

**ARLINGTON RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Thursday, August 17, 2023

Remote Participation:

Zoom: <https://us02web.zoom.us/j/3797970647>, Meeting ID: 3797970647

--or--

Call in (audio only) (415) 762-9988 or (646) 568-7788, 3797970647#



313 Campus Street
Celebration, Florida 34747
(407) 566-1935

Arlington Ridge Community Development District

Board of Supervisors

Robert Hoover, Chairman
Ted Kostich, Vice Chairman
Bill Middlemiss, Assistant Secretary
Claire Murphy, Assistant Secretary
James Piersall, Assistant Secretary

Staff:

Angel Montagna, District Manager
Jennifer Kilinski, District Counsel
David Hamstra, District Engineer
Robert Sardinas, Facilities Manager
Frank Bruno, General Manager
Dan Zimmer, VP Operations, Troon

Meeting Agenda

Thursday, August 17, 2023 – 2:00 p.m.

-
1. **Call to Order and Roll Call** 2:00
 2. **Pledge of Allegiance**..... 2:05
 3. **Audience Comments on Agenda Items – Three- (3) Minute Time Limit**..... 2:05 to 2:30
 4. **District Engineer**..... 2:30 to 2:40
 - A. Updates
 - i. Projects
 - ii. Depressions
 - iii. Consideration of Engineering Change Order Request
 5. **Business Items**
 - A. Consideration of Janitorial Proposals.....2:40 to 2:45
 - B. FY 2024 Budget Discussion 2:45 to 3:00
 - C. Public Hearing on FY 24 Final Budget
 - i. Consideration of Resolution 2023-09, Adopting FY 24 Final Budget 3:00 to 3:30
 - D. Public Hearing Levying O&M Assessments
 - i.Consideration of Resolution 2023-10, Levying O&M Assessments 3:30 to 3:40
 - E. Consideration of FY 2024 Meeting Schedule..... 3:40 to 3:45
 - F. FloraLawn Report 3:45 to 4:00
 - G. General Manager: Golf, Food & Beverage
 - i.TROON Performance Discussion.....4:00 to 5:00
 - H. BREAK.....5:00 to 5:10
 - I. BRAC Funding 5:10 to 5:20
 - J. Monthly Field report
 - K. Consideration of Golf Shop Doors Proposals..... 5:20 to 5:25
 - L. Discussion of Recovering Pool Tables 5:25 to 5:30
 - M. FY 2023 Budget Update 5:30 to 5:40
 6. **Staff Reports**
 - A. District Counsel 5:40 to 5:50
 - i. Engagement for Outside Counsel
 - B. District Manager 5:50 to 5:55
 - C. Community Director 5:55 to 6:00
 - D. Consent Agenda..... 6:00 to 6:10
 - i.Minutes: June 12, 2023, Workshop and June 15, 2023, Meeting
 - ii.Financial Statements
 - iii.Invoices and Check Register
 7. **Other Business** 6:10 to 6:6:15
 8. **Supervisor Requests** 6:15 to 6:25
 9. **Audience Comments – Three- (3) Minute Time Limit**..... 6:25 to 6:30
 10. **Adjournment**..... 6:30

The next meeting is scheduled for Thursday, September 21, 2023

District Office:

Inframark

313 Campus Street, Celebration, FL 34747
407-566-1935
www.ArlingtonRidgeCDD.org

Meeting Location:

Fairfax Hall

4475 Arlington Ridge Blvd., Leesburg FL 34748
Participate remotely: Zoom <https://zoom.us/j/3797970647>
OR dial 415-762-9988 or 646 568-7788, ID 3797970647



July 26, 2023

MSC-22073

Ms. Angel Montagna, LCAM
Regional Manager
Inframark Infrastructure Management Services
313 Campus Street
Celebration, Florida 34747

**Re: Arlington Ridge Community Development District
Fiscal Year 2022/2023 District Engineer Services**

Subj: Change Order #1

Dear Angel:

The purpose of this letter is to respectfully request a change order to our current authorization to continue serving as the District Engineer for the Arlington Ridge Community Development District (CDD). Based on our latest invoice (Billing No. 9), we are close to exceeding our original **\$35,000** budget associated with Fiscal Year 2022/2023 District Engineer services. More specifically, as of week ending July 1, 2023, we have billed \$34,002.79 in engineering fees leaving a balance of \$997.21 (refer to Attachment "A").

With that said, we respectfully request an hourly not-to-exceed amount of **\$15,000** to cover the remaining budgeted amount previously mentioned as well as the cost of additional miscellaneous engineering services through September 30, 2023 (i.e., July, August, and September). Pegasus Engineering will continue to invoice the CDD for these services on a time and expense basis in accordance with the current Schedule of Hourly Rates and Reimbursable Costs (refer to Attachment "B").

We sincerely appreciate the opportunity to continue assisting the Arlington Ridge Development District and thank you in advance for your consideration of this request. If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

Ms. Angel Montagna
July 26, 2023
Page 2

Respectfully,


PEGASUS ENGINEERING, LLC

David W. Hamstra, P.E., CFM
Stormwater Department Manager

cc: Jennifer Kilinski, District Counsel

**Arlington Ridge Community Development District
Fiscal Year 2022/2023 District Engineer Services
Change Order #1**

Approved for Pegasus Engineering, LLC

	Principal _____	July 26, 2023 _____
Fursan Munjed, P.E.	Officer's Title	Date

This Proposal is hereby accepted and authorization to proceed is hereby given.
(Please return one executed copy of this proposal for our Pegasus Engineering records).

_____	_____	_____
Authorized Signature	Officer's Title	Date

Attachment "A"

Pegasus Engineering
Invoice (Billing No. 9)



"Practical Engineering Solutions"

INVOICE

Email: angel.montagna@inframark.com

Pegasus Engineering, LLC
301 West State Road 434, Suite 309
Winter Springs, Florida 32708
Phone 407-992-9160

INVOICE DATE: July 21, 2023
INVOICE NO.: 226717
BILLING NO.: 9

TO:

Angel Montagna, Central Regional Manager
Inframark Infrastructure Management Services
313 Campus Street
Celebration, Florida 34747

FOR:

Arlington Ridge Community Development
District Engineer | Fiscal Year 2022/2023
District Engineer Services
Project No.: MSC-22073
Period of Service: 05/21/23 – 07/01/23

Authorization: Letter Proposal dated September 9, 2022 (Hourly Not-to-Exceed \$35,000.00).
Approved by the Community Development District on October 20, 2022.

- Scope of Work:
- The week of May 21, 2023, Pegasus Engineering (Greg Teague) reviewed and processed the revised precast shop drawings associated with Drainage Projects #1 and #2.
 - The week of May 21, 2023, Pegasus Engineering (Beth Whitehart) Depression #2 => reviewed the Geotechnical and Environmental Consultants (GEC) Subconsultant Agreement and the Notice-to-Proceed letter and coordinated with Priscilla Villanueva to finalize and submit.
 - The week of May 21, 2023, Pegasus Engineering (Donny Greenough) revised the Roanoke Drive related figures for Ponds P-10-2 and P-B1 for David Hamstra.
 - The week of May 21, 2023, Pegasus Engineering (Priscilla Villanueva) prepared and submitted the Notice to Proceed letter and the Subconsultant Agreement to Geotechnical and Environmental Consultants.
 - On Friday, May 26, 2023, Pegasus Engineering (David Hamstra) coordinated with Inframark and the St. Johns River Water Management District (SJRWMD) regarding the restoration efforts associated with Roanoke Berm issue.
 - On Friday, June 2, 2023, Pegasus Engineering (David Hamstra) coordinated with Inframark and CDD regarding the removal of the carport roof associated with the Sales Office and the status of the Roanoke Berm repairs.
 - The week June 4, 2023, Pegasus Engineering (David Hamstra) coordinated with the Chairman and Inframark during the week regarding the potential encroachments and/or clearing between Bent Creek Lane and the Palatakaha River; coordinated with Donny Greenough to research the Plat and prepare figures regarding Bent Creek Lane; and reviewed the current CDD meeting notes and issued status emails.
 - The week of June 4, 2023, Pegasus Engineering (Donny Greenough) prepared Figure 1 associated with the potential Bent Creek Lane Conservation Area encroachments and/or clearing; downloaded Pictometry aerials for the impacted area to establish before and

after conditions along the Palatakaha River; downloaded the new parcels and address points from the Lake County GIS for the current areas; and prepared Figures 2 and 3 at 20 scale depicting the area of concern based on the 2021 Pictometry and the 2020 FDOT aerials.

- The week of June 11, 2023, Pegasus Engineering (David Hamstra) prepared and submitted an update to the SJRWMD on 06/13/23 regarding the Roanoke Berm repairs; coordinated with the Chairman, Inframark, and District Counsel regarding the various documents pertaining to the potential encroachments and/or clearing between Bent Creek Lane and the Palatakaha River; and prepared for and attended the CDD meeting on 06/15/23.
- The week of June 11, 2023, Pegasus Engineering (Beth Whitehart) Bent Creek Lane => reviewed the historical SJRWMD permit documents for conservation easement/buffer requirements; and coordinated with David Hamstra regarding the conservation area and researched the plat documents and requirements.
- The week June 18, 2023, Pegasus Engineering (David Hamstra) prepared for the 06/25/23 site inspection (Bent Creek Lane and Palatakaha River).
- The week of June 18, 2023, Pegasus Engineering (Beth Whitehart) Drainage Maintenance Project => coordinated with Inframark and Element Environmental (P.J. Piney) regarding the schedule and invoicing.
- The week of June 25, 2023, Pegasus Engineering (David Hamstra) performed a site inspection on 06/25/23 of the Roanoke Drive pond and the Bent Creek Lane clearing; issued an email to Inframark on 06/25/23 regarding the Bent Creek Lane clearing observations; coordinated with GEC (Ryan Petersen) on 07/01/23 regarding the NTP for the ground penetrating radar work associated with Sinkholes #2 and #3; provided the SJRWMD (John Julianna) updates via email on 07/01/23 regarding the Roanoke Drive pond restoration repairs and the Bent Creek Lane clearing; and coordinated with Element Environmental (P.J. Piney) on 07/01/23 regarding the construction status of the six drainage projects.
- The week of June 25, 2023, Pegasus Engineering (Donny Greenough) prepared a 11 x 17 figure for possible road signs pertaining to Bridgewater Lane.
- The week of June 25, 2023, Pegasus Engineering (Priscilla Villanueva) Roanoke Drive Stormwater Pond => downloaded, formatted, and annotated the 06/25/23 site inspection photographs; and Bent Creek Lane Clearing => downloaded and formatted the 06/25/23 site inspection photographs.

LABOR COSTS

Sr. Project Manager, Hamstra, P.E.	20.0 hrs	@	\$195.00/hr	=	\$ 3,900.00
Sr. Project Engineer, Teague, P.E.	3.0 hrs	@	\$180.00/hr	=	\$ 540.00
Project Engineer, Whikehart, P.E.	4.0 hrs	@	\$150.00/hr	=	\$ 600.00
Designer, Greenough	10.0 hrs	@	\$100.00/hr	=	\$ 1,000.00
Word Processor / Clerical, Villanueva	<u>5.0 hrs</u>	@	\$ 80.00/hr	=	<u>\$ 400.00</u>
	42.0 hrs				

Sub-Total Labor Costs \$ 6,440.00
(Total Labor Costs to Date \$30,015.00)

OTHER DIRECT COSTS

In-house plots, prints, and copies	\$ 69.30
Travel expenses (CDD meetings and site inspections)	<u>\$ 168.56</u>

Sub-Total Other Direct Costs \$ 237.86
(Total Other Direct Costs to Date \$1,141.79)

SUBCONSULTANT COSTS

None this billing period \$ 0.00

Sub-Total Subconsultant Costs \$ 0.00
(Total Subconsultant Costs to Date \$2,846.00)

Amount Due This Invoice \$ 6,677.86

Total Authorization	\$ 35,000.00
Total Amount Billed to Date	<u>\$ 34,002.79</u>
Balance Remaining	<u>\$ 997.21</u>

NOTE: Since the initial authorization is nearly exhausted, Pegasus Engineering shall prepare and submit Change Order #1 to continue providing District Engineering Services in support of the CDD.

Attachment “B”

Hourly Rate Sheet



FISCAL YEAR 2022/2023 HOURLY RATE SCHEDULE	
Senior Project Manager	\$195.00 / Hour
Project Manager	\$190.00 / Hour
Senior Project Engineer	\$180.00 / Hour
Project Engineer	\$150.00 / Hour
Senior Designer	\$100.00 / Hour
Senior CADD / GIS Technician	\$100.00 / Hour
Designer	\$90.00 / Hour
Word Processor / Clerical	\$80.00 / Hour
Mileage	0.56¢ / mile
Copies and Prints (In-House)	
Black and White Copies	
8.5 x 11	\$0.10 / page
11 x 17	\$0.15 / page
Color Copies	
8.5 x 11	\$1.00 / page
11 x 17	\$1.50 / page
Plots (In-House)	
All Color Plots	\$5.00 / SF
All B&W Sizes	\$0.15 / SF
Overnight Delivery	Actual Cost
Courier Services	Actual Cost
Postage	Actual Cost
Government Permits	Actual Cost



Janitorial Services Proposal



Anago of Orlando

Inframark - Arlington Ridge Community Development
4463 Arlington Ridge Blvd, Leesburg, FL 34748

Prepared for: Lynn Hayes - District Manager
Prepared by: Maria Martinez - Master Owner

Valid Through: 10/12/2023

INTRODUCTION



June 5, 2023

Dear Lynn

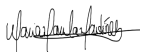
We are pleased to have you as a potential client at Anago® and are confident our franchisees can provide you with an exceptional service. We understand that the cleanliness and disinfection of your facility are very important because people are simply more comfortable and productive in an environment where they feel safe. Selecting the right partner for your janitorial needs is the first line of defense in employee healthcare.

With Anago's proven program, you receive a customized schedule of cleaning based on your priorities and budget. Our rotational, systematic service ensures the highest level of cleanliness for the health of your employees and clients and also provides an unbeatable first impression!

Your business benefits from unique features that set Anago franchisees apart from other janitorial services including the use of Anago CleanCom® for instant communications, the Anago Protection+ Disinfection plans for infection prevention, our budget-friendly SmartCleanSM program, solid client support, advanced cleaning methods and equipment, EPA-registered disinfectants, and commitment to cleaning green. You can focus on your business, while our franchise owners keep your working environment safe and clean at a price you can afford.

The following information was prepared to help guide you in your decision about a janitorial service procurement agreement with us. Please feel free to reach out to me directly or to our Regional Office.

Sincerely,



Maria Martinez
Master Owner

Anago of Orlando
(407) 660-0055
4401 Vineland Road Suite A-1
Orlando, FL 32811



THE SUPERIOR CHOICE FOR COMMERCIAL CLEANING.

Our quote is based on time values outlined by the Building Service Contractors Association International and the International Sanitary Standards Association. These time values are standards within our industry utilized in estimating Housekeeping Tasks. In the summary that follows, a custom-tailored program has been compiled for your facility. All supervision, labor, supplies and equipment, payroll taxes, and insurance have been included in the pricing schedule.



Protection+ Disinfection®

Using EPA approved disinfectants, Anago franchisees provide a germ-busting clean that looks great but disinfects and sanitizes, which helps to minimize the spread of illnesses and limits sick-time.



2-Hour Response Guarantee

Because of our commitment to your custom-tailored cleaning needs we offer our 2-Hour Response Guarantee following the reporting of any items not completed to your satisfaction.



Instant Communications

Anago provides a direct communication platform to stay in close contact with franchise owners regarding all services performed, through Anago CleanCom®.



Insurance & Bonding

Our franchisees' services are covered under an insurance policy for bodily injury, property damage, public liability, and workers compensation (where required).



The Third Pass

Anago's franchise owners take extra measures with nightly checklists to ensure your facility is properly secured upon completion of duties to give you peace of mind.



Franchising Concept

The franchising concept works because of the simple principle that the owner of the business is the supervisor of, and participant in, the actual cleaning and maintenance of your facility.

We look forward to working with you in the near future!



AREA SPECIFICATIONS

We are pleased to submit this Proposal to procure Janitorial Services for the following location:

Inframark - Arlington Ridge Community Development
 4463 Arlington Ridge Blvd
 Leesburg, FL 34748

Service Areas

- | | |
|-----------------------|--|
| 1. Office(s) | 9. Lexington Spa |
| 2. Kitchen(s) | 10. Chattam's |
| 3. Restroom(s) | 11. The Village Tavern |
| 4. Common Area(s) | 12. Chesapeake Bay Grille |
| 5. Break Area(s) | 13. Oakroom |
| 6. Conference Room(s) | 14. Pool Area Blue Ridge Activity Center |
| 7. Fairfax Hall | 15. Guard Shack |
| 8. Social Center | 16. Restrooms at Tennis Court |

The specifications and the terms as set forth describe the Services to be performed, frequency, and conditions of the Agreement. The Client requests that products, equipment, and materials used are those that are recommended by Anago of Orlando.



CLEANING SPECIFICATIONS

Daily Cleaning

Administration Office/ Blue Ridge Activity Center/Guard House

1. All receptacles will be emptied and trash removed to the dumpster area. Including Pool area trash cans
2. Wipe clean exterior of trash receptacles and wall behind receptacles.
3. Wipe clean all horizontal surfaces of desktops, tables, counters, and filing cabinets. (if possible)
4. Vacuum all traffic areas of carpeting, including mats and runners. (Include all rooms of the BRAC)
5. Wipe clean tables, chairs, sink, counters, and exterior of cabinets in Kitchen.
6. Wipe clean exterior of all countertop appliances in Kitchen with disinfectant, including the interior of microwaves and vending machine touch points.
7. Sweep/Dust mop all hard floors.
8. Clean and disinfect drinking fountains (for the entire facility)

Restrooms entire facility (including Tennis Court and Guard Station)

1. Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
2. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
3. Empty trash receptacles and wipe, as needed.

4. Wipe clean exposed pipes, counters, ledges, and mirrors with approved disinfectant.
5. Sweep tile floor.
6. Disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
7. Disinfect interior and exterior of urinals. Polish all chrome fittings.
8. Change urinal deodorizers as needed.
9. Spot clean partitions and dust tops.
10. Clean sinks, disinfect counters, and polish chrome fittings.
11. Remove splash marks from walls around sinks.
12. Clean and polish mirrors.
13. Wipe clean and disinfect tile walls and handrails.
14. Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.

Chattam's, The Village Tavern, Chesapeake Bay Grille, Oakroom

1. All receptacles will be emptied and trash removed to the dumpster area.
2. Wipe clean exterior of trash receptacles and wall behind receptacles.
3. Spot clean all entrance area door glass.
4. Sweep entranceways, inspect areas and remove trash.
5. Clean and disinfect drinking fountains.
6. Remove floor mats in bar areas and sweep and mop floors. (4 x week)
7. Vacuum all areas of carpeting, including mats and runners. (4 x week)
8. Dust mop, then spot mop all hard surface floors.

Spa/Gym/Aerobics/Recreation area/ Massage Room / Nail Room

1. All trash receptacles will be emptied, wiped as needed, and trash removed to the dumpster area.
2. Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
3. Dust top of lockers.
4. Spot clean Sauna entrance glass and remove any debris.
5. Wipe clean and disinfect saunas with appropriate solutions.
6. Deck brush showers.
7. Clean entrance area door glass.
8. Sweep entranceways, inspect areas and remove trash.

Fairfax Hall/Social Center (including Arts and Craft, Card Room and Movie Theater)

1. All trash receptacles will be emptied, wiped as needed, and trash removed to the dumpster area.
2. Clean entrance area door glass.
3. Sweep entranceways, inspect areas and remove trash.
4. Clean sinks and polish chrome fittings at Arts and Crafts room.
5. Fill dispensers with consumables.
6. Properly arrange chairs at Arts and Crafts room.

3 X Week (Monday, Wednesday and Friday) Cleaning

General Facility including: Admin office, Fairfax Hall and Social Center

1. Detail vacuum all carpet edges, corners, and beneath furniture.
2. Damp mop hard surface floors, including corners, edges, and under office furniture.
3. Dust window sills.
4. Dust picture frames.
5. Fully clean entrance door windows.

Spa/Gym/Aerobics/Recreation area/ Massage Room / Nail Room

1. High Dust ceiling corners and remove cobwebs, including ceiling fans and HVAC vents.
2. Wipe clean and dust all cardio equipment, pull up system, and weight racks at gym.
3. Dust picture frames.
4. Detail vacuum all carpet edges, corners, and beneath furniture/ equipment.
5. Sweep/dust mop all hard floor.
6. Damp mop all hard surface floors, including corners, edges, and under office furniture/ equipment.

2 X Week (Monday and Friday) Cleaning

The Village Tavern, Chesapeake Grill and Oakroom

1. Dust all tables and chairs.

Every Other Week (Monday, Wednesday and Friday) Cleaning

Billiard/ Game Room

1. Dust area and vacuum all carpet areas including, corners, and beneath/underneath furniture.

Outdoor Smoking Areas

1. Empty all outside trash receptacles, replacing liners, and cigarette urns.
2. Dust all chairs and tables.

Special Notes

Service Providers to report any maintenance and/or security issues to the building manager.

All trash liners to be furnished by the Client.

All Restroom supplies (towels, tissue, hand soap) to be furnished by the Client.

Initial

MONTHLY SERVICE PRICING

Quote 1: 7x Weekly Service

Initial	Frequency	Days Serviced	Time Window	Monthly Price
<hr/> <i>Initial</i>	7x Weekly	Sun, Mon-Sat	At 6:00 am	\$7,645.00

SERVICE PROCUREMENT AGREEMENT

TROMII, Corp. d/b/a Anago® of Orlando ("Company") is a subfranchisor of Anago Franchising, Inc. and, as such, is in the business of procuring independently owned and operated franchise owners and contractors ("Service Providers") to provide its clients with maintenance and janitorial services under the trade name and operating style unique to the Anago® brand as described herein (the "Services"). Inframark - Arlington Ridge Community Development ("Client") desires to contract with Company to arrange for Service Providers to provide the Services for Client's premises. In consideration of the foregoing, the covenants contained herein, and other valuable consideration, receipt and sufficiency of which are acknowledged, Company and Client agree as follows:

I. Company agrees to arrange for Service Providers to provide the Services as described herein, with each Service Provider to furnish all tools and equipment necessary to provide the Services as outlined in the Cleaning Specifications attached hereto and made a part hereof.

II. Company will require Service Providers to render the Services as described in the Cleaning Specifications to the areas listed in Area Specifications at the set frequency and days selected by Client in the Monthly Service Pricing and Specialty Service(s) sections, respectively. Holidays excluded shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

III. Client agrees to pay Company each month the total sum stated in attached Monthly Service Pricing. Payment shall be due on or before the TENTH day of each month for that month's Services. A late charge of 1.5% per month will be assessed on all invoices that are 30 days past due. Requests to adjust pricing to reflect additions to or deletions from the Services or for change in frequency of Services shall be made in writing and shall only be binding if signed by both parties. Upon prior written notice to Client, Company may increase the Monthly Service Pricing annually by a percentage not to exceed the annual increase of the Consumer Price Index as most recently published in the Wall Street Journal or to allow Service Providers to adhere to local wage regulations applicable to their employees.

IV. It is expressly agreed that Company, the Service Providers, and their respective employees and contractors will not, by virtue of providing the Services under this

Agreement, be employees of Client, but are independent contractors and no withholding of Social Security, Federal, or State Income Tax or other deductions shall be made from the sums agreed to be paid by Client to Company herein. All such payments are contract payments and not wages.

V. Client agrees that Company will have the sole discretion to select the Service Providers who will perform the Services. Client agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any Service Provider or any employee, agent, or associate of a Service Provider to perform the same or substantially the same type of Services. Company agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any employee, agent, or associate of Client. Client acknowledges and agrees that this Agreement may be assigned by Company to the Service Provider performing the Services, but, in that event, all payments to be made under this Agreement shall continue to be made to Company, as described herein, as the collection servicing agent of the Service Provider.

VI. The term of this Agreement shall be for one (1) year from the Service Commencement Date, and thereafter shall automatically be extended under the same terms and conditions for successive 1-year periods, unless either party gives written notice of non-renewal at least 60 days prior to expiration of the then-expiring term. Otherwise, Client may terminate this Agreement only for non-performance as set out herein. Before any such termination is effective, Client agrees to notify Company in writing of the non-performance items and to give Company fifteen (15) days to cure said items. If satisfaction is not achieved after the fifteenth day, Client must give Company a sixty (60) day written notice via certified mail with return receipt requested, stating the non-performance items.

VII. Client agrees and understands that it is impossible to determine the actual damages caused by its breach of this Agreement. Therefore, any amount due and owed under this Agreement for any remaining part of the term of this Agreement (as though the Agreement had not been terminated) shall be accelerated liquidated damages.

VIII. Client agrees not to withhold any portion of the monthly Agreement amount for any reason, unless prior written permission is obtained from Company, as the obligation to make payments hereunder is an independent obligation. In the event that enforcement of any obligation owed to Company, is placed in the hands of an attorney for collection, compromise or any other action, Client agrees to pay the reasonable attorney's fees, cost and necessary disbursements, in addition to any other relief that may be granted.

