

**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, December 14, 2006 at 8:30 a.m. at the Lexington Oaks Clubhouse, 26304 Lexington Oaks Boulevard, Wesley Chapel, Florida.

Present and constituting a quorum were:

Peter Hanzel	Chairman
Don Peters	Vice Chairman
Maxine Carlson	Assistant Secretary

Also present were:

Andy Mendenhall	Severn Trent Services
Shawn Millard	Site/Community Center Manager
Approximately 12 Residents	

*The following is a summary of the minutes and actions taken at the December 14, 2006 Lexington Oaks Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignations of Ms. Patricia Dwyer and Ms. Alison Morano**

On MOTION by Ms. Carlson seconded by Mr. Peters with all in favor the resignation of Ms. Patricia Dwyer was accepted.

On MOTION by Ms. Carlson seconded by Mr. Peters with all in favor the resignation of Ms. Alison Morano was accepted.

Mr. Peters inquired what happens if Ms. Dwyer's resignation is not accepted by the Board. Mr. Mendenhall explained Ms. Dwyer will still serve until her resignation is accepted or the term expires.

**B. Appointment of Supervisors to Fill the Unexpired Terms of Office**

This item was tabled until the residents are notified about the Board vacancies and letters of interest and/or resumes are reviewed by the Board.

Mr. Peters requested a notice be placed in the newsletter. Mr. Mendenhall suggested a notice also be placed on the website.

**C. Oaths of Office for Newly Appointed Supervisors**

- **Supervisor Elected by General Election (Maxine Carlson)**

Mr. Mendenhall reported Ms. Carlson will be provided with an oath of office from the state elections office.

- **Supervisor Appointed to Fill Unexpired Terms**

This item was tabled for the reason stated above.

**D. Election of Officers – Resolution 2007-4**

Mr. Mendenhall reported after an election, the Board has the chance to re-constitute the officer structure.

The item was tabled until the new Supervisors are appointed to the Board.

On MOTION by Mr. Peters seconded by Ms. Carlson with all in favor the election of officers was tabled until the new Supervisors are appointed to the Board.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 26 and November 16, 2006 Meetings**

Mr. Hanzel stated each Board member received a copy of the minutes of the October 26, 2006 meeting and requested any additions, corrections or deletions.

The Board made several changes, which will be incorporated into the record.

On MOTION by Mr. Hanzel seconded by Mr. Peters with all in favor the minutes of the October 26, 2006 meeting were approved as amended.

Mr. Hanzel stated each Board member received a copy of the minutes of the November 16, 2006 meeting and requested any additions, corrections or deletions.

The Board made several changes, which will be incorporated into the record.

On MOTION by Mr. Peters seconded by Ms. Carlson with all in favor the minutes of the November 16, 2006 meeting were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2007-2  
Amending the General Fund for Fiscal Year  
2006**

- Mr. Mendenhall reported he discussed this matter with Mr. Peters and there are concerns regarding the accuracy of this amendment because monies were accrued to 2006. This amendment was created prior to the accrual being made. The accountant contacted the auditor.
- The purpose of this amendment is to identify how expenditures occurred last year. The auditor informed the District this amendment is not needed and the Board does not have to approve it. The auditor is aware the budget created by Rizzetta did not match the 2006 expenditures.
- Mr. Hanzel agreed as he did not want to give the appearance the District overspent in 2006. He inquired whether the monies spent out of the O&M Fund inadvertently came out of the General Fund instead of the bond funds. Mr. Mendenhall reported the amendment does not reflect this.
- Mr. Peters requested the final report for the 2006 expenditures. Mr. Mendenhall reported he requested an end of the year report from the accountant but has not yet received it. As soon as he receives this report he will email to the Board for full discussion at a Board meeting.
- Mr. Peters felt fiscal year 2007 was going to be a tight year.

On MOTION by Mr. Hanzel seconded by Mr. Peters with all in favor Resolution 2007-2 was not accepted due to the auditor confirming the amendment is not needed.

**SIXTH ORDER OF BUSINESS**

**Discussion items**

**A. Establishment of Master Calendar for the Use of the Community Center**

- Ms. Carlson provided the updated master calendar to the Board.
- Mr. Hanzel suggested having a written policy in regards to non-residents using the community center for their meetings. He expressed concern over the Mom's Group, which is run by non-residents meeting in the community center and felt priority

should be given to residents of Lexington Oaks. Mr. Hanzel directed the District Manager to create a policy and post on the web-site.

