



**WILKINSON WOODS HOMEOWNERS ASSOCIATION INC.
A CORPORATION NOT FOR PROFIT
P.O. BOX 884, WOODVILLE, FLORIDA 32362**

ANNUAL MEETING MINUTES 15 APRIL 2026

Presentation by Leon County on turning private dirt roads into public (county maintained) dirt roads.

Discussion from presentation: See Below meeting Minutes

Call to order 8:00pm: President George Hall called the meeting to order at and reminded those present to use proper decorum during the meeting, and asked for questions to be held until the end of the general meeting.

Present: See attached Board and Member sign-ins.

Reading of previous meeting minutes: President George Hall motioned to accept the minutes as posted on the HOA website instead of a formal reading. Motion seconded and approved by general membership.

Board Member Elections:

President George Hall went over the roles for board members and officers, the current three Board Member vacancies needing to be filled, and the VP position. Also reminded everyone of the requirement for the 4 hour HOA class costing \$49.00, board members are to turn in the certificate of completion and the HOA will reimburse the required fee.

Current member asked if they would like to retain their position:

Dana Fields: Board Member accepted another year

Tammy Klotz: Board Member accepted another year

Tina Mazanek: Board Member accepted another year

Mike Buckley: Board Member (not present, voting by proxy letter (on file) with the letter stating he wished to be retained as a Board Member)

George Hall: President accepted another year

Lori Andrews: Treasurer accepted another year

Deana Jackson: Secretary accepted another year

Nominated, accepted and voted by the General Membership to fill vacancies:

Ricardo Lopez

Michael Rodriguez

Kirby Brown

Beverly Dotter – Vice President nomination pending decision at next meeting



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Nominated but declined: Kris Lonkani

Brenda Ciccarelli reminded everyone that the board is voted in at the meeting and then have a separate meeting to vote amongst themselves for officer/board member seats.

President George Hall: Board Meeting proposed for May 6th 2026 7:00pm for voting on positions/regular business meeting. *(May 6th was unavailable to rent the Community Center so had to move the meeting to the 13th of May)*

Report of Managers:

Webmaster: President George Hall has paid personally for the current year of website fees. This will be transferred to the HOA when time to renew. The website is required for HoA's with 100 lots or more (we currently have 87), meeting minutes, notices, by laws, covenants, articles of incorporation and community spotlights are posted for homeowners to access. Members are encouraged to submit articles to be posted, businesses they have used and are pleased with and other relevant information that everyone can use. Cost breakdown: Hosting: \$48.92 for 3 years, Wordpress: \$91.49 for three years totaling \$140.42 (for three years). Cost will transfer replace individual to HOA budgeting after ****2028****

Treasurer: Report given by Lori Andrews see attached financial statements. Reports reconciled monthly via Quiken, available for individual requests. (Report Attached Below)

Top expenditures/Budget: Road base: \$1995, Grading: \$1441, Insurance: \$1230 (President George Hall proposed to increase the insurance budget to \$1500 for next year), Tractor Maintenance: \$1500 (allocated each year), Administrative Costs: \$500, Electricity: \$419 (previous year \$500 was allocated). Reports cover expenditures from 4/16/25 – 4/15/26. Unspent funds roll over each year, the budget is finalized upon general membership approval.

Legal & Compliance: Will consider retaining legal counsel regarding due collection/liens and possible claims on unmaintained lots (approximately 8 lots of concern at present).

Discussion: Concerns over how new homeowners receive HOA By laws, should be given by real estate agent/broker, some are not providing necessary documents. May pursue accountability if information is not delivered to new homeowners. Documents are available on website.

Water Quality: PFAS and PFOS discovered at high levels affecting multiple properties. Filters provided by Health Department (yearly supply) conventional filters are not capable of filtering out these chemicals. Members are encouraged to contact the Health Department for well testing.



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Replacing the Entrance Sign:

President George Hall recommended a neighborhood sign community art contest for the children in the neighborhood to come up with a logo/sign for entrance. Voting on the artwork could be done via survey monkey and the website. Sign would need to include the website address to help increase sit traffic.