IX. This Agreement will be governed by the laws of the state of Florida. The parties hereto submit to jurisdiction in Orange County, Florida state. All actions brought pursuant to this Agreement shall be brought in Orange County, Florida. The parties further agree to service of any action filed in Orange County, Florida, via certified mail.

By signing this agreement I represent and warrant that I am duly authorized and have the legal capacity to execute and deliver this agreement.

Company Representative

Authorized Client Representative

Maria Martinez
Master Owner

Lynn Hayes
District Manager

Date

SPECIALTY SERVICES

Below are some of the many services our Franchisees offer in addition to regular janitorial maintenance



High-Touch Disinfection

Anago's franchise owners offer disinfection application for high-frequency touch areas such as doorknobs, light switches, elevator buttons, phones, and keyboards.



Electrostatic Disinfection

Our franchisees use hospital-grade, EPA approved cleaning products and a CDC compliant disinfection spray process to disinfect up to 99.9% of your workspace.



Comprehensive Detail Cleaning

Whether it's one specific area or your entire office that needs a thorough, in-depth cleaning, Anago's franchisees can be there to get it done.



Ceramic Tile & Grout Cleaning

Our franchise owners are versed in the latest methods such as machine scrubbing and acid washing, for bringing back the luster to your ceramic tile and grout.



Hard Surface Floor Care

Our franchisees offer cleaning solutions for all types of hard surface flooring, such as vinyl composite tile, linoleum, concrete, and marble floors.



Carpet Cleaning

Our franchisees' professional carpet and upholstery cleaning services, such as spot cleaning, extraction, and bonnet cleaning help your facility maintain a clean image.



Hardwood Floor Care

Anago's franchise owners keep your hardwood floors looking great using specialized cleaning processes and commercial grade products to ensure superior durability.



Emergency Services

Anago's highly skilled janitorial franchise owners are available 24/7 for any emergency clean-up needed at your office, including water damage.



SPECIALTY SERVICE(S)

Please select any of the Specialty Services you would like.

Initial	Service Type	Price [‡]
<i>Initial</i>	<p>Strip & Refinish Vinyl Floor</p> <p><i>Service Description:</i></p> <p>Apply floor stripper liberally to selected area. Then use an aggressive pad with a low-speed floor scrubber to remove all coats of wax.</p> <p>Wet Vac residue, then damp mop area with neutralizer and once dry, apply 4 coats of wax to the treated area.</p> <p>More coats of finish can be applied as requested or recommended for an additional price.</p> <p>NOTE: It is recommended to have this service performed at least once per year depending on traffic and facility needs.</p>	\$1,000.00 /srvc.

[‡] Client is responsible to remove and replace furniture and items from floor being serviced. A minimum charge of \$150 for the first hour plus an additional \$25.00 per hour thereafter will apply if Service Provider must move items.

Authorized Client Representative

Lynn Hayes
District Manager

Date

SUMMARY

ARLIRIDCOM 34748 Maria Martinez
PID SID Control # Sales Rep

Lynn Hayes

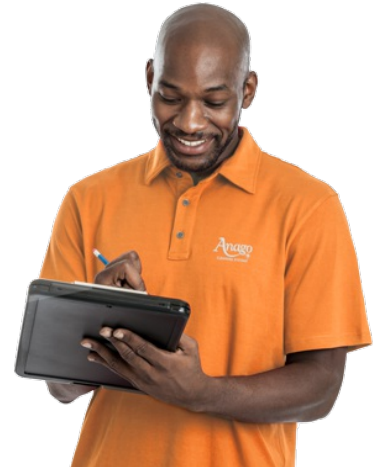
Inframark - Arlington Ridge Community Development

4463 Arlington Ridge Blvd

Leesburg, FL 34748

C. (813) 528-6198

lynn.hayes@inframark.com



BILLING INFORMATION

Billing Address

Same as above

Address 1

Address 2

City

State or Province

Postal Code

Email

Accounts Payable Contact

Same as above

Name

Email

Phone

Cell Work Other

EMERGENCY CONTACT

Name Same as above

Phone Cell Work Other

Extension

Email

TAX EXEMPT

No

Yes

If yes, please provide your Tax-Exemption number.

SERVICE COMMENCEMENT DATE

Please enter the date you would like service to begin

Please ensure the date you select falls on one of the Days Served

Tammy Cleaning Services LLC

Proposal of Services to Inframark

Nelytam12@gmail.com (352) 406-9532

Janitorial Service Specifications

Facility being serviced:

Arlington Ridge Community Public Areas.

Location to be serviced:

4463 Arlington Ridge Blvd, Leesburg, FL, 34748.

Equipment Supplied by Tammy Cleaning Services:

Any chemicals as well as tools, including but not limited to, vacuums, rags, dusters, brooms, brushes.

Equipment Supplied by Inframark:

Inframark will be responsible for providing all consumables such as paper towels, hand soap, trash bags, etc...

Days and Times of services:

Services will be provided in mornings or evenings 7 times a week (Monday to Sunday)

Proposed Services

Security Guard Station

3 Times a week (M-W-F)

All trash removed to the designated area; floors vacuumed and mopped; all surfaces dusted and cleaned; consumables refilled; all glass cleaned; restroom cleaned and disinfected.

Administration Office Building

Daily

All trash removed to designated areas; all floors swept; outside main entrance swept; water fountain shined and cleaned; entrance glass doors cleaned; kitchen cleaned, including all countertops and surfaces; restrooms cleaned, shined, and disinfected; consumables refilled.

3 Times a week (M-W-F)

Glass cleaned; all surfaces dusted; floors swept, vacuumed, and mopped.

Restaurant/Bar

Daily

Trash removed to designated area; glass entrances cleaned; water fountains cleaned, disinfected, and shined

Restrooms: Consumables and soap refilled; stainless steel fixtures cleaned, disinfected, and shined; mirrors cleaned; toilets and sinks cleaned and disinfected; floors vacuumed, swept, and mopped; partitions and counter space cleaned and dusted.

Hallway: Floors vacuumed, swept, and mopped

Monday/Friday

All Chairs and table stands cleaned and dusted; all floors vacuumed.

Four Times a week (M-W-F-S)

Bar area swept and mopped; all glass surfaces cleaned.

O'hara's

3 Times a Week (M-W-F)

Trash removed to designated area; all surfaces dusted and vacuumed; all glass cleaned.

Outdoor Smoking Area

Daily

Trash removed to designated area.

3 Times a Week (M-W-F)

Ash trays emptied; chairs and tables dusted and cleaned.

Fairfax Hall

Daily

Restrooms: Toilets shined and disinfected; vanities and all surfaces disinfected; trash removed to designated area; consumables refilled; floors swept and mopped.

Lobby and Hallways: Water fountain cleaned and shined; glass doors cleaned.

Main Halls: Trash removed to designated area.

3 Times a week(M-W-F)

All floors swept, vacuumed, and mopped; all glass cleaned.

Main Hall: carpet vacuumed with approved HEPA backpack unit.

Backstage areas: Trash removed to designated area.

Social Center

Daily:

All trash removed to designated area; glass entrances cleaned; main entrance swept; water fountains cleaned and shined.

Restrooms: cleaned, shined, and disinfected; consumables refilled; all floors swept and mopped; all fixtures and partitions dusted.

3 times a week(M-W-F)

All surfaces dusted; all floors vacuumed, swept and mopped; all glass cleaned.

Arts and Crafts room: Sinks cleaned and shined; consumables refilled; chairs arranged and organized.

Chathan's Café

Daily

All trash removed to designated area; glass entrances cleaned.

3 times a week (M-W-F)

All surfaces dusted; floors vacuumed, swept, and mopped; all glass cleaned.

Lexington Spa/Gym/Recreation Area

Daily

All trash removed to designated area, refill soap and consumables.

Hallways: Entrance glass doors cleaned; entrances dusted and swept; water fountains cleaned, shined, and disinfected.

Pool Area: All trash removed to designated area; water fountains shined and cleaned.

3 times a week (M-W-F)

All surfaces dusted; all floors vacuumed, swept, and mopped (including nail room, massage room, and aerobics room); all glass cleaned

Gym: Exercise machines dusted, cleaned, and sanitized

Restrooms: Showers scrubbed, cleaned, and disinfected.

Tennis Court Area

3 times a week(M-W-F)

Restrooms dusted, swept, mopped, cleaned, and disinfected.

General

Daily

Empty all trash cans and remove trash.

Clean and disinfect community touch points such as door handles and light switches

Other

Window glass cleaning is only interior exterior can be cleaned per request and charged separate.

Removal of all spider webs inside of the facilities of Arlington Community center once a month.

Special events, setup and clean; floor waxing and stripping, charged separately per request.

Closing Tasks

Daily

Turn off lights as instructed; lock doors and windows as instructed; set alarms as instructed; clean and organize the janitor closet.

Proposed Cost

Total Monthly Cost

\$6,950.00

Total Annual Cost

\$83,400.00

Tammy Cleaning Services LLC is open to considering any suggestions or changes posed by Inframark

**AGREEMENT (“AGREEMENT”) BETWEEN
ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) AND
TROMII, CORP. D/B/A ANAGO OF ORLANDO (“CONTRACTOR”)**



AnagoOrlando.com

AREA SPECIFICATIONS

We are pleased to submit this Proposal to procure Janitorial Services for the following location:

Inframark - Arlington Ridge Community Development
4463 Arlington Ridge Blvd
Leesburg, FL 34748

Service Areas

- | | |
|-----------------------|--|
| 1. Office(s) | 9. Lexington Spa |
| 2. Kitchen(s) | 10. Chattam's |
| 3. Restroom(s) | 11. The Village Tavern |
| 4. Common Area(s) | 12. Chesapeake Bay Grille |
| 5. Break Area(s) | 13. Oakroom |
| 6. Conference Room(s) | 14. Pool Area Blue Ridge Activity Center |
| 7. Fairfax Hall | 15. Guard Shack |
| 8. Social Center | 16. Restrooms at Tennis Court |

The specifications and the terms as set forth describe the Services to be performed, frequency, and conditions of the Agreement. The Client requests that products, equipment, and materials used are those that are recommended by Anago of Orlando.



CLEANING SPECIFICATIONS

Daily Cleaning

Administration Office/ Blue Ridge Activity Center/Guard House

1. All receptacles will be emptied and trash removed to the dumpster area. Including Pool area trash cans
2. Wipe clean exterior of trash receptacles and wall behind receptacles.
3. Wipe clean all horizontal surfaces of desktops, tables, counters, and filing cabinets. (if possible)
4. Vacuum all traffic areas of carpeting, including mats and runners. (Include all rooms of the BRAC)
5. Wipe clean tables, chairs, sink, counters, and exterior of cabinets in Kitchen.
6. Wipe clean exterior of all countertop appliances in Kitchen with disinfectant, including the interior of microwaves and vending machine touch points.
7. Sweep/Dust mop all hard floors.
8. Clean and disinfect drinking fountains (for the entire facility)

Restrooms entire facility (including Tennis Court and Guard Station)

1. Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
2. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
3. Empty trash receptacles and wipe, as needed.

4. Wipe clean exposed pipes, counters, ledges, and mirrors with approved disinfectant.
5. Sweep tile floor.
6. Disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
7. Disinfect interior and exterior of urinals. Polish all chrome fittings.
8. Change urinal deodorizers as needed.
9. Spot clean partitions and dust tops.
10. Clean sinks, disinfect counters, and polish chrome fittings.
11. Remove splash marks from walls around sinks.
12. Clean and polish mirrors.
13. Wipe clean and disinfect tile walls and handrails.
14. Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.

Chattam's, The Village Tavern, Chesapeake Bay Grille, Oakroom

1. All receptacles will be emptied and trash removed to the dumpster area.
2. Wipe clean exterior of trash receptacles and wall behind receptacles.
3. Spot clean all entrance area door glass.
4. Sweep entranceways, inspect areas and remove trash.
5. Clean and disinfect drinking fountains.
6. Remove floor mats in bar areas and sweep and mop floors. (4 x week)
7. Vacuum all areas of carpeting, including mats and runners. (4 x week)
8. Dust mop, then spot mop all hard surface floors.

Spa/Gym/Aerobics/Recreation area/ Massage Room / Nail Room

1. All trash receptacles will be emptied, wiped as needed, and trash removed to the dumpster area.
2. Fill dispensers with towels, tissue, and hand soap. Wipe dispenser fronts.
3. Dust top of lockers.
4. Spot clean Sauna entrance glass and remove any debris.
5. Wipe clean and disinfect saunas with appropriate solutions.
6. Deck brush showers.
7. Clean entrance area door glass.
8. Sweep entranceways, inspect areas and remove trash.

Fairfax Hall/Social Center (Including Arts and Craft, Card Room and Movie Theater)

1. All trash receptacles will be emptied, wiped as needed, and trash removed to the dumpster area.
2. Clean entrance area door glass.
3. Sweep entranceways, inspect areas and remove trash.
4. Clean sinks and polish chrome fittings at Arts and Crafts room.
5. Fill dispensers with consumables.
6. Properly arrange chairs at Arts and Crafts room.

3 X Week (Monday, Wednesday and Friday) Cleaning

General Facility including: Admin office, Fairfax Hall and Social Center

1. Detail vacuum all carpet edges, corners, and beneath furniture.
2. Damp mop hard surface floors, including corners, edges, and under office furniture.
3. Dust window sills.
4. Dust picture frames.
5. Fully clean entrance door windows.

Spa/Gym/Aerobics/Recreation area/ Massage Room / Nail Room

1. High Dust ceiling corners and remove cobwebs, including ceiling fans and HVAC vents.
2. Wipe clean and dust all cardio equipment, pull up system, and weight racks at gym.
3. Dust picture frames.
4. Detail vacuum all carpet edges, corners, and beneath furniture/ equipment.
5. Sweep/dust mop all hard floor.
6. Damp mop all hard surface floors, including corners, edges, and under office furniture/ equipment.

2 X Week (Monday and Friday) Cleaning

The Village Tavern, Chesapeake Grill and Oakroom

1. Dust all tables and chairs.

Every Other Week (Monday, Wednesday and Friday) Cleaning

Billiard/ Game Room

1. Dust area and vacuum all carpet areas including, corners, and beneath/underneath furniture.

Outdoor Smoking Areas

1. Empty all outside trash receptacles, replacing liners, and cigarette urns.
2. Dust all chairs and tables.

Special Notes

Service Providers to report any maintenance and/or security issues to the building manager.

All trash liners to be furnished by the Client.

All Restroom supplies (towels, tissue, hand soap) to be furnished by the Client.

Initial

MONTHLY SERVICE PRICING

7x weekly

Initial	Frequency	Days Serviced	Time Window	Monthly Price
<i>Initial</i>	7x Weekly	Sun, Mon-Sat	At 6:00 am	\$5,000.00

[End]

**ADDENDUM TO AGREEMENT (“AGREEMENT”) BETWEEN
ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) AND
TROMII, CORP. D/B/A ANAGO OF ORLANDO (“CONTRACTOR”)**

The following provisions govern the Agreement referenced above:

1. **Effective Date and Term.** The Agreement shall be deemed effective as of July 21, 2023, and shall continue through August 17, 2023.
2. **Duties.**
 - a. Contractor agrees, as an independent contractor, to undertake the work described in the Agreement in a neat and professional manner reasonably acceptable to the District, in accordance with industry standards, and in accordance with all applicable federal, state, and local laws, regulations, and ordinances.
 - b. Contractor shall use reasonable care in performing the services and shall be responsible for any harm of any kind to persons or property resulting from Contractor’s actions or inactions.
 - c. The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects.
 - d. All permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.
3. **Insurance.**
 - a. The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:
 - i. Workers’ Compensation Insurance in accordance with the laws of the State of Florida.
 - ii. Commercial General Liability Insurance covering the Contractor’s legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, including Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors’ operation.
 - iii. Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
 - b. The District, its staff, consultants, agents, and supervisors shall be named as additional insureds and certificate holders. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within

thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

- c. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.
4. **Compensation.** As compensation for the services described in the Agreement, the District agrees to pay the Contractor a total amount of **Five Thousand Dollars and No Cents (\$5,000.00)**. This compensation includes all parts, materials, and labor necessary to complete the work as described in the Agreement and this Addendum. Compensation under the Agreement shall be paid by the District to Contractor in accordance with the Local Government Prompt Payment Act, as set forth in sections 218.70 et seq. of the Florida Statutes.
5. **Indemnification.** Contractor shall defend, indemnify and hold harmless the District, and the District's officers, staff, representatives, and agents, from any and all liabilities, damages, claims, losses, costs, or harm of any kind, including, but not limited to, reasonable attorney's fees, to the extent caused by any acts or omissions of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of the Agreement. The obligations under this paragraph shall be limited to no more than \$1,000,000.00, which amount Contractor agrees bears a reasonable commercial relationship to this Agreement. Nothing in this Section is intended to waive or alter any other remedies that the District may have as against the Contractor.
6. **Limitations on Governmental Liability.** Contractor further agrees that nothing in the Agreement between the parties shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, *Florida Statutes*, or other statute.
7. **Termination.** The agreement may be terminated immediately by the District for cause, or upon thirty (30) days' written notice by either party for any or no reason, provided however that any termination by the Contractor shall only be effective after providing the District with a reasonable opportunity to cure any default. Contractor shall not be entitled to lost profits or any other damages of any kind resulting from any termination by the District, provided however that Contractor shall be entitled to payment for any work provided through the effective date of termination, subject to any offsets.
8. **Public Records.** The Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, the Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Sandra DeMarco ("Public Records Custodian")**. Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of this Agreement's term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District,

at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (954) 282-0081, PUBLICRECORDS@INFRAMARK.COM, OR 210 NORTH UNIVERSITY DRIVE, SUITE 702, CORAL SPRINGS, FLORIDA 33071.

9. Assignment. Neither the District nor the Contractor may assign the Agreement or any monies to become due hereunder without the prior written approval of the other.
10. Liens and Claims. Notwithstanding any other language in the Agreement, the parties agree that lien rights are not available under Florida law because the District is a governmental entity. That said, the District represents that it has sufficient funds on hand to pay any amounts due pursuant to the terms of the Agreement and this Addendum.
11. Controlling Law and Venue. In the event that either party is required to enforce the Agreement, as amended by this Addendum, by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings. The Agreement, as amended, and the provisions contained in the Agreement and this Addendum shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue for any legal actions regarding the Agreement or this Addendum shall be Lake County, Florida.
12. E-Verify. The Contractor shall comply with and perform all applicable provisions of section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.
13. Addendum Controls. The Agreement, as amended by this Addendum, shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of the Agreement. To the extent any of the provisions of this Addendum are in conflict with the provisions of the Agreement, this Addendum controls.

[Signature page follows]

[Signature page to Addendum to Agreement ("Agreement") between Arlington Ridge Community Development District ("District") and TROMII, Corp. d/b/a Anago of Orlando ("Contractor")]

**TROMII, CORP. D/B/A ANAGO OF
ORLANDO, a Florida corporation**

Karren Kouy
By: Karren Kouy
Its: Administrative Assistant
Date: 7/18/2023

**ARLINGTON RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Robert A. Hoover
By: ROBERT A. HOOPER
Its: CHAIRMAN
Date: 7-19-2023

Customized Service Plan and Proposal

Prepared for:

Arlington Ridge Community Development District

By:
Jesse Neyer

Date:
July 21, 2023



July 21, 2023

Arlington Ridge Community Development District
Lynn M. Hayes
4463 Arlington Ridge Blvd
LEESBURG, FL 34748
US

Dear Lynn M.,

Thank you for talking with me about your cleaning program and your business needs. I have created a proposal based on our discussion. Please review the attached documents to see exactly how the Coverall® Program will help your facility look and smell clean, and actually be a cleaner, healthier place for everyone.

Thank you again for the opportunity to present this customized Service Plan. The entire Coverall team looks forward to the next steps!

Sincerely,

Jesse Neyer

Jesse.Neyer@Coverall.com



Coverall Service Plan

The Coverall® Program has been customized to meet your requests and requirements for a clean, healthy work environment. The details of your Service Plan are documented below.

Company: Arlington Ridge Community Development District
Phone: (813) 528-6198
Contact: Lynn M. Hayes
Email: lynn.hayes@inframark.com
Address where service will be performed: 4463 Arlington Ridge Blvd
LEESBURG, FL 34748
US
Frequency of Regular Service: 7x per week
Total Cleanable Area: 22,136 square feet

Areas to be Serviced:

- Administration Building
- Back Stage Hallway
- Billiards gameroom
- Breakroom
- Conference Room
- Entrance / Foyer
- Hallways
- Lexington Spa/Gym/Recreation Area
- Massage room
- Offices
- Pool Area Trash Cans
- Security Guard Station
- Theatre Room
- Aerobics room
- Banquet Hall
- Blue Ridge Activities Center
- card room
- Copy Room / Area
- Fairfax Hall
- Ice Machine Hallway
- Lobby / Reception
- Nail Room
- O'hara's
- Restrooms
- Social Center
- Theatre Snack Area
- Arts and Crafts Room
- Bar Area
- Bocce Ball Court area Restrooms
- Chatham's Cafe
- Dining Areas
- Fitness Center
- Kitchen Areas
- Locker Room
- Oak Room
- outdoor smoking area
- Saunas
- Supply / Storage
- Village Tavern

Exclude:



Regular Services included in your Service Plan:

The following tasks will be included in your Service Plan and delivered by a trained and certified Coverall Franchised Business using the Coverall® Program.

Dusting And Disinfecting

INCLUDED TASKS	FREQUENCY
Damp Wipe and Disinfect Community Surfaces - Detail Clean Thoroughly dust and clean accessible community area fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units, window sills.	7x per week
Damp Wipe and Disinfect High Community Touch Points Clean and disinfect the community area high touch points such as light switches and door knobs. Fully clean both sides of main entrance glass doors.	7x per week
Counters, Sinks Clean and disinfect counters and sinks in areas other than the restrooms or kitchens.	7x per week
Damp Wipe and Disinfect Community & Personal Area Telephones Damp wipe and disinfect desktop telephones in community areas and personal work spaces.	2x per week
Damp Wipe and Disinfect Drinking Fountains and Water Coolers Damp wipe and disinfect exterior (outside) of drinking fountains and water coolers.	7x per week
High and Low Dusting Clean items up to 12 feet from the floor (high dusting), such as ceiling vents, light fixtures, high window sills and corners not cleaned as part of normal wiping; and items near floor (low dusting), such as vents, corners, outlets, baseboards, etc.	1x per month
Dust Vertical or Horizontal Blinds Dust or Vacuum vertical or horizontal blinds, not to exceed 12 feet from the floor, to remove dust and visible soil.	1x per month
Vacuum Furnishings or Wet Wipe Vacuum fabric-covered furnishings and or wet wipe other furniture to remove visible dust or soil.	1x per month

Glass

INCLUDED TASKS	FREQUENCY
Thoroughly Clean Internal Glass Thoroughly clean internal partition glass.	1x per week



Spot Clean Internal Glass Provide spot cleaning on internal partition glass.	6x per week
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Carpet And Floor Care

INCLUDED TASKS	FREQUENCY
Wall-to-Wall Vacuum Carpet - Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units. <i>Note: O'hara's - Billiards gameroom M-W-F (Biweekly)</i>	3x per week
Wall-to-Wall Vacuum Carpet - Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units. <i>Note: Village Tavern - Restaurant M and F</i>	2x per week
Wall-to-Wall Vacuum Carpet - Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units. <i>Note: Blue Ridge Activities Center 7 x week</i>	7x per week
Wall-to-Wall Vacuum Carpet - Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units. <i>Note: Administration Building M-W-F</i>	3x per week
Wall-to-Wall Vacuum Carpet - Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units. <i>Note: Fairfax Hall M-W-F</i>	3x per week
Wall-to-Wall Vacuum Carpet - Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units. <i>Note: Social Center M-W-F</i>	3x per week
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. <i>Note: Chatham's Cafe M-W-F</i>	3x per week
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. <i>Note: Lexington Spa / Gym / Recreation Area M-W-F</i>	3x per week
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. <i>Note: Social Center M-W-F</i>	3x per week
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. <i>Note: Administration Building M-W-F</i>	3x per week
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. <i>Note: Security Guard Station M-W-F</i>	3x per week



<p>Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. Note: <i>Fairfax Hall M-W-F</i></p>	3x per week
<p>Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. Note: <i>Village Tavern - Restaurant - Bar Area 4 x week</i></p>	4x per week
<p>Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop. Note: <i>Blue Ridge Activities Center 7 x week</i></p>	7x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Lexington Spa / Gym / Recreation Area M-W-F</i></p>	3x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Security Guard Station M-W-F</i></p>	3x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Chatham's Cafe M-W-F</i></p>	3x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Blue Ridge Activities Center 7 x week</i></p>	7x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Administration Building M-W-F</i></p>	3x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Fairfax Hall M-W-F</i></p>	3x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Social Center M-W-F</i></p>	3x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt. Note: <i>Village Tavern - Restaurant - Bar Area 4 x week</i></p>	4x per week



Trash

INCLUDED TASKS	FREQUENCY
<p>Empty Cans and Remove Trash Empty trash that is contained in trash cans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer's trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated area on customer premises. Please note: Any item that is in trash cans, designated trash areas, or clearly labeled as trash will be considered trash regardless of the content, and its loss will not be the responsibility of the Coverall Franchised Business or Coverall. <i>Note: Including Pool Area Trash and outdoor smoking area</i></p>	7x per week

Kitchen Areas

INCLUDED TASKS	FREQUENCY
<p>Damp Wipe and Disinfect Counters, Tables and Sinks - Detail Clean Thoroughly damp wipe and disinfect counters, tables and sinks.</p>	7x per week
<p>Damp Wipe and Disinfect Refrigerator - Spot Clean Spot clean exterior (outside) of refrigerator to remove smudges and fingerprints.</p>	1x per week
<p>Empty Cans and Remove Trash Empty trash that is contained in trash cans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer's trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated area on customer premises. Please note: Any item that is in trash cans, designated trash areas, or clearly labeled as trash will be considered trash regardless of the content, and its loss will not be the responsibility of the Coverall Franchised Business or Coverall.</p>	7x per week
<p>Damp Wipe and Disinfect Microwave(s) Thoroughly damp wipe and disinfect inside and outside of microwave with all-purpose disinfectant cleaner to rinse food contact surfaces.</p>	1x per week
<p>Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop.</p>	7x per week
<p>Damp Mop Hard Surface Floors - Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt.</p>	7x per week



Restroom Service

INCLUDED TASKS	FREQUENCY
<p>Clean and Disinfect Restrooms Restroom Fixtures: Pre-spray, wipe and polish dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops. Restroom Walls: Clean accessible walls and toilet partitions to remove visible soil. Restroom Floors: Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner. Restroom Mirrors: Polish all chrome and mirrors. Restroom Supplies: Restock expendable products such as paper towels, toilet tissue, hand soap, liners and deodorant products from customer inventory. Restroom Trash Removal: Empty trash cans, replace liners, spot clean receptacles as needed and take trash to designated area. Note: <i>Heavy Focus on Suana in both locker rooms</i></p>	7x per week
<p>Clean and Disinfect Restrooms Restroom Fixtures: Pre-spray, wipe and polish dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops. Restroom Walls: Clean accessible walls and toilet partitions to remove visible soil. Restroom Floors: Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner. Restroom Mirrors: Polish all chrome and mirrors. Restroom Supplies: Restock expendable products such as paper towels, toilet tissue, hand soap, liners and deodorant products from customer inventory. Restroom Trash Removal: Empty trash cans, replace liners, spot clean receptacles as needed and take trash to designated area. Note: <i>Bocce Ball and Guard Station Restroom M-W-F</i></p>	3x per week

Closing Task

INCLUDED TASKS	FREQUENCY
Turn off lights as instructed	7x per week
Lock doors and windows as instructed	7x per week
Set alarms as instructed	7x per week
Clean and organize the janitor closet	7x per week



Coverall Value Summary

The technology behind cleaning has changed a lot in the last 5-10 years. Just making things look nice is not enough. The Coverall® Program goes much deeper to help improve the health and wellness of your facility by removing the maximum amount of dirt and germs at each cleaning.