- Mr. Mendenhall reported there are rulemaking procedures for adopting such a policy.
- Ms. Carlson requested free social events be advertised to the entire community.
- Mr. Hanzel requested for profit organizations to be charged a fee to utilize the community center.

On MOTION by Mr. Peters seconded by Mr. Hanzel with all in favor the master calendar for use of the community center for 2007 was approved.

#### **B. Staff Site Manager Evaluation**

- Mr. Mendenhall provided a summary of the evaluations received for Mr. Millard.
- Mr. Peters requested this matter be handled in private with Mr. Millard.
- Mr. Mendenhall offered to meet with Mr. Millard to discuss the evaluations. However, he advised the Board the evaluations are a public record.

There was Board consensus for Mr. Mendenhall to meet with Mr. Millard by the end of next week.

### **SEVENTH ORDER OF BUSINESS                      Manager's Report**

Mr. Mendenhall reported on the following items:

#### **Ecological Consultants**

- SWFWMD requested several mitigation areas be released as they met their time requirement. The individual from SWFWMD responsible for the reporting was contacted but has not returned Mr. Mendenhall's calls. Mr. Mendenhall is in the process of stopping Ecological Consultants from reporting on the mitigation areas.
- Mr. Peters offered to accompany them on their next reporting. Mr. Mendenhall will provide Mr. Peters contact information to Ecological Consultants.
- Mr. Hanzel directed Mr. Mendenhall to send a letter to Ecological Consultants informing them not to report on the mitigation areas until they hear from the Board.
- Mr. Peters reported there is a policy for all vendors to check in with Mr. Millard prior to entering the community. Ms. Carlson requested Mr. Mendenhall send a letter to all vendors regarding this policy.

**Irrigation Bills**

- Pulte who had the same concerns regarding the reclaimed water bills for the golf course, which should not have been paid by the CDD.
- Mr. Peters requested the skate park be removed from the capital project list.

On MOTION by Mr. Peters seconded by Mr. Hanzel with all in favor the skate park will be removed from the capital project list.

**NINTH ORDER OF BUSINESS**

**Engineer's Report**

Mr. Valentine provided a project status list to the Board.

- Ms. Carlson inquired whether solar heating was being considered for the pool. Mr. Hanzel reported the site manager is seeking bids for the heat pump and natural gas. The Board preferred to use heat pumps.
- Mr. Hanzel reported he spoke to Withlacoochee who scheduled a target date for the roundabout lighting for January 1, 2007. He requested Withlacoochee provide a minimal amount of lighting for the tennis courts.
- Mr. Peters inquired whether Mr. Valentine had all the pond plans and studies from Mr. Dayne Piercefield. Mr. Mendenhall offered to check with Mr. Valentine.
- Mr. Hanzel requested the Board send a note to Mr. Valentine directing him to proceed with Ponds 1A, 1B and 1C. Mr. Peters suggested the Board prioritize the project status list and provide to Mr. Valentine.
- Mr. Peters reported the broken fence is at the back of North Hampton and not Hamilton.
- Mr. Hanzel reported a letter needs to be sent to Pulte requesting permission to extend a fence for .27 acres in the Grand Oaks subdivision and to the golf course for a 65 acre parcel.
- Mr. Hanzel provided a map of two possible locations for the fitness center:
  - Option 1 is with an additional parking lot along the fence past the swimming pool. The fitness center will be situated to the north beyond the pool. This is the more favorable option as it provides easier access and better security. The cost was based on the building and additional parking.
  - Option 2 is for the parking lot to parallel the fence line on the other side of the pool with the fitness center situated further to the north.

On MOTION by Ms. Carlson seconded by Mr. Peters with all in favor option one was chosen as the location of the fitness center.

**EIGHTH ORDER OF BUSINESS**

**Attorney's Report**

- Mr. Mendenhall reported Mr. Robin sent an email in regards to the agreement between Pulte and Pasco County for the roadway repairs. The final agreement was emailed to the Board.
- Mr. Hanzel instructed the Board to provide any questions regarding reclaimed water, water meters, which community they serve, possession and ownership of the well water and reclaimed water pumps to Mr. Mendenhall for the presentation by Ms. Pam Wright from Pasco County Utilities in January. He suggested inviting the Presidents of Churchill and Remington as well as the property owners of the golf course to the January meeting.

