

**ARLINGTON RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**Thursday, September 21, 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  
Lynn Hayes, District Manager  
Jennifer Kilinski, District Counsel  
Meredith Hammock, District Counsel  
David Hamstra, District Engineer  
Lee Graffius, Community Director  
John Barnett, Facilities Manager  
Frank Bruno, General Manager Dan  
Zimmer, VP Operations, Troon

## Meeting Agenda

Thursday, September 21, 2023 – 2:00 p.m.

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1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Audience Comments on Agenda Items – Three- (3) Minute Time Limit 2:05-2:25**
4. **Staff Reports**
  - A. District Counsel 2:25-2:40
    - i. Discussion/Review of Golf and F&B RFP Draft Scope
  - B. District Engineer 2:40-3:05
    - i. Discussion Regarding Phase II Sub Surfacing Investigation
  - C. District Manager 3:05-3:315
    - i. Discussion Regarding District Operating Account Banking
  - D. Floralawn 3:15-3:20
  - E. Community Director 3:20-3:30
  - F. General Manager: Golf, Food & Beverage 3:30-3:45
    - i. Review of Monthly Report..... P.3
5. **Break 3:45-3:55**
6. **Business Items**
  - A. Discussion Regarding 2024 Capital Project Selection 3:55-4:15
  - B. Consideration of Fitness Services Proposals 4:15-4:20..... P.7
  - C. Discussion of Recreational Facilities Use Policy Amendments 4:20-4:25..... P.9
  - D. Consideration of Installation of Sidewalk at Heritage Trail & Hopewell Pass 4:25-4:30 ..... P.39
  - E. Discussion Regarding RV Lot Revenue 4:30-4:45..... P.41
  - F. Consideration of BRAC Soffit and Fascia Proposals 4:45-4:50..... P.42
  - G. Consideration of Window Screen Installation Proposals 4:50-4:55 ..... P.51
  - H. Consideration of Egis Insurance Proposals..... P.56
7. **Consent Agenda 4:55-4:55**
  - A. Consideration of Minutes of the Board of Supervisors Meeting on August 17, 2023 ..... P.74
  - B. Consideration of Financial Statements ..... P.102
  - C. Consideration of Invoices and Check Register ..... P.129
8. **Other Business 4:55-5:05**
9. **Supervisor Requests**
10. **Audience Comments – Three- (3) Minute Time Limit 5:05-5:15**
11. **Adjournment 5:15**

*The next meeting is scheduled for Thursday, October 19, 2023*

## District Office:

### Inframark

313 Campus Street, Celebration, FL 34747  
407-566-1935  
[www.ArlingtonRidgeCDD.org](http://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

**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.



# Fitness Services of Florida, Inc Equipment / Flooring Quote

dba Mobile Upholstery Services  
dba Luxury Spa Sales  
dba Roar Branding Store  
4220 NW 120th Ave  
Coral Springs, FL 33065  
gymrepair.com  
mobileupholsteryservices.com  
luxuryspasales.com

FSF

Date	Quote#
8/24/2023	4626



**LUXURY**  
SPA SALES

(954)753-6088 or  
(888)753-8553

### Delivery Location:

Arlington Ridge CDD  
4463 Arlington Ridge Blvd  
Leesburg, FL 34748  
Hours 9am-5pm, check in w/Tricia  
at admin bldg across parking lot

**Bill To:**  
Arlington Ridge CDD  
4463 Arlington Ridge Blvd  
Leesburg, FL 34748

### Serving all of Florida

Celebrating over 20 Years as the Largest Sales and Service Provider of Fitness Equipment in Florida!

Customer Contact	Emily Grimes	Phone #	954-753-6088
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Qty	Equipment Description	Cost	Total
1	Received a request from FSF SO 87041 for refurbished equipment quote. TG Refurbished Life Fitness New Style Elevation Upright Cycle **Includes 6 months parts and labor warranty	2,100.00	2,100.00
1	Delivery/ Installation Charge	250.00	250.00

**Payment in full required prior to ordering  
equipment and flooring.  
Quote is valid for 30 days, while supplies last.**

**Subtotal** \$2,350.00

**Sales Tax (0.0%)** \$0.00

**Total** \$2,350.00

Print Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Date \_\_\_\_\_

Wire Transfer Information:  
Available upon request

Approved signed quote may be returned to [service@gymrepair.com](mailto:service@gymrepair.com)