Can you imagine what it will be like to have a cleaner, healthier work environment?

Your Top Priorities:

- 1. Floors
- 2. Restrooms
- 3. Dusting

Monthly Service Price for your Coverall® Service Plan: \$7,379.00

 <p>CUSTOMIZED SERVICE PLAN Includes detailed descriptions of tasks and frequencies to ensure optimal quality of clean, reliability and attention to detail.</p>	 <p>A HEALTHIER CLEANING SYSTEM The Coverall Core 4® Process uses advanced industry protocols to remove the maximum amount of dirt and germs at each service.</p>
 <p>CUSTOMER SERVICE A dedicated National Accounts Manager is your go-to person for quick communication and response. Coverall's 24/7 customer service provides support after hours.</p>	 <p>CONSOLIDATED BILLING One contract, one invoice, one cleaning program translate to less stress managing outsourced janitorial services across multiple locations.</p>

Commercial cleaning services provided by an independently owned and operated Coverall Franchised Business



ARLINGTON RIDGE
Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2024

Modified Tentative Budget:
(Printed on 8/10/2023)

Prepared by:



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ARLINGTON RIDGE GOLF CLUB

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Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ADOPTED BUDGET FY 2023	ACTUAL THRU JULY 2023	PROJECTED AUG- SEPT 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
REVENUES					
Interest - Investments	\$ 100	\$ 120	\$ 24	\$ 144	100
Lexington Spa	3,000	2,879	576	3,455	3,000
Rental Income- Fairfax Hall	2,500	-	-	-	2,500
Special Assmnts- Tax Collector	2,233,233	2,240,248	-	2,240,248	2,469,128
Settlements	-	27,307	-	27,307	-
Other Miscellaneous Revenues	-	30,407	6,081	36,488	-
Access Cards	-	10	2	12	-
RV Parking Lot Revenue	17,700	17,336	3,467	20,803	36,000
TOTAL REVENUES	2,256,533	2,318,307	10,150	2,328,457	2,510,728
EXPENDITURES					
<i>Administrative</i>					
P/R-Board of Supervisors	15,000	11,631	2,000	13,631	15,000
FICA Taxes	1,148	704	153	857	1,148
Payroll Taxes	-	1,989	-	1,989	3,978
Workers' Compensation	-	850	-	850	850
ProfServ-Arbitrage Rebate	600	600	-	600	600
ProfServ-Dissemination Agent	5,000	-	5,000	5,000	5,000
ProfServ-Trustee Fees	10,000	8,216	-	8,216	10,000
Attorney Fees	70,000	76,248	15,250	91,498	90,000
Engineering Fees	35,000	55,057	11,011	66,068	75,000
Management Services	53,500	44,583	8,917	53,500	58,963
Assessment Roll	7,500	-	7,500	7,500	7,500
Auditing Services	4,500	-	4,500	4,500	4,500
Postage	6,500	214	43	257	2,000
Insurance - General Liability	15,000	14,400	-	14,400	10,000
Insurance - POL	-	-	-	-	7,000
Insurance - Property	-	-	-	-	107,414
Legal Advertising	6,000	1,847	369	2,216	5,000
Misc-Property Taxes	-	1,937	-	1,937	-
Website Administration	3,000	1,553	-	1,553	1,600
Information Technology	2,775	1,445	289	1,734	3,000
Miscellaneous Expenses	3,000	2,057	411	2,468	1,000
Dues, Licenses, Subscriptions	175	2,019	404	2,423	3,425
Total Administrative	238,698	225,350	55,847	281,197	412,978
<i>Gate House</i>					
Contracts-Security Services	150,000	131,909	26,382	158,291	150,000
Utility - Water & Sewer	510	407	81	488	600
Utility - Electric	4,200	2,390	478	2,868	4,620
Street Lights	108,000	103,985	20,797	124,782	118,800
Repairs & Maintenance	2,500	4,267	853	5,120	2,500
Security Enhancements	4,500	115	23	138	1,500
Total Gate House	269,710	243,073	48,615	291,688	278,020

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ADOPTED BUDGET FY 2023	ACTUAL THRU JULY 2023	PROJECTED AUG- SEPT 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
Capital Expenditures & Projects					
Capital Projects	200,000	186,680	-	186,680	225,000
Total Capital Expenditures & Projects	200,000	186,680	-	186,680	225,000
Towncenter Administration					
Pest Control	4,500	4,000	796	4,796	4,500
Onsite Management	266,822	221,006	44,470	265,476	274,827
Janitorial Services & Supplies	50,000	27,838	5,568	33,406	88,548
Utility - Water & Sewer	1,851	2,446	489	2,935	2,037
Utility - Electric	4,000	3,032	606	3,638	4,400
Rentals & Leases	4,500	3,299	660	3,959	4,500
Liability/Property Insurance	68,517	71,609	-	71,609	-
Repairs & Maintenance	7,000	9,788	1,958	11,746	7,000
Special Events	36,000	8,350	1,670	10,020	5,000
Office Supplies	9,000	3,948	790	4,738	4,500
Computer Supplies/Equipment	5,000	3,736	747	4,483	3,500
Club Activity Supplies	1,000	-	-	-	-
Total Towncenter Administration	458,190	359,052	57,754	416,806	398,812
Common Area/Recreation					
Utility - Water & Sewer	9,000	6,027	1,205	7,232	9,900
Utility - Electric	1,250	1,377	275	1,652	1,375
Repairs & Maintenance	30,000	31,391	6,278	37,669	30,000
Roadway Repair & Maintenance	25,000	-	-	-	25,000
Irrigation Repairs & Maintenance	35,000	26,163	5,233	31,396	35,000
Landscape - Mulch	25,000	-	-	-	23,675
Landscape Maintenance	291,114	254,182	50,836	305,018	307,920
Landscape Replacement	30,000	14,859	2,972	17,831	20,000
Landscape- Storm Clean Up & Tree Removal	25,000	25,027	5,005	30,032	45,000
Pond/Littoral Shelf & Wetland Mgmt	33,475	21,290	4,258	25,548	33,475
Sports Courts Maintenance	3,000	9,990	1,998	11,988	3,000
Holiday Decoration	10,000	3,228	646	3,874	5,000
Operating Supplies	4,000	266	53	319	-
Total Common Area/Recreation	521,839	393,800	78,760	472,560	539,345
Fairfax Hall					
Utility - Water & Sewer	1,378	1,213	243	1,456	1,516
Utility - Electric	14,392	18,828	3,766	22,594	19,000
Repairs & Maintenance	15,000	30,888	6,178	37,066	15,000
Total Fairfax Hall	30,770	50,929	10,186	61,115	35,516

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ADOPTED BUDGET FY 2023	ACTUAL THRU JULY 2023	PROJECTED AUG- SEPT 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
Social Center					
Utility - Water & Sewer	1,500	-	-	-	1,650
Utility - Electric	5,343	6,111	1,222	7,333	5,878
Repairs & Maintenance	7,500	575	115	690	7,500
Operating Supplies	2,000	105	21	126	-
Dues, Licenses, Subscriptions	2,200	-	-	-	-
Total Social Center	18,543	6,791	1,358	8,149	15,028
Lexington Spa					
ProfServ-Pool Maintenance	70,000	62,863	11,400	74,263	70,000
Fitness Instructors	12,000	5,200	1,040	6,240	-
Utility - Water & Sewer	28,620	15,580	3,116	18,696	25,000
Utility - Electric	56,709	43,540	8,708	52,248	62,380
Repairs & Maintenance	20,000	27,744	5,549	33,293	20,000
Operating Supplies	2,500	3,362	672	4,034	-
Dues, Licenses, Subscriptions	1,050	940	188	1,128	-
Total Lexington Spa	190,879	159,229	30,673	189,902	177,380
Activity/Sales Center					
Utility - Water & Sewer	-	2,234	447	2,681	3,500
Utility - Electric	-	5,746	1,149	6,895	10,000
Repairs & Maintenance	-	1,950	390	2,340	15,350
Operations & Maintenance	28,850	-	-	-	-
Total Sales Center	28,850	9,930	1,986	11,916	28,850
RV Lot					
Maintenace	-	-	-	-	36,000
Total RV Lot	-	-	-	-	36,000
TOTAL EXPENDITURES	1,957,479	1,634,834	285,179	1,920,013	2,146,929
Excess (deficiency) of revenues Over (under) expenditures	299,054	683,473	(275,028)	408,445	363,799
OTHER FINANCING SOURCES (USES)					
Transfer Out - Capital Reserve	(200,000)	(200,000)	-	(200,000)	(200,000)
Transfer Out - Golf Course/Food & Beverage	(11,554)	-	(11,554)	(11,554)	(76,299)
Transfer Out- Sales Center Revenue	(87,500)	(87,500)	-	(87,500)	(87,500)
TOTAL OTHER SOURCES (USES)	(299,054)	(287,500)	(11,554)	(299,054)	(363,799)
Net change in fund balance	-	395,973	(286,582)	109,391	-
FUND BALANCE, BEGINNING (OCT 1, 2022)	251,437	251,437	-	251,437	360,828
FUND BALANCE, ENDING	\$ 251,437	\$ 647,410	\$ (286,582)	\$ 360,828	\$ 360,828

ARLINGTON RIDGE

Community Development District

Exhibit "A" Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 360,828
Net Change in Fund Balance - Fiscal Year 2024	-
Total Funds Available (Estimated) - 9/30/2024	360,828

ALLOCATION OF AVAILABLE FUNDS

<i>Assigned Fund Balance</i>	
Operating Reserve - First Quarter Operating Capital	196,482 ⁽¹⁾
Subtotal	<u>196,482</u>
Total Allocation of Available Funds	196,482

Total Unassigned (undesignated) Cash	<u>\$ 164,345</u>
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Notes

(1) Represents approximately 3 months of operating expenditures less \$198,882 deficit

Budget Narrative
Fiscal Year 2024

REVENUES

Interest-Investments

The District earns interest on the monthly average collected balance for their operating and investment accounts.

Lexington Spa

The District provides various services at Lexington Spa. The services include, but are not limited to, group fitness classes, manicures and pedicures, massages, etc.

Rental Income- Fairfax Hall

Estimated income from residents renting Fairfax Hall for events.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the fiscal year.

RV Parking Lot Revenue

Represents income from usage of District lot.

EXPENDITURES

Administrative

P/R-Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors compensated at \$200 per meeting at which they are in attendance. The amount for the fiscal year is based upon sixteen meetings with five board members.

FICA Taxes

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Worker's Compensation

Worker's Compensation insurance policy.

Budget Narrative
Fiscal Year 2024

EXPENDITURES

Professional Services-Arbitrage Rebate

The District must annually calculate the arbitrage rebate liability on its Series 2002A, 2013A and 2020 bonds.

Professional Services-Dissemination Agent

The District, as per bond indentures and the Securities and Exchange Commission must annually disseminate District financial information to the Nationally Recognized Municipal Securities Information Repositories (NRSIR).

Professional Services-Trustee Fees

The District will pay annual trustee fees for the Series 2006 and 2019 bonds.

Attorney Fees

The District's Attorney, Hopping, Green & Sams provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Engineering Fees

The District's engineer provides general engineering services to the District, i.e., attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Management Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services, LLC. Also included are costs for Information Technology charges to process the District's financial activities, i.e., accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement with a moderate proposed increase.

Assessment Roll

The District has contracted with Inframark Infrastructure Management Services, LLC to provide assessment services.

Auditing Service

The District annual audit of its financial records by an Independent Certified Public Accounting Firm.

Postage

Actual postage and/or freight used for District mailings including agenda

Budget Narrative
Fiscal Year 2024

EXPENDITURES

Insurance-General Liability

The District currently has a Liability and Errors and Omissions Policy. The amount is based on the current policy plus anticipated future activity.

Legal Advertising

The District must advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation. The District purchases all legal advertising ads through The Daily Commercial and Orlando Sentinel.

Website Administration

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security/firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Miscellaneous Expenses

Represents any miscellaneous expenses incurred by the District that were not previously budgeted. Expenses include but are not limited to bank fees and fraud protection.

Dues, Licenses, Subscriptions

The District must pay an annual fee to the Department of Economic Opportunity of \$175.

Gate House

Contracts-Security Services

The District is under contract with Allied Universal to furnish all labor, supervision, and uniforms necessary to provide the Gate Access Control Services.

Utility - Water & Sewer

The District has the following account with City of Leesburg to provide water and wastewater services.

Budget Narrative
Fiscal Year 2024

EXPENDITURES (continued)

Utility - Electric

The District has the following utility account with Duke Energy to provide electricity.

Streetlights

The District has the following utility accounts with Duke Energy and SECO Energy to provide electricity to all streetlights within the community.

Repairs & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Security Enhancements

Represents estimated security enhancements throughout the District.

Capital Expenditures & Projects

Capital Projects

Any costs related to capital projects that occur during the fiscal year.

Towncenter Administration

Pest Control

The estimated costs for Deans Services to provide monthly pest control services.

Onsite Management

The District has contracted with Inframark Infrastructure Management Services, LLC to provide Onsite Management Services for the District in accordance with the agreement. The services include, but are not limited to, facility maintenance, resident services, resident activities coordination, etc.

Janitorial Services & Supplies

The District is under contract with Globiser, Inc. to provide monthly janitorial services and supplies. The District also is under contract with Aire Master to provide monthly de-odorization.

Utility – Water & Sewer

The District has the following account with City of Leesburg to provide water and wastewater services.

Budget Narrative
Fiscal Year 2024

EXPENDITURES (continued)

Utility - Electric

The District has the following utility account with Duke Energy to provide electricity.

Rentals & Leases

The expense related to leasing a copier from Ralex Business Solutions and estimated costs of copies; and Mat exchange services from Unifirst.

Repairs & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Special Events

Represents monthly events and organized functions provided for all residents of Arlington Ridge CDD. The amount includes estimated costs for supplies, entertainment, catering, etc.

Office Supplies

Any supplies purchased during the Fiscal Year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Computer Supplies/Equipment

Common Area/Recreation

Utility – Water & Sewer

The District has the following account with City of Leesburg to provide water and wastewater services. The District also cost shares the reclaimed water irrigation expense with AR Golf Club.

Utility - Electric

The District has the following utility accounts with Duke Energy and SECO Energy to provide electricity.

Repairs & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Budget Narrative
Fiscal Year 2024

EXPENDITURES (continued)

Roadway Repair & Maintenance

Represents estimated expenditures for any maintenance of roadways and sidewalks.

Irrigation Repairs & Maintenance

The District is under contract with FloraLawn Inc. to inspect and test the irrigation systems one time per month.

Landscape - Mulch

Represents the cost for new mulch throughout the District. The District is under contract with FloraLawn Inc. to install new mulch once a year.

Landscape Maintenance

The District is under contract with FloraLawn Inc. to provide monthly landscaping services. The services include mowing once a week during April- October and once every other week during November-March, lawn and shrub spray application, and RV area maintenance.

Landscape Replacement

Any costs related to replacing plants, shrubs, and trees throughout the District. The District is under contract with Florallawn Inc. to perform annual installations up to four times a year in designated areas and maintain annuals to ensure a healthy appearance.

Landscape – Storm Clean Up & Tree Removal

Any costs related to cleanup around the District after a storm and potential tree removal due to damage.

Pond/Littoral Shelf & Wetland Mgmt

The District is in contract with Lake & Wetland Management, Inc to provide monthly lake management services. The services include algae, border grass, and invasive exotic plant control for two irrigation ponds totaling 2,150 linear feet.

Sports Courts Maintenance & Supplies

Represents costs of supplies and maintenance performed at the District's sports courts including the tennis, pickleball, and bocce courts.

Holiday Decoration

Any costs related to props used to decorate the District for the holiday seasons. This includes yearly installation of lights.

Budget Narrative
Fiscal Year 2024

EXPENDITURES (continued)

Fairfax Hall

Utility – Water & Sewer

The District has the following account with City of Leesburg to provide water and wastewater services.

Utility – Electric

The District has the following utility account with Duke Energy to provide electricity.

Repairs & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Social Center

Utility – Water and Sewer

The District has the following account with City of Leesburg to provide water and wastewater services.

Utility – Electric

The District has the following utility account with Duke Energy to provide electricity.

Repairs & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Lexington Spa

ProfServ-Pool Maintenance

The District is under contract with Robert's Pool Service & Repair to provide pool maintenance five times per week. The services include, but are not limited to, balancing water chemicals, clean filters, brush pool as needed, vacuum pool as needed, clean tile, adjust water levels, clean, and maintain pump room, and maintain log sheets for inspections. The District is also in contract with Spies Pool for installing and monitoring pool chemicals.

Utility – Water & Sewer

The District has the following account with City of Leesburg to provide water and wastewater services.

Budget Narrative
Fiscal Year 2024

EXPENDITURES (continued)

Utility - Electric

The District has the following utility account with Duke Energy to provide electricity.

Operations & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the year.

Activity Center

Utility – Water & Sewer

The District has the following account with City of Leesburg to provide water and wastewater services.

Utility - Electric

The District has the following utility account with Duke Energy to provide electricity.

Operations & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the year

Other Financing Sources (Uses)

Interfund Transfer Out – Sales Center Reserve (2-year Reimbursement)

Represents the District's obligated amount to transfer to the Sales Center should there be a shortfall in the operating account.

Interfund Transfer Out – Capital Reserve

Represents the District's obligated amount to transfer to the Capital Reserve should there be a shortfall in the operating account.

Interfund Transfer Out – Golf Course and Food & Beverage

Represents the District's obligated amount to transfer to the Golf Course should there be a shortfall in the operating account.

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ADOPTED BUDGET FY 2023	ACTUAL THRU JULY 2023	PROJECTED AUG- SEPT 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
REVENUES					
Interest - Investments	\$ 214	\$ 30	\$ 6	\$ 36	\$ 60
TOTAL REVENUES	214	30	6	36	60
EXPENDITURES					
<i>Administrative</i>					
Miscellaneous Expenses	-	30	30	60	75
Total Administrative	-	30	30	60	75
<i>Other Physical Environment</i>					
R&M-Emergency & Disaster Relief	-	4,768	-	4,768	-
Capital Outlay	-	103,324	-	103,324	-
Total Other Physical Environment	-	108,092	-	108,092	-
<i>Reserves</i>					
Reserve - Roof	-	89,437	-	89,437	-
Total Reserves	-	89,437	-	89,437	-
TOTAL EXPENDITURES	-	197,559	30	197,589	75
Excess (deficiency) of revenues Over (under) expenditures	214	(197,529)	(24)	(197,553)	(15)
OTHER FINANCING SOURCES (USES)					
Transfer In - General Fund	200,000	200,000	-	200,000	200,000
Transfer In - GF (Sales Center)	87,500	87,500	-	87,500	87,500
TOTAL OTHER SOURCES (USES)	287,500	287,500	-	287,500	287,500
Net change in fund balance	287,714	89,971	(24)	89,947	287,485
FUND BALANCE, BEGINNING (OCT 1, 2022)	415,323	415,323	-	415,323	505,270
FUND BALANCE, ENDING	\$ 703,037	\$ 505,294	\$ (24)	\$ 505,270	\$ 792,755

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ADOPTED BUDGET FY 2023	ACTUAL THRU JULY 2023	PROJECTED AUG- SEPT 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
REVENUES					
Interest - Investments	\$ 125	\$ 11,812	\$ 2,362	\$ 14,174	\$ 11,812
Special Assmnts- Tax Collector	228,315	207,015	-	207,015	203,740
Special Assmnts- Prepayment	-	37,648	-	37,648	-
TOTAL REVENUES	228,440	256,475	2,362	258,837	215,552
EXPENDITURES					
<i>Debt Service</i>					
Principal Debt Retirement	100,000		85,000	85,000	95,000
Principal Debt Retirement - Special Call	-	285,000	-	285,000	-
Interest Expense	110,825	106,288	-	106,288	95,150
<i>Total Administrative</i>	210,825	391,288	85,000	476,288	190,150
TOTAL EXPENDITURES	210,825	391,288	85,000	476,288	190,150
Excess (deficiency) of revenues Over (under) expenditures	17,615	(134,813)	(82,638)	(217,451)	25,402
FUND BALANCE, BEGINNING	480,397	480,397	-	480,397	262,946
FUND BALANCE, ENDING	\$ 498,012	\$ 345,584	\$ (82,638)	\$ 262,946	\$ 288,349

ARLINGTON RIDGE

Community Development District

Series 2006 Debt Service Fund

Amortization Schedule Special Assessment Bonds, Series 2006

Period Ending	Outstanding Principal	Annual Principal	Extraordinary Redemption	Interest Rate	Interest	Annual Debt
11/1/23	\$1,730,000				\$47,575.00	
5/1/24	\$1,730,000	\$95,000		5.50%	\$47,575.00	\$190,150.00
11/1/24	\$1,635,000				\$44,962.50	
5/1/25	\$1,635,000	\$100,000		5.50%	\$44,962.50	\$189,925.00
11/1/25	\$1,535,000				\$42,212.50	
5/1/26	\$1,535,000	\$105,000		5.50%	\$42,212.50	\$189,425.00
11/1/26	\$1,430,000				\$39,325.00	
5/1/27	\$1,430,000	\$110,000		5.50%	\$39,325.00	\$188,650.00
11/1/27	\$1,320,000				\$36,300.00	
5/1/28	\$1,320,000	\$115,000		5.50%	\$36,300.00	\$187,600.00
11/1/28	\$1,205,000				\$33,137.50	
5/1/29	\$1,205,000	\$125,000		5.50%	\$33,137.50	\$191,275.00
11/1/29	\$1,080,000				\$29,700.00	
5/1/30	\$1,080,000	\$130,000		5.50%	\$29,700.00	\$189,400.00
11/1/30	\$950,000				\$26,125.00	
5/1/31	\$950,000	\$135,000		5.50%	\$26,125.00	\$187,250.00
11/1/31	\$815,000				\$22,412.50	
5/1/32	\$815,000	\$145,000		5.50%	\$22,412.50	\$189,825.00
11/1/32	\$670,000				\$18,425.00	
5/1/33	\$670,000	\$155,000		5.50%	\$18,425.00	\$191,850.00
11/1/33	\$515,000				\$14,162.50	
5/1/34	\$515,000	\$165,000		5.50%	\$14,162.50	\$193,325.00
11/1/34	\$350,000				\$9,625.00	
5/1/35	\$350,000	\$170,000		5.50%	\$9,625.00	\$189,250.00
11/1/35	\$180,000				\$4,950.00	
5/1/36	\$180,000	\$180,000		5.50%	\$4,950.00	\$189,900.00
Total		\$1,730,000			\$737,825	\$2,467,825

