

1 **MINUTES OF MEETING**
2 **ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**
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4 The regular meeting of the Board of Supervisors of the Arlington Ridge Community
5 Development District was held Thursday, February 15, 2024, at 2:00 p.m. at Fairfax Hall,
6 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

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8 Present and constituting a quorum were the following:
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10 Robert Hoover	Chairman
11 Ted Kostich	Vice Chairman
12 Bill Middlemiss	Assistant Secretary
13 Claire Murphy	Assistant Secretary
14 Jim Piersall	Assistant Secretary

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16 Also present, either in person or via Zoom Video Communications, were the following:
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18 Angel Montagna	District Manager: Inframark
19 Jeanie Johnson	District Manager: Inframark
20 David Hamstra	Engineer: Pegasus Engineering
21 Meredith Hammock	Attorney: Kilinski Van Wyk
22 Jason DeWildt	Director of Golf, Troon
23 Lee Graffius	Community Director, Inframark
24 Dan Zimmer	Vice President of Operations, Troon
25 Residents and Members of the Public	

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27 *This is not a certified or verbatim transcript but rather represents the context and summary*
28 *of the meeting. The full meeting is available in audio format upon request. Contact the*
29 *District Office for any related costs for an audio copy.*
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31 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

32 Mr. Hoover called the meeting to order at 2:00 p.m.

33 Ms. Montagna called the roll and indicated a quorum was present for the meeting.
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35 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

36 Mr. Hoover led the *Pledge of Allegiance*.
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38 **THIRD ORDER OF BUSINESS** **Audience Comments on Agenda Items**

39 Ms. Murphy commented on the error on the golf financials that were corrected, and the
40 reason cost of goods increased.

41 A Resident expressed thanks for cleaning the golf course barriers.

42 A Resident (Lot 564) commented on golf boxes and tee boxes being removed and
43 replaced.

44 A Resident commented on losses and asked why the restaurant is still losing money,
45 and suggested Troon provide an audit.

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FOURTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel

i. Ethics Training

Ms. Hammock reminded the Board regarding ethics training and will provide a link for training. Board members should make note when training is complete because a certificate is not provided. Some training costs \$45 and other links are free.

B. District Engineer

i. Depression #4

Discussion ensued regarding monies available from savings in depressions #2 and #3, ground-penetrating radar to be provided within current authorization (about \$5,000 or \$6,000), report will be provided at the next meeting, reviewed instances of depressions #2 and #3, options available, and updates and locations of other depressions.

Mr. Middlemiss made a MOTION to approve Pegasus Engineering performing additional work for depressions, in an amount not to exceed \$5,500.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Pegasus Engineering performing additional work for depressions, in an amount not to exceed \$5,500.

C. District Manager

i. Staff Spending Guidelines

Discussion ensued regarding the current policy of spending guidelines and authorization levels, intent is to streamline agenda and to better manage the District's operations, ratification of all approvals at the next meeting, clarification of titles and positions, and desire to reflect positions currently utilized.

Mr. Middlemiss made a MOTION to accept the policy for staff spending guidelines, as amended to identify correct titles.
Mr. Kostich seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to accept the policy for staff spending guidelines, as amended to identify correct titles.

88 **ii. Events**

89 Ms. Montagna and Ms. Hammock discussed events being held where alcohol is served.
90 Reservation forms ask if alcohol is being served. If alcohol is served with a bartender, a
91 certificate of insurance is required to further protect the District, for example, if a customer
92 is over served. If the event is bring-your-own-bottle (“BYOB”), then insurance coverage
93 must be provided. The District does not police events and goes by what the applicant puts
94 on the reservation form. Event insurance costs about \$40. Applicants can also get a rider
95 on their homeowner’s insurance. Residents who violate this policy could lose their access
96 privileges for up to a year. Applicants are responsible for anything that happens at their
97 event if they do not obtain event insurance.

98 Discussion ensued regarding possible changes and clarifications to the policy. Some
99 language can be tightened up and clarified. The suggestion was made to offer first right of
100 refusal to Troon for alcohol service at events to further help their bottom line, and no
101 BYOB unless Troon will not provide alcohol service.

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Mr. Piersall made a MOTION for events held at Fairfax Hall to offer Troon first right-of-refusal to serve alcohol, and if declined, then guests can bring their own.
Ms. Murphy seconded the motion.

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Mr. Piersall made a MOTION to accept Mr. Middlemiss’s resignation, effective immediately.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to accept Mr. Middlemiss’s resignation, effective immediately.

Discussion ensued regarding including an item on the next agenda for appointment to the vacant seat that expires November 2026.

125 Further discussion ensued that this item was included on the agenda for the Board to
126 discuss. Suggestion was made to table this item, require insurance rider for BYOB events,
127 and first right of refusal for Troon to serve alcohol at events.