# Fitness Services of Florida, Inc

dba Mobile Upholstery Services  
 dba Luxury Spa Sales  
 dba Roar Branding Store  
 4220 NW 120th Ave  
 Coral Springs, FL 33065  
 954-753-6088 Gymrepair.com



# Parts/Repair Quote

FSF

Date	Quote#
8/24/2023	4627

Customer Contact	Emily Grimes		
Bill To:	Customer Phone	Service Location:	
Arlington Ridge CDD 4463 Arlington Ridge Blvd Leesburg, FL 34748	352-728-2186 x1401	Arlington Ridge CDD 4463 Arlington Ridge Blvd Leesburg, FL 34748	
	Customer Alt. Phone	Hours 9am-5pm, check in w/Tricia at admin bldg across parking lot	

Qty	Parts To Be Ordered	Cost	Total
	Received a request from FSF SO 87041 for parts and repair quote. TG		
1	Inside Cover Left for LF CLSX Integrity Series Cross Trainer S/N: CXX111756	75.00	75.00
5	Screw, Pan Phillips 0.75" for Life Fitness CLSX Integrity Series Cross Trainer S/N: CXX111756	4.00	20.00
10	Coil 6" for Nautilus S4LATP S/N: S4LATP050151	18.00	180.00
4	Jumper Roller for Nautilus S4LATP S/N: S4LATP050151	15.00	60.00
20	Decal, Release Now for Nautilus S4LATP S/N: S4LATP050151	6.00	120.00
10	Weight Release Handle for Nautilus S4LATP S/N: S4LATP050151 & Nautilus S4TP Tricep Press S4TPXX050095	10.00	100.00
1	Heart Rate Grip, Right, for Spirit Fitness XR898 Recumbent Bike S/N: 8001451705001628	16.00	16.00
1	Heart Rate Grip, Left for Spirit Fitness XR898 Recumbent Bike S/N: 8001451705001628	16.00	16.00
1	Pulse Assy. for Spirit Fitness XR898 Recumbent Bike S/N: 8001451705001628	15.00	15.00
1	Deck for Spirit Fitness XR898 Recumbent Bike S/N: 8001451705001628	200.00	200.00
1	Run Belt for Spirit Fitness XR898 Recumbent Bike S/N: 8001451705001628	400.00	400.00
1	Inbound Shipping and Handling FSF-(Ground)	65.00	65.00
1	Service Charge-PM Rates	65.00	65.00
4	Labor-PM Rates	70.00	280.00
1	Gas Surcharge	15.00	15.00

<b>Subtotal</b>	\$1,627.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	<b>\$1,627.00</b>

I hereby agree that all repairs are the sole responsibility of the equipment owner including but not limited to parts, labor and transportation expenses. In the event your account is sent to collections, there will be a 45% fee added to the outstanding balance.

*Quote valid for 30 Days, prices subject to change.*

*Please sign and return quote ASAP to order parts indicated above as needed per the diagnosis by FSF technician. You will be notified in the event of any back orders or delays with the parts. The Service Department will contact you to schedule the service completion when parts arrive.*

Quote for the LABOR is only an estimate and subject to change at time of service.

**UPDATED TERMS:**  
 Payment in Full is required for parts/repairs with a Total of \$500.00 or more.  
 If you require an Invoice, please email us [ar@gymrepair.com](mailto:ar@gymrepair.com)  
 Payment via Credit Card will require a 3% payment processing fee for the total of the Invoice.  
 Thank you.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

**Approved signed quotes may be returned to  
[parts@gymrepair.com](mailto:parts@gymrepair.com)**





**Community Development District  
Recreational Facilities Use Policy  
Effective ~~August 17, 2023~~**

## **1.0 USE OF RECREATIONAL FACILITIES**

This Document outlines uniform policies for use of facilities owned by the Arlington Ridge Community Development District (“ARCDD” or “District”), including but not limited to the Arlington Ridge Golf Club, Charleston Social Center, Chesapeake Bay Grille, Fairfax Hall, Lexington Spa/Fitness Center, Library, O’Hara’s Billiards, The Commons, Riverbend swimming pools and hot tub, Cabana, St. Charles Movie Theater, Village Tavern, RV Lot (hereinafter defined), Administrative Offices, surrounding common areas and related parking areas (collectively, the “Recreational Facilities”).