Road Maintenance: Continues to be concerns over quality, flooding, speeding and safety concerns. There is the potential to have the County take over expenses and tasks to maintain the road if the homeowners agree with the public dirt road program and the annual HOA dues could be used to cover other parts of the road.

Animal Control Concerns: In particular loose dogs, the HOA defers to the County leash laws in those cases. Individual pet owners are responsible for pet safety and adhering to county laws/regulations.

Reminder that there are free yearly vaccines for cats and dogs though It's Meow or Never for Ferrals. Rabies vaccines are \$50.00.

Collection of Annual Dues: Dropbox located at 8031 Christina Rd on the fence by the gate has been working well. Checks only are accepted in the drop box.

Members are encouraged to offer feedback and issues openly at meetings to be addressed.

Summary: Schedule next board meeting for May 6, 2026

Treasurer to install and set up Quicken on new computer

Members can submit business cards, articles and artwork for the children's sign design contest for the website



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Closing Meeting:

President George Hall called to adjourn the meeting at 7:28pm, Tammy Klotz seconded motion was carried and meeting adjourned.

Deana Jackson
Secretary

George Hall
President



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Presentation by Leon County on turning private dirt roads into public (county-maintained)

<https://cms.leoncountyfl.gov/Government/Departments/Public-Works/Operations/Private-Road-Repair-and-Maintenance-Program> Policy 15.04.1 (Attached below)

Date and Time: 2026-04-15 19:13:51

Location: Woodville Community Center
Woodville Library
8000 Old Woodville Road
Woodville, FL 32362

Attendees: Kim Vickery, Real Estate Manager, Division of Real Estate Management
Mitzi McGhin, Leon County
See WWHoA Sign-In Sheets

Overview

This summary consolidates discussions on the county's public-private dirt road maintenance easement program; homeowner concerns about costs and process; technical issues regarding the easement; questions about county road maintenance standards, program requirements, neighborhood participation, and potential improvements; and steps moving forward. The meeting included cost breakdowns (e.g., \$27 per parcel owner for a three-page report), participation percentages, road lengths (main: 2.2 miles, total: 3 miles), existing HOA annual revenue (~\$8,700), and procedural timelines (title work: 2-3 weeks; the program has existed for a year and a half). Finally, steps for further research, application submission, and community involvement were discussed.

Meeting Notes

County Easement Program

Participation and Process

1. The program requires ****100% participation**** to replace owners on the main road segment being considered.
2. All owners of a parcel, even if one has moved away, must sign for the easement; coordination responsibility is on the property owners.



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3. The application process begins online or via submission, with a liaison replacing the neighborhood appointed as the point of contact.

4. Title work is ordered by the county after all commitments; this process takes approximately **2-3 weeks**.

5. Survey crews will define the easement (30 feet replace the center line per property, for a total of 60 feet).

Costs and Fees

1. The only completed program to date costs **\$27 per parcel owner**, attributed to a three-page legal document/reporting fee (other fees may apply if there are multiple owners or more complex cases).

2. The county covers most legal and surveying expenses; the property owner bears the document recording/reporting fee.

3. If mail-away signatures are required for absent owners, the associated costs are also borne by those property owners.

Mortgage or Title Issues

1. If a property is mortgaged, some mortgage lenders may require notification before any easement is conveyed; details are provided in the road improvement request form.

2. The easement grants the right of entry to the county for maintenance, not for utilities or further infrastructure unless separately negotiated.

3. The easement becomes part of the official property record after recording.

4. This easement does **not** result in a lien on the property.

Maintenance Standards and County Involvement

Scope and Schedule

1. Maintenance includes grading, widening to **20 feet**, adding swales, ditches, culverts as needed, soil delivery for stabilization, and sediment controls.

2. Program does not include mowing, new paving, or major one-time resurfacing—focus is on dirt road maintenance.

3. Request for specifics about public works maintenance schedules could not be answered in detail; frequency typically depends on weather and resource availability (e.g., grading once every 3-4 months).



