

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

A workshop of the Board of Supervisors of the Lexington Oaks Community Development District was held Thursday, February 9, 2006 at 8:30 a.m. at the Lexington Oaks Clubhouse, 26304 Lexington Oaks Boulevard, Wesley Chapel, Florida.

**Attendees:**

Peter Hanzel	Chairman
Don Peters	Vice Chairman
Patricia Dwyer	Assistant Secretary
Maxine Carlson	Assistant Secretary
Bob Fernandez	District Manager
Andy Mendenhall	Severn Trent
Shawn Millard	Clubhouse Manager
Numerous Residents	

The following is a summary of the minutes and actions of the February 9, 2006 workshop of the Lexington Oaks CDD.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Hanzel called the workshop to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Capital Projects Update**

- A spreadsheet prepared by Mr. Mendenhall was distributed.
- Due to the size of the undertaking a project team is being put together comprising of Severn Trent personnel, Mr. Piercefield and the attorney.
- Mr. Piercefield is no longer available to the District and Mr. Fernandez will contact WilsonMiller for the assignment of another engineer to the project.
- Additional quotes are being sought for some of the projects.
- The fitness center will require the most effort including architectural and engineering site design.
- The fitness center will utilize a large amount of the funds and it should be started first or there will be a tendency to complete the easier projects and possibly not have enough funds remaining.

- \$275,000 was estimated for playground improvements and the proposal submitted is for \$95,000.
- It was decided to proceed with the fitness center, playground improvements, round about lighting, and water fountains as soon as possible.
- The Board requested specifications on hose bibs and to seek another quote using the same specifications.
- Proposals are needed for the security system.
- Mr. Fernandez will confirm the price submitted for playground improvements.
- Begin the CCNA Process for architect for fitness center.
- Check with the architectural firm of Flores and Hernandez.
- The quotes for the solar heating of the pool came in at \$84,650.
- The solar heating for the pool should be the next item completed.
- All prices for the site design of the fitness center and skateboard park should include permitting costs.
- Remind bidders the District is a governmental agency.
- Mr. Fernandez will request in writing from Mr. Murray a list of projects Pulte Homes will submit to the CDD for payment.
- Pulte Homes can argue the work is within the scope of the projects originally part of the Engineer's Report.
- The county is not maintaining the road from the traffic circle back to Maywood and signs should be placed to fix the dangerous curve.
- Mr. Murray notified the Board the county owns the road.
- Pulte Homes requested an acceptance letter from the county and when received will forward it to the Board.
- Until the county approves or accepts the road it belongs to Pulte Homes and they should put the signs up.
- The fact the county has not accepted the roads may be because they are concerned about its condition and whether it was built to county standards.
- There are definitions distinguishing between repair and reconstruction for road construction based on the gas taxes and the limitations of funding of each of those.

- Recap of Capital Projects to be completed in the following order:  
Fitness Center (do not wait for completion to start the rest of the items listed).  
Playground  
Roundabout Lighting  
Hose Bibs  
Security System  
Water Fountains  
Pool Solar Heating  
Skateboard Park
- Discussion of fax sent to attorney from King Engineering regarding the pond skimmers.

**THIRD ORDER OF BUSINESS**

**Review of District Manager's Task List**

- Placement of sign-in cards for audience speakers at meetings.
- A copy of the budget will be placed on the website.
- Ms. Mercer was adaptable to allowing the District to take the web design if they decided to monitor it themselves.
- There are four different links to current and previous budgets which are not working and Mr. Mendenhall left a message with Ms. Mercer regarding this problem.
- Items discussed at the workshops will be put on a consent agenda for approval at the next meeting.
- Florida Native Nurseries will attend the next Board meeting.
- The Board requested Florida Native Nurseries report on mitigation scheduling requirements.
- The list of contracts for review is in the process of being compiled.
- To treat villages equally the District wants special assessments to cover electricity cost of the entrance gates.
- Mr. Hanzel has the meter information.
- Accident reports become public information after sixty days and are now available.
- Ms. Carlson followed up on replacement of signage and is waiting for a quote.
- Signage of "Village" vs. "Villas" will be researched for correctness.
- Mr. Millard is to notify Board members when he will be absent.