Upon receiving a copy of these policies, recipients are asked to read the policies in full. By using the Recreational Facilities, all persons are deemed to have read, fully understood, and agreed to the policies and rules set forth herein. Information contained in these policies is current as of the date of this publication. District staff will disseminate notification of changes to these policies by posting changes at the CDD Administration Office and may also disseminate via a community newsletter and/or website.

Persons Listed in sections (a)-(d), shall hereinafter be referred to as “Authorized Users” and shall be entitled to recreational facility access cards as specified in section 1.1. Authorized Users shall be limited to four (4) cards per assessable unit with appropriate proof of residency being provided.

- a. Owner: Fee simple owner(s) of land within the boundaries of the District.
- b. Lessee: A person or persons renting property within the District under a written lease from an Owner. To qualify as a Lessee under these policies, the following must be done:
  - i. The Lessee must demonstrate proof of the executed lease and provide a form of identification to the CDD Administration Office.
  - ii. The Owner is required to sign an Assignment of Amenity Rights Release Form transferring their rights to use the Recreational Facilities to the Lessee (but an Owner is not required to assign his/her rights).
  - iii. The Lessee’s Authorized User status shall expire at the end of the lease term and can be renewed upon re-verification of tenancy to the CDD Administration Office by showing the Administration Office a copy of the executed lease.

- iv. Once a Lessee is qualified as an Authorized User, for the term of the lease, the Owner retains no rights to use the Recreational Facilities without payment of the Non-Resident Paid User fee as provided for non-residents.
- c. Non-Resident Paid User: Non-residents who paid an annual usage fee established from time to time by the Board of Supervisors. By paying the annual usage fee, a non-resident shall enjoy the full use of the Recreational Facilities on the same basis, under the same rules and requirements, and at the same fees and charges as Owners and Lessees.
- d. Family: Other eligible persons (“Family”) as identified below, shall additionally become Authorized Users provided they have the same permanent address as evidenced by a driver’s license or similar proof of residency:
  - i. Spouse
  - ii. Children, including step children (should we add: 18 years or older?)
  - iii. Parents;
  - iv. Any other adult, whether related or unrelated
- e. Guest: The invitee(s), under the terms and conditions herein, of an Authorized User.

**1.1 GENERAL-APPLICABLE TO ALL RECREATIONAL FACILITIES**

- a. Identification Cards for Authorized Users: Each Authorized User will be issued one Recreational Facilities Access Card (“Access Card”) that must be utilized in order to gain access to the Recreational Facilities and the card shall remain with the Authorized User at all times while utilizing the Recreational Facilities. The fee for initial Access Card issuance and for replacing lost or damaged cards will be as set forth in the Fee Schedule (**Exhibit A**) and as approved and updated by the Board of Supervisors from time to time. The Access Card will be issued at the CDD Administration Office by appointment. Eligible persons must meet the qualifications established herein.
- b. Bar Codes: Bar codes are issued to Authorized Users whose licensed motor vehicle is registered in their name only. No bar codes are issued to golf carts. **All bar codes shall be affixed to the registered vehicle by CDD Administrative office staff.**
- e. Guest Policies and Passes: All guests 18 years of age or older will be issued a temporary guest Recreational Facilities Access Card (“Guest Access Card”) at the CDD Administration Office. The Guest Access Card must be obtained by the Authorized User. The number of guests, per Authorized User, shall be limited to four (4) at any given time. Guests must utilize the Guest Access Card in order to gain access to the Recreational Facilities and the card shall remain with the Guests at all times while utilizing the Recreational Facilities. Guests under 18 years of age must be accompanied by a person at least 18 years of age or older to all Recreational

Facilities. Guest Access Cards will be valid for the period of time they are issued and in no event more than 15 days per calendar year for any individual. Management monitors the validation period for use of Guest Access Cards. Guest Access Cards are non-transferrable and may not be sold. ~~Guest Access Cards issued for the Declarant's "Guest House" are exempt from this section.~~ (Delete this line? I think this refers to the FLC Guest House during the building process?)