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4. The road remains private property but is maintained by the county as long as the easement is signed and recorded.

5. The process can expand by contiguous segments when further owners sign up.

Comparison to Current HOA Maintenance

1. HOA collects approximately ****\$8,700 annually****, about ****75%**** of which is spent on road maintenance.

2. Current HOA efforts (using local tractors, hiring graders at \$98.86/hour) are insufficient for long-term stabilization of the 3-mile road. (See: Private Road Preventive Maintenance and Repair Application below)

3. Maintenance services by the county will relieve the HOA budget, enabling them to reallocate funds to other priorities (lighting, taxes, fees, etc.).

Resident Concerns and Precedents

Quality of County-Maintained Dirt Roads

1. Residents expressed skepticism due to prior negative experiences with county-maintained dirt roads (e.g., persistent washboarding, potholes, storm damage, dust, inadequate upgrades).

2. During the meeting, a member asked to see a County-maintained road. Kim mentioned Brushy Creek Road, located off Louvinia Road, which, to date, is the county's only completed Private-to-Public Dirt Road. The following are a few other County-maintained roads near the Wilkinson Woods neighborhood, with one on the north side of the County.

LL Wallace (dirt and pavement)

Dog Lake Tower Road

Silver Lake Road

Proctor Road (North Thomasville Road)

3. Residents raised concerns about perceived loss of control or future government overreach, such as the county installing utilities without consent; the answer clarified that any new utility easement would require new agreements.

4. Possible use of a test segment (initial 6 contiguous parcels) was discussed as a demonstration to build trust with the broader neighborhood.

Flooding and Drainage

1. Poor grading in the past has contributed to flooding in homes located in low spots.



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2. County assessment would include addressing drainage, possibly adding driveway culverts at no cost, to mitigate flood risk.

Communication and Transparency

1. Residents requested that signed/unsigned parcel mapping and program status be posted online for tracking.
2. Ongoing transparency is needed to involve more owners and address holdout concerns.
3. No set timeline; residents can take a year or longer to decide.
4. Board to facilitate peer-to-peer education and outreach, using maps and progress updates.

Next Steps and Action Items

1. Organize mapping of participating parcels (green/red) and publish to homeowners' website.
2. Encourage visiting Augustine Hills or other completed neighborhoods to assess the quality and satisfaction of the maintenance.
3. Submit applications for initial test group (6 parcels) to kick off process; schedule meetings as necessary for owner outreach.
4. Board to consider covering legal/reporting fees (e.g., \$27/parcel) to expedite the initial phase.
5. Maintain contact with county staff for ongoing clarification and support.

Follow-Up Actions

1. Map "go" and "no-go" parcels and post online for the community.
2. Organize exploratory visits or gather testimonials to replace Augustine Hills and other recommended dirt road sites.
3. Submit "Request for Road Improvement" forms for the main road test segment as soon as 100% commitments are collected.
4. Clarify and document requirements for parcels with multiple owners, especially where mail-away signatures are needed.
5. Board to vote on proposing HOA payment of \$27/parcel reporting fees for initial group participants.
6. Prepare Q&A or fact sheet summarizing mortgage considerations, frequency of service, and maintenance standards for community FAQ.



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7. Schedule regular progress updates to keep residents informed, especially about survey and legal activity timing.

Recommendations

The following issues are not resolved or lack clear action items that require further attention:

1. Clarify the expected maintenance schedule and minimum service standards with the county's public works team and get them in writing.
2. Establish clear process documentation for application submission, signature collection, and HOA/board responsibilities for transparency.
3. Investigate possible legal or financial impacts for parcels with multiple owners, absentee title holders, or those with mortgage company notification requirements.
4. Develop mechanisms (e.g., online dashboard, community meetings) for tracking progress and addressing concerns of "holdout" owners.
5. Collect and share detailed case studies/results, replacing Augustine Hills or other county-maintained roads, possibly including before/after surveys and resident satisfaction levels.