- Scheduled workshop dates are March 13 and April 13, 2006.

**FOURTH ORDER OF BUSINESS**

**Review of Financial Statements**

- Discussion of financials tabled at 1-26-06 meeting.
- Assessments exceed budget by \$500,000.
- The sum of the check register detail is \$179,000 and the report indicates \$117,000.
- This is because check registers do not coincide with the date of the financial reports.
- The date of the financial reports is the cut off date they use in order to include it in the agenda package.
- Mr. Fernandez will ask the accounting department for a detailed general ledger adding up to the number which appears in the report.
- Checks received by Supervisors for meeting attendance are not included in the check register.
- It does not appear expenses are getting recorded.
- District Counsel's fee is not posted.
- There was a conference call with Ms. Hernandez, Ms. Lusk and Ms. Amory to discuss financial discrepancies.
- The actual year-to-date revenues for assessments are higher than the budget.
- They have not been transferred to the debt service.
- Information was not received from Rizzetta in a timely manner.
- We do not have the schedules from Rizzetta to determine the allocation of these monies to the different funds and they are therefore all showing in the general funds.
- This will be corrected in the next report.
- All invoices received until December 31, 2005 are paid.
- We do not use an accrual basis for invoices.
- District Counsel's fee was mis-posted to the District Engineer.
- Checks were written after October 1, 2005 against fiscal year ended September 30, 2005.
- These are shown on the check run but not on the report.
- There is an accrual period of sixty days after the close of the fiscal year allowing payments from the budget that the fiscal year has been closed on.
- The final audit financial report will show all the expenses applied to that fiscal year.

- Existing budget will be reviewed at the April workshop.
- If there are significant problems translating the budget inform the Board where the money appears and what each line item means.

**FIFTH ORDER OF BUSINESS**

**Review of Labor Cost**

- Mr. Millard should review the staffing of the operations center.
- Holidays should be established for the operations center.
- The Board previously voted to increase Mr. Millard's salary without benefits but he has taken sick and vacation time.
- A week vacation was included.
- Who is tracking his time?
- Ms. Dwyer was designated to supervise Mr. Millard's hours.
- It is not necessary to have more than two people on staff at a time.
- Review employee work schedules and evaluation forms at next workshop.

**SIXTH ORDER OF BUSINESS**

**Accurate Electronics Presentation**

- Presentation by Mr. Derik Palmer of Accurate Electronics, Inc.
- Hawthorne residents unhappy with gate remotes.
- Accurate Electronics has never received service calls or complaints regarding the transmitters.
- Original transmitters did not work when gate was installed and residents were issued new transmitters by developer.
- Some of the newly distributed transmitters did not work.
- The batteries in the transmitters were corroded.
- The transmitters were sold to the contractor more than two years ago.
- It is a highly secure transmitter and cannot be duplicated.
- The residents were given remotes which were idle for years.
- When the transmitters were delivered an instruction book was included.
- Maintenance agreement vs. service contract was explained.
- Maintenance agreement check list provided with every invoice.
- The average lifespan of a well maintained gate is seven to ten years.

- After seven years the District should budget funds to replace the gate electronics if necessary.
- Without routine maintenance the lifespan may be reduced to two or three years.
- A service contract does not cover lightning, vandalism, neglect or abuse.
- Same day service is available if a call is placed by noon and available at emergency rates if service is needed immediately.

On MOTION by Mr. Hanzel seconded by Ms. Carlson with all in favor accepting an agreement for Hawthorne and Preakness entrance gate maintenance with Accurate Electronics, Inc.