Revenues Expenditures and Changes in Fund Balance
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ADOPTED BUDGET FY 2023	ACTUAL THRU JULY 2023	PROJECTED AUG - SEPT 2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
REVENUES					
Interest - Investments	\$ 27	\$ 2,610	\$ 522	\$ 3,132	\$ 2,610
Special Assmnts- Tax Collector	62,406	57,289	-	57,289	56,464
Special Assmnts- Prepayment	-	9,668	-	9,668	-
TOTAL REVENUES	62,433	69,567	522	70,089	59,074
EXPENDITURES					
<i>Debt Service</i>					
Principal Debt Retirement	35,000	30,000	-	30,000	35,000
Principal Prepayments	-	15,000	-	15,000	-
Interest Expense	22,960	21,800	-	21,800	20,520
Total Administrative	57,960	66,800	-	66,800	55,520
TOTAL EXPENDITURES	57,960	66,800	-	66,800	55,520
Excess (deficiency) of revenues Over (under) expenditures	4,473	2,767	522	3,289	3,554
OTHER FINANCING SOURCES (USES)					
Interfund Transfer - In	-	345	-	345	-
Operating Transfers-Out	-	(874)	-	(874)	-
Contribution to (Use of) Fund Balance	4,473	-	-	-	4,473
TOTAL OTHER SOURCES (USES)	4,473	(529)	-	(529)	4,473
Net change in fund balance	4,473	2,238	522	2,760	8,027
FUND BALANCE, BEGINNING	76,852	76,852	-	76,852	79,612
FUND BALANCE, ENDING	\$ 81,325	\$ 79,090	\$ 522	\$ 79,612	\$ 87,639

**Amortization Schedule
Special Assessment Bonds, Series 2019**

Period Ending	Outstanding Principal	Annual Principal	Extraordinary Redemption	Interest Rate	Interest	Annual Debt
11/1/23	\$535,000				\$10,260	
5/1/24	\$535,000	\$35,000		3.60%	\$10,260	\$55,520
11/1/24	\$500,000				\$9,630	
5/1/25	\$500,000	\$35,000		3.60%	\$9,630	\$54,260
11/1/25	\$465,000				\$9,000	
5/1/26	\$465,000	\$35,000		3.60%	\$9,000	\$53,000
11/1/26	\$430,000				\$8,370	
5/1/27	\$430,000	\$35,000		3.60%	\$8,370	\$51,740
11/1/27	\$395,000				\$7,740	
5/1/28	\$395,000	\$40,000		3.60%	\$7,740	\$55,480
11/1/28	\$355,000				\$7,020	
5/1/29	\$355,000	\$40,000		3.60%	\$7,020	\$54,040
11/1/29	\$315,000				\$6,300	
5/1/30	\$315,000	\$40,000		4.00%	\$6,300	\$52,600
11/1/30	\$275,000				\$5,500	
5/1/31	\$275,000	\$40,000		4.00%	\$5,500	\$51,000
11/1/31	\$235,000				\$4,700	
5/1/32	\$235,000	\$45,000		4.00%	\$4,700	\$54,400
11/1/32	\$190,000				\$3,800	
5/1/33	\$190,000	\$45,000		4.00%	\$3,800	\$52,600
11/1/33	\$145,000				\$2,900	
5/1/34	\$145,000	\$45,000		4.00%	\$2,900	\$50,800
11/1/34	\$100,000				\$2,000	
5/1/35	\$100,000	\$50,000		4.00%	\$2,000	\$54,000
11/1/35	\$50,000				\$1,000	
5/1/36	\$50,000	\$50,000		4.00%	\$1,000	\$52,000
Total		\$535,000			\$156,440	\$691,440

Budget Narrative
Fiscal Year 2024

REVENUES

Interest-Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the debt service expenditures during the Fiscal Year.

EXPENDITURES

Administrative

Debt Service

Principal Debt Retirement

The District pays regular principal payments annually to pay down/retire the debt.

Interest Expense

The District pays interest expense on the debt twice a year.

ARLINGTON RIDGE
Community Development District

Comparison of Assessment Rates
Fiscal Year 2024 vs. Fiscal Year 2023

Product	Phase	General Fund 001			Series 2006 Debt Service			Series 2019 Debt Service			Total Assessments per Unit			Units
		FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change	Acres Total
Single Family	1A & 1B	\$2,511.22	\$2,271.30	10.6%	\$425.00	\$425.00	0.0%	\$146.15	\$146.15	0.0%	\$3,082.37	\$2,842.45	8.4%	1
Single Family	1A & 1B	\$2,511.22	\$2,271.30	10.6%	\$780.00	\$780.00	0.0%	\$146.15	\$146.15	0.0%	\$3,437.37	\$3,197.45	7.5%	170
Single Family	1A & 1B	\$2,511.22	\$2,271.30	10.6%	\$850.00	\$850.00	0.0%	\$146.15	\$146.15	0.0%	\$3,507.37	\$3,267.45	7.3%	89
Golfcourse Lots	1A & 1B	\$2,511.22	\$2,271.30	10.6%	\$850.00	\$850.00	0.0%	\$146.15	\$146.15	0.0%	\$3,507.37	\$3,267.45	7.3%	4
Town Home	1C	\$2,511.22	\$2,271.30	10.6%	\$850.00	\$850.00	0.0%	\$146.15	\$146.15	0.0%	\$3,507.37	\$3,267.45	7.3%	94
Single Family	2	\$2,511.22	\$2,271.30	10.6%	\$1,050.00	\$1,050.00	0.0%	\$146.15	\$146.15	0.0%	\$3,707.37	\$3,467.45	6.9%	369
Single Family	3	\$2,511.22	\$2,271.30	10.6%	\$1,050.00	\$1,050.00	0.0%	\$146.15	\$146.15	0.0%	\$3,707.37	\$3,467.45	6.9%	319
													1046	

Arlington Ridge Golf Club

FY24 Budget Draft - Restaurant

	Actual FY20	Actual FY21	Actual FY22	Budget FY23	Forecast FY23	Budget FY24	Budget vs Forecast Var.	
							\$	%
REVENUES								
Food (Food & Soft Drinks)	\$413,112	\$509,987	\$692,263	\$682,843	\$730,957	\$768,910	\$37,952	5.2%
Beverages (Alcohol)	\$191,957	\$228,926	\$274,167	\$259,717	\$285,699	\$332,381	\$46,682	16.3%
Other Food & Beverage Revenue	\$3,276	\$451	\$2,121	\$1,400	\$5,032	\$5,999	\$967	19.2%
Dues Income - Monthly Dues	\$0	\$0	\$18,123	\$25,595	\$21,404	\$29,900	\$8,496	39.7%
Miscellaneous Income	\$188	(\$2,112)	\$6,298	\$0	\$2,629	\$3,600	\$971	36.9%
TOTAL REVENUE	\$608,533	\$737,252	\$992,972	\$969,556	\$1,045,721	\$1,140,790	\$95,069	9.1%
COST OF SALES								
COGS - Food (food and soft drinks)	\$189,928	\$246,466	\$319,971	\$286,359	\$321,005	\$292,186	(\$28,819)	-9.0%
Margin >>>	46.0%	48.3%	46.2%	41.9%	43.9%	38.0%		
COGS - Beverage (alcohol)	\$51,395	\$59,700	\$82,529	\$72,870	\$80,007	\$91,856	\$11,849	14.8%
Margin >>>	26.8%	26.1%	30.1%	28.1%	28.0%	27.6%		
TOTAL COST OF SALES	\$241,323	\$306,166	\$402,500	\$359,228	\$401,012	\$384,042	(\$16,970)	-4.2%
	39.9%	41.4%	41.6%	38.1%	39.4%	34.9%		
GROSS INCOME	\$367,210	\$431,086	\$590,472	\$610,328	\$644,709	\$756,748	\$112,039	17.4%
Margin >>>	60.3%	58.5%	59.5%	62.9%	61.7%	66.3%		
LABOR								
General and Administrative Labor	\$32,647	\$34,688	\$36,384	\$43,750	\$31,194	\$69,635	\$38,441	123.2%
Food and Beverage Labor	\$279,902	\$316,239	\$359,201	\$341,134	\$376,983	\$326,025	(\$50,958)	-13.5%
Sales and Marketing Labor	\$0	\$0	\$11,440	\$22,500	\$26,572	\$16,875	(\$9,697)	-36.5%
TOTAL DIRECT LABOR	\$312,549	\$350,927	\$407,025	\$407,384	\$434,750	\$412,535	(\$22,215)	-5.1%
Total Payroll Taxes	\$37,091	\$37,249	\$40,084	\$39,720	\$43,926	\$37,128	(\$6,798)	-15.5%
Total Medical/Health Benefits	\$10,207	\$10,533	\$18,258	\$21,324	\$21,500	\$22,680	\$1,180	5.5%
Insurance - Workers Comp	\$4,790	\$5,051	\$6,608	\$6,951	\$6,562	\$6,976	\$413	6.3%
Total Labor Burden	\$52,088	\$52,833	\$64,950	\$67,995	\$71,988	\$66,784	(\$5,205)	-7.2%
	\$364,637	\$403,760	\$471,975	\$475,379	\$506,738	\$479,319	(\$27,419)	-5.4%
Labor Cost >	59.9%	54.8%	47.5%	49.0%	48.5%	42.0%		
Payroll Tax % >	11.9%	10.6%	9.8%	9.8%	10.1%	9.0%		
OTHER OPERATIONAL EXPENSES								
General & Administrative Expense	\$136,440	\$153,641	\$153,398	\$154,908	\$152,562	\$146,490	(\$6,073)	-4.0%
Food and Beverage Expense	\$71,230	\$79,728	\$88,552	\$84,919	\$102,693	\$106,485	\$3,792	3.7%
Sales and Marketing Expense	\$7,571	\$8,768	\$8,095	\$9,445	\$7,050	\$7,865	\$815	11.6%
Insurance - P and C	\$10,508	\$15,188	\$12,833	\$16,120	\$15,944	\$16,590	\$646	4.0%
TOTAL OTHER OPERATIONAL EXPENSES	\$225,749	\$257,325	\$262,878	\$265,392	\$278,249	\$277,429	(\$820)	-0.3%
TOTAL EXPENSES	\$590,386	\$661,085	\$734,853	\$740,771	\$784,988	\$756,748	(\$28,240)	-3.6%
NET INCOME	(\$223,176)	(\$229,999)	(\$144,381)	(\$130,444)	(\$140,279)	(\$0)	\$140,278	100.0%
Margin >>>	-36.7%	-31.2%	-14.5%	-13.5%	-13.4%	0.0%		
CASH FLOW ADJUSTMENTS								
CAPITAL EXPENSE	\$2,286	\$0	\$0	\$0	\$0	\$0		
TOTAL CASH FLOW ADJUSTMENTS	\$2,286	\$0	\$0	\$0	\$0	\$0		
CHANGE IN NET POSITION	(\$225,462)	(\$229,999)	(\$144,381)	(\$130,444)	(\$140,279)	(\$0)		

Arlington Ridge Golf Club FY24 Budget Draft - Golf

	Actual FY20	Actual FY21	Actual FY22	Budget FY23	Forecast FY23	Budget FY24	<u>Budget vs Forecast Var.</u>	
							\$	%
<u>METRICS</u>								
Total APR	\$27.43	\$28.19	\$31.82	\$33.53	\$34.19	\$34.80	\$0.61	1.8%
Golf APR	\$19.18	\$16.45	\$18.51	\$18.76	\$19.26	\$19.89	\$0.63	3.3%
Retail/Rd	\$1.29	\$1.98	\$2.87	\$2.48	\$2.87	\$2.72	(\$0.15)	-5.2%
Avg Cart/Green Fee/Rd (All Rounds)	\$18.36	\$15.58	\$17.66	\$17.84	\$18.39	\$19.02	\$0.63	3.5%
<u>ROUNDS</u>								
Member	12,439	18,762	19,069	18,692	18,150	18,925	775	4.3%
Outing	3,996	3,460	7,823	4,128	7,250	6,396	(854)	-11.8%
Public	27,434	22,870	22,349	23,114	21,800	23,274	1,474	6.8%
TOTAL ROUNDS	43,869	45,092	49,241	45,934	47,200	48,595	1,395	3.0%
<u>REVENUES</u>								
Greens Fees	\$699,945	\$699,626	\$867,280	\$818,144	\$862,271	\$920,919	\$58,648	6.8%
Cart Fees	\$105,409	\$2,847	\$2,397	\$1,230	\$5,684	\$3,544	(\$2,140)	-37.6%
Driving Range	\$35,984	\$39,410	\$41,694	\$42,230	\$41,075	\$42,231	\$1,156	2.8%
Pro Shop Sales	\$56,567	\$89,319	\$141,224	\$114,140	\$135,571	\$132,271	(\$3,300)	-2.4%
Other Golf Revenues (club rental, handicap)	\$3,763	\$6,501	\$5,778	\$5,794	\$4,696	\$3,840	(\$856)	-18.2%
Clinic / School Revenue	\$852	\$989	\$1,229	\$1,344	\$1,269	\$1,200	(\$69)	-5.4%
Dues Income - Monthly Dues	\$300,667	\$436,355	\$495,428	\$557,379	\$558,412	\$585,940	\$27,528	4.9%
Miscellaneous Income	\$348	(\$3,921)	\$11,697	\$0	\$4,882	\$1,200	(\$3,682)	-75.4%
TOTAL REVENUE	\$1,203,534	\$1,271,126	\$1,566,728	\$1,540,260	\$1,613,860	\$1,691,145	\$77,285	4.8%
<u>COST OF SALES</u>								
COGS - Pro Shop Merch.	\$36,523	\$57,991	\$96,862	\$78,342	\$93,649	\$90,606	(\$3,043)	-3.2%
Margin >>>	64.6%	64.9%	68.6%	68.6%	72.5%	68.5%		
TOTAL COST OF SALES	\$36,523	\$57,991	\$96,862	\$78,342	\$93,649	\$90,606	(\$3,043)	-3.2%
GROSS INCOME	\$1,167,011	\$1,213,135	\$1,469,866	\$1,461,919	\$1,520,211	\$1,600,539	\$80,328	5.3%
Margin >>>	97.0%	95.4%	93.8%	94.9%	94.2%	94.6%		
<u>LABOR</u>								
Golf Operations Labor	\$146,640	\$163,918	\$187,768	\$173,443	\$189,499	\$229,515	\$40,016	21.1%
General and Administrative Labor	\$60,630	\$64,421	\$67,571	\$81,250	\$57,931	\$40,265	(\$17,666)	-30.5%
Golf Course Maintenance Labor	\$223,571	\$196,771	\$227,037	\$284,416	\$281,680	\$280,897	(\$783)	-0.3%
Sales and Marketing Labor	\$0	\$0	\$0	\$0	\$0	\$5,625	\$5,625	
TOTAL DIRECT LABOR	\$430,841	\$425,110	\$482,376	\$539,108	\$529,110	\$556,302	\$27,192	5.1%
Total Payroll Taxes	\$39,892	\$38,440	\$37,427	\$52,563	\$43,016	\$50,067	\$7,051	16.4%
Total Medical/Health Benefits	\$18,146	\$18,725	\$31,034	\$37,909	\$38,224	\$40,320	\$2,096	5.5%
Insurance - Workers Comp	\$8,516	\$8,980	\$11,748	\$12,357	\$11,666	\$12,401	\$735	6.3%
Total Labor Burden	\$66,554	\$66,145	\$80,209	\$102,829	\$92,906	\$102,788	\$9,882	10.6%
	\$497,395	\$491,254	\$562,585	\$641,938	\$622,017	\$659,091	\$37,074	6.0%
Labor Cost >	41.3%	38.6%	35.9%	41.7%	38.5%	39.0%		
Payroll Tax % >	9.3%	9.0%	7.8%	9.8%	8.1%	9.0%		

OTHER OPERATIONAL EXPENSES

Golf Operations Expense	\$30,942	\$34,580	\$29,805	\$28,891	\$29,982	\$37,328	\$7,347	24.5%
General & Administrative Expense	\$140,516	\$136,545	\$150,922	\$151,840	\$169,231	\$143,589	(\$25,642)	-15.2%
Golf Course Maintenance Expense	\$284,195	\$315,873	\$356,372	\$303,045	\$351,097	\$420,159	\$69,062	19.7%
Sales and Marketing Expense	\$15,866	\$17,509	\$16,257	\$18,335	\$14,467	\$15,267	\$800	5.5%
Golf Cart Lease	\$34,725	\$39,870	\$41,663	\$42,282	\$43,442	\$62,196	\$18,754	43.2%
FF&E and Other Equipment Leases	\$0	\$0	\$581	\$0	\$0	\$0	\$0	0.0%
Taxes - Real Estate	\$4,978	\$1,994	\$1,686	\$1,800	\$0	\$0	\$0	0.0%
Taxes - Personal Property	\$6,906	\$7,060	\$7,533	\$7,536	\$10,046	\$8,553	(\$1,493)	-14.9%
Insurance - P and C	\$19,515	\$28,206	\$23,833	\$29,936	\$29,611	\$30,810	\$1,199	4.0%
TOTAL OTHER OPERATIONAL EXPENSES	\$537,643	\$581,637	\$628,652	\$583,666	\$647,875	\$717,902	\$70,027	10.8%

TOTAL EXPENSES	\$1,035,038	\$1,072,892	\$1,191,237	\$1,225,603	\$1,269,892	\$1,376,993	\$107,101	8.4%
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NET INCOME	\$131,973	\$140,243	\$278,630	\$236,315	\$250,319	\$223,546	(\$26,772)	-10.7%
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Margin >>>	11.0%	11.0%	17.8%	15.3%	15.5%	13.2%		
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OTHER INCOME/EXPENSES

Interest Expense - Capital Leases	\$12,959	\$14,388	\$8,623	\$4,814	\$4,760	\$4,431	(\$329)	-6.9%
Other Expense	<u>\$16,670</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	\$0	0.0%
TOTAL OTHER (INCOME)/EXPENSE	\$29,629	\$14,388	\$8,623	\$4,814	\$4,760	\$4,431	(\$329)	-6.9%

NET INCOME/(LOSS)	\$102,344	\$125,855	\$270,007	\$231,502	\$245,559	\$219,115	(\$26,444)	-10.8%
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CASH FLOW ADJUSTMENTS

CAPITAL EXPENSE	\$4,246	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Principle Expense - Capital Leases	<u>\$95,540</u>	<u>\$104,900</u>	<u>\$108,924</u>	<u>\$112,612</u>	<u>\$111,167</u>	<u>\$92,958</u>	(\$18,209)	-16.4%
TOTAL CASH FLOW ADJUSTMENTS	\$99,786	\$104,900	\$108,924	\$112,612	\$111,167	\$92,958	(\$18,209)	-16.4%

CHANGE IN NET POSITION	\$2,558	\$20,955	\$161,082	\$118,889	\$134,392	\$126,157	(\$8,234)	-6.1%
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RESOLUTION 2023-09

THE ANNUAL APPROPRIATION RESOLUTION OF THE ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the Arlington Ridge Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Arlington Ridge Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$ _____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND – SERIES 2006A	\$ _____
DEBT SERVICE FUND – SERIES 2019	\$ _____
CAPITAL RESERVE FUNDS	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total

appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$10,000 or 10% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 17TH DAY OF AUGUST, 2023.

ATTEST:

**ARLINGTON RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Arlington Ridge Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Lake County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), attached hereto as **Exhibit A** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Arlington Ridge Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit B** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE ARLINGTON RIDGE
COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits A and B**, is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits A and B**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits A and B**. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit B**, is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED THIS 17TH DAY OF AUGUST, 2023.

ATTEST:

**ARLINGTON RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget
Exhibit B: Assessment Roll

RESOLUTION 2023-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023/2024; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Arlington Ridge Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated within Lake County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2023/2024 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 17TH DAY OF AUGUST, 2023.

ATTEST:

**ARLINGTON RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

Exhibit A: Fiscal Year 2023/2024 Annual Meeting Schedule

BOARD OF SUPERVISORS MEETING DATES ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2023/2024

The Board of Supervisors of the Arlington Ridge Community Development District will hold their regular meetings for Fiscal Year 2023/2024 at the Fairfax Hall, 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748, on the third Thursday of every month, at 2:00 p.m., unless otherwise indicated as follows:

October 19, 2023
November 16, 2023
December 21, 2022
January 18, 2024
February 15, 2024
March 21, 2024
April 18, 2024
May 16, 2024
June 20, 2024
July 18, 2024
August 15, 2024
September 19, 2024

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Inframark IMS, 210 N. University Drive, Suite 702, Coral Springs, Florida 33071 or by calling (954) 603-0033.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

Chris Semko
Branch Manager
August 8, 2023

Arlington Ridge CDD: Responses to items listed in Report:

1. N/A
2. We are working on trimming the clubhouse the week of the 7th.
3. We are working on trimming the clubhouse the week of the 7th.
4. We are working on trimming the clubhouse the week of the 7th.
5. We will take care of it.
6. N/A
7. We are working on trimming the clubhouse the week of the 7th.
8. We are working on trimming the clubhouse the week of the 7th.
9. We are working on trimming the clubhouse the week of the 7th.
10. We are working on trimming the clubhouse the week of the 7th.
11. We are working on trimming the clubhouse the week of the 7th.
12. We are working on trimming the clubhouse the week of the 7th.
13. N/A
14. N/A
15. We will take care of this as soon as possible.
16. We will take care of this as soon as possible.
17. We are working on trimming the clubhouse the week of the 7th.
18. N/A
19. N/A
20. We will remove the Crape Suckers
21. N/A
22. We are working on trimming the clubhouse the week of the 7th.
23. We will address and take care of
24. We will address and take care of
25. Edging is done weekly. Not sure what the picture is indicating. Nothing is being missed
26. We will work on the areas.
27. We will remove the weeds in this area.
28. We will remove the weeds in this area.
29. We will remove the weeds in this area.
30. We can do that in the wintertime.
31. We will get this taken care of as soon as possible.
32. We will be getting the weeds in this area as soon as possible.
33. This will be part of the rotational trimming.
34. N/A
35. N/A
36. N/A
37. The weeds have been treated the past week.
38. We are working on trimming the clubhouse the week of the 7th.



39. We will address this area

40. N/A

41. We will get this in our rotational trimming.

42. N/A

Direct Costs

Labor

Inframark 14,478

Furnishings

Wayfair Tables 1521.75

Kohl's Dartboard 378

Hardware

Home Depot 2668.48

Ace 71.24

Pushbar 167

permits 373.33

Sign 1750

Dunstan Plumbing 200

Water Cooler 1470.6

Dumpster 472

\$23,550.40

Indirect Assistance

hours

Resident Assistance and Donations

5/31/23 - 16 residents for 4 hours each cleaning and painting 64

6/1/23 23 residents 5 hours 115

6/6/2023 7 residents for 3 hours 21

Misc. hours 20

6/19/2023 6 resident for 6 hours 36

Garden Club 7 residents for 3 hours 21

Total Hours Donated 277

Architectual services, NC

Paint, cleaning and painting supplies \$300.00

Bumper Pool Table \$500.00

TV and Mount

Donated Flowers and plantings

Baseboard and install \$56.00

Display Case Shelving, \$175.00

Outside Pressure washing

Donation of Baskets for Raffle

Resident Donations \$1,031.00

AUGUST FIELD INSPECTION 2023

Arlington Ridge CDD

Thursday, August 3, 2023

Prepared For Board Of Supervisors

42 Items Identified



Item 1

Assigned To Inframark Field Staff
Pressure sidewalk near Lexington Spa.



Item 2

Assigned To FloraLawn
Trim down hedges near parking lot of pool area.



Item 3

Assigned To FloraLawn
Trim down hedges near pool equipment.



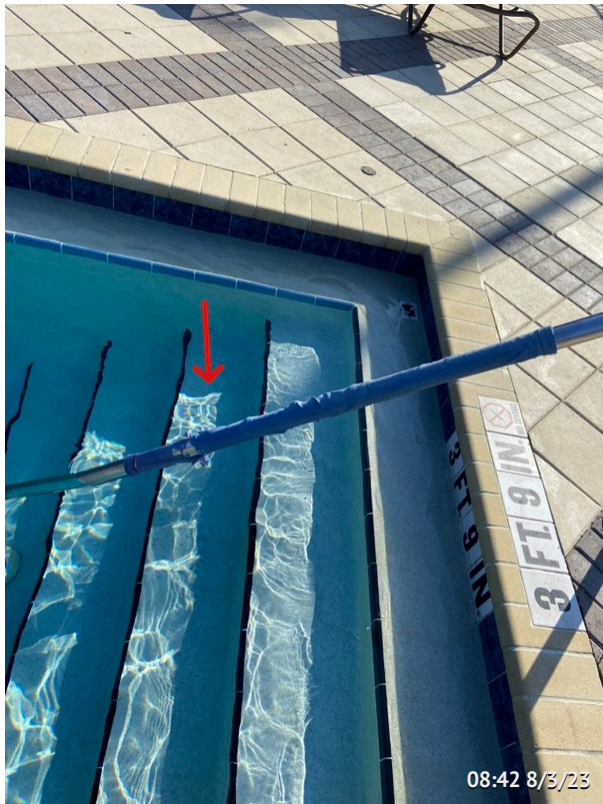
Item 4

Assigned To FloraLawn
Trim hedges near pool entrance.