Banking Summary - Last 12 months

4/16/2025 through 4/15/2026

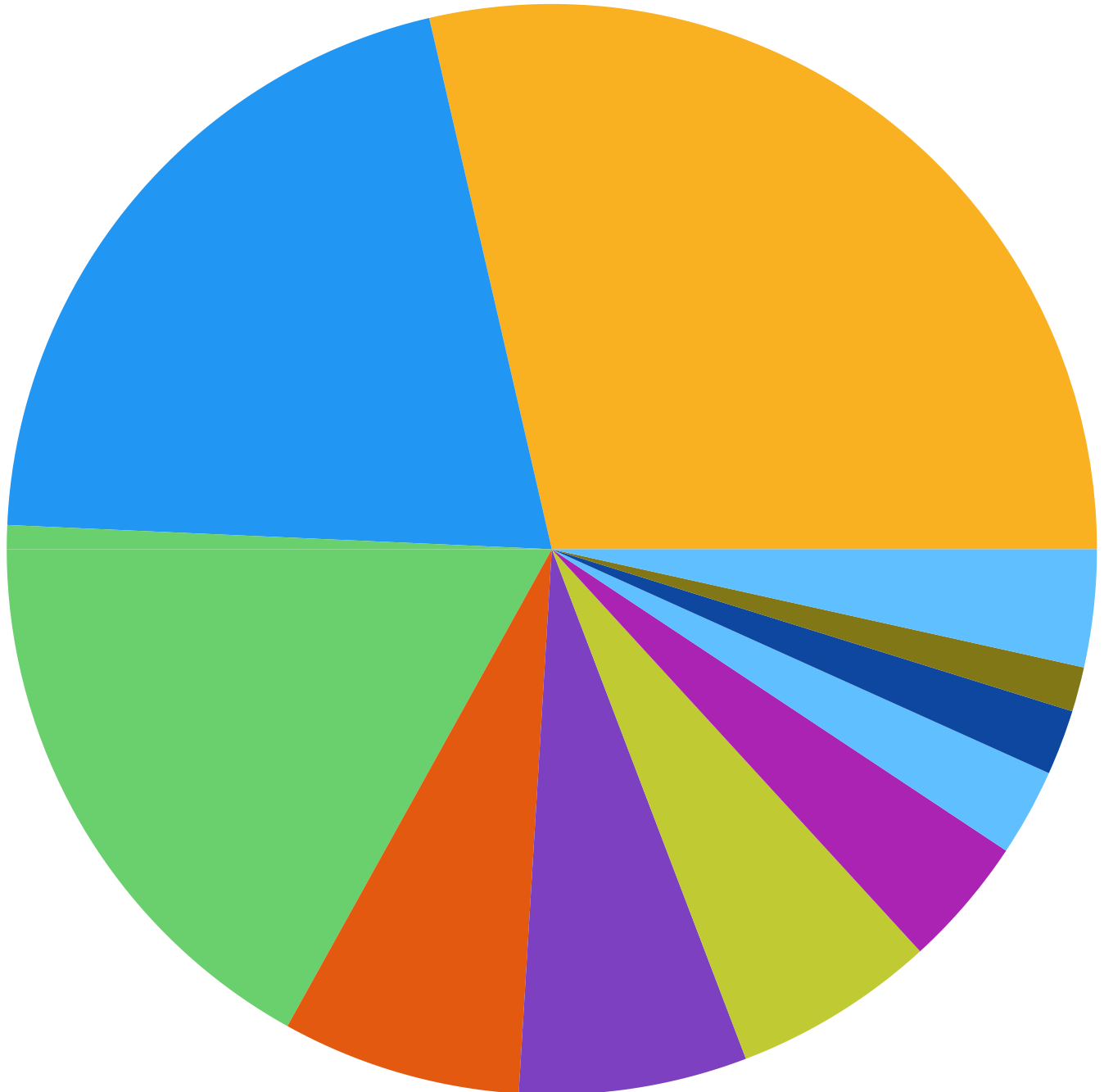
4/15/2026

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| Category | 4/16/2025- 4/15/2026 |
|------------------------------------|-------------------------|
| INCOME | |
| HOA Assessment (Annual) | 8,150.00 |
| Interest Inc | 1.76 |
| Other Income (Business) | 1,000.00 |
| TOTAL INCOME | 9,151.76 |
| EXPENSES | |
| Bills & Utilities | |
| Utilities | 419.01 |
| TOTAL Bills & Utilities | 419.01 |
| Fees & Charges | |
| Lien Fees | 135.00 |
| TOTAL Fees & Charges | 135.00 |
| HOA | |
| Admin Supplies | |
| Meeting Rental | 75.26 |
| TOTAL Admin Supplies | 75.26 |
| TOTAL HOA | 75.26 |
| Insurance (Business) | 1,230.18 |
| Misc. Expense (Business) | 49.00 |
| Office Expenses (Business) | 43.34 |
| Other Expenses (Rental) | 75.26 |
| Postage and Delivery (Business) | 270.00 |
| Road Grading | |
| HoA | 1,441.50 |
| Leon County | 494.30 |
| TOTAL Road Grading | 1,935.80 |
| Supplies (Business) | |
| Road Base | 1,995.00 |
| TOTAL Supplies (Business) | 1,995.00 |
| Taxes (Business) | |
| Licenses (Business) | 180.25 |
| TOTAL Taxes (Business) | 180.25 |
| Tractor | |
| Gas & Fuel | 92.02 |
| Service & Parts | 471.59 |
| TOTAL Tractor | 563.61 |
| TOTAL EXPENSES | 6,971.71 |
| OVERALL TOTAL | 2,180.05 |

Spending by Category - Last 12 months

4/16/2025 through 4/15/2026



| | | |
|------------------------------------|------------|--------|
| Supplies (Business):Road Base | \$1,995.00 | 28.62% |
| Road Grading:HoA | \$1,441.50 | 20.68% |
