. Peters seconded by Mr. Hanzel to approve the Holiday Lighting Proposal from Illuminations Holiday Lighting in an amount NTE \$3,000.

On VOICE VOTE with all in favor the Holiday Lighting Proposal from Illuminations Holiday Lighting in an amount NTE \$3,000 was approved. 5-0

**Terry Bechtel:**

- If the splash pad project is approved, due to budget limitations, it will be the only project we could complete in FY 2017.
- For consideration, an additional project for the project list would be a bicycle path.

**Don Peters:**

- Disappointed in Innova’s failure to follow through on their commitment to attend the meeting this evening and provide information on a fiber optics option.

**Bob Hendrick:**

Nothing additional at this time.

**B. Discussion on 2017 Projects:  
 Splash Pads; Grills; Picnic Tables; Camera System Communication**  
 These items will be discussed at the next workshop.

**C. Employee Manual**  
 This item will be discussed at the next workshop.

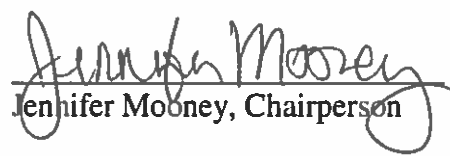
**EIGHTH ORDER OF BUSINESS                      Audience Comments**

- There being none the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Hendrick seconded by Mr. Peters with all in favor the meeting was adjourned. 5-0

  
Jennifer Mooney, Chairperson