Item 5

Assigned To FloraLawn
Cut down long branches on tree near pool equipment.



Item 6

Assigned To Inframark Field Staff
Replace pool arm sleeve for lap pool.



Item 7

Assigned To FloraLawn

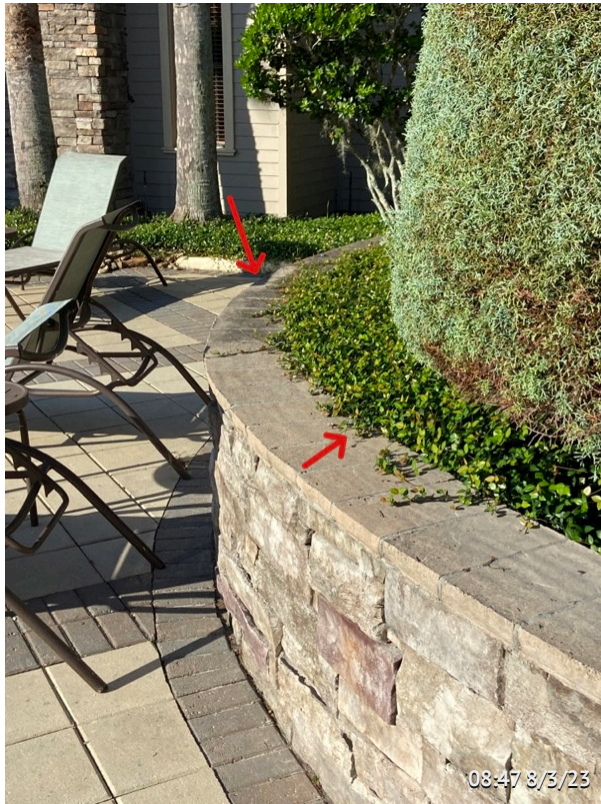
Trim down tree top near beach pool.



Item 8

Assigned To FloraLawn

Trim down tree tops near end of beach pool area.



Item 9

Assigned To FloraLawn
Trim down edges near jacuzzi.



Item 10

Assigned To FloraLawn
Trim down hedges near jacuzzi area.



Item 11

Assigned To FloraLawn
Trim down hedges near jacuzzi equipment.



Item 12

Assigned To FloraLawn
Trim down edges near jacuzzi area.



Item 13

Assigned To Inframark Field Staff
Clean pool life savers.



Item 14

Assigned To Inframark Field Staff
Pressure wash cabana area at pool
area.



Item 15

Assigned To FloraLawn

Trim down edges near coffee shop.



Item 16

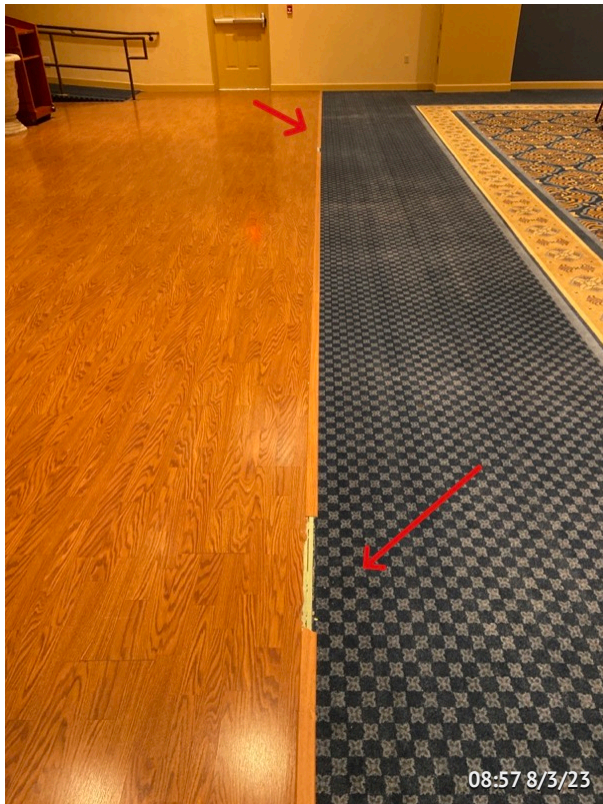
Assigned To FloraLawn

Remove broken branch of tree near beach pool.



Item 17

Assigned To FloraLawn
Trim down vines near cabana area so it won't touch building.



Item 18

Assigned To Inframark Field Staff
Replace broken pieces of wood trim in front of stage area at Fairfax Hall.



Item 19

Assigned To Inframark Field Staff
Replace bad light bulb in chandelier
in front entrance of Fairfax Hall.



Item 20

Assigned To FloraLawn
Remove weeds near tree of Fairfax
Hall entrance.



Item 21

Assigned To Inframark Field Staff
Patch up holes in wall inside admin building.



Item 22

Assigned To FloraLawn
Trim down hedges near Lexington spa.



Item 23

Assigned To FloraLawn
Trim down bushes near BRAC Building.



Item 24

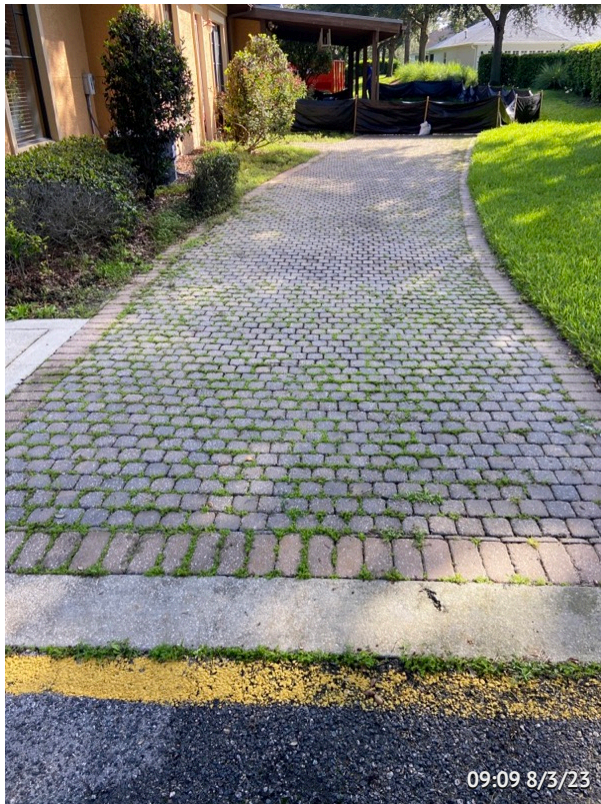
Assigned To FloraLawn
Trim down weeds at parking lot near BRAC Building.



Item 25

Assigned To FloraLawn

Trim down edges at parking lot at BRAC Building.



Item 26

Assigned To Inframark Field Staff

Remove weeds on brick pavers of BRAC building.



Item 27

Assigned To FloraLawn
Remove weeds off tree beds of BRAC building.



Item 28

Assigned To FloraLawn
Remove weeds on tree bed near ad-min building.



Item 29

Assigned To FloraLawn

Remove weeds on tree bed near bathroom of tennis court area.



Item 30

Assigned To FloraLawn

Trim and lower down hedges behind tennis court area so it can be under the windscreens.



Item 31

Assigned To FloraLawn

Remove weeds on bed near pickle ball court.



Item 32

Assigned To FloraLawn

Remove all weeds on tree beds near back of pickle ball court area.



Item 33

Assigned To FloraLawn
Trim down all hedges near front entrance.



Item 34

Assigned To Inframark Field Staff
Pressure wash columns near front entrance.



Item 35

Assigned To Inframark Field Staff
Reattach loose wood top near front entrance.



Item 36

Assigned To Inframark Field Staff
Pressure wash guard house area.



Item 37

Assigned To FloraLawn

Remove all weeds on tree beds on Roanoke Dr.



Item 38

Assigned To FloraLawn

Trim hedges near admin building.



Item 39

Assigned To FloraLawn

Trim down hedges on roundabout.



Item 40

Assigned To Inframark Field Staff

Pressure wash round about near pro shop.



Item 41

Assigned To FloraLawn
Trim tree and hedges near pro shop area.



Item 42

Assigned To Inframark Field Staff
Add new wood pieces for garbage door.



410 S. Ware Blvd Suite 611
Tampa, FL 33619

Estimate for Arlington Ridge Golf Club
4463 Arlington Ridge Boulevard, Leesburg, FL 34748

Dear Mr. Graffius,

Thank you for contacting WindowWall about your project. The following estimate is based upon the pictures and measurements that you sent. All products, materials, and full Installation include the following:

Includes:

- Measure Technician on site size verification.
- Order Manager Verification of the order details.
- Order Manager implementation of the actual order to the manufacturer.
- Permitting.
- Documentation required for HOA approval.
- Scheduling
- **Installation by our Master Elite, W2 employee installers. (No Subcontractors)**
- Existing Double leaf entry doors removal & disposal.
- New treated lumber bucking, if required.
- **Option 1: Trulite Commercial Storefront Door**
- **Option 2: Thermatru Fiberglass Door**
- RWD trim (if required)
- Premium OSI Quad Caulking
- Premium OSI Quad sealing foam (if required)
- Waterproof seal and aluminum trim out (if required)
- Clean up
- Municipality Inspection
- Quality Control Inspection and Supervision
- Lifetime Warranty on Eastern products
- Manufacturer Warranty
- 1 year warranty on WindowWall Installation Labor for Entry Doors
- Fully Insured & Licensed

Exclusions:

- Window Sill or interior trim. Customer will be informed if replacement is required and the estimated cost.
- Communications with municipality .(Customer's Responsibility), except for permitting and inspections.
- Structural Repairs. If existing structural damage is found, the Customer will be immediately notified.
- Anything that may be covered by the Customer's or Business location's Insurance such as fire, floods, acts of God.
- Removal of Plantation Shutters, Blinds, or other objects within three (3) feet of the work to be performed. (Customer's Responsibility).

OPTION 1: Trulite Storefront Systems - Total Price products + Installation = \$ **12,661.5**

OPTION 2: Thermatru Fiberglass Door - Total Price products + Installation = \$ **14,496.70**

50% ACH direct debit deposit is required. (No fee for ACH transaction)

Add 3.5% fee if using a Credit Card

** NOTE: The pricing in this estimate is valid for 15 calendar days.

*** NOTE:

Due to Covid and the resulting supply chain issues, regular manufacturer increases, and inflation, materials are subject to possible increase after an executed contract, but before the actual downpayment and confirmed order. We recommend submission of the downpayment and order at the same time as the execution of the contract. WindowWall updates pricing on a regular basis, and for every quote. The Customer will be responsible for the period between the date of signature on the contract versus the date of the down payment and the placement of the order. The Customer will be informed by written notice and with a contract addendum.

If you have any questions, please contact me immediately.

Respectfully,



Mick Veloso

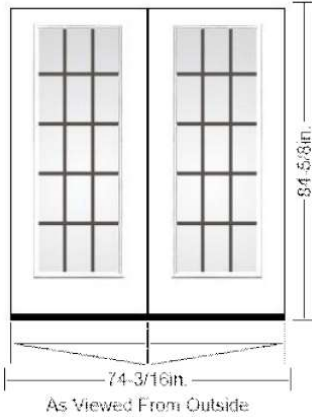
OPTION 1: Trulite Storefront Systems (Impact Rated Aluminum Doors & Glass)

- Double Leaf 3070 Door with Manual Panics
- Door frame - Choice of Trulite White, Dark Bronze, or Clear Anodized Aluminum
- Impact IG SB70
- Closers
- Colonial Grids (GBG - Grids Between Glass)
- CVR locks (Concealed Vertical Rods)



OPTION 2: Thermatru Fiberglass Door (Non-Impact Rated)

Entry Door System



THERMA TRU, U4 ENTRY DOOR, 6/0X7/0, DOUBLE, RH OUTSWING ACTIVE, SMOOTH-STAR, FULL 15LT FLUSH (S6063-GBGFBLE) GBG FLAT BAR BRONZE, LOW-E GLASS, HEIRLOOM OIL RUB BRZ MULTIPOINT 45MM BACKSET, ADD INACTIVE MULTIPOINT HANDLE, 5-1/4" WHITE COMPOSITE (PAINTABLE) JAMB, BRONZE WEATHERSTRIP, OUTSWING BUMPER (ENDURA) SILL MILL FINISH, O/S KERFED BRZ, PRIMED COMPOSITE WM176 CASING, 6 SECURITY TAB RESIDENTIAL/O NRP STAINLESS STEEL HINGES, BRZ FIR WRAP (MAHOGANY) ALUM. W/FBOLTS ASTRAGAL, HUTTIG PREFINISHED, EXTDOORCOLOR SW SW2839, EXTJAMBOLOR SW SW2839, EXTBRICKMOULDCOLOR SW SW2839, INTDRCOLR GOLDEN WHEAT, INTJMCOLR GOLDEN WHEAT, APPLIED CASING, ACTUAL UNIT SIZE:74-3/16IN. X 84-5/8IN.

ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
SUBROCK
P.O. Box 11247
Stamford, CT 06911

INSURED
Windowwall
410 S Ware Blvd
Suite 704
Tampa, FL 33619

COVERAGES

COMMERCIAL GENERAL LIABILITY
 CLAIMS MADE
 OCCUR
 COMBINED

UMBRELLA LIA
 CLAIMS MADE
 OCCUR
 COMBINED

NON-EMPLOYERS LIABILITY
 AUTO
 NON-AUTO
 AUTO ONLY
 NON-AUTO ONLY

PROFESSIONAL LIABILITY (Errors & Omissions): Claims-Made

DESCRIPTION OF OPERATIONS (LOCATIONS - VEHICLES - ACORD 101, Additional Remarks Below)

Scan for Info

CERTIFICATE HOLDER
Hillsborough County Contractor Licensing
601 F Kennedy Boulevard
19th Floor
Tampa, FL 33661

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD.

ACORD CERTIFICATE OF LIABILITY INSURANCE

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PRODUCER
Plymouth Insurance Agency
727-682-4040
10000
10000
817-491-7280

INSURED APPROVES COVERAGE
 NAME
 TITLE
 SIGNATURE
 DATE
 3/5/23
 4/23/23

AGENCY
 NAME
 ADDRESS
 CITY
 STATE
 ZIP

REVISION NUMBER

SELECT TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD
 CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS
 POLICY IS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,
 COVENANTS AND CONDITIONS.

INSURED	INSURED NO.	LIMITS
4/19/2020	4/19/2020	BODILY INJURY \$ 1,000,000 PROPERTY DAMAGE \$ 100,000 LIABILITY \$ 5,000 PERSONAL AND ADULT \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS/COMPOUND \$ 2,000,000
3/30/2020	3/30/2020	COVERED SINGLE CYP \$ 1,000,000 BODILY INJURY (Per Person) \$ BODILY INJURY (Per Occurrence) \$ PROPERTY DAMAGE (Per Occurrence) \$ AUTOMOBILE \$ LIABILITY \$ PERSONAL AND ADULT \$ PRODUCTS/COMPOUND \$

APPROVED BY INSURED (Required)

CE

DECLARATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 SIGNATURE
 DATE

WINDOWWALL, LLC
 410 S WARE BLVD SUITE 704
 TAMPA, FL 33619

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 SIGNATURE
 DATE

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD.

Ros DeSantis, Governor

Melaine S. Griffe, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

THE GLASS AND GLAZING CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MARTINEZ, EDUARDO
 WINDOWWALL, LLC
 410 S WARE BLVD SUITE 611
 TAMPA, FL 33619

LICENSE NUMBER: SCC131151785
 EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
 It is unlawful for anyone other than the licensee to use this document.

Arlington Ridge
4463 Arlington Ridge Blvd
Leesburg, Florida 34748

7/16/23

RE: Proposal for work at above address

Door replacement:

Permit – File documents necessary to acquire a permit for this project
Supply permit application and product Approval code for door unit
Owner to supply building location on a plot plan (or building plan) \$ 545

Pair of 3'0" x 8'0" Plastpro PVC complete doors
15 lite Ext grid glass (pair)
Smooth Aluminum T-Astragal
Complete vinyl jamb
Outswing threshold
Weather stripped
DB660 Deadbolt
#050 6" x 34" kick plate (Pair)
8616ARP heavy duty closer (Pair)
Trimco 1221-4 kickdown holder

Re-use exterior rough sawn trim

Materials and Labor to install
Cost \$4,875
Total Cost \$5,420

If you have any question's please feel free to call me at 352-250-5606,

John Arsenault
Atlantic South LLC
Lic# CBC1254505

SNIFFEN & SPELLMAN, P.A.

LEGAL REPRESENTATION AGREEMENT

The **ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**, by and through the undersigned (“client”), does hereby retain and employ **SNIFFEN & SPELLMAN, P.A.**, (“the law firm”), to represent the client in the following matters:

Advice regarding employment and personnel issues.

ATTORNEYS’ FEES

1. The client agrees to pay all attorney’s fees and costs incurred. Attorney’s fees records will be computed on an hourly basis for time that is devoted to the representation. It is often impossible to determine in advance the amount of time that will be needed to complete a matter. The law firm shall use its best judgment to determine the amount of time and nature of the services to be performed in the client’s best interest. The law firm will keep the client informed of the time devoted to its representation. The standard hourly rates of the law firm vary based upon the experience and background of its attorneys, paralegals and law clerks and at the present time vary between \$160 and \$400. The law firm hereby extends, and the client agrees to pay the law firm based upon the following reduced hourly rates:

Attorney Initials	Name	Hourly Rate
RJS	Robert J. Sniffen	\$ 275
MPS	Michael P. Spellman	\$ 275
MJC	Matthew J. Carson	\$ 275
DPW	Dawn P. Whitehurst	\$ 275
LBF	Lisa B. Fountain	\$ 275
TJH	Terry J. Harmon	\$ 275
MKL	Mark K. Logan	\$ 275
JDS	Jeffrey D. Slanker	\$ 275
MJH	Mitchell J. Herring	\$ 200
DKS	Diana K. Shumans	\$ 200
KCD	Kristen C. Diot	\$ 200
CAP	Christie A. Petruzzelli	\$ 200
KAS	Kristine A. Shrode	\$ 200
MDT	Michael D. Terry	\$ 200
Paralegals	Hannah McKinney/Karen Barger/Trae Wylie	\$ 90
Law Clerks		\$ 50

The law firm will bill the client on a monthly basis and the client will pay the law firm in full for all attorney’s fees and costs incurred by the law firm no later than 30 days from the date of the law firm’s invoice.

2. The hourly rate shall include, but is not limited to, time spent for conferences, on the telephone and two-way video conference, drafting documents, e-mail correspondence, conducting legal and other necessary research, witness interviews, necessary travel, drafting and receiving correspondence, hearings, trial proceedings or any other activity reasonably related and necessary to the scope of the law firm's representation.

3. The client will provide payment in full for all attorney's fees and costs incurred by the law firm on a monthly basis. Client shall remain fully responsible for the payment of all attorney's fees and costs incurred by the law firm regardless of any right to reimbursement, insurance defense proceeds or indemnification the client may have. Invoices will be sent by e-mail to jennifer@cddlawyers.com.

COSTS AND EXPENSES

4. The client agrees to pay all costs and expenses incurred by the law firm. The law firm is authorized to pay and incur expenses on behalf of the client. Costs normally include, but are not limited to: long distance telephone calls, photocopies, out-of-town travel expenses, expert witness fees and costs, filing fees, computer research expenses and other expenses reasonably required to be expended and arising out of the law firm's representation. Charges will not be billed for postage and facsimile transmissions.

MUTUAL REPRESENTATIONS

5. The client shall have the right to terminate the representation of the law firm at any time. In the event of such termination, the client shall pay the law firm for fees and costs incurred through the date of such termination. The law firm shall have the right to withdraw from the representation if the client does not make payments required by this agreement, if the client has misrepresented or failed to disclose material facts to the law firm, if the client is uncooperative, if irreconcilable difference is present, if the client fails to follow the law firm's advice and/or for any other legally permissible reason. Upon the occurrence of any of these events, the client will execute such necessary documents as will permit the law firm to withdraw.

6. The client acknowledges that the law firm has not made guarantees regarding the disposition of any phase of the matter or matters for which it has been retained. All expressions relative to the matter for which the law firm has been retained are opinions of the law firm.

7. The provisions of this agreement shall apply only to the matters set forth above unless otherwise specifically provided.

8. The cooperation of the client with the law firm is essential. The client must keep the law firm informed immediately of any changes of address, phone number, employment, and circumstances. Full disclosure to the law firm of all facts is essential to enable proper representation. The client must promptly fill out, execute and/or return all papers sent to client such as

interrogatories, requests for information, requests for documents, etc.

9. **IMPORTANT NOTICE REGARDING EMAIL COMMUNICATION:** With changes in technology, the law firm is aware that email is a common method of communication; however, please keep in mind the following: (a) clients should never use computers maintained or monitored by others (e.g., work; public computers) when communicating about sensitive or attorney-client matters; (b) incoming emails may not be read immediately, because the intended recipient may be out of the office or otherwise unavailable; if your email communication is time-sensitive, please call our office to ensure we are aware of your email; and (c) the Firm uses automated filters to block viruses and unwanted emails. It is possible the law firm's network may not recognize your email address and prevent your emails from being properly delivered. Please call our office if we have not responded to your email within a reasonable time or if the matter is time-sensitive.

10. Either party may, from time to time, request changes in the scope of the services to be performed under this agreement. Such changes, which are mutually agreed upon by and between the client and the law firm, shall be incorporated in written amendments to this agreement.

11. This agreement, including any attachments, embodies the entire agreement of the parties. There are no other provisions, terms, conditions, or obligations. This agreement supersedes all previous oral or written communications, representations or agreements on this subject.

12. The law firm will comply with Florida's public records laws to the extent it applies during the course and scope of this matter, specifically to:

A. Keep and maintain public records required by the client to perform the service.

B. Upon request from the client custodian of public records, provide the client with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the law firm does not transfer the records to the client.

D. Upon completion of the Agreement, transfer, at no cost, to the client all public records in possession of the law firm or keep and maintain public records required by the client to perform the service. If the law firm transfers all public records to the client upon completion of the Agreement, the law firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the law firm keeps and maintains public records upon completion of the Agreement, the law firm shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the client, upon request from the client's custodian of public records, in a format that is compatible with the information technology systems of the client.

The client has read and fully understands this agreement and executes it voluntarily. By signing below, the individual executing this agreement on the client's behalf acknowledges and represents that he or she has full authority to enter into this agreement on behalf of the client.

Read, Approved and Accepted on this _____ day of _____, 2023.

Client – ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

Print Name and Title

Date

Sniffen & Spellman, P.A.

Date

Arlington Ridge Golf Club
JULY Managers Report - GOLF

The golf course has shown great improvements in a lot of the weak areas. The maintenance team continues address weed control and push fertility in all playing areas of the golf course. The team continues with daily practices such as mowing fairways, roughs and greens, changing cups and moving tee markers. The second greens aerification was done on July 11th and 12th. This process went smoothly and the greens have responded well after aerification.

The golf operations team continues managing daily play and working closely with member men's and women's leagues. Travel groups continue to support the club throughout the summer. Groups like Trilogy and Legacy are averaging 20-24 players each time they visit Arlington Ridge.

We have reviewed and finalized the tournament and outing schedule for FY2024 with the Golf Advisory Group and will be making that calendar public very soon. We have at least one event planned each month thru July.

We appreciate all the residents with private carts that have paired up while playing golf. This helps reduce the wear and tear and is beneficial for the course in the long run. We understand this is a difficult change and we will work with the Golf Advisory Group to formalize a policy, with intentions to roll out in November.