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Upon VOICE VOTE, with all in favor, and Mr. Kostich opposed, approval was given (by a margin of 3-1) for events held at Fairfax Hall to offer Troon first right-of-refusal to serve alcohol, and if declined, then guests can bring their own.

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Mr. Piersall made a MOTION to direct counsel to revise the activity forms and policies.
Ms. Murphy seconded the motion.

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Upon VOICE VOTE, Mr. Piersall and Ms. Murphy in favor, and Mr. Hoover and Mr. Kostich opposed, motion did not pass (by a margin of 2-2) to direct counsel to revise the activity forms and policies.

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Discussion ensued regarding including this item on the next agenda, request for comments from residents, requiring event insurance, and a suggestion the District cover an applicant's event insurance which cannot be provided.

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Mr. Piersall made a MOTION to remove the trailers immediately.
There being no second, the motion dies.

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Discussion ensued regarding addressing this issue in the fall.

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D. Floralawn

i. Regular Reports (*December and January*)

Discussion ensued regarding calling locates for work being done.

ii. Proposal #9734 for Mulch, All Areas

iii. Proposal #9789 for Mulch, Clubhouse

iv. Proposal #10059 for Mulch, Focal points

165 Discussion ensued regarding mulch requirements of the contract, other projects the
166 District is undertaking, and suggestion to table until the third quarter.

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Mr. Hoover made a MOTION to table consideration of
mulch proposals.
Ms. Murphy seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval
was given (by a margin of 4-0) to table consideration of
mulch proposals.

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176 **E. Community Director**

177 **i. Regular Report**

178 Mr. Graffius reviewed the monthly report, including cart barn complete and waiting on
179 the permit, RFP pre-proposal meeting held, backflows tested that were listed but more may
180 exist.

181 Discussion ensued regarding eblasts sent with multiple pages that cannot be seen unless
182 clicked on, suggestion the situation canceling a major event yesterday should have been
183 handled with more finesse and better communication, and thanks for cleaning the
184 restaurant.

185 **F. General Manager: Golf, Food and Beverage**

186 **i. Monthly Report**

187 Mr. DeWildt reviewed the monthly report, including financial status, current
188 operations, and growth.

189 Discussion ensued regarding financials and the decreasing deficit, restaurant is closed
190 on Mondays but will offer snacks and bar service until 4:00 p.m., changes being made,
191 appreciation for all efforts being done, and Board members individually meeting with Mr.
192 DeWildt.

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FIFTH ORDER OF BUSINESS

Break

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The meeting recessed at 3:22 p.m.

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The meeting reconvened at 3:35 p.m.

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SIXTH ORDER OF BUSINESS

Business Items

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A. Consideration to Cancel UniFirst Agreement for Rug Cleaning

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Discussion ensued regarding termination provisions of the agreement, and buy-out
201 option to cancel.

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Mr. Kostich made a MOTION to cancel the agreement with UniFirst for rug cleaning with 30 days' notice.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to cancel the agreement with UniFirst for rug cleaning with 30 days' notice.

B. Consideration of Two Requests from the Garden Club

Discussion ensued regarding requirements to request approval for work the garden club wants to do, at no cost to the District.

Ms. Murphy made a MOTION to approve the two requests from the garden club, as presented.
Mr. Kostich seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to the two requests from the garden club, as presented.

C. Consideration of Tree Removal Proposals

Discussion ensued regarding location of trees that need to be removed, and suggestion of other companies qualified to do this work.

Mr. Hoover made a MOTION to approve proposal #0527 from Triple D Service for tree removals, in the amount of \$800.
Ms. Murphy seconded the motion.

Discussion ensued regarding no stump grinding due to the locations. The cost should apply to tree removal line item.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to proposal #0527 from Triple D Service for tree removals, in the amount of \$800.

D. Consideration of Fitness Service Proposals #4930, #4938, #4939

Discussion ensued regarding maintenance proposals going forward will not be on the agenda for approval unless for replacement, one proposal for refurbishment for \$2,800, suggestion to defer due to lack of use of the treadmill, repair and maintenance account is significantly over budget and probably includes some items that should be applied to

244 reserves, request to clarify the previous motion is applied to the correct budget line item,
245 and other expenses for pools and pool heaters anticipated.

246 This item will be on the March agenda.

247 **E. Consideration of Roof Proposals** (*Roof, HVAC, Interior*)

248 Discussion ensued regarding insurance claim was filed, and insurance will only cover
249 what Signal Restoration does inside the building. Exterior and HVAC will not be covered.
250 Concerns were expressed using Jurin Roofing and conversations held with the vendor.
251 Details of the proposals and work involved were further described. Proposal from Jurin for
252 the roof needs to be approved in conjunction with the other work being done. Suggestion
253 was made to contact the vendor who did previous work last summer. Requirement for
254 certification from an architect or engineer will be an additional cost.

255 This item will be on the March agenda, as well as a proposal for engineering
256 certification.

257 **F. Discussion of Disposal of Broken Grill and Ice Machine**

258 Discussion ensued regarding these can be handled through the District's surplus policy
259 for disposal. Items to be sold need approval, but not for disposal.