**TENTH ORDER OF BUSINESS**

**Staff Report**

**Site/Clubhouse Manager**

Mr. Millard reported on the following items:

- Provided to the Board water meter bills from Pasco County Utilities for water the District was erroneously billed for and reported the meter on Map 13 was not the meter by the golf course. Mr. Millard recommended asking Pasco Utilities what this meter supplies water for. Mr. Hanzel reported when the golf course needs water, they can go off of this meter or use well water. Two meters are for drinking water or potable water and the other three are for reclaimed water. Mr. Millard will email the water bills to Ms. Wright at Pasco County Utilities.
- Reported Mr. Hanzel asked him to provide copies of the paid ITS invoices to Ms. Lynn Jackson. Mr. Hanzel reported he requested Mr. Millard do this because Mr. Tim Murray informed him ownership of the pump house was turned over to the golf course and they should be paying. Therefore, the District needs to seek reimbursement for all expenditures spent on the pump.

Mr. Peters added at one time Pulte representatives were on the CDD Board and paid for the repairs out of CDD monies when the golf course should have been paying. Mr. Hanzel requested Severn Trent Services go back as far as possible to determine what has been spent on the pump.

- Ms. Carlson reported she spoke to a homeowner who stated according to their documents, they own the pump; however the water can be used for irrigation on Lexington Oaks Boulevard. The homeowner further stated someone went out there to repair the pump. The homeowners periodically check the pump.
- Mr. Hanzel reported Ballenger informed him the pump and the controls may not be operating properly and if they need to be repaired, the golf course will be responsible for the repairs. Ms. Carlson reported Mr. Robin is researching the documents to confirm ownership. Mr. Hanzel explained this is the utility area 60 yards south of the golf cart crossing. Records show the CDD owns 2.7 acres. He inquired whether it was a fixed asset attached to the property and if they can provide ownership of the pump to the golf course. Mr. Hanzel requested a letter of instructions be sent to Mr. Robin.
- Mr. Peters reported there are residents on the loop complaining about non-residents driving their cars behind their homes and having parties. He inquired whether this is CDD property and whether the CDD is maintaining it. Mr. Hanzel reported the CDD is maintaining the area as Dark Star informed Pulte the CDD owns the property. Ms. Carlson inquired if the property will be deeded over to the CDD. If not, the CDD should stop maintaining it. Mr. Mendenhall reported the property will have to be deeded over.
- Mr. Hanzel requested the District clean up the loose parcels or request Pulte to do so. Mr. Peters suggested sending a letter to Pulte. Mr. Mendenhall offered to draft and send the letter to Pulte.
- Mr. Hanzel reported he checked the folio numbers on several parcels on the Pasco County Property Appraiser's website and confirmed 60% were sold to the golf course or the CDD. There are three options:
  - Retain ownership of the property and be responsible for the maintenance.
  - Deed the property to the golf course.
  - Sell the property to the golf course.
- Mr. Millard reported he spoke with Mr. Valentine regarding the procedure for processing of requisitions. Mr. Valentine reported all requisitions have to go through Ms. Lynn Jackson.

- Mr. Millard presented to the Board a proposal from Ballenger & Company for the irrigation moisture sensors.
- Mr. Peters inquired whether there are valves in the median. Mr. Millard reported there are three valves. Mr. Peters directed Mr. Millard to install some of the sensors. Mr. Millard suggested installing three sensors. Mr. Hanzel reported the agreement does not indicate the number of sensors to be installed and requested Mr. Millard obtain a proposal from OneSource. Mr. Millard confirmed OneSource provided him with a proposal for one moisture sensor. Mr. Hanzel confirmed the Board made a commitment to install the water sensors but the question is how many sensors to install. He recalled 14 sensors were contemplated as there are 14 zones.
- Mr. Peters inquired about the cost per sensor. Mr. Millard confirmed the cost per sensor is \$450. Ms. Carlson suggested installing one sensor for every two homes. She expressed concern over water coming onto the roadway and the sensors not identifying the water. She recalled at the workshop meeting, the Board discussed purchasing 14 sensors at \$430 per sensor. Mr. Hanzel suggested purchasing 10 sensors. Mr. Peters directed Mr. Millard to answer Ballenger's questions and provide answers to the Board at the next meeting, with the understanding the Board recommends installing 14 moisture sensors.
- Mr. Millard provided to the Board a copy of the irrigation report from the November 21<sup>st</sup> inspection by Mr. Bob Costas from OneSource. Mr. Hanzel inquired about the weekly general inspection. Mr. Millard reported Mr. Costas will not have the December inspection until January. Mr. Peters inquired whether the report confirms whether Luke Brothers did the work they said they were going to. Mr. Millard reported this was in fact the case.
- Mr. Hanzel suggested using some of the capital funds to install irrigation in the non-irrigated areas. Mr. Millard reported the problem is where the water will be obtained from and offered to speak to Mr. Costas about this matter further.
- Mr. Millard reported he spoke to Mr. Hanzel yesterday about the company doing the underdrain work as they made holes in the main line. He provided to the Board pictures of the holes and the underdrain work. The contractor, Mortensen Engineering acknowledged they made the holes. Mr. Costas repaired four holes so