. Golf Rounds and Key Performance Indicators (Based on June Financials)

Rounds (#)	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	(Explain material variances)
Total	2,993	3,115	(122)	39,295	37,538	1,757	(232)	Rounds were down slightly to budget, but down 17.5% compared to last year. It was the third highest round count for the month of June going back to 2016. Last year was a record year by a significant amount and the decrease can be attributed to lower public play and ongoing work to the course.
Member	1,590	1,505	85	14,316	14,678	(362)	(146)	
Outing	355	190	165	7,516	3,256	4,260	989	
Public	1,048	1,420	(372)	17,463	19,604	(2,141)	(1,075)	
KPIs	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	
Avg Golf Rate (Green/Cart Fee, Membership)	\$30.22	\$28.65	\$1.57	\$30.01	\$29.97	\$0.04	\$2.24	Average rate remained strong relative to budget and previous year. Strong membership base and consistent group play are the primary contributors.
Pro Shop Revenue Per Round	\$3.29	\$2.04	\$1.25	\$2.97	\$2.66	\$0.32	\$0.02	Strong golf ball and club sales led to the increase in Pro Shop revenue.
Pro Shop Cost of Goods Sold	83.6%	69.2%	14.4%	69.2%	68.6%	0.5%	4.5%	COGS were high in June due to an increase in clubs sales that are at lower margin and timing on credits for demo clubs. Year to date COGS is in line with budget.
Range Revenue Per Round	\$0.76	\$0.79	(\$0.03)	\$0.88	\$0.93	(\$0.06)	\$0.01	
Total Golf Revenue Per Round	\$34.13	\$31.59	\$2.55	\$34.11	\$33.72	\$0.39	\$2.19	Total golf average rate was solid due to a strong membership base and increased pro shop sales.
Total Labor % of Revenue	55.7%	52.2%	3.5%	35.5%	37.4%	-1.9%	2.7%	Golf and G&A labor were in line with budget. Maintenance labor ran high.
Operating Exp % of Revenue	56.3%	46.4%	9.9%	36.6%	35.9%	0.7%	3.9%	
Revenue (\$)	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	
Green & Cart Fee Revenue	\$42,311	\$42,800	(\$489)	\$762,601	\$707,054	\$55,547	\$32,513	Slightly lower rounds were offset by higher average rate, which led to green & cart fee being in line with budget.
Outing Revenue	\$7,810	\$3,800	\$4,010	\$131,468	\$91,482	\$39,986	\$15,956	Group play remains strong, which has been consistent all year. We expect this to continue.
Pro Shop Revenue	\$9,852	\$6,365	\$3,487	\$116,856	\$99,745	\$17,111	\$43	Strong golf ball and club sales led to the increase in Pro Shop revenue.
Range Revenue	\$2,277	\$2,450	(\$173)	\$34,482	\$35,080	(\$598)	\$45	
Membership Revenue	\$48,140	\$46,448	\$1,692	\$416,738	\$418,034	(\$1,296)	\$48,964	
Total Golf Revenue	\$102,165	\$98,391	\$3,775	\$1,340,298	\$1,265,824	\$74,474	\$78,570	Golf revenue was 3.8% ahead of budget, but 7.8% behind last year. Year to date golf revenue is still ahead of budget and previous year.

h. Golf Expenses - June

Expenses	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	(Explain material variances)
Golf Ops Labor	\$15,085	\$14,495	\$590	\$151,008	\$136,757	\$14,251	\$7,019	
Golf Ops Exp	\$2,350	\$879	\$1,470	\$27,871	\$26,870	\$1,001	\$3,259	Timing of annual the uniform expense caused golf expenses to run high for the month. Year to date the uniform line item and total golf operating expenses are in line with budget.
Ag Labor	\$27,277	\$23,095	\$4,182	\$209,579	\$209,089	\$490	\$48,135	Higher due to additional labor hours to complete work on the course. There was \$1,661 in overtime pay.
Ag Exp	\$35,242	\$25,665	\$9,577	\$253,097	\$231,727	\$21,370	(\$34,184)	Equipment and Irrigation R&M were \$4,712 over budget for the month. Chemical and Fertilizer expenses were \$6,541 over budget due to additional fertility applications and timing of pesticide and preemergent applications.
G&A Labor	\$5,204	\$6,229	(\$1,026)	\$45,012	\$57,362	(\$12,350)	(\$2,220)	
G&A Exp	\$12,689	\$11,375	\$1,315	\$134,809	\$118,977	\$15,832	\$18,096	
Marketing Exp	\$1,234	\$1,115	\$118	\$11,457	\$15,286	(\$3,829)	(\$2,627)	
Payroll Burden (PT/Ben/Ins)	\$9,390	\$7,572	\$1,819	\$69,573	\$69,596	(\$23)	\$9,395	Health benefit expenses were high due to June being a three pay period month. Year to date it is in line with budget.
Total Expenses	\$114,519	\$97,071	\$17,448	\$965,600	\$927,280	\$38,320	\$53,434	

i. Change in Net Position - June

	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	FORECAST		(Explain material variances)
								End of Year	Vs Bud	
Change in Net Position	(\$27,345)	(\$12,873)	(\$14,472)	\$207,315	\$182,000	\$25,316	\$21,494	\$134,390	\$15,501	Higher maintenance labor and expenses caused a bottom line miss for in June. Year to date operating profit is still ahead of budget and previous year. Rounds were 523 behind budget in July, but higher average rate cause revenue to be only slightly behind. Golf rounds are stabilizing in August and barring impact from weather, we expect revenue to be in line with budget for the remainder of the year. We are forecasting higher maintenance expenses for additional fertilizer and sod to ensure conditions meet expectations by the end of the summer.

l. Product Update

Final greens aerification is scheduled for August 29th and 30th. We continue weed control throughout the entire course. Juan Perez has updated the irrigation schedule to ensure the entire course is getting the water that it needs. A detailed hole by hole assessment and plans have been provided under separate cover.

m. Personnel Update

We are excited to announce the hiring of Juan "Danny" Perez as our new Golf Course Superintendent at Arlington Ridge Golf Club. Danny has 6+ years of experience as a Superintendent and 20+ years of experience in the golf course maintenance industry. He has made significant improvements at facilities that have similar challenges as Arlington Ridge, and his extensive mechanical and irrigation expertise will be very beneficial. He comes from a long family line of Superintendents and the additional resources that provides are immeasurable. He is scheduled to start on Monday, August 14th.

We are in the process of restructuring Golf Course Operations. The Head Golf Professional position has been eliminated and we are interviewing to hire a Director of Golf that will oversee the golf and agronomy operations. We look to get the position filled as quickly as possible. We appreciate Johnny Jenkins and the rest of the golf staff stepping up as we move through the transition period.

n. Project/Capex Update

The maintenance crew would like to give a thank you to all the Arlington Ridge volunteers who have come out and helped with pulling goosegrass and spreading mulch around the course. We are currently reviewing proposals for drainage installation and proper grading of the area just off of the cart path leaving the hole #14 tee complex and hole #6 left fairway/rough.

o. Activities / Events

We had 110 players for our annual "Women's Golf Day" outing. Ladies traveled from all over Central Florida to support the event and helped raise \$4,687 that was donated to the Lake County Women's Advocacy. A couple of upcoming events will be our "Super's Revenge" and "Labor Day Skins" tournaments. There will be at least 50 players signing up for each event. We also have a Member's Road Trip set up to the Saddlebrook Resort in Tampa. Our member road trips are scheduled when the course is closed for aerification.

Arlington Ridge Golf Club
JULY Managers Report - RESTAURANT

June was a decent month for Food and Beverage. We had nine different events that had food and beverage service. Everything from birthday parties, anniversary, block parties, one of which was a luau themed, to celebration of life, and a great Women's Golf Day event. In total, the groups brought in \$7,935 in food sales. The Lake County Women's Advocacy group continues to have great monthly attendance to each of their events.

The F&B staff are working on a streamlined summer menu, new cocktail specials and updates to the Happy Hour menu. Staff training is also scheduled over the next couple of weeks focusing on guests dining experience. Even though we are in the middle of summer, we are busy at work planning our fall and holiday events. We are working together with Lee and Jasmin on some great community events such as a "Craft Fair" in early fall showing off local vendors, food, beverages, and live music. We are also getting details together for the very popular Tree Lighting & Cart Parade event held in December.

David Plevin, Troon Corp. Director of F&B, conducted an operational assessment on July 25th & 26th with the objective to provide recommendations to get the restaurant to break even. A full report will be sent under separate cover, and the FY24 budget has been updated to reflect a break even operation.

Beverage cart service was adjusted in July and it will only be operated on Saturday and Sunday. This was based on a profitability assessment that showed service on Monday through Friday operated at a substantial loss. This change is only temporary and we will resume normal services in the fall when business dictates.

. Restaurant Key Performance Indicators

KPIs	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	
Gross Income	\$49,570	\$40,091	\$9,478	\$524,459	\$488,865	\$35,593	\$65,345	
Food Cost of Goods Sold	37.8%	42.0%	-4.2%	44.4%	41.9%	2.4%	-2.2%	
Alcohol Cost of Goods Sold	33.6%	28.1%	5.5%	28.0%	28.1%	-0.1%	-2.4%	
Total Cost of Goods Sold	36.6%	38.2%	-1.6%	39.7%	38.1%	1.6%	-2.3%	
Total Labor % of Revenue	54.0%	57.7%	-3.7%	47.3%	47.7%	-0.4%	0.8%	Restaurant labor was high, which was driven by volume of business. As a % of revenue is was in line with budget.
Operating Exp % of Revenue	27.7%	28.8%	-1.1%	26.1%	26.9%	-0.8%	-0.4%	
Revenue (\$)	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	
Restaurant Food Revenue	\$42,370	\$37,733	\$4,637	\$411,258	\$397,505	\$13,753	\$9,404	Revenue was consistent as all channels were ahead of budget, with the exception of event alcohol revenue. This is a little misleading as alcohol sales for events hosted in CBG or the Tavern are rung through the POS as restaurant alcohol. This is one minor deficiency of the POS setup. Trivia Night continues to be well attended. We are reviewing the menu options available that evening and potentially charging a small fee to cover entertainment costs.
Chatham's Food Revenue	\$2,567	\$0	\$2,567	\$20,986	\$0	\$20,986	\$0	
Event Food Revenue	\$8,210	\$6,863	\$1,348	\$137,296	\$133,050	\$4,246	\$15,104	
Bev Cart Food Revenue	\$1,814	\$345	\$1,469	\$25,255	\$14,912	\$10,342	\$2,578	
Restaurant Alcohol Revenue	\$17,216	\$14,015	\$3,200	\$177,279	\$164,926	\$12,353	\$15,703	
Chatham's Alcohol Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Event Alcohol Revenue	\$977	\$1,800	(\$823)	\$16,580	\$31,000	(\$14,420)	(\$10,576)	
Bev Cart Alcohol Revenue	\$2,408	\$690	\$1,718	\$42,245	\$14,697	\$27,548	\$13,450	

l. F&B Expenses

Expenses	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	(Explain material variances)
F&B Ops Labor	\$30,264	\$25,328	\$4,936	\$302,171	\$263,648	\$38,523	\$23,459	
F&B Ops Exp	\$8,026	\$5,521	\$2,505	\$87,433	\$69,660	\$17,773	\$18,179	Higher entertainment (trivia), Paper & Plastic, and Linen costs cause expenses to be over budget for the month. We plan to eliminate table cloths in CBG during the summer season to reduce linen costs.
G&A Labor	\$2,802	\$3,354	(\$552)	\$24,237	\$30,887	(\$6,650)	(\$1,195)	
G&A Exp	\$11,727	\$10,872	\$855	\$118,204	\$118,991	(\$787)	(\$2,015)	
Marketing Labor	\$2,048	\$1,875	\$173	\$20,947	\$16,875	\$4,072	\$12,351	
Marketing Exp	\$636	\$575	\$61	\$5,440	\$7,874	(\$2,435)	(\$1,309)	
Payroll Burden (PT/Ben/Ins)	\$6,588	\$6,133	\$455	\$56,650	\$59,082	(\$2,432)	\$6,586	Health benefit expenses were high due to June being a three pay period month. Year to date it is in line with budget.
Total Expenses	\$63,065	\$55,001	\$8,064	\$626,997	\$579,107	\$47,890	\$57,599	

l. Change in Net Position

	M-T-D	Bud	Vs Bud	Y-T-D	Bud	Vs Bud	Vs PY	FORECAST		(Explain material variances)
								EOY	Vs Bud	
Change in Net Position	(\$13,495)	(\$14,910)	\$1,415	(\$102,538)	(\$90,241)	(\$12,297)	\$7,745	(\$140,279)	(\$9,835)	Solid revenue across all channels and good COGS are the main drivers for being ahead of budget in June. Despite challenges in July, revenue was right in line with budget and we also expect August and September revenue to be in line with budget. Adjustments to hours of operation and staffing levels are being implemented to reduce losses through the remainder of the year.

l. Product Update

The restaurant team is finalizing a streamlined "Summer Menu". The goal is to create one efficient menu that will be easy to execute with minimal labor while maintaining desired cost of goods levels. Also being updated is our "Happy Hour" selections and available times. Both changes will be completed and in place by August 14th.

l. Personnel Update

We would like to congratulate Karen on her promotion to Lead Server. Some of her responsibilities will be front of the house scheduling, beverage purchasing and staff training just to name a few. We also would like to welcome Alexis and Seana to our Front of the House Team. Seana will be serving throughout the week and Alexis will be cross utilized working shifts at Chatham's, Chesapeake Bay Grille, and selling items on the course beverage cart. Stop in and say hello to the entire staff.

l. Project/Capex Update

Repairs to kitchen walls are being completed August 8-11. We also replaced several air conditioning vents and ceiling tiles that had become stained over time. While the kitchen was closed for repairs, we had the opportunity to do very detailed cleaning to the kitchen equipment.

l. Activities / Events

Upcoming events that are now being finalized for September and October are "The Craft Fair", "Oktoberfest" and a fall themed wine dinner...stay tuned for more info. Further down the road, plans are being set for events such as Thanksgiving Day Buffet, Tree Lighting & Cart Parade, Holiday Gala, and New Year's Eve Celebration just to name a few. Dawn has also been working on non-resident functions such as the Plantation Veteran's Group where we will be catering a prime rib dinner for 180 guests in November as well as other holiday events. She also has four outside golf events that will include breakfast and/or lunch options. The Wisconsin Group from The Villages is one group that will be returning for its third year with us bringing 96 players and additional spouses for dinner after their outing.

**MINUTES OF WORKSHOP
ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Arlington Ridge Community Development District was held Monday, June 12, 2023, at 9:00 a.m. at Fairfax Hall, 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

Present were the following:

Robert Hoover	Chairman
Ted Kostich	Vice Chairman
Bill Middlemiss	Assistant Secretary
Claire Murphy	Assistant Secretary

Also present, either in person or via Zoom Video Communications, were the following:

Angel Montagna	Manager: Inframark, Management Services
Jennifer Kilinski	Attorney: KE Law
Brenda Burgess	Inframark, Management Services
Lynn Hayes	Inframark, Management Services
Robert Sardinias	Inframark, Management Services
Donise Streit	Community Association Manager
Dan Zimmer	General Manager: Golf, Food & Beverage
Residents and Members of the Public	

This is not a certified or verbatim transcript but rather represents the context and summary of the workshop. The full workshop is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Ms. Montagna called the workshop to order at 9:00 a.m. and called the roll.

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

Mr. Hoover led the *Pledge of Allegiance*.

THIRD ORDER OF BUSINESS **Audience Comments**

A Resident commented on District email reminders and notices received for various subject except for today's workshop and Thursday's meeting, and requested better communication.

FOURTH ORDER OF BUSINESS **Discussion of Preliminary Budget for Fiscal Year 2024**

Discussion ensued regarding the budget process, and capital projects will not be discussed at the workshop. The Board discussed making changes to the following expense line items, as noted:

REVENUES:

Discussion ensued regarding anticipated revenue for Lexington Spa, rental income for Fairfax Hall from non-residents, added line item for RV revenue, projected revenues for the RV

lot, proposed monthly fee of \$25 per lot instead of \$1.50 per linear foot, keeping the current revenue amount for the RV lot until the budget hearing in August, non-resident events at Fairfax Hall, receive monthly statement for rental income, having them broken out on the financial statements, the purpose of settlement item, and room rental activity policy.

ADMINISTRATIVE:

Payroll—Board of Supervisors: based on 15 meetings per year, suggestion the annual meeting schedule also include workshops to be advertised.

FICA Taxes: formula based on the Board's payroll.

Payroll Taxes: employer's portion of payroll taxes.

Worker's Compensation: reduced to \$850.

Professional Services—Arbitrage Rebate: based on contract amount.

Professional Services—Dissemination Agent: contracted service with Inframark.

Professional Services—Trustee Fees: Discussion ensued regarding fee paid per bond issue.

Attorney Fees: Discussion ensued regarding anticipated legal services needed, including violations received.

Engineering Fees: Discussion ensued regarding anticipated engineering services needed, and other governmental approval agencies for stormwater and other improvements.

Management Services: contract amount.

Assessment Roll: contract amount.

Auditing Services: contract amount per the engagement letter. Discussion ensued regarding soliciting proposals for auditing services next year.

Postage: Discussion ensued regarding the need to include sufficient monies for mailed notices if assessments are being increased.

Insurance—General Liability: Discussion ensued regarding increased premium costs, and properties that are covered under the policy.

Insurance—POL: increased premium.

Insurance—Property: increased premium. Discussion ensued regarding assets added during the year plus additional roof leaks included in the policy.

Legal Advertising: reduced to \$5,000. Discussion ensued regarding upcoming bids that will require legal advertising.

Website Administration: based on a contract amount.

Information Technology: the District's internal IT system.

Miscellaneous Expenses: includes a new laptop, and staff has requested a breakdown of what expenses have been coded to this line item.

Dues, Licenses, & Subscriptions: increased to \$3,425, includes all subscriptions for the District.

GATE HOUSE:

Contracts—Security Services: Discussion ensued regarding staff’s negotiation with Allied Services regarding limiting their requested increase to 3% but have not heard back, a hybrid solution, and other options for security.

Utility—Water & Sewer: includes 10% increase.

Utility—Electric: includes 10% increase.

Street Lights: includes 10% increase.

Repairs and Maintenance: no change.

Security Enhancements: reduced to \$1,500. Discussion ensued regarding items included in this line item.

CAPITAL EXPENDITURES AND PROJECTS:

Capital Projects: increased to \$225,000. Discussion ensued regarding projects, priorities, pools, insurance reimbursements, roof repairs not coded to maintenance, and spa roof.

TOWN CENTER ADMINISTRATION:

Pest Control: no change.

Onsite Management: no change.

Janitorial Services & Supplies: increased to \$92,000. Discussion ensued regarding poor service provided by Globisier, recommendation to change vendors, staff will email the current contract to the Board, scope of services for cleaning, and complaints.

The agenda for Thursday’s meeting will have an item to consider janitorial services.

Utility—Water & Sewer: includes 10% increase.

Utility—Electric: includes 10% increase.

Rentals & Leases: no change.

Liability/Property Insurance: zero since it is included in Administrative.

Repairs & Maintenance: no change.

Special Events: reduced to \$5,000. Discussion ensued regarding zeroing out and moving elsewhere in the budget, reimbursements, District events, food trucks, and where it shows up under revenues.

Information Technology: zero since it is included in the administrative section.

Office Supplies: no change.

Computer Supplies/Equipment: no change.

Club Activity Supplies: reduced to zero. Discussion ensued regarding providing supplies, treating all groups the same, and letting groups provide for their own needs.

The meeting recessed at 10:54 a.m.

The meeting reconvened at 11:04 p.m.

COMMON AREA AND RECREATION:

Utilities—Water & Sewer: includes 10% increase.

Utility—Electric: includes 10% increase.

Repairs & Maintenance: no change.

Roadway Repair & Maintenance: no change.

Irrigation Repairs & Maintenance: no change.

Landscape—Mulch: no change.

Landscape Maintenance: no change.

Landscape Replacement: no change.

Landscape—Storm Cleanup & Tree Removal: no change. Discussion ensued regarding previous cleanup projects and storms.

Pond/Littoral Shelf & Wetland Management: no change.

Sports Court Maintenance: no change.

Holiday Decoration: no change.

Special Events: zero because it is included under Towncenter.

Operating Supplies: zero because it is included under Towncenter.

FAIRFAX HALL:

Utilities—Water & Sewer: includes 10% increase.

Utility—Electric: increased to \$19,000.

Repairs & Maintenance: no change.

SOCIAL CENTER:

Utilities—Water & Sewer: includes 10% increase.

Utility—Electric: includes 10% increase.

Repairs & Maintenance: no change.

Operating Supplies: zero because included in Towncenter.

Dues, Licenses, Subscriptions: zero because included in Administrative.

LEXINGTON SPA:

Professional Services—Pool Maintenance: no change.

Fitness Instructors: zero due to the District no longer paying instructors.

Utilities—Water and Sewer: reduced to \$25,000.

Utility—Electric: includes 10% increase.

Repairs & Maintenance: no change.

Operating Supplies: zero because included in Towncenter.

Dues, Licenses, Subscriptions: zero because included in Administrative.

BLUE RIDGE ACTIVITY CENTER:

Utilities—Water & Sewer: no change.

Utility—Electric: no change.

Operations & Maintenance: no change. Discussion ensued regarding anticipated maintenance, and recommendation to keep the numbers as presented for a year to see what costs end up being.

RV LOT: *new section added*

Utility—Electric: increased to \$500.

Capital Improvements: no change.

Maintenance: reduced to \$35,500, for total in this category of \$36,000. Discussion ensued regarding additional monies for upgrades.

OTHER FINANCING SOURCES:

Transfer Out—Capital Reserve: no change. Discussion ensued regarding net increase without further changes results in 11% increase in non-ad valorem assessments for only the general fund,

reduction of capital reserve contribution to \$100,000 results in 6.6% increase, and resident feedback.

Transfer Out—Golf Course/Food & Beverage: reduced to \$76,299, resulting in 10.7% increase.

Transfer Out—Sales Center Revenue: no change. This is the final year for this expense.

Discussion ensued regarding version 2 of the budget to simplify the line items, consolidate similar budget items to eliminate redundant line items which will be discussed further at the meeting Thursday, support and continued maintenance of the restaurant and the Blue Ridge Activity Center, the restaurant will be broken out separately in version 2, numerous accounts for electricity that will be provided in a spreadsheet for a single line item, some preference to break out expenses and code invoices by building instead of consolidating line items, suggestion for consolidated line items with building broken out under that line item, and this will be discussed further at the meeting on Thursday.

GOLF & FOOD/BEVERAGE BUDGET:

Discussion ensued regarding transfer out reduced to \$76,299 resulting in a 10.7% increase in assessments.

Mr. Zimmer presented the budget for golf and food/beverage.

Discussion ensued regarding calculation for total revenues, overall increase of 4.8% in total golf revenue, overall increase of 13.5% in total expenses, maintenance activities, schedule for growing own sod, memberships, how budget items are recorded and accounted for, how discounts for golf membership affect restaurant revenues, budgeted loss for the restaurant for fiscal year 2023, staff increases, special events, financial reports for special events will be provided separately to the Board.

FIFTH ORDER OF BUSINESS

Supervisor Comments

Mr. Kostich requested current Inframark financials and golf course financials to be two months behind, and feels a 10.7% increase is too high and would like to get it lower at the meeting on the 15th. Ms. Montagna clarified the lag in financial statements and how Inframark will be providing them, history of previous Board direction to provide both sets of financials two months in arrears. Discussion ensued regarding having golf course financials two months behind but Inframark financials be current, Indigo is supposed to send their financials by the 20th of each month, combined financials can be sent by the 28th of each month, suggestion of having both sets

tied together twice a year, history of previous management company providing financials two months in arrears, staff will check requirements of providing financial statements, and the Board can discuss and decide further at the meeting on the 15th.

SIXTH ORDER OF BUSINESS Audience Comments

A Resident commented on the following items: condition of facilities, adding monies to reserves, golf club discounts, questioned if the restaurant is losing money because of offering discounts, and event tickets.

SEVENTH ORDER OF BUSINESS Adjournment

- *The next meeting is scheduled for Thursday, June 15, 2023, at 2:00 p.m.*

The workshop adjourned at 12:45 p.m.

Angel Montagna, Secretary

Robert Hoover, Chairman

**MINUTES OF MEETING
ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Arlington Ridge Community Development District was held Thursday, June 15, 2023, at 2:00 p.m. at Fairfax Hall, 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

Present and constituting a quorum were the following:

Robert Hoover	Chairman
Ted Kostich	Vice Chairman
Bill Middlemiss	Assistant Secretary
Claire Murphy	Assistant Secretary

Also present, either in person or via Zoom Video Communications, were the following:

Angel Montagna	Manager: Inframark, Management Services
Meredith Hammock	Attorney: Kilinski Van Wyk
Jennifer Kilinski	Attorney: Kilinski Van Wyk
David Hamstra	Engineer: Pegasus Engineering
Frank Bruno	General Manager: Golf, Food & Beverage
Brenda Burgess	Inframark, Management Services
Lynn Hayes	Inframark, Management Services
Dan Zimmer	Vice President of Operations, Troon
Residents and Members of the Public	

This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Ms. Montagna called the meeting to order at 2:01 p.m.

Ms. Montagna called the roll and indicated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

Mr. Hoover led the *Pledge of Allegiance*.

THIRD ORDER OF BUSINESS **Audience Comments**

Ms. Montagna indicated each member of the public has three minutes to make comments. It is not a time for back and forth.

A Resident (Lot 1016) commented on the contract with the golf course, suggested other proposals be obtained for management of the golf course, and recommended no need for additional flag poles.

A Resident thanked the Board members for serving.

A Resident (Lot 403) thanked the Board members for serving, and requested better cleanliness at the Beach Pool. Ms. Montagna provided an update regarding pool maintenance, and the pool is now open.

A Resident (Lot 245) commented on the golf course and condition of the course.

A Resident (Lot 565) commented on the restaurant, an advisory committee for oversight, and golf cart rentals.

A Resident (Lot 469) commented on an advisory committee, and an audit of the restaurant.

A Resident (Lot 252) commented on the embarrassing condition of the golf course, management of the course, and no availability of carts due to non-residential use.

A Resident (Lot 1038) commented on the budget, previous projects approved in the previous budget, and requested continuation of reserves.