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261 **SEVENTH ORDER OF BUSINESS** **Consent Agenda**

262 **A. Meeting Minutes from January 18, 2024, Meeting**

263 The minutes were included in the agenda package and are available for review in the
264 local records office and the District Office during normal business hours.

265 **B. Financial Statements**

266 The financial statements were included in the agenda package and are available for
267 review in the local records office and the District Office during normal business hours.

268 Discussion ensued regarding previous request for 2019 capital project of \$3,877 to pay
269 for golf cart project to be transferred but has not been transferred yet to show it is in the
270 reserve account and not the Series 2019 construction account. The process has been done
271 and information submitted to the trustee. Staff will confirm this is complete.

272 Discussion ensued regarding property tax bills received, appear to be related to the golf
273 course, taxes overpaid, only taxes are for the fire department, and dollars need to be
274 budgeted for fiscal year 2025. Properties that have buildings are the parcels that are taxed.
275 Taxes are paid from miscellaneous, which is over budget.

276 **C. Check Register**

277 The check register was included in the agenda package and is available for review in
278 the local records office and the District Office during normal business hours.

279 **D. Ratification of Change Order to Re-Level Billiard Table**
280 The change order was included in the agenda package and is available for review in the
281 local records office and the District Office during normal business hours.

282 **E. Ratification of Backflow Replacement**
283 The approved proposal was included in the agenda package and is available for review
284 in the local records office and the District Office during normal business hours.

285 **F. Ratification of Lap Pool Heater**
286 The approved proposal was included in the agenda package and is available for review
287 in the local records office and the District Office during normal business hours.

288 **G. Ratification of Restaurant Door Replacement**
289 The approved proposal was included in the agenda package and is available for review
290 in the local records office and the District Office during normal business hours.

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Mr. Kostich made a MOTION to approve the consent agenda, as presented. Ms. Murphy seconded the motion.
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Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to the consent agenda, as presented.
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300 **EIGHTH ORDER OF BUSINESS** **Supervisor Requests**
301 Ms. Murphy commented on major contracts being renewed automatically without
302 going out to RFP.

303 Discussion ensued regarding soliciting RFPs for renewals at the end of contract terms
304 for all major contracts to see if better pricing and service are available. Risk of constantly
305 going out for RFP might limit the number of proposers. All contracts include a termination
306 provision. Costs for landscape RFPs are minimal.

307 Mr. Kostich commented on (1) the coffee shop and working with vendors, (2) met with
308 HOA regarding area owned by the District they want to improve, and (3) purpose of capital
309 reserves not to be used for overspending.

310 Discussion ensued regarding reviewing the financials to determine what monies are
311 available, only emergency expenses are approved outside of meetings.

312 Mr. Piersall commented on restaurant offer for 10% off.

313 Discussion ensued regarding use of coupons or digital photos, difficulty in capturing in
314 the accounting system.

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316 **NINTH ORDER OF BUSINESS** **Audience Comments**

317 A Resident (Lot 654) complimented Mr. John Barnett, commented on fire hydrants
318 being painted, commented on the first curve on White Plains Way where drivers are
319 speeding (residents as well as service people).

320 Discussion ensued regarding ongoing traffic and speeding issues, and the fire
321 department would not allow speed bumps.

322 A Resident (Lot 468) requested clarification on the District’s insurance policy,
323 upcoming fundraising event for Fairfax Hall players, event insurance, responsible party for
324 the insurance certificate, potential for various events where residents will bring in alcohol.

325 A Resident (Lot 940) questioned giving 10% coupons for members who have a
326 membership, commented on residents bringing in alcohol in various containers and how is
327 it going to be policed.

328 A Resident (Lot 503) commented on the resignation of Mr. Middlemiss and his
329 contributions to the District, suggested the Board send a letter of appreciation to Mr.
330 Middlemiss, commented on the suggested changes to alcohol, will not get insurance in her
331 name for events, questioned if insurance policies need to be obtained for every single event,
332 asked how golfers are covered, asked the Board to listen to the residents, and expressed
333 concerns in events where some people will bring in alcohol.

334 A Resident (Lot 86) commented on current financial status, suggested golf and food &
335 beverage should be top priorities, and agreed Troon be given first right of refusal.

336 A Resident (Lot 846) commented on the mulch and its cost, suggested tree trimming
337 could be done by residents but not permitted on District property, and suggested scope be
338 put together for the community director.

339 Ms. Hammock clarified continued confusion that insurance coverage related to the
340 agreement is already a requirement.

341 **TENTH ORDER OF BUSINESS** **Adjournment**

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On MOTION by Mr. Kostich, seconded by Ms. Murphy, 343 with all in favor, the meeting was adjourned at 4:36 p.m.
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Secretary/Assistant Secretary

Chairman/Vice Chairman