- d. Smoking: No smoking is allowed in District buildings. Smoking is permitted in outdoors designated areas only and in compliance with Florida law.
- e. Animals: Except for service animals and animals used to assist those with a bona-fide handicap, animals of any kind are prohibited within the Village Green Buildings and District Recreational Facilities **including the sport courts in The Commons area. Animals shall be on a leash at all times while on District properties. Animals are not allowed on the golf course property.**
- f. Alcoholic Beverages: Any consumption of Alcoholic Beverages at the District's Recreational Facilities shall be in accordance with Florida law and this policy. Specifically, Alcoholic Beverages are only permitted in the District's Recreational Facilities in the following circumstances:
  1. Alcoholic Beverages are sold or dispensed by the CDD District's employees, a company managing the District's golf and food and beverage facilities (the "Management Company"), or their authorized contractors, in accordance with Florida law and DBPR regulations; or
  2. Alcoholic Beverages are sold or dispensed by individuals or entities that have rented all or a portion of the District's Recreational Facilities in accordance with the terms set forth herein. Such individuals or entities must, prior to the event, provide the CDD District with evidence of both the requisite amount of liquor liability and other insurance coverages deemed to be necessary by the District, and the proper licensure required by Florida law; or
  3. Alcoholic Beverages may be brought to the District's Recreational Facilities by individuals for personal consumption on a "BYOB" basis, regardless of whether the Alcoholic Beverages are consumed at a private event or at a private informal gathering of such individuals. However, unless #1 or #2 above applies, Alcoholic Beverages may not be offered for sale nor may there be a door or other admission charge to an event where alcoholic beverages are going to be consumed. Charging a door or other admission charge for an event that includes Alcoholic Beverages, even if said Alcoholic Beverages are

offered for free as part of the event, is prohibited. Notwithstanding the foregoing, in no event may Alcoholic Beverages be brought by individuals for personal consumption to:

- i. Arlington Ridge Golf Club, unless the District and the Management Company otherwise allows for personal consumption in such facilities; or
  - ii. Chatham's, Chesapeake Bay Grille, the Village Tavern unless the District and the Management Company otherwise allows for personal consumption in such facilities; or
  - iii. Fairfax Hall and the pool (during ARCDD events for which the district is providing alcoholic beverages), unless the District and the Management Company otherwise allows for personal consumption in such facilities; or
  - iv. O'Hara's Billiards during the hours of operation of the restaurant facilities.
- g. Attire: Proper attire and footwear is required in all Recreational Facilities and Buildings. No wet swimsuits are allowed in any Recreational Facilities or Village Green Buildings with the exception of the Pool, Hot Tub Areas, and the Lexington Spa Building Ladies and Men's poolside restrooms, locker rooms and saunas.
- h. Business for Profit: Conducting any commercial business or profit-making venture in any recreational facilities is prohibited unless approved, in writing, by the District Board or its designee.
- i. Responsibility for Loss or Damage to Person or Property; Indemnification; Limitation of Liability: **ALL PERSONS USE AND ENJOY THE RECREATIONAL FACILITIES AT THEIR OWN RISK.** No person shall remove from the room in which it is placed or from any of the Recreational Facilities or Buildings any property or furniture belonging to the CDD District or its contractors without proper authorization. The CDD District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage. Each Authorized User and each Guest as a condition of invitation to the Recreational Facilities or Buildings assumes sole responsibility for his or her property. The CDD District and its contractors shall not be responsible for the loss or damage to any private property used or stored at the Recreational Facilities or Buildings, whether in lockers or elsewhere.

Each Authorized User, by virtue of his or her use of the Recreational Facilities and Building, agrees to defend, indemnify and hold harmless the Arlington Ridge Community Development District and its respective officers, agents, staff, supervisors, members and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for any injuries, death, theft and real or personal property damage of any nature arising

out of, or in connection with, the use of the Recreational Facilities or Buildings by such Authorized User(s), his or her Guest(s) and his or her family member(s). Should any person bound by these District policies bring suit against the District or its respective officers, agents, staff, supervisors, members or employees in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility, including the Recreational Facilities or Buildings, owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgement therein against the District or its respective officers, agents, staff supervisors, members and employees, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including, but not limited to, court costs and attorney's fees through all appellate proceedings).

Nothing contained in these policies shall constitute or be construed as a waiver of the Arlington Ridge Community Development Districts' limitations on liability contained in Section 768.28, F.S., or other law.