| Insurance (Business) | \$1,230.18 | 17.65% |
| Road Grading:Leon County | \$494.30 | 7.09% |
| Tractor:Service & Parts | \$471.59 | 6.76% |
| Bills & Utilities:Utilities | \$419.01 | 6.01% |
| Postage and Delivery (Business) | \$270.00 | 3.87% |
| Taxes (Business):Licenses (Busi... | \$180.25 | 2.59% |
| Fees & Charges:Lien Fees | \$135.00 | 1.94% |
| Tractor:Gas & Fuel | \$92.02 | 1.32% |

Spending by Category - Last 12 months

4/16/2025 through 4/15/2026

4/15/2026

Page 1

| Category | 4/16/2025- 4/15/2026 |
|---------------------------------|-------------------------|
| Bills & Utilities | 419.01 |
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| OVERALL TOTAL | 6,971.71 |



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BOARD MEMBER SIGN IN

DATE: 4/15/2026

| PRINTED NAME | POSITION ON BOARD | EMAIL/CONTACT INFORMATION | SIGNATURE |
|---------------------------------|-------------------|--------------------------------|--------------------|
| George Hall | President | georgehall@earthlink.net | <i>[Signature]</i> |
| Lori Andrews | Treasurer | loriandrews9@gmail.com | <i>[Signature]</i> |
| MAZANEK TINA MAZANEK | MEMBER AT LARGE | tmazaneke@aol.com | <i>[Signature]</i> |
| Dana Fields | Member | dlynnfields@gmail.com | <i>[Signature]</i> |
| MIKE BALDAN | — | HOSIARCONSULT & Comcast.com | <i>[Signature]</i> |
| Deana Jackson | " | | <i>[Signature]</i> |
| Tammie Clote | " | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

VERIFIED BY:

SECRETARY SIGNATURE:

[Signature: Deana Jackson]

PRESIDENT SIGNATURE:

[Signature: George Hall]