A Resident (Lot 276) mentioned restaurant hours, and requested it stay open later on weekends.

A Resident (Lot 624) commented on restaurant and events, lack of information shared about July 4 events, and communication could be better.

A Resident (Lot 749) commented on accounting system, and asked if financials are audited. Ms. Montagna clarified a third-party auditing firm provides an audit annually, which is posted on the website.

A Resident commented on the condition of the golf course, and damage to golf carts.

A Resident (Lot 764) commented on the golf course, and asked about repairs.

A Resident (Lot 1021) requested an update on repair of hedges behind his property, and commented on the condition of the golf course.

A Resident (Lot 682) commended the Board and volunteers for the opening event of the Blue Ridge Activity Center.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. Engineer

Mr. Hamstra discussed depressions #2 and #3, the six projects and a schedule, Roanoke Drive berm repairs and schedule, and potential encroachment on the Palatlahaha River with extensive clearing being done, further research needed for resolution and compliance, and update to be provided to St. Johns River Water Management District.

Discussion ensued regarding plats showing the buffer on the Palatlahaha River, estimated restoration costs in excess of \$25,000, governmental agencies with jurisdiction, process to communicate to and educate residents is to contact the District Manager first,

resident-requested improvements on the Roanoke berm, and requirements for improvements with pervious surfaces.

C. District Manager

Discussion ensued regarding update on the pools and refurbishments, additional items to be declared surplus.

Mr. Middlemiss made a MOTION to declare additional surplus items, as discussed.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to declare additional surplus items, as discussed.

D. Field Manager

i. Monthly Report

The monthly field report was included in the agenda package and is available for review in the local records office and the District Office during normal business hours.

ii. Floralawn Inspections and Reports

The monthly inspection and reports were included in the agenda package and are available for review in the local records office and the District Office during normal business hours.

E. Community Director

Ms. Montagna introduced Mr. Graffius, the new community director.

F. General Manager: Golf, and Food & Beverage

i. Monthly Report

The monthly report was included in the agenda package and is available for review in the local records office and the District Office during normal business hours.

Discussion ensued regarding the women's golf event.

FIFTH ORDER OF BUSINESS

Business Items

A. Ratification of Resolution 2023-06, Surplus Property

Mr. Hoover read Resolution 2023-06 into the record by title.

Ms. Hammock described the housekeeping purpose for the resolution, which can include the new surplus items approved earlier in the meeting.

Mr. Hoover made a MOTION to ratify Resolution 2023-06 as amended to include additional surplus items.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to ratify Resolution 2023-06 as amended to include additional surplus items.

Discussion ensued regarding sale of previous surplus items which netted \$775 in revenue, and giving \$500 of the net proceeds to the committee to purchase some items.

Mr. Middlemiss made a MOTION to designate \$500 of the surplus item proceeds to the committee working at the Blue Ridge Activity Center to purchase some items.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to designate \$500 of the surplus item proceeds to the committee working at the Blue Ridge Activity Center to purchase some items.

B. Ratification of First Amendment to the Agreement with Floralawn for Pest Control Services

Discussion ensued regarding removing the restaurant from the pest control contract. The restaurant is going with their preferred provider.

Mr. Middlemiss made a MOTION to ratify the first amendment to the agreement with Floralawn for pest control services to remove the restaurant, in a revised annual amount of \$3,840.00.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to ratify the first amendment to the agreement with Floralawn for pest control services to remove the restaurant, in a revised annual amount of \$3,840.00.

C. Consideration of Resolution 2023-07, Designating an Assistant Secretary

Mr. Hoover read Resolution 2023-07 into the record by title.

Ms. Montagna described the purpose of adding a staff member as Assistant Secretary.

Mr. Middlemiss made a MOTION to approve Resolution 2023-07, designating Mr. Lynn Hayes as an Assistant Secretary.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to Resolution 2023-07, designating Mr. Lynn Hayes as an Assistant Secretary.

Ms. Murphy requested a list of staff members, titles, responsibilities, and contact information be sent to the residents, which will be sent this week. Discussion ensued regarding regular reminders sent to residents regarding the meeting schedule and other information on the District's website.

D. Presentation of Fiscal Year 2024 Budget

Discussion ensued regarding previous discussions to present the proposed budget, deadline is today to provide the budget to the City of Leesburg and Lake County, the final budget for adoption can be lower than what is approved today but cannot go higher, Allied agreed to 3% increase for security services, janitorial proposals received for current scope, complaints, staff's satisfactory experience with Jan-Pro in other districts, references, termination provisions, holding the vendor accountable, current vendor not performing pursuant to the contract which is why staff contacted numerous vendors, local vendors contacted but only three responded, and complaints regarding lack of services provided despite multiple meetings between staff and the vendor.

Ms. Murphy made a MOTION to approve the proposal from Coverall for janitorial services, in the amount of \$88,548.00.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor except Mr. Kostich, approval was given (by a margin of 3-1) to the proposal from Coverall for janitorial services, in the amount of \$88,548.00.

Discussion ensued regarding providing termination notice to Globiser, and counsel providing an agreement with Coverall.

Further discussion ensued regarding discretionary amount, line items discussed Monday at the workshop, proposed change in layout, assessment revenues, and assessment level dropped to 10.6% due to lower proposal for janitorial services.

E. Consideration of Resolution 2023-08, Approving the Proposed Budget and Setting a Public Hearing Thereon

Ms. Montagna read Resolution 2023-08 into the record by title.

Ms. Murphy made a MOTION to approve Resolution 2023-08, approving the proposed budget for fiscal year 2024 and setting a public hearing for Thursday, August 17, 2023, at 2:00 p.m. at Fairfax Hall.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to Resolution 2023-08, approving the proposed budget for fiscal year 2024 and setting a public hearing for Thursday, August 17, 2023, at 2:00 p.m. at Fairfax Hall.

Discussion ensued regarding approval included the general fund and debt services funds, not the golf course and food and beverage budget.

F. Consideration of Janitorial Services Proposals

This item having been approved earlier, the next item followed.

G. Consideration of Floralawn Pest Control Proposal

This item not being considered, the next item followed.

H. Consideration of Truck Stop, Inc. Work Trailer Proposal

Discussion ensued regarding delaying action on this item, three cost components, future repairs, seeking remediation from residents causing damage, use of reserves or fund balance,

Mr. Kostich made a MOTION to defer consideration of the proposal from Truck Stop, Inc. for a work trailer.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor except Mr. Middlemiss, approval was given (by a margin of 3-1) to defer consideration of the proposal from Truck Stop, Inc. for a work trailer.

The meeting recessed at 3:36 p.m.

The meeting resumed at 3:49 p.m.

I. Consideration of Sidewalk Build Proposal

Discussion ensued regarding location of the build, scope of the project, code requirements for sidewalks, support expressed for the project, and a request to table the proposal until October 1.

J. Number of Registered Voters – 1,778

The number of registered voters was entered into the record.

SIXTH ORDER OF BUSINESS **Consent Agenda**

A. Minutes from the Regular Meeting on May 18, 2023

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

Ms. Murphy reviewed one correction to the motion box on page 4.

Ms. Murphy made a MOTION to accept the minutes, as amended.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to accept the minutes, as amended.

B. Financial Statements

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

C. Check Register

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

SEVENTH ORDER OF BUSINESS **Other Business**

Ms. Hammock reported conclusion of a recent lawsuit that was entered in favor of the District, legal fees are to be paid by the applicant and can be pursued at the Board's direction.

Mr. Middlemiss made a MOTION to recoup legal fees from the lawsuit ruled in favor of the District.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to recoup legal fees from the lawsuit ruled in favor of the District.

Mr. Middlemiss commented on Bridgeport Road extension.

Ms. Montagna reported on combined financials for the District and golf/food and beverage, which will be from two months prior. Discussion ensued regarding preference for recent financials from one month ago and not two months, disparity between one month for District financials and two months for golf/food and beverage.

Ms. Murphy made a MOTION to receive District financials from the previous month with the financials from Indigo from two months prior to be included in the financial package but not merged into the District financials.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to receive District financials from the previous month with the financials from Indigo from two months prior to be included in the financial package but not merged into the District financials.

Discussion ensued regarding the golf and food/beverage budget.

EIGHTH ORDER OF BUSINESS **Supervisor Requests**

Ms. Murphy thanked those who were involved in events and the open house for Blue Ridge Activity Center.

Mr. Middlemiss commented on the RV lot, units need to have current tags with insurance on the vehicle, approval required before installing anything on District-owned property, welcome committee requested money from the District for welcome gifts which cannot be done, thanked those who participated in the Blue Ridge Activity Center, discussed the renovations, and update on permitting.

Mr. Hoover requested No Parking signage at the drive-through for Fairfax Hall. Discussion ensued regarding fire lane wording, and recommendation for Emergency Access wording instead.

NINTH ORDER OF BUSINESS **Audience Comments**

A Resident commented participants attending via Zoom cannot hear the conversations.

Discussion ensued regarding not required to offer Zoom, a third party needs to analyze the sound system or cease advertising for Zoom, pursuing sound system analysis, and tabling Zoom until resolved.

Mr. Hoover made a MOTION to table utilizing Zoom Video Communications until the sound issues are resolved.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to table utilizing Zoom Video Communications until the sound issues are resolved.

TENTH ORDER OF BUSINESS

Adjournment

- *The next meeting is scheduled for Thursday, August 17, 2023, at 2:00 p.m.*

On MOTION by Ms. Murphy, seconded by Mr. Hoover, with all in favor, the meeting was adjourned at 4:34 p.m.

Angel Montagna, Secretary

Robert Hoover, Chairman

ARLINGTON RIDGE
Community Development District

Financial Report
(Unaudited)

July 31, 2023

Prepared by



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Balance Sheet

July 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>CAPITAL RESERVE FUND</u>	<u>SERIES 2006A DEBT SERVICE FUND</u>	<u>SERIES 2019 DEBT SERVICE FUND</u>	<u>SERIES 2019 CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
ASSETS						
Cash - Checking Account	\$ 973,738	\$ 517,632	\$ -	\$ -	\$ -	\$ 1,491,370
Due from Golf	28,690	-	-	-	-	28,690
Due From Other Funds	7,716	-	3,620	1,002	-	12,338
Investments:						
Construction Fund	-	-	-	-	8,118	8,118
Fee & Expense A	-	-	8	-	-	8
Prepayment Account	-	-	-	7,444	-	7,444
Prepayment Account A	-	-	18,129	-	-	18,129
Reserve Fund	-	-	-	27,380	-	27,380
Reserve Fund A	-	-	126,170	-	-	126,170
Revenue Fund	-	-	-	43,264	-	43,264
Revenue Fund A	-	-	197,657	-	-	197,657
Prepaid Items	2,020	-	-	-	-	2,020
Deposits - Electric	820	-	-	-	-	820
TOTAL ASSETS	\$ 1,012,984	\$ 517,632	\$ 345,584	\$ 79,090	\$ 8,118	\$ 1,963,408
LIABILITIES						
Accounts Payable	\$ 135,205	\$ -	\$ -	\$ -	\$ -	\$ 135,205
Accrued Expenses	57,144	-	-	-	-	57,144
Deposits	780	-	-	-	-	780
Due To Golf	172,445	-	-	-	-	172,445
Due To Other Funds	-	12,338	-	-	-	12,338
TOTAL LIABILITIES	365,574	12,338	-	-	-	377,912
FUND BALANCES						
Nonspendable:						
Prepaid Items	2,020	-	-	-	-	2,020
Deposits	820	-	-	-	-	820
Restricted for:						
Debt Service	-	-	345,584	79,090	-	424,674
Capital Projects	-	-	-	-	8,118	8,118
Unassigned:	644,570	505,294	-	-	-	1,149,864
TOTAL FUND BALANCES	\$ 647,410	\$ 505,294	\$ 345,584	\$ 79,090	\$ 8,118	\$ 1,585,496
TOTAL LIABILITIES & FUND BALANCES	\$ 1,012,984	\$ 517,632	\$ 345,584	\$ 79,090	\$ 8,118	\$ 1,963,408

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
REVENUES				
Interest - Investments	\$ 100	\$ 120	120.00%	\$ 9
Lexington Spa	3,000	2,879	95.97%	-
Rental Income- Fairfax Hall	2,500	-	0.00%	-
Special Assmnts- Tax Collector	2,233,233	2,240,248	100.31%	-
Settlements	-	27,307	0.00%	-
Other Miscellaneous Revenues	-	30,407	0.00%	-
Access Cards	-	10	0.00%	-
RV Parking Lot Revenue	27,700	17,336	62.58%	-
TOTAL REVENUES	2,266,533	2,318,307	102.28%	9

EXPENDITURES

Administration

P/R-Board of Supervisors	15,000	11,631	77.54%	800
FICA Taxes	1,148	704	61.32%	61
Payroll Taxes	-	1,989	0.00%	-
Workers' Compensation	-	850	0.00%	-
ProfServ-Arbitrage Rebate	600	600	100.00%	-
ProfServ-Dissemination Agent	5,000	-	0.00%	-
ProfServ-Trustee Fees	10,000	8,216	82.16%	-
Attorney Fees	70,000	76,248	108.93%	5,020
Engineering Fees	35,000	55,057	157.31%	16,170
Management Services	53,500	44,583	83.33%	4,458
Assessment Roll	7,500	-	0.00%	-
Auditing Services	4,500	-	0.00%	-
Postage	6,500	214	3.29%	23
Insurance - General Liability	15,000	14,400	96.00%	-
Legal Advertising	6,000	1,847	30.78%	114
Misc-Property Taxes	-	1,937	0.00%	-
Website Administration	3,000	1,553	51.77%	-
Information Technology	2,775	1,445	52.07%	-
Miscellaneous Expenses	3,000	2,057	68.57%	15
Dues, Licenses, Subscriptions	175	2,019	1153.71%	1,041
Total Administration	238,698	225,350	94.41%	27,702

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
<u>Gatehouse</u>				
Contracts-Security Services	150,000	131,909	87.94%	23,782
Utility - Water & Sewer	510	407	79.80%	54
Utility - Electric	4,200	2,390	56.90%	483
Street Lights	108,000	103,985	96.28%	19,916
Repairs & Maintenance	2,500	4,267	170.68%	-
Security Enhancements	4,500	115	2.56%	-
Total Gatehouse	269,710	243,073	90.12%	44,235
<u>Capital Expenditures & Projects</u>				
Capital Projects	200,000	186,680	93.34%	60,100
Total Capital Expenditures & Projects	200,000	186,680	93.34%	60,100
<u>Towncenter Administration</u>				
Pest Control	4,500	4,000	88.89%	417
Onsite Management	266,822	221,006	82.83%	22,235
Janitorial Services & Supplies	50,000	27,838	55.68%	2,405
Utility - Water & Sewer	1,851	2,446	132.14%	385
Utility - Electric	4,000	3,032	75.80%	647
Rentals & Leases	4,500	3,299	73.31%	1,208
Liability/Property Insurance	68,517	71,609	104.51%	-
Repairs & Maintenance	7,000	9,788	139.83%	(602)
Special Events	36,000	8,350	23.19%	78
Office Supplies	9,000	3,948	43.87%	(1,065)
Computer Supplies/Equipment	5,000	3,736	74.72%	(1,085)
Club Activity Supplies	1,000	-	0.00%	-
Total Towncenter Administration	458,190	359,052	78.36%	24,623
<u>Common Area/Recreation</u>				
Utility - Water & Sewer	9,000	6,027	66.97%	806
Utility - Electric	1,250	1,377	110.16%	204
Repairs & Maintenance	30,000	31,391	104.64%	5,055
Roadway Repair & Maintenance	25,000	-	0.00%	(12,338)
Irrigation Repairs & Maintenance	35,000	26,163	74.75%	4,333
Landscape Maintenance	291,114	254,182	87.31%	24,004
Landscape Replacement	30,000	14,859	49.53%	4,225
Landscape- Storm Clean Up & Tree Removal	25,000	25,027	100.11%	404
Pond/Littoral Shelf & Wetland Mgmt	33,475	21,290	63.60%	2,175
Sports Courts Maintenance & Supplies	3,000	9,990	333.00%	-
Holiday Decoration	10,000	3,228	32.28%	-
Operating Supplies	4,000	266	6.65%	202

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
Total Common Area/Recreation	496,839	393,800	79.26%	29,070
<u>Fairfax Hall</u>				
Utility - Water & Sewer	1,378	1,213	88.03%	232
Utility - Electric	14,392	18,828	130.82%	3,913
Repairs & Maintenance	15,000	30,888	205.92%	193
Total Fairfax Hall	30,770	50,929	165.52%	4,338
<u>Social Center</u>				
Utility - Water & Sewer	1,500	-	0.00%	-
Utility - Electric	5,343	6,111	114.37%	1,349
Repairs & Maintenance	7,500	575	7.67%	-
Operating Supplies	2,000	105	5.25%	105
Dues, Licenses, Subscriptions	2,200	-	0.00%	(632)
Total Social Center	18,543	6,791	36.62%	822
<u>Lexington Spa</u>				
ProfServ-Pool Maintenance	70,000	62,863	89.80%	11,400
Fitness Instructors	12,000	5,200	43.33%	270
Utility - Water & Sewer	28,620	15,580	54.44%	3,155
Utility - Electric	56,709	43,540	76.78%	8,098
Repairs & Maintenance	20,000	27,744	138.72%	611
Operating Supplies	2,500	3,362	134.48%	2,239
Dues, Licenses, Subscriptions	1,050	940	89.52%	65
Total Lexington Spa	190,879	159,229	83.42%	25,838

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
<u>Sales Center</u>				
Utility - Water & Sewer	-	2,234	0.00%	539
Utility - Electric	-	5,746	0.00%	1,005
Repairs & Maintenance	-	1,950	0.00%	-
Operations & Maintenance	28,850	-	0.00%	-
Total Sales Center	28,850	9,930	34.42%	1,544
TOTAL EXPENDITURES	1,932,479	1,634,834	84.60%	218,272
Excess (deficiency) of revenues Over (under) expenditures	334,054	683,473	n/a	(218,263)
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfer Out - Capital Reserve	(200,000)	(200,000)	100.00%	-
Transfer Out - Golf Course/Food & Beverage	(66,305)	-	0.00%	-
Transfer Out- Sales Center Revenue	(87,500)	(87,500)	100.00%	-
TOTAL FINANCING SOURCES (USES)	(373,556)	(287,500)	76.96%	-
Net change in fund balance	\$ (19,751)	\$ 395,973	<u>-2004.83%</u>	<u>\$ (218,263)</u>
FUND BALANCE, BEGINNING (OCT 1, 2022)	251,437	251,437		
FUND BALANCE, ENDING	<u>\$ 231,686</u>	<u>\$ 647,410</u>		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
REVENUES				
Interest - Investments	\$ 214	\$ 30	14.02%	\$ 4
TOTAL REVENUES	214	30	14.02%	4
EXPENDITURES				
Administration				
Miscellaneous Expenses	-	30	0.00%	-
Total Administration	-	30	0.00%	-
Other Physical Environment				
R&M-Emergency & Disaster Relief	-	4,768	0.00%	-
Capital Outlay	-	103,324	0.00%	16,008
Total Other Physical Environment	-	108,092	0.00%	16,008
Reserves				
Reserve - Roof	-	89,437	0.00%	-
Total Reserves	-	89,437	0.00%	-
TOTAL EXPENDITURES & RESERVES	-	197,559	0.00%	16,008
Excess (deficiency) of revenues				
Over (under) expenditures	214	(197,529)	n/a	(16,004)
OTHER FINANCING SOURCES (USES)				
Transfer In - General Fund	200,000	200,000	100.00%	-
Transfer In - GF (Sales Center)	87,500	87,500	100.00%	-
Contribution to (Use of) Fund Balance	287,714	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	575,214	287,500	49.98%	-
Net change in fund balance	\$ 287,714	\$ 89,971	n/a	\$ (16,004)
FUND BALANCE, BEGINNING (OCT 1, 2022)	415,323	415,323		
FUND BALANCE, ENDING	\$ 703,037	\$ 505,294		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
REVENUES				
Interest - Investments	\$ 125	\$ 11,812	9449.60%	\$ 1,305
Special Assmnts- Tax Collector	228,315	207,015	90.67%	-
Special Assmnts- Prepayment	-	37,648	0.00%	6,412
TOTAL REVENUES	228,440	256,475	112.27%	7,717
EXPENDITURES				
Debt Service				
Principal Debt Retirement	100,000	-	0.00%	-
Principal Debt Retirement - Special Call	-	285,000	0.00%	-
Interest Expense	110,825	106,288	95.91%	-
Total Debt Service	210,825	391,288	185.60%	-
TOTAL EXPENDITURES	210,825	391,288	185.60%	-
Excess (deficiency) of revenues				
Over (under) expenditures	17,615	(134,813)	n/a	7,717
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	17,615	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	17,615	-	0.00%	-
Net change in fund balance	\$ 17,615	\$ (134,813)	n/a	\$ 7,717
FUND BALANCE, BEGINNING (OCT 1, 2022)	480,397	480,397		
FUND BALANCE, ENDING	\$ 498,012	\$ 345,584		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 27	\$ 2,610	9666.67%	\$ 298
Special Assmnts- Tax Collector	62,406	57,289	91.80%	-
Special Assmnts- Prepayment	-	9,668	0.00%	-
TOTAL REVENUES	62,433	69,567	111.43%	298
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	35,000	30,000	85.71%	-
Principal Prepayments	-	15,000	0.00%	-
Interest Expense	22,960	21,800	94.95%	-
Total Debt Service	57,960	66,800	115.25%	-
TOTAL EXPENDITURES	57,960	66,800	115.25%	-
Excess (deficiency) of revenues Over (under) expenditures	4,473	2,767	61.86%	298
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	345	0.00%	31
Operating Transfers-Out	-	(874)	0.00%	(105)
Contribution to (Use of) Fund Balance	4,473	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	4,473	(529)	-11.83%	(74)
Net change in fund balance	\$ 4,473	\$ 2,238	50.03%	\$ 224
FUND BALANCE, BEGINNING (OCT 1, 2022)	76,852	76,852		
FUND BALANCE, ENDING	\$ 81,325	\$ 79,090		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	JUL-23 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 318	0.00%	\$ 31
TOTAL REVENUES	-	318	0.00%	31
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	0.00%	-
<u>Reserves</u>				
	-	-	0.00%	-
Total Reserves	-	-	0.00%	-
TOTAL EXPENDITURES	-	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	-	318	0.00%	31
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	847	0.00%	105
Operating Transfers-Out	-	(318)	0.00%	(31)
TOTAL FINANCING SOURCES (USES)	-	529	0.00%	74
Net change in fund balance	\$ -	\$ 847	0.00%	\$ 105
FUND BALANCE, BEGINNING (OCT 1, 2022)	-	7,271		
FUND BALANCE, ENDING	\$ -	\$ 8,118		

Arlington Ridge

Community Development District

FY 2023 Monthly Trend Report

General Fund

	October	November	December	January	February	March	April	May	June	July	Total
REVENUES											
Interest - Investments	\$ 4	\$ 3	\$ 14	\$ 19	\$ 15	\$ 19	\$ 15	14	10	9	\$ 122
Lexington Spa	259	-	203	-	749	733	448	487	-	-	2,879
Special Assmnts- Tax Collector Settlements	-	292,519	1,747,891	74,172	37,714	15,425	50,441	3,544	18,542	-	2,240,248
Other Miscellaneous Revenues	-	27,307	-	-	-	-	-	-	-	-	27,307
Access Cards	-	-	11	-	227	-	2,838	27,331	-	-	30,407
RV Parking Lot Revenue	10	-	-	-	-	-	-	-	-	-	10
	-	-	-	-	12,158	5,179	-	-	-	-	17,337
TOTAL REVENUES	273	319,829	1,748,119	74,191	50,863	21,356	53,742	31,376	18,552	9	2,318,310

EXPENDITURES

Administration

P/R-Board of Supervisors	200	1,800	1,000	769	1,431	1,031	1,569	1,431	1,600	800	11,631
FICA Taxes	-	122	61	-	122	31	61	122	122	61	703
Payroll Taxes	-	-	-	-	1,989	-	-	-	-	-	1,989
Workers' Compensation	-	850	-	-	-	-	-	-	-	-	850
ProfServ-Arbitrage Rebate	-	-	-	-	-	-	600	-	-	-	600
ProfServ-Trustee Fees	5,388	-	-	-	-	-	2,828	-	-	-	8,216
Attorney Fees	-	6,914	-	24,397	-	18,220	15,015	6,682	-	5,020	76,248
Engineering Fees	-	-	-	6,500	13,344	-	11,604	2,949	4,491	16,170	55,058
Management Services	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	44,582
Postage	15	12	23	12	-	54	23	19	32	23	213
Insurance - General Liability	10,000	4,400	-	-	-	-	-	-	-	-	14,400
Printing and Binding	-	154	-	(154)	-	-	-	-	-	-	-
Legal Advertising	-	-	-	1,613	119	-	-	-	-	114	1,846
Misc-Property Taxes	-	-	-	-	-	-	1,937	-	-	-	1,937
Website Administration	-	-	-	-	1,553	-	-	-	-	-	1,553
Information Technology	700	-	-	-	-	745	-	-	-	-	1,445
Miscellaneous Expenses	40	15	439	169	15	1,907	(573)	15	15	15	2,057
Dues, Licenses, Subscriptions	-	-	175	-	553	-	250	-	-	1,041	2,019
Total Administration	20,801	18,725	6,156	37,764	23,584	26,447	37,773	15,676	10,718	27,702	225,347