- j. Enforcement: The Board of Supervisors and District staff shall have full authority to enforce these policies.
- k. Emergencies: For all emergencies call 911. Defibrillators are located throughout the Recreational Facilities. For all non-life-threatening emergencies, injuries, broken equipment, etc., please call the Administration Office at 352-728-2186 or Security at 352-326-0135.
- l. Reservations/Rentals: Authorized Users and other persons may reserve various portions of the Recreational Facilities or Buildings on a one-time basis. Recurring Reservations are limited to Authorized groups once per week for recurring events (or more frequently with management approval). Further Authorized groups may only reserve a recreational facility up to 12 months in advance. Requests for reservations shall be resubmitted annually as requested by the CDD Administration Office. All reservations/rentals must be coordinated through, and approved by, the CDD Administration Office.
- m. Office Assistance: The office staff is not available for creating flyers but residents may request copies of material used in their group activities. Residents shall be charged 10-cents per copy.
- n. Authorized Activities: An activity person or individual takes part in which is supported by the ARCDD, either financially or through the provision of facilities/equipment/supplies.
- o. Authorized Events: An occurrence of particular significance, interest or excitement that can be at least partially funded/organized by the CDD District and which may require a participation fee.

- p. Golf carts: Golf carts are prohibited on sidewalks in the CDD District. **All operators of golf carts must be 16 years or older, or 15 years or older with a valid learner's permit in accordance with Florida law.** Children operating golf carts while sitting on the lap of an adult is not permitted.
- q. Drones: All forms of unmanned aerial vehicles are not permitted in, on or over the Amenity Facilities or District property at any time without the written authorization of the CDD District, except as permitted by law or regulation of an applicable government entity.
- r. Lake/Retention Ponds and Wetlands:
1. Patrons may not swim in or use watercraft in any lake/retention pond within the CDD District.
  2. **Patrons may not perform any clean-up or maintenance activity relative to the vegetation within or adjacent to or any other parts of the lake/retention ponds and/or wetlands within the CDD District (including but not limited to cutting, removing, spraying with chemicals, etc.) regardless of condition of such lake/retention ponds and/or wetlands.** Any Resident who makes improvements and/or damages or destructs District-owned property shall be liable to repay the CDD District's fees and costs incurred in the removal, repair, or remediation of such property in order to bring the property to its original condition.
  3. Patrons may fish on a catch and release basis in ONLY irrigation ponds P41/P41A and P41B at the front of the District (adjacent to US HWY 27) and Hole #10 (between the posted signs) adjacent to Arlington Ridge Blvd. The CDD District makes no representations as to safety of the ponds. Patrons fish at their own risk and assume any risk and liability associated with such use, including but not limited to risk of dangerous wildlife (alligators, snakes, etc.) and drowning.
- s. Age Restrictions: Any person under the age of 18 must be accompanied by a person 18 years of age or older in all Recreational Facilities.
- t. Damages: Each Authorized User shall be liable for any property damage at the Recreational Facilities or Buildings, or at any activity or function operated, organized, arranged or sponsored by the CDD District or its contractors, caused by him or her, his or her Guest(s) or family member(s).
- u. Overnight Parking: The CDD District owns the roadways within the community. There shall be no overnight parking of vehicles on the roadways. There shall be no overnight parking in District parking lots without first obtaining a permit, as set forth in the CDD District's Rule

Relating to Overnight Parking and Parking Enforcement, or the vehicle may be subject to towing. See management for details should you desire to park your vehicle overnight on CDD District property.