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GENERAL MEETING SIGN IN

DATE: 15 April 2010

| PRINTED NAME | ADDRESS | EMAIL/CONTACT INFORMATION | SIGNATURE |
|---------------------|--------------------|----------------------------|-----------|
| Michael Rodriguez | 8140 Christina Rd | michaelkeith777@gmail.com | |
| Tom Rees | 7842 Meridale | tomrees@verizon.net | |
| Brenda Ciccarelli | 3983 Trussell Ct | cicareb@gmail.com | |
| Chris Johnson | 8066 Christina Rd. | | |
| Kirby Brown | 7640 Meridale | 6pugster@gmail.com | |
| Kris Beverly Jonken | 8112 Meridale | | |
| Judith Strickland | 8141 Christina | | |
| Amanda O'Donoghue | 8030 Christina | dawnwood23@gmail.com | |
| Ricardo Lopez | 8011 Meridale | hojadvrdmora422@gmail.com | |
| Barney McFarland | 8004 McClintock | bgsgarage4@hotmail.com | |
| Nina Morales | 7760 Meridale | Nina.morales1993@yahoo.com | |

VERIFIED BY:

SECRETARY SIGNATURE:

PRESIDENT SIGNATURE:

**Board of County Commissioners
Leon County, Florida**

Policy No. 24-2

Title: Private to Public Dirt Road Improvement and Maintenance Program

Date Adopted: July 9, 2024

Effective Date: July 9, 2024

Reference Sec. None

Policy Superseded: None

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Leon County shall provide an option for property owners on private dirt roads to donate 100% of the needed right of way enabling them to thereafter be owned and maintained by the County. The primary objective of this policy is to ensure safe ingress and egress to formerly private roads for homeowners, U.S. Postal Service, and emergency services personnel by adding them to the public road system, upgrading them based on availability of funding and maintaining them thereafter.

Incorporated herein are the Procedures for the “Private to Public Dirt Road Improvement and Maintenance Program.”

Procedures for Participation in the Private to Public Dirt Road Improvement and Maintenance Program

1. Application: Request/application forms for participation in Leon County's Private to Public Dirt Road Improvement and Maintenance Program shall be obtained from and submitted to the Leon County Division of Operations, 2280 Miccosukee Road, Tallahassee, Florida, 32308.

All applications for participation in Leon County's Private to Public Dirt Road Improvement and Maintenance Program shall include the following:

- a) the name, address and telephone number of the party/parties making the request
 - b) the name of the road(s) of which the repairs are being requested
2. Criteria: Public Works staff will conduct an evaluation for the following eligibility criteria:
 - a) The project must be on private dirt road that is continuous and contiguous to an existing publicly maintained right of way.
 - b) 100% of the owners of the private road need to sign the petition.
 - c) 100% of the owners of the private road need to donate the necessary right-of-way (60 feet) to the County without compensation. Such title shall be free from encumbrances and material defects, except those deemed by the County to be acceptable, shall be free from any doubt as to its validity, and shall make it reasonably certain that such title will not be called into question in the future so as to subject the County to litigation with regard thereto. The County shall only pay the costs of any surveys and title insurance, and the property owners shall pay all other costs deemed necessary or advisable by the County in its discretion to complete such donation of the right of way, including, but not limited to, documentary stamp tax, recording, miscellaneous closing fees, and any attorney's fees and court costs for quieting title to such right-of-way, probate, or any other litigation or filings necessary or advisable to convey clear title to the County.
 3. Repairs: Private to Public Dirt Road Maintenance and Improvements activities allowed under this policy would typically be only those activities covered within and described as follows:
 - a) Improving the dirt road up to the County standard of 20 feet road width.
 - b) Addition of swales and ditches and stormwater conveyances as needed.
 - c) Addition of driveway culverts as needed.
 - d) Cross-drain repair or replacement.
 - e) Roadside ditch maintenance.
 - f) Dirt road grading.
 - g) Delivery of soils by the cubic yard for the purpose of dirt road stabilization.
 - h) Delivery of aggregates by the ton for the purpose of dirt road stabilization.
 - i) Sod and sediment controls for the purpose of stabilizing areas associated with road and stormwater repair activities.

