

**MINUTES OF MEETING
LEXINGTON COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Board of Supervisors of the Lexington Community Development District was held on Tuesday, November 10, 2015 at 6:30 p.m. at the West Coast Church located at 11750 Highway 301, Parrish, Florida.

Present and constituting a quorum were:

Bryon (Kelley) Klepper	Chairman
David Staples	Vice Chairman
Greg Karpinsky	Treasurer
Allan Tremmel	Assistant Secretary

Also present:

Jim Hayford	Severn Trent Management Services
Bob Nanni	Severn Trent Management Services
Maggie D. Mooney-Portale	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hayford called the meeting to order and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

District Manager's Report

A. Approval of the Minutes of the August 11, 2015 Meeting

On MOTION by Mr. Staples seconded by Mr. Karpinsky with all voting unanimously in favor to approve the Minutes of the August 11, 2015 meeting as presented. 4-0

B. Financial Statements and Check Register – September 30, 2015

On MOTION by Mr. Tremmel seconded by Mr. Karpinsky with all voting unanimously in favor to accept the Financial Statements and Check Register dated September 30, 2015. 4-0

C. First Amendment to the Management Advisory Services Agreement Between Lexington CDD and STES

Mr. Hayford stated Severn Trent receives requests for Estoppel Letters from mortgage companies, developers and realtors. For producing those Estoppel Letters, Severn Trent is seeking

Approved

via motion acknowledgement the Board is aware Severn Trent will charge \$75 for the service. There is no District involvement and the \$75 fee is billed to the requesting party and is paid directly to Severn Trent.

On MOTION by Mr. Staples seconded by Mr. Karpinsky with all voting unanimously in favor to acknowledge Severn Trent is charging a \$75 fee for providing Estoppel Letters, when requested and directly billing the requestor with no involvement of the District. 4-0

D. Resolution 2016-1 Designating a Records Management Liaison Officer

Mr. Hayford presented Resolution 2016-1 which designates a Records Management Liaison Officer.

Ms. Mooney-Portale explained this Resolution is to ensure compliance with the State Division of Library Services Rules regarding maintenance and destruction procedures of the District’s records by establishing your Records Custodian.

On MOTION by Mr. Karpinsky seconded by Mr. Tremmel with all voting unanimously in favor to approve Resolution 2016-1 Designating a Records Management Liaison Officer. 4-0

Mr. Hayford stated a preliminary budget for FY 2017 will be presented at the February meeting for discussion. A tentative budget for adoption will be presented at the May meeting along with a Resolution setting the date for a budget public hearing. The final adoption of the budget will be scheduled for the August meeting. Election Qualification information will be presented at the meeting in May, providing it is available from Manatee County.

FOURTH ORDER OF BUSINESS

Attorney’s Report

A. Sunshine Law/Public Records Overview

Ms. Mooney-Portale provided a refresher on the Sunshine Public Records laws. The requirements as well as the consequences of not following the Statutes were reviewed.

FIFTH ORDER OF BUSINESS

Supervisor’s Requests

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

Approved

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Staples seconded by Mr. Karpinsky with all voting unanimously in favor of adjourning the regular meeting and proceeding to a workshop format and HOA meeting. 4-0


Bryon (Kelley) Klepper, Chairman

Approved