## **1.2 USE OF SWIMMING POOLS, CABANA, OUTDOOR HOT TUB AND POOL FACILITIES**

- a. Swimming pools and hot tub are open from dawn to dusk. The pool may be closed periodically for maintenance.
- b. Lifeguards are not provided. Swim at your own risk. No night swimming.
- c. Shower before entering pools and hot tub. Shower each time sunscreen, lotions, etc., are applied before entering pool.
- d. Persons with open sores, rashes or communicable diseases are prohibited from using the pools or hot tub.
- e. **All persons using the pools must be fully toilet trained. Persons wearing products for incontinence, diapers or swim pants are prohibited from using the pools or hot tub.**
- f. A guardian or parent must be within arm's length of all persons that are non-swimmers at all times when in the water regardless of the type of flotation devices used.
- g. Bicycles, tricycles, wagons, scooters or other vehicles are prohibited on the pool deck. A mobility device for a disabled person may be used in these areas.
- h. Diving, jumping-in, cannon balls, running, or horseplay is prohibited in pools or on pool deck.
- i. Inflatable rafts, chairs, lounges and other floating devices are prohibited in the Lap pool except for (1) noodle per person or personal flotation devices used for personal safety of a type approved by management for pool use.
- j. No food or drink allowed in hot tub area or within five feet of pools edge. Plastic water bottles are allowed on the pool deck only. No outside grills are permitted. All trash must be deposited in the provided trash receptacles.
- k. Glass containers of any kind are prohibited in the pools, hot tub or entire pool area.
- l. Sound producing equipment is prohibited with the exception of District approved activities. Personal sound equipment may be used with headphones only.
- m. Hot tub use must not exceed 15 minutes.
- n. Pregnant women and those on medication should consult a doctor before using the hot tub. \*
- o. Maximum hot tub temperature is 104 degrees F.
- p. Temperature of the beach and lap pool are maintained at 84 degrees during the winter months, as determined by management, and which may be affected by weather conditions.
- q. Use of lounges, chairs, and tables is on a first come, first served basis. No reservations.
- r. Pool depths are measured in feet.
- s. Maximum load capacity is 79 persons for the lap pool
- t. Maximum load capacity is 79 persons for the beach entry pool.
- u. Maximum load capacity is 9 persons for hot tub.

- v. The swimming pools and hot tub must be cleared at first indication of thunder or lightning.
- w. Authorized Users must have their Access Cards and Guests must have their Guest Access Cards with them at all times.
- x. The handicap accessible lift shall be operated in accordance with the directions provided thereon. In no event shall the lift be used for anything other than its intended use. For questions on proper use, please see staff and/or call 352-728-2186.

\*Chapter 64E-9 Florida Administrative Code Public Swimming Pools and Bathing Places.

### **1.3 USE OF LEXINGTON SPA**

- a. Lexington Spa is open daily from 4:30 a.m. to 12:00 a.m.
- b. The fitness center is not supervised. Patrons exercise at their own risk. Each individual is responsible for his/her own safety.
- c. All Authorized Users and Guests may utilize scheduled exercise classes; however, in the event a class reaches its capacity, preference shall be given to Authorized Users prior to Guests.
- d. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.
- e. Appropriate clothing is required at all times in the fitness center. Appropriate clothing means t-shirts, shorts, and/or sweat suits. No denim is permitted.
- f. All users are required to wear athletic footwear, which covers the entire foot, in the fitness center.
- g. No food is permitted in the fitness center. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
- h. Fitness equipment may not be altered, moved or adjusted in a manner not intended or approved by management or the equipment manufacturer.
- i. Equipment must be cleaned/sanitized after each use.
- j. Equipment use is limited to 30 minutes if others are waiting.
- k. Lights are to remain on at all times when in the Fitness Center is in use.
- l. Permission from a medical doctor should be obtained prior to participating in fitness programs or using the fitness equipment.
- m. Acceptable attire for the Sauna/Steam Room includes towel, swim attire and/or proper gym attire.
- n. Lockers are for daily use only; overnight storage is prohibited for all persons. Staff reserves the right to remove locks from lockers and donate or trash belongings left in lockers in violation of this policy. Authorized groups, upon assignment by the CDD Administration Office, can be assigned a locker for overnight storage.



#### **1.4 USE OF ST. CHARLES THEATER (~~Charleston Center Social Club~~)**

- a. The St. Charles Theater is open daily from 7:00 a.m. to 11:00 p.m.
- b. No one may operate the theater equipment, including the popcorn machine, except a ~~property~~ **properly** trained member of the Authorized Movie Group unless authorized by Management.
- e. ~~Currently the Theater Group manages all reservations regarding the theater. A Theater Group volunteer list is posted in the Theater for contact information. and will not be subject to the reservation process detailed under Fairfax Hall Reservations.—~~

#### **1.5 USE OF ARTS AND CRAFTS ROOM (~~Charleston Center Social Club~~)**

- a. The Arts and Crafts Room is open daily from 7:00am to 11:00 p.m.
- b. Authorized Users and Guests may utilize the Arts and Crafts Room during its hours of operation; however, seating priority during scheduled activities is given to Authorized Users prior to Guests.
- c. Authorized Users may reserve the room in accordance with section 1.12.
- d. Only District approved instructor(s) may operate the kiln. The kiln is not for individual use.
  - i. The instructor(s) must sign a waiver indicating they have read, understand, and will abide by all applicable rules and safety guidelines in effect as provided by the CDD District's insurance provider. (**Exhibit C**).
  - ii. All instructors and students must comply with the aforementioned guidelines.
- e. Those using the Arts and Crafts Room shall be responsible for any damages that may result from its use and for clean-up back to its pre-use condition.