Other repairs as would be in compliance with the objectives of this policy and within the other limitations established herein may be considered.

4. Funding: Pursuant to the Livable Infrastructure for Everyone (L.I.F.E.) Program Policy (Board Policy No. 16-6) (L.I.F.E. Program), funding is available for traffic safety and emergency access programs. The funding for this program will come from the L.I.F.E. Program, or as otherwise appropriated. Through the annual budget process and five-year capital improvement plan, funding shall be allocated to Private to Public Dirt Road Improvement and Maintenance Program. Approval and scheduling of all requests for Private to Public Dirt Road Improvements shall be contingent upon the availability of Program funding. If at the end of the County fiscal year all appropriated Program funds are not expended, remaining Program funds may be carried forward to the next fiscal year.
5. Prioritization: Full and complete request applications shall be evaluated and ranked based on: (1) the criteria set forth at Section 2 herein, including an estimate of time to complete 100% donation of the road if the project is approved; (2) the precedential order set forth in section 2(B) of the L.I.F.E. Program; (3) whether or not the dirt road has historically been deemed impassable to any residents' vehicles or to vehicles of law enforcement or emergency personnel; (4) the ability to complete a smaller project based on available funds in a given fiscal year; and (5) physical, design/permitting, and funding constraints.
6. Waiting List: When funding is not available to proceed with approved Private to Public Dirt Road Improvement and Maintenance Program improvements, a waiting list will be established. Those applicants on the waiting list will be notified annually of their status. Applicants will be prioritized on the waiting list in the order in which their applications were approved.

Procedures for Participation in Leon County's Private Road Preventative Maintenance and Repair Program

1. Requests/applications forms for participation in Leon County's Private Road Preventative Maintenance and Repair Program shall be obtained from and submitted to the Leon County Division of Operations, 2280 Miccosukee Road, Tallahassee, Florida, 32308.
2. All requests/applications for repair services shall include the following: 1) the name, address and telephone number of the party/parties making the request. 2) the name of the road(s) of which the repairs are being requested. 3) a detailed description of the requested repairs to include a list of materials. 4) a map of the exact location within the road section on which the repairs are being requested.
3. Upon receipt of the repair request/application, a staff member will perform a review of the request to determine if the requested repairs meet all applicable program criteria. The requesting party/parties shall be notified within four (4) working days as to the findings of the application review.
4. Repair activities allowed under this policy would typically be only those activities covered within the Division of Operations General Maintenance Permit, and described as follows:
 - a. Pothole Repair
 - b. Curb and gutter repair and replacement
 - c. Inlet top repair
 - d. Ditch bottom inlet structural repair or replacement
 - e. Storm sewer repair
 - f. Cross-drain repair or replacement
 - g. Roadside ditch maintenance
 - h. Drainage outfall to stormwater treatment facility repair
 - i. Drainage flume repair or replacement
 - j. Dirt road grading
 - k. Delivery of soils by the cubic yard for the purpose of dirt road stabilization
 - l. Delivery of aggregates by the ton for the purpose of dirt road stabilization
 - m. Sod and sediment controls for the purpose of stabilizing areas associated with road and stormwater repair activities.

Other repairs as would be in compliance with the objectives of this policy and within the other limitations established herein may be considered.