far and was directed to contact Mr. Millard if further holes were identified so Mr. Millard can document. Mr. Peters requested the Board be privy to the location of the underdrains so the CDD can clean them on a routine basis.

- Mr. Millard submitted a proposal from OneSource for the installation of new plantings on the Remington berm in the amount of \$860. This proposal includes installing Viburnum on both sides of the lift station 50 yards from the entrance side of the Remington monument. Mr. Peters expressed concern over the residents from Remington not being happy with what is being proposed as they want to keep kids out of this area. Mr. Hanzel directed Mr. Millard to contact Mr. Tim Shields for his opinion.

#### **TWELFTH ORDER OF BUSINESS                      Audience Comments**

- Ms. Jolee Fallis reported on the following:
  - Acknowledged the money from the Women's Club Christmas party went to charity.
  - Requested approval for a community yard sale outside of the clubhouse.
  - Requested the money saved from deleted capital items be used to renovate the clubhouse.
  - Suggested the Home Depot or Lowes provide options on the kitchen design. Mr. Hanzel reported Mr. Millard was directed at the last meeting to provide 220 electricity to meet the county codes. However, Mr. Millard confirmed the county may require permitting and the Fire Marshall has to perform an inspection. Mr. Hanzel invited Ms. Fallis to work with Mr. Millard on the kitchen proposal but advised her the capital improvement funds can only be used for newly constructed items rather than for renovations. Mr. Mendenhall reported the Engineer's Report designates the capital improvement items. Items can be removed but it is difficult to add items unless it is in the spirit of the original intent of the Engineer's Report. Mr. Peters advised there is money available for furniture. Mr. Hanzel reported appliances can be replaced if there are funds in the budget. Mr. Peters added there is no shortage of money due to the capital funds available but the question is how the money is used.

- A resident advised when you build a road; make sure you have proper drainage. Mr. Hanzel agreed.
- Mr. Ray Dolente complained about lack of sprinklers in Pimlico. Mr. Millard offered to meet with Mr. Dolente.
- Mr. Dolente complained about speeders and suggested speed bumps.

#### **ELEVENTH ORDER OF BUSINESS            Supervisor Requests**

- Mr. Peters reported on the following:
  - Suggested having a speed tracker rather than speed bumps as speed bumps cannot be placed on a main roadway.
  - Lack of stop sign on Quadrangle Court in Maywood. Mr. Hanzel directed Mr. Millard to obtain quotes for the Saratoga signs.

On MOTION by Mr. Peters seconded by Mr. Hanzel with all in favor Mr. Millard was directed to install a stop sign on Quadrangle Court in an amount not to exceed \$100.