- Agreement may be cancelled at any time.
- Software for changing gate codes is available for installation on a District computer.
- Accurate Electronics will provide training for a fee of \$75 per hour.
- A hard modem is necessary with a standard telephone line connection.
- The District may be able to get the software from Sterling.
- Mr. Hanzel will check with Sterling regarding the software.
- Two different software packages are required costing \$300 for Centex software and \$540 for SPS software

On MOTION by Ms. Carlson seconded by Mr. Peters with all in favor authorizing the purchase of software not to exceed \$900 and training to acquire management ability to change codes in Preakness and Hawthorne Villages not exceeding \$1,200 in total.

**SEVENTH ORDER OF BUSINESS**

**Update on Insurance Collections**

- This item was previously discussed under District Manager's task list.

**EIGHTH ORDER OF BUSINESS**

**Update of Ponds 1B and 5A**

- The ponds are a priority and Mr. Fernandez will get the engineer to move on it quickly.

**NINTH ORDER OF BUSINESS**

**Review of Contracts**

- The Aquatic Systems Inspection contract was reviewed.
- The District would like to review other quotes.

- Quotes should go to Severn Trent not the CDD office.
- There are problems with the ponds which may require weekly maintenance and testing.
- The Board wants to see adherence to SWFWMD requirements.

**TENTH ORDER OF BUSINESS**

**Grau & Company**

- Discussion of the property sold for \$344,218 mentioned in the 2004 audit performed by Grau & Company was tabled until receipt of further information.
- Mr. Fernandez will follow-up and email the information to the Board.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

- Mr. Hanzel will draft a policy regarding the placement of signs on the Boulevard by residents and send it to Mr. Fernandez for review.
- The policy must be consistent with the county ordinance.
- A policy is also needed for posting notices inside the Clubhouse.
- Convey to Mr. Millard any individual or group requesting exclusive use of the facilities must fill out the proper documentation.
- The Board has the right to waive the \$150 fee for any organization requesting the use of the facilities.
- Ms. Carlson distributed photographs taken on 1-28-06 of the landscape showing:
  - Ruts in the landscaping created by Luke Brother's equipment
  - Broken irrigation heads
  - Lack of mulch around trees
  - Dead grass where sod has been replaced
  - Dead lirioppe and tree in the median
  - Six dead pine trees on the sidewalk between Maywood and Pocono
  - Irrigation holes and holes where trees have been cut down and not replaced
  - The flower beds at the entrance have been decreased by the addition of more mulch
  - Pulled weeds and bags of garden trash left on the median
- Luke Brothers is aware of these issues and responded in writing.
- The Board has been extremely patient with Luke Brothers.
- Ms. Carlson requested the District start to establish specifications for landscaping requirements.

- Specifications exist, the problem is monitoring Luke Brothers' performance to comply with these specifications.
- Mr. Hanzel suggested the Board give notification to Luke Brothers that they have sixty days to improve the appearance of the community identifying the areas photographed and if they do not their contract be terminated.
- Mr. Fernandez suggested the Board take the next step as provided in the contract.
- Mr. Millard's letter to Luke Brothers did put them on notice.

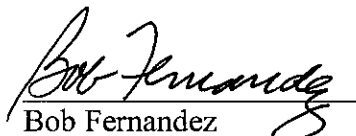
On MOTION by Mr. Hanzel seconded by Ms. Carlson with all in favor authorizing the drafting of a letter to Luke Brothers specifically stating there are still outstanding landscaping issues which have not been met per contract (listing specifics and previous notifications) and asking them to improve workmanship in 60 days and authorizing Severn Trent to begin the process of re-bidding the landscape contract.

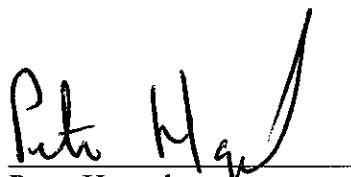
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being not further business,

On MOTION by Mr. Hanzel seconded by Ms. Carlson with all in favor the meeting was adjourned

  
Bob Fernandez  
Secretary

  
Peter Hanzel  
Chairman