5. All fees associated with repair requests shall be entirely the responsibility of the requesting party/parties and shall be paid in full prior to work commencing. Leon County will in no manner assume a roll in mediating or negotiating between parties relevant to their participation in the Private Road Preventative Maintenance and Repair Program or the associated fees. All checks for payment of fees shall be made payable to the Leon County Board of County Commissioners.
6. The fees for approved activities within the Private Road Preventative Maintenance and Repair Program shall be based upon the following criteria:
 - a. all activities and materials fees shall be based upon Leon County's current fee rates at the time the services are performed or current market prices for materials.
 - b. fees will reflect only Leon County's actual cost of doing business with no profit margins included.
7. In order to ensure non-competition with private enterprise and to prevent over extension of County resources, approval of repair requests shall be limited in their scope as follows:
 - a. Major Projects: Major projects shall be deemed to be any project that requires in excess of one 10-hour work day to complete and has a maximum total cost of \$9,000.00 or less. Major repair projects shall be limited to one per neighborhood/customer per fiscal year (October 1 through September 30).
 - b. Minor Projects: Minor projects shall be deemed to be projects that can be accomplished within one 10-hour work day and at a cost of \$6,000.00 or less. These projects typically include activities such as; minor asphalt repairs, minor stormwater repairs and minor dirt road repairs. Minor repair projects are not subject to the one per fiscal year provision as with major projects. However, under no circumstances shall requests for periodic or regular services or acceptance of fees therefore, be accepted.
8. When deemed appropriate, Continuing Supply Contracts (in-place asphalt pavement, engineering, etc.) may be utilized on any project.
9. Approval and scheduling of all requests shall be contingent upon the availability of County resources with County maintained roads taking priority over private road repair requests.
10. Upon completion of the private road repairs, the requesting party/parties shall be solely responsible for all future maintenance responsibilities of the road. As such, Leon County shall in no manner assume any responsibility for future maintenance.

LEON COUNTY – DIVISION OF OPERATIONS
PRIVATE ROAD PREVENTATIVE MAINTENANCE AND REPAIR APPLICATION

Name of Applicant: _____ Date: _____

Address: _____

Phone Number: _____

Road to be repaired: _____

Please give a detailed description of the requested repairs to include a list of materials:

Upon receipt of the application, Leon County will review the request to determine if the requested repairs meet all applicable criteria. The applicant will then be notified within two (4) working days as to the results of the review.

The only repair activities allowed are as follows:

- Pothole Repair
- Curb and gutter repair and replacement
- Inlet top repair
- Ditch bottom inlet structural repair or replacement
- Storm sewer repair
- Cross-drain repair or replacement
- Roadside ditch maintenance
- Drainage outfall to stormwater treatment facility repair
- Drainage flume repair or replacement
- Dirt road grading
- Delivery of soils by the cubic yard for the purpose of dirt road stabilization
- Delivery of aggregates by the ton for the purpose of dirt road stabilization
- Sod and sediment controls for the purpose of stabilizing areas associated with road and stormwater repair activities.

OFFICE USE ONLY

Service Request # _____

Check #: _____

Receipt #: _____

Work Order #: _____

Crew #: _____

Activity #: _____

Program Fee Rates: EFFECTIVE 10/1/24

1. Road Grading and Ditch Shaping Only.....\$98.86 Per Hour
2. Clay/Sand Material Delivered.....\$164.29* Per 14yd Load
3. Roadbase Lime Rock Delivered.....\$683.85* Per 14yd Load
4. #5 Limestone Delivered.....\$1,260.09* Per 14yd Load
5. #57 Limestone Delivered.....\$1,248.08* Per 14yd Load

(All fees include labor, equipment and material costs and represent only Leon County's operational costs.)
(*Includes 7.5% sales tax)

All fees associated with repair requests shall be entirely the responsibility of the requesting party/parties and shall be paid in full prior to work commencing. **Checks, Money Orders or Credit Cards** are accepted for payment of fees and shall be made payable to the Leon County Board of County Commissioners. Approval and scheduling of all requests shall be contingent upon the availability of County resources with County maintained roads taking priority over private road repair requests. Upon completion of the private road repairs, the requesting parties shall be solely responsible for all future maintenance responsibilities of the road. As such, Leon County shall in no manner assume any responsibility for future maintenance.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Draw a map of the exact location within the road section on which the repairs are being requested. Please include addresses or other landmarks to aid in identifying repair location(s).



**PLEASE RETURN THIS FORM TO:
2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308**