- Expressed concern about Mr. Robin's bills and inquired whether he can be paid out of the bond funds like the engineer. Mr. Mendenhall will contact Mr. Robin's office to coordinate reimbursement of attorney bills to the General Fund. Mr. Peters inquired why Mr. Robin is billing from July to November. Mr. Mendenhall reported some of this work may have been done prior to the Trustee approving the requisitions.
- Requested the engineer evaluate Preakness and Hawthorne to determine whether the Sheriff is allowed access. Mr. Hanzel confirmed he spoke with the County Attorney's office who is requesting the county waive the fee for the Sheriff. He will follow-up.
- Ms. Carlson inquired about the special assessment for Preakness and Hawthorne. Mr. Mendenhall reported the Board has the option of using assessment funds. The Board can also direct bill from those areas or set up accounts for Preakness, Hawthorne and a general reserve in the next budget. Mr. Peters reported at the last meeting, the Board decided to hold off on this matter until March. Mr. Mendenhall confirmed the Reserve Study by Mr. Valentine was tabled until March. Ms. Carlson suggested sending a letter to the residents of Hawthorne and Preakness informing them of an

- increase in assessments to be used as a road reserve in fiscal year 2008. Ms. Carlson requested Mr. Valentine's report be referenced in the letter.
- Mr. Hanzel requested a breakdown of expenditures for Hawthorne and Preakness at the bottom of the financial statements.
  - Ms. Carlson thanked the community for participating in the Santa parade.
  - Mr. Hanzel reported on the following:
    - Requested Mr. Millard turn down the television in the meeting room.
    - Reported on a letter he drafted to OneSource requesting they follow the guidelines of the contract. In their bid proposal they claimed they replaced 46 hunter rotors, 18 rain birds, 28 rain bird nozzles, 9 shrub heads and reroute a lateral line at the 12<sup>th</sup> hole. They charge \$855 for labor. He inquired how many hours it took them to complete the job. Mr. Millard confirmed it took them 19 hours. Mr. Hanzel requested their proposal be broken out by item, unit cost and total as well as the labor by unit cost and number of hours. According to Article 7 of the contract, they are supposed to identify the number of workmen, job description, number of hours and parts used. Mr. Mendenhall was directed to finalize the letter and send to OneSource.
    - Requested the photos from the Santa parade be loaded to the website. Mr. Mendenhall offered to work with Ms. Cynde Mercer.
    - According to the Property Appraiser website, the Lexington Oaks CDD owns an additional 155 parcels but most of the property is a pond. Mr. Mendenhall was directed to send a letter to the appropriate entity requesting the addresses of the parcels be changed to the clubhouse address.

**THIRTEENTH ORDER OF BUSINESS      Approval of the Financial Statements, Check Registers and Invoices**

- Mr. Peters reported on the following items:
  - The financials were confusing with the attached schedules. It was overkill as some of the attached schedules only had one item. Mr. Mendenhall confirmed this is the second month in use and emails were sent to the accountants with comments from other districts. He offered to provide Mr. Peters comment to the accountants. The following examples were given:

- *Under Professional Services, the attached schedule had Arbitrage and Legal Expenses.*
  - *Under Communications, the attached schedule had Telephone and Postage.*
  - *Under Other Current Charges, the attached schedule had Bank Charges.*
  - *Under Collection Fees, the attached schedule had Early Payment Discounts.*
  - *Under Contractual Services, the attached schedule had Landscaping.*
  - *Under Repairs and Maintenance, the attached schedule had Irrigation.*
  - *Under Other Current Charges, the attached schedule had Special Events.*
  - *Under Capital Outlay, the attached schedule had Capital Improvements.*
- Tax Collections show gross tax received minus commissions followed by penalties and discounts. There is no penalty for discounts meaning no one paid early.
  - Under Commissions, there was an amount of \$2,265; however the financials show \$1,188. Mr. Mendenhall offered to get clarification.
  - The year to date legal was \$1,879, however check number 1452 shows \$14,832. Mr. Mendenhall pointed out the check was paid but not reflected in the financial statement for the same month.
  - The check register for October and November is in the amount of \$164,819. However, the financials show a year to date number of \$108,000, for a difference of \$56,000. He felt \$56,000 was paid in October and is being accrued. Mr. Mendenhall will verify but agreed with Mr. Peters.
  - Inquired why on the Severn Trent Services bill for \$9,700, \$3,519 was spent on copies. Mr. Mendenhall reported this was for the resident mailing, which included the Assessment Methodology, Engineer's Report and cover letter.
  - There was a long distance charge on Mr. Robin's bill for 7¢.
  - Requested a report on how much money was spent last fiscal year and how much money will be carry forward. Mr. Mendenhall reported he is in the process of obtaining this report from the accountant.

