

1 **ASSESSMENT METHODOLOGY WORKSHOP MINUTES**  
2 **LAKWOOD RANCH**  
3 **COMMUNITY DEVELOPMENT DISTRICT 2**  
4

5 The Assessment Methodology Workshop of the Board of Supervisors of the Lakewood Ranch  
6 Community Development District 2 was held on Monday, November 12, 2018 at 4:00 p.m. at the  
7 Lakewood Ranch Town Hall, 8175 Lakewood Ranch Boulevard, Lakewood Ranch, FL 34202.

8 **CALL TO ORDER AND ROLL CALL**  
9

10 Mr. Bokach called the meeting to order at 4:00 p.m. and Ms. Ross called the roll and  
11 reminded everyone to silence their cell phones.  
12

13 Present and constituting a quorum were:  
14

15 Peter M. Bokach	Chairman
16 Thomas C. Green	Vice-Chairman
17 Jerry M. Twiggs	Treasurer
18 Michael L. Finney	Secretary
19 Donald R. Avolio	Assistant Secretary

20  
21 Also present were:  
22

23 Anne Ross	Executive Director
24 Steve Zielinski	Chief Financial Officer
25 Marie Thompson	Clerk to the Boards

26  
27 **AUDIENCE COMMENTS**

28 Audience comments were held during Continued Business.

29 **FIRST ORDER OF BUSINESS**

**Supplementals**

30 Ms. Ross submitted a presentation on Assessment Allocation to be reviewed during Continued  
31 Business which becomes a supplemental. Mr. Zielinski submitted a CDD2 Neighborhood Allocation  
32 spreadsheet which becomes a supplemental. Mr. William Leatham, Miramar resident, submitted a  
33 copy of the EDU Based Charges spreadsheet which becomes a supplemental.

34 **SECOND ORDER OF BUSINESS**

**Continued Business**

35 **A. Discussion of Assessment Methodology**

36 Ms. Ross reviewed the presentation that was submitted to the Board via email prior to the  
37 workshop and as a supplemental for the workshop. Ms. Ross reviewed the allocation methods by  
38 budget component. Ms. Kathleen Grant, Watercrest resident, asked for an explanation of square  
39 footage basis for Operations & Maintenance. Mr. Zielinski stated that there are two components for

40 square footage. Square footage included the green space footprint for the particular area and square  
41 footage environmental also includes the ponds. Ms. Grant suggested adjusting the square footage  
42 method for the Maintenance Facility because that item doesn't apply to the condos. Mr. Bokach made  
43 note of Ms. Grant's suggestion.

44 Ms. Ross reviewed the budget allocations by factors and the equivalent dwelling unit (EDU)  
45 Summary. Discussion ensued regarding the amount allocated to the condominiums by square footage  
46 and how EDUs were determined.

47 Ms. Ross reviewed the CDD2 Neighborhood Allocations spreadsheet that was submitted as a  
48 supplemental.

49 Mr. Green suggested reviewing the allocation for road reserves for both Boca Grove and  
50 Miramar. Mr. Leatham and Mr. Roller, Miramar residents, commented on the condominium  
51 residents' use of Country Club roads. Mr. Leatham discussed the spreadsheet he submitted to the  
52 Board as a supplemental. Mr. Leatham asked the Board to look at the allocation for the sanitary sewer  
53 item for Miramar.

54 Ms. Ross reviewed the administrative budget by EDU and the O&M administrative budget by  
55 square foot. Ms. Grant asked to review the allocation of the administrative expenses to the  
56 condominiums due to the use of the EDU factor which causes the condominiums to pay 40%.  
57 Extensive discussion ensued between the Board and the condominium residents in attendance at the  
58 meeting regarding different ways to determine how to allocate the administrative costs. Mr. Zielinski  
59 stated that EDUs is the most common factor to use for mixed use to distribute or allocate  
60 administrative costs. Ms. Grant asked if the consultants know of other communities similar to CDD2  
61 that use similar allocations. Mr. Zielinski will follow up with the consultants.

62 Mr. Green suggested that each Condominium Board President sit with Mr. Zielinski to review  
63 each line item. Mr. Zielinski will contact each President to schedule the meetings. Mr. Twiggs  
64 suggested that the property manager for the condominiums also attend the meeting with Mr.  
65 Zielinski.

66 Ms. Ross stated that the next workshop will be held on Thursday, December 6, 2018 at 9:00  
67 a.m. The Board also scheduled a workshop on Tuesday, January 8, 2019 at 3:00 p.m. Mr. Bokach  
68 asked to have Mr. Scott Brizendine with Rizetta & Company, and Mr. Cohen attend the December  
69 workshop to discuss direct and indirect expenses.

### 70 **THIRD ORDER OF BUSINESS**

### **Supervisors' Requests and Comments**

71 There being none, the next item followed.

72 **ADJOURNMENT**

73 At 5:51 p.m., Mr. Bokach adjourned the meeting.

74

  
\_\_\_\_\_  
Anne L. Ross, Assistant Secretary

  
\_\_\_\_\_  
Peter M. Bokach, Chairman

Prepared by:

  
\_\_\_\_\_  
Marie A. Thompson, Clerk to the Boards