Arlington Ridge

Community Development District

FY 2023 Monthly Trend Report

General Fund

	October	November	December	January	February	March	April	May	June	July	Total
<u>Gatehouse</u>											
Contracts-Security Services	12,280	12,500	10,332	12,801	12,552	10,223	13,470	12,079	11,891	23,782	131,910
Utility - Water & Sewer	-	85	42	38	43	43	46	43	13	54	407
Utility - Electric	-	329	253	217	214	211	228	170	286	483	2,391
Street Lights	-	12,978	6,455	16,931	9,631	9,396	9,710	8,461	10,508	19,916	103,986
Repairs & Maintenance	1,042	156	-	4,579	39	(1,751)	-	-	201	-	4,266
Security Enhancements	-	-	-	115	-	-	-	-	-	-	115
Information Technology	-	-	115	(115)	-	-	-	-	-	-	-
Total Gatehouse	13,322	26,048	17,197	34,566	22,479	18,122	23,454	20,753	22,899	44,235	243,075
<u>Capital Expenditures & Projects</u>											
Capital Projects	-	-	-	-	-	75,320	-	51,260	-	60,100	186,680
Total Capital Expenditures & Projects	-	-	-	-	-	75,320	-	51,260	-	60,100	186,680
<u>Towncenter Administration</u>											
Pest Control	398	398	398	398	398	398	398	398	398	417	3,999
Onsite Management	22,235	20,889	22,235	22,235	22,235	22,235	22,235	22,235	22,235	22,235	221,004
Janitorial Services & Supplies	2,828	2,836	476	5,855	2,398	2,538	2,340	3,399	2,762	2,405	27,837
Utility - Water & Sewer	-	873	435	291	79	109	(11)	144	140	385	2,445
Utility - Electric	-	663	444	(181)	443	169	201	304	344	647	3,034
Rentals & Leases	221	386	336	168	-	-	468	-	513	1,208	3,300
Liability/Property Insurance	76,859	(5,250)	-	-	-	-	-	-	-	-	71,609
Repairs & Maintenance	-	-	-	1,135	3,286	5,616	353	-	-	(602)	9,788
Special Events	300	-	-	2,705	7,080	(2,150)	337	-	-	78	8,350
Information Technology	-	-	720	(720)	630	(630)	-	-	-	-	-
Office Supplies	-	-	-	426	461	2,228	1,116	394	388	(1,065)	3,948
Computer Supplies/Equipment	-	-	-	845	-	1,711	215	2,050	-	(1,085)	3,736
Club Activity Supplies	-	-	-	-	-	-	-	-	-	-	-
Total Towncenter Administration	102,841	20,795	25,044	33,157	37,010	32,224	27,652	28,924	26,780	24,623	359,050

Arlington Ridge

Community Development District

FY 2023 Monthly Trend Report

General Fund

	October	November	December	January	February	March	April	May	June	July	Total
<u>Common Area/Recreation</u>											
Utility - Water & Sewer	-	609	300	211	246	1,557	1,892	202	203	806	6,026
Utility - Electric	-	8,222	3,514	(11,129)	213	179	43	66	66	204	1,378
Repairs & Maintenance	674	105	3,269	7,000	878	318	5,764	11,000	(2,672)	5,055	31,391
Roadway Repair & Maintenance	-	-	-	-	-	-	-	-	12,338	(12,338)	-
R&M-Emergency & Disaster Relief	-	3,120	-	-	(3,120)	-	-	-	-	-	-
Irrigation Repairs & Maintenance	-	7,717	3,472	4,541	3,991	(8,866)	4,741	4,002	2,233	4,333	26,164
Landscape Maintenance	26,194	20,491	23,342	28,399	23,684	34,783	25,917	23,684	23,684	24,004	254,182
Landscape Replacement	9,846	-	-	2,700	(7,988)	340	-	4,182	1,554	4,225	14,859
Landscape- Storm Clean Up & T.	269	(269)	395	-	20,608	-	2,850	770	-	404	25,027
Pond/Littoral Shelf & Wetland Mg.	1,700	1,680	1,700	1,700	3,380	1,700	1,700	3,380	2,175	2,175	21,290
Sports Courts Maintenance & Sup.	-	-	-	9,990	-	-	-	-	-	-	9,990
Holiday Decoration	-	-	-	3,228	-	-	-	-	-	-	3,228
Special Events	-	-	-	2,460	(360)	(2,100)	-	-	-	-	-
Operating Supplies	-	-	24	553	(553)	-	40	-	-	202	266
Total Common Area/Recreation	38,683	41,675	36,016	49,653	40,979	27,911	42,947	47,286	39,581	29,070	393,801
<u>Fairfax Hall</u>											
Utility - Water & Sewer	-	211	105	122	111	106	112	101	111	232	1,211
Utility - Electric	-	6,806	2,818	(3,193)	1,603	1,254	1,779	1,818	2,030	3,913	18,828
Repairs & Maintenance	571	109	5,673	20,688	-	2,533	1,008	-	113	193	30,889
Total Fairfax Hall	571	7,126	8,596	17,617	1,714	3,893	2,900	1,919	2,254	4,338	50,929
<u>Social Center</u>											
Utility - Water & Sewer	-	250	125	(375)	-	-	-	-	-	-	-
Utility - Electric	-	814	336	584	779	412	494	607	737	1,349	6,112
Repairs & Maintenance	-	-	575	-	-	-	-	-	-	-	575
Operating Supplies	-	-	-	-	-	-	-	-	-	105	105
Dues, Licenses, Subscriptions	-	-	-	-	-	-	-	314	318	(632)	-
Total Social Center	-	1,064	1,036	209	779	412	494	921	1,055	822	6,792

Arlington Ridge

Community Development District

FY 2023 Monthly Trend Report

General Fund

	October	November	December	January	February	March	April	May	June	July	Total
<u>Lexington Spa</u>											
ProfServ-Pool Maintenance	5,700	5,700	5,700	6,026	5,700	5,537	5,700	5,700	5,700	11,400	62,863
Fitness Instructors	740	720	170	640	730	410	790	290	440	270	5,200
Utility - Water & Sewer	-	5,816	2,900	(900)	1,301	1,158	117	436	1,597	3,155	15,580
Utility - Electric	-	7,585	5,087	4,316	5,367	4,019	2,021	3,303	3,744	8,098	43,540
Repairs & Maintenance	304	749	4,625	1,143	8,944	1,057	3,714	792	5,805	611	27,744
Operating Supplies	-	-	407	-	-	-	-	-	715	2,239	3,361
Dues, Licenses, Subscriptions	-	-	-	-	-	-	875	-	-	65	940
Total Lexington Spa	6,744	20,570	18,889	11,225	22,042	12,181	13,217	10,521	18,001	25,838	159,228
<u>Sales Center</u>											
Utility - Water & Sewer	-	-	-	-	440	244	349	226	436	539	2,234
Utility - Electric	-	319	-	1,060	1,727	618	219	369	430	1,005	5,747
Repairs & Maintenance	-	-	-	-	-	-	-	-	1,950	-	1,950
Total Sales Center	-	319	-	1,060	2,167	862	568	595	2,816	1,544	9,931
Total Revenues	273	319,829	1,748,119	74,191	50,863	21,356	53,742	31,376	18,552	9	2,318,310
Total Expenditures	182,962	136,322	112,934	185,251	150,754	197,372	149,005	177,855	124,104	218,272	1,634,833
Excess Revenue / Over (Under) Expenditures	(182,689)	183,507	1,635,185	(111,060)	(99,891)	(176,016)	(95,263)	(146,479)	(105,552)	(218,263)	683,477
<u>Other Sources/(Uses)</u>											
Transfer Out - Capital Reserve	-	-	-	-	-	-	-	-	(200,000)	-	(200,000)
Transfer Out- Sales Center Revenue	-	-	-	-	-	-	-	-	(87,500)	-	(87,500)
Total Other Sources/(Uses)	-	-	-	-	-	-	-	-	(287,500)	-	(287,500)
Net Change in Fund Balance	\$ (182,689)	\$ 183,507	\$ 1,635,185	\$ (111,060)	\$ (99,891)	\$ (176,016)	\$ (95,263)	\$ (146,479)	\$ (393,052)	\$ (218,263)	\$ 395,977

ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT
Non-Ad Valorem Special Assessments
(Monthly Assessment Collection Distributions)
For the Fiscal Year Ending September 30, 2023

Date Received	Net Amount Received	Discounts/ Commissions Amount	Gross Amount	Allocation by Funds		
				General Fund	Series 2006 Debt Service	Series 2019 Debt Service
Amount Levied FY 2023			\$ 2,656,274	\$ 2,375,780	\$ 219,695	\$ 60,798
Allocation%			100%	89%	8%	2%
11/23/22	\$ 36,098	\$ 2,565	\$ 38,664	\$ 38,664	\$ -	\$ -
11/23/22	2,956	224	3,180	-	2,491	689
11/23/22	256,421	16,135	272,556	272,556	-	-
11/23/22	19,221	1,210	20,431	-	16,002	4,428
12/07/22	506,431	31,867	538,298	538,298	-	-
12/07/22	51,243	3,225	54,468	-	42,662	11,806
12/14/22	1,064,147	66,961	1,131,107	1,131,107	-	-
12/14/22	131,837	8,297	140,134	-	109,759	30,375
12/27/22	177,313	11,041	188,354	188,354	-	-
12/27/22	18,850	1,166	20,016	-	15,678	4,339
01/17/23	74,172	4,187	78,359	78,359	-	-
01/17/23	14,087	800	14,887	-	11,660	3,227
02/10/23	37,714	1,660	38,484	38,484	-	-
02/10/23	4,853	206	5,059	-	3,962	1,097
03/08/23	15,425	474	15,899	15,899	-	-
03/08/23	4,254	131	4,385	-	3,434	950
04/10/23	50,441	1,029	51,470	51,470	-	-
04/10/23	12,381	253	12,634	-	9,895	2,738
05/12/23	3,544	(15)	3,529	3,529	-	-
05/12/23	387	(4)	384	-	301	83
06/09/23	4,585	(43)	4,543	4,543	-	-
06/09/23	148	(1)	146	-	114	32
06/21/23	13,956	(328)	13,628	13,628	-	-
06/21/23	4,087	(96)	3,991	-	3,126	865
TOTAL	\$ 2,504,553	\$ 150,941	\$ 2,654,603	\$ 2,374,890	\$ 219,084	\$ 60,629

TOTAL OUTSTANDING	\$ 1,670	\$ 891	\$ 611	\$ 169
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% COLLECTED TO DATE	99.94%	99.96%	99.72%	99.72%
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Assets

- ▶ Cash / Investments - Truist Operating & Capital Reserves accounts. Investments includes trust accounts with US Bank.
- ▶ Due from Golf - FY 2023 utility shared expenses with the Golf course.
- ▶ Due from Other Funds: Assessment amount due from General Fund to Debt Service Funds.
- ▶ Prepaid items - Invoices prepaid for future months - Trustee Fees/ Home Depot.
- ▶ Deposits Electric - Deposit for new account opened for 4460 Sales Center (Blue Ridge Activity Center).

Liabilities

- ▶ Accounts Payable - Invoices received that will be paid in following month.
- ▶ Accrued Expenses - In order to provide a more accurate picture for the financials, expenses were accrued for the month of July for invoices that have not been received at the time the financials were prepared. These expenses are reversed in August. Details available upon request.
- ▶ Deposits - Utility deposits carrying over from prior fiscal years.
- ▶ Due To Golf - FY 2022's budgeted transfer - \$172,445; transfer is pending.
- ▶ Due To Other Funds - Assessment amount due to Debt service funds from General fund.

The notes are intended to provide additional information helpful when reviewing the financial statements.

Budget Analysis - Significant Variances

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<u>Revenues</u>				
Special Assmnts - Tax Collector	\$ 2,233,233	\$ 2,240,428	100.3%	Assessments collected through June 2023.
Settlements	\$ -	\$ 27,307	n/a	Insurance claim.
<u>Expenditures</u>				
<u>Administration</u>				
Payroll Taxes	\$ -	\$ 1,989	n/a	IRS prior years payroll taxes
Workers Compensation	\$ -	\$ 850	n/a	EGIS insurance for Workers Compensation.
Attorney Fees	\$ 70,000	\$ 76,248	109%	Attorney fees thru June 2023
Engineering Fees	\$ 35,000	\$ 55,057	157%	Engineering fees thru June 2023
Dues, Licenses, Subscriptions	\$ 175	\$ 2,019	1154%	FL Department of Economic Opportunity filing fee and Sesac music license; IMS charges
<u>Gatehouse</u>				
Repairs & Maintenance	\$ 2,500	\$ 4,267	171%	Gate repairs.
<u>Capital Expenditures & Projects</u>				
Capital Projects	\$ 200,000	\$ 186,860	93%	Partial payment for club dining chairs, pool resurfacing expenses; drainage engineer certification
<u>Towncenter Administration</u>				
Utility - Water & Sewer	\$ 1,851	\$ 2,446	132%	City of Leesburg services through July 2023.
Utility - Electric	\$ 4,000	\$ 3,032	76%	Duke Energy services through July 2023.
Repairs & Maintenance	\$ 7,000	\$ 9,788	140%	Egis property insurance paid in full.

Budget Analysis - Significant Variances

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<u>Common Area/Recreation</u>				
Utility-Electric	\$ 1,250	\$ 1,377	110%	Duke Energy services through July 2023.
Repairs & Maintenance	\$ 30,000	\$ 31,391	105%	Repairs to-date
Landscape Maintenance	\$ 291,114	\$ 254,182	87%	Includes monthly Floralawn contracted services and frost cloth service.
Landscape- Storm Clean Up & Tree Removal	\$ 25,000	\$ 25,027	100%	Storm clean up costs.
Sports Courts Maintenance & Supplies	\$ 3,000	\$ 9,990	333%	Recarpeting of two Bocce Courts.
<u>Fairfax Hall</u>				
Utility-Electric	\$ 14,392	\$ 18,828	131%	Duke Energy services through July 2023.
Repairs & Maintenance	\$ 15,000	\$ 30,888	206%	Fairfax Hall various repairs. Details available upon request.
<u>Social Center</u>				
Utility-Electric	\$ 5,343	\$ 6,111	114%	Duke Energy services through July 2023.
<u>Lexington Spa</u>				
Repairs & Maintenance	\$ 20,000	\$ 27,744	139%	Pool/spa area repairs and maintenance.
Operating Supplies	\$ 2,500	\$ 3,362	134%	Operating supplies including pool signs

ARLINGTON RIDGE

Community Development District

**Payment Register by Fund
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Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	3203	07/05/23	DEL-AIR HEATING, AIR CONDITIONING	HS-000588494	HVAC REPAIRS	LEXINGTON SPA	546156-57258	\$4,701.75
001	3204	07/05/23	FLORIDA AQUA GROUP LLC	INV-000189	JULY 2023 POOL MAINT	Pool Maintenance	531034-57258	\$5,700.00
001	3205	07/05/23	GLOBISER INC	2576	JUNE 2023 JANITORIAL SVCS	GUARDHOUSE CLEANING	534349-53948	\$2,365.90
001	3206	07/05/23	INFRAMARK, LLC	96952	JUNE 2023 MGMT SVCS	MNGMT FEES	531093-51302	\$4,458.33
001	3206	07/05/23	INFRAMARK, LLC	96952	JUNE 2023 MGMT SVCS	ONSITE MGMT	534210-53948	\$22,235.17
001	3206	07/05/23	INFRAMARK, LLC	96952	JUNE 2023 MGMT SVCS	Postage	541010-51302	\$32.00
001	3207	07/05/23	PEGASUS ENGINEERING	226672	ENGG SVCS FROM 04/23/23-05/20/23	Engineering Fees	531092-51302	\$4,490.77
001	3208	07/05/23	SUSAN KAPLAN	014	FITNESS INSTRUCTOR 10/17-10/29/22	Fitness Instructors	534112-57258	\$180.00
001	3209	07/05/23	UNI-FIRST CORPORATION	3090043686	MATS	Janitorial Services & Supplies	534349-53948	\$99.02
001	3209	07/05/23	UNI-FIRST CORPORATION	3090045739	MATS	Janitorial Services & Supplies	534349-53948	\$99.02
001	3209	07/05/23	UNI-FIRST CORPORATION	3090047726	MATS	Janitorial Services & Supplies	534349-53948	\$99.02
001	3210	07/11/23	FAST SIGNS	498-55666	POOL AREA SIGNAGE	Repairs & Maintenance	546156-57258	\$714.40
001	3211	07/11/23	FLORALAWN INC	19639	VIBURNUM INSTALLATION	VIBURNUM INSTALLATION for berm repair	546338-57221	\$625.12
001	3211	07/11/23	FLORALAWN INC	19640	SOD INSTALLATION	sod for berm repair	546338-57221	\$3,600.00
001	3212	07/11/23	NANCY WALBURN	INV6	ZUMBA CLASSES 6/19/23-6/30/23	ZUMBA 9/12-9/23/22	534112-57258	\$180.00
001	3213	07/11/23	ROBERT HOOVER	062623	PURCHASES	Repairs & Maintenance	546156-57245	\$113.30
001	3214	07/11/23	SOLITUDE LAKE MANAGEMENT	PSI-93769	JULY 2023 PRESERVE/WETLAND MAINT	Pond/Littoral Shelf & Wetland Mgmt	546520-57221	\$2,175.00
001	3215	07/20/23	ALLIED UNIVERSAL SECURITY SERVICES	14491999	SEC SVCS 6/01/23-6/30/23	Contracts-Security Services	534037-53904	\$11,890.80
001	3216	07/20/23	MARLIN LEASING CORPORATION	20648023	GSP SOFTWARE LICENSE	CONTRACT PAYMENT	554020-57255	\$249.61
001	3216	07/20/23	MARLIN LEASING CORPORATION	20648023	GSP SOFTWARE LICENSE	INSURANCE FEE	554020-57255	\$31.20
001	3216	07/20/23	MARLIN LEASING CORPORATION	20648023	GSP SOFTWARE LICENSE	LATE CHGS	554020-57255	\$37.44
001	3217	07/20/23	UNI-FIRST CORPORATION	3090049741	MATS	Janitorial Services & Supplies	534349-53948	\$99.02
001	3220	07/28/23	CA FLORIDA HOLDINGS, LLC	0005676693	NOTICE OF BUDGET WORKSHOP	Notice of public hearing	548002-51302	\$114.28
001	3221	07/28/23	DYNAFIRE INC	SO141036	FIRE ALARM TEST AND INSPECTION	Fire alarm & sprinkler test inspections	546156-53948	\$643.29
001	3221	07/28/23	DYNAFIRE INC	SO141674	FIRE ALARM AND SPRINKLER TEST INSPECTIONS	Fire alarm & sprinkler test inspections	546156-53948	\$280.00
001	3223	07/28/23	FLORALAWN INC	19634	JULY 2023 LANDSCAPE MAINT	LANDSCAPE MAINT	546300-57221	\$16,533.80
001	3223	07/28/23	FLORALAWN INC	19634	JULY 2023 LANDSCAPE MAINT	IRR CHECK	546179-57221	\$2,233.10
001	3223	07/28/23	FLORALAWN INC	19634	JULY 2023 LANDSCAPE MAINT	PEST CONTROL	546300-57221	\$6,833.10
001	3223	07/28/23	FLORALAWN INC	19634	JULY 2023 LANDSCAPE MAINT	ADDENDUM FOR ADD LANDSCAPE MAINT	546300-57221	\$375.00
001	3223	07/28/23	FLORALAWN INC	19634	JULY 2023 LANDSCAPE MAINT	ADD FOR BENT CREEK LANE	546300-57221	\$262.00
001	3223	07/28/23	FLORALAWN INC	19767	BRANCH REMOVAL	Landscape- Storm Clean Up & Tree Removal	546515-57221	\$404.39
001	3224	07/28/23	RALEX BUSINESS SERVICES, INC.	36784	PRINTER/COPIER SUPPLIES	PRINTER / COPIER SUPPLIES	544025-53948	\$122.43
001	3225	07/28/23	UNI-FIRST CORPORATION	3090051448	MATS	Janitorial Services & Supplies	534349-53948	\$99.02
001	DD1151	07/03/23	THE CITY OF LEESBURG - ACH	060823 ACH	SVCS PRD 05/04-06/01/23	Utility - Water & Sewer	543021-53904	\$42.97
001	DD1151	07/03/23	THE CITY OF LEESBURG - ACH	060823 ACH	SVCS PRD 05/04-06/01/23	Utility - Water & Sewer	543021-53948	\$144.32
001	DD1151	07/03/23	THE CITY OF LEESBURG - ACH	060823 ACH	SVCS PRD 05/04-06/01/23	Utility - Water & Sewer	543021-57221	\$201.86
001	DD1151	07/03/23	THE CITY OF LEESBURG - ACH	060823 ACH	SVCS PRD 05/04-06/01/23	Utility - Water & Sewer	543021-57245	\$100.83
001	DD1151	07/03/23	THE CITY OF LEESBURG - ACH	060823 ACH	SVCS PRD 05/04-06/01/23	Utility - Water & Sewer	543021-57258	\$436.05
001	DD1151	07/03/23	THE CITY OF LEESBURG - ACH	060823 ACH	SVCS PRD 05/04-06/01/23	Utility - Water & Sewer	543021-57259	\$318.02
001	DD1152	07/10/23	HOME DEPOT	061323-8496 ACH	MAINT SUPPLIES	Repairs & Maintenance	546156-57221	\$4,092.47
001	DD1153	07/10/23	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	3106123260 ACH	LEASE 07/10-10/09/23	Rentals & Leases	544025-53948	\$186.00
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	KEYS	551002-53948	\$12.81
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	COPY PAPER	551002-53948	\$79.98
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	GATE HOUSE SUPPLIES	546156-53904	\$86.07
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	INK	551002-53948	\$28.39
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	INK GATE HOUSE	546156-53904	\$16.14
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	BATTERIES	551002-53948	\$73.12
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	LIFEGUARD SIGN	552025-57258	\$125.19
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	POOL HANDLE GRIP	552025-57258	\$59.99

ARLINGTON RIDGE

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001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	BATTERY	551002-53948	\$174.77
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	FAN	546156-57221	\$110.17
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	FIRE EXTINGUISHER	546156-57221	\$71.24
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	BLUE PRINTS	551002-53948	\$3.84
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	POOL FURNITURE	552025-57258	\$529.90
001	DD1154	07/10/23	TRUIST BANK - ACH	061523-9326 ACH	BILL PRD FROM 05/16/23-06/15/23	OFFICE SUPPLIES	551002-53948	\$14.99
001	DD1161	07/20/23	SECO ENERGY	071223 ACH	SVCS PRD 6/6-7/10	Utility - Electric	543041-53904	\$46.00
001	DD1161	07/20/23	SECO ENERGY	071223 ACH	SVCS PRD 6/6-7/10	Street Lights	543057-53904	\$1,056.59
001	DD1162	07/20/23	THE CITY OF LEESBURG - ACH	061423 ACH	SVCS PRD 5/1/23-6/1/23	Due from Golf	133517	\$11,401.97
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Due from Golf	133517	\$4,591.79
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Utility - Electric	543041-53904	\$196.61
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Utility - Electric	543041-53948	\$343.86
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Utility - Electric	543041-57221	\$65.85
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Utility - Electric	543041-57245	\$2,029.76
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Utility - Electric	543041-57255	\$737.12
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Utility - Electric	543041-57258	\$3,743.81
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Utility - Electric	543041-57259	\$429.67
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	SVCS PRD 05/26-06/27	Street Lights	543057-53904	\$8,460.94
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	TO CORRECT ACH TAKEN	Due from Golf	133517	(\$32.92)
001	DD1165	07/31/23	DUKE ENERGY	070323 ACH	TO CORRECT ACH TAKEN	Due from Golf	133517	(\$3,966.87)
001	DD1166	07/30/23	THE CITY OF LEESBURG - ACH	060823 ACH CORR	TO CORRECT ACH TAKEN	Utility - Water & Sewer	543021-57258	\$554.60
001	3218	07/27/23	ROBERT A. HOOVER	PAYROLL	July 27, 2023 Payroll Posting			\$184.70
001	3219	07/27/23	TED O. KOSTICH	PAYROLL	July 27, 2023 Payroll Posting			\$159.70
001	DD1158	07/27/23	WILLIAM V. MIDDLEMISS	PAYROLL	July 27, 2023 Payroll Posting			\$184.70
001	DD1159	07/27/23	CLAIRE I. MURPHY	PAYROLL	July 27, 2023 Payroll Posting			\$184.70
Fund Total								\$129,358.98

CAPITAL RESERVE FUND - 002

002	210	07/28/23	FENCE-IT IN, INC	0545	INSTALL FENCE FINAL PYMT	berm repair	564043-53908	\$3,670.00
Fund Total								\$3,670.00

Total Checks Paid	\$133,028.98
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