- Felt \$47,127 for collection fees was not an expenditure and should not be in the budget for this fiscal year. Mr. Mendenhall agreed with Mr. Peters and appreciated this feedback. The next budget process is in May and there is enough time to push this issue.
- Mr. Hanzel reported on the following:
  - In regards to the Board payroll reaching the cap of \$4,800 per year, he verified with Mr. Mendenhall the payment was on a fiscal year basis and is starting over.
  - Requested at some point in time, the Board look at ways of saving money for other projects.
  - Inquired what the payment of \$39.95 to Bright House was for. Mr. Millard confirmed this amount was for internet service.
  - Reported \$122 per month is being paid to ADT for service through July 19, 2006. He requested Mr. Millard obtain quotes for security service.
  - On the phone bill, \$205 is being paid for one line and there are two business lines for the office at a cost of \$31 each. He inquired about directory service calls being made.
  - Inquired whether reimbursement was received for phone calls made to Haiti. Mr. Millard confirmed the calls were taken out of the employee's paycheck.
  - Commended Mr. Millard for contacting Pro Fitness regarding their maintenance fees.
  - Reported he sent a letter to the county regarding a legal requirement for the pool phone. Mr. Millard confirmed only 911 calls can be made from this phone.
  - Inquired about a finance charge on the Sam's Club bill for \$7.
  - Requested a detailed bill for Hawkeye Pest Control Company in regards to the chemicals used and location. Mr. Millard reported he contacted them after the workshop and requested an itemized bill.
  - Reported he had not seen invoices from Mr. Millard on income from rental of the facility. The revenues coming in on the financial statements do not match the documentation provided by Mr. Millard. Mr. Hanzel directed Mr. Millard to provide documentation for October and November to Ms. Lynn Jackson. Mr. Millard reported the November statement was not yet posted.

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

There being no further business,

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

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Andrew Mendenhall  
Assistant Secretary

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Peter Hanzel  
Chairman

**NOTES for 12/14/06 Lexington Oaks Meeting**

**Andy Mendenhall**

- Place advertisement for new supervisor candidates on Lexington Oaks website. The due date for interested candidates to submit interest statements and/or resumes is January 9, 2007.
- Create an update “Use Policy” for the clubhouse, requiring the applicant to have an address in Lexington Oaks. The policy should specify what type of event. If this is a social event at the clubhouse (not charged fee), it needs to be advertised as open to the public.
- Contact Ecological Consultants to make sure they do not report on the mitigation areas.
- Send a letter to all vendors, directing them to check in with Mr. Millard prior to entering the community.
- Ask Mr. Bob Valentine if he has all Mr. Dayne Piercefield’s pond repair plans. If not, get those plans from Ms. Tanya Stewart at WilsonMiller.
- Have Mr. Valentine draft letter to owners where fence is to be installed.
- Provide Supervisor questions to Ms. Pam Wright.
- Send pump instructions to Mr. Robin.
- Send a letter to Pulte to clean up the loose parcels.
- Where does \$30,000 fit into the capital project list for furniture?
- Have Mr. Robin review bills to see what was bond related so it gets reimbursed to the General Fund from the bond funds via a requisition.
- Track down Cleaves email and send letter.
- Transfer pictures from the Santa parade to the website.
- Change address of additional parcels.

**Accountant**

- Provide a close of 2006 year statement of revenues and expenditures to the Board. This statement should reflect any accruals and General Fund reimbursements (from the bond fund). The main goal is for the Board to see their true carry forward amount.
- Find out if the pump has always been paid by the CDD.
- Show a breakdown of expenditures for Hawthorne & Preakness on financial statements.
- The financials were confusing with the attached schedules.
- Give clarification on commissions.
- The YTD Legal shows \$1,879 but Check No. 1452 shows \$14,832.
- The check register (October/November) totals \$164,819 but the financials show \$108,000 YTD for a difference of \$56,000. Is the \$56,000 being accrued.
- What late fees and finance charges.

**Shawn Millard**

- Email water bills to Ms. Pam Wright at Pasco County Utilities.
- Answer Ballenger's question regarding moisture sensors and provide the answers to the Board at the next meeting.
- Speak to OneSource about installing irrigation in non-irrigated areas. Get proposal.
- Speak to Mr. Tim Shields about Remington berm plantings.
- Turn down television in the meeting room prior to every meeting.
- Obtain security quotes.
- Provide October/November income on recreation facility to Ms. Lynn Jackson.
- Get itemized bill from Hawkeye Pest Control Co.