#### **1.6 USE OF LIBRARY (~~Charleston Center Social Club~~)**

- a. The library is open daily from 7:00am to 11:00 p.m.
- b. Guidelines for the donation of books are posted in the library.
- c. Authorized Users may reserve the room in accordance with section 1.12.

#### **1.7 USE OF BLUE RIDGE ACTIVITY CENTER (BRAC)**

- a. The BRAC is open daily from 7:00am to 11:00 p.m.
- b. Authorized Users and Guests may utilize the BRAC during its hours of operation; however, seating and room priority during scheduled activities is given to Authorized Users prior to Guests.
- c. Authorized Users may reserve the room in accordance with section 1.12.
- d. All authorized users must comply with the aforementioned guidelines.
- e. Those using the BRAC shall be responsible for any damages that may result from its use and for clean-up back to its pre-use condition.

## **1.8 BINGO AND CARD GAME RULES**

- a. Bingo games may only be played in the Recreational Facility that has been leased for a period of not less than one year by an organization that qualifies under sections (i) through (iv) below and may only be conducted pursuant to Florida Law. This includes the following rules:
  - i. The organization conducting the bingo game(s) must be a charitable, nonprofit or veterans' organization engaged in charitable, civic, community, benevolent, religious or scholastic works, or other similar endeavors.
  - ii. The organization must have been in existence and active for a period of 3 years or more.
  - iii. The organization itself must be directly involved and not just sponsoring the games.
  - iv. The organization itself must be located within Lake County or within a 15-mile radius of the Recreational Facility at which the games are played.
  - v. The lease or rental agreement cannot provide for the payment of a percentage of the proceeds generated to the District or any other party and the rental rate charged cannot exceed the rental rates charged for similar facilities in the same locale.
  - vi. The individual persons that conduct the bingo games must be a resident of the community where the organization is located (in and around Lake County) and a bona fide member of the organization sponsoring such game and may not be compensated in any way for operation of such game.
  - vii. The organization conducting the games must designate up to three members of that organization to be in charge of the games, one of whom must be present during the entire session of game play.
  - viii. The entire proceeds derived from the games, less business/operational expenses for articles designed for and essential to the operation, conduct and playing of bingo, must be donated by such organizations to any of the endeavors before mentioned.
  - ix. The actual conduct of the bingo games must additionally comply with the requirements set forth in section 849.0931, Florida Statutes.
  - x. Bingo cannot be played more than twice a week at any one of the District's facilities.
  
- b. Card games may be played at the Recreational Facilities in accordance with Florida Law. When gambling is involved (penny ante) the following rules apply:
  - i. The card game must be a game or series of games of poker, pinochle, bunco, bridge, rummy, canasta, hearts, dominoes, or mah-jongg. All other form of card games that include gambling is strictly prohibited unless allowed for under Florida law.
  - ii. The winnings of any player in a single round, hand or game cannot exceed \$10.00 in value.
  - iii. Commission/consideration cannot be paid to any individual for assistance in hosting the games.

- iv. No admission or fee of any kind may be charged for participating in the card games above and beyond the fees required to obtain Authorized User status.
- v. All participants must be 18 years of age or older.
- vi. Advertisements regarding card games, in any form, are prohibited.
- vii. Debits created or owed from playing cards are unenforceable.

## **1.9 USE OF O’HARA’S BILLIARD ROOM**

- a. O’Hara’s Billiard Room is open daily from 7:00am to 11:00 p.m.
- b. No gambling is allowed.
- c. No one under the age of 18 is permitted in the Billiards Room.
- d. Sitting on the tables is prohibited. All shots must be performed with at least one foot on the floor at all times. No jump shots are allowed.
- e. Play is limited to 3 games when Authorized Users are waiting to use the tables. Players should sign in for proper rotation of play.
- f. Return balls, cue sticks, and chalk to their proper place at the conclusion of play and brush the tables.
- g. Use is first come, first served, unless an ARCDD sponsored event is scheduled and as limited by section (e) above.

## **1.10 USE OF THE BOCCE, TENNIS COURTS; PICKLE BALL COURTS (The Commons)**

- a. The Commons recreational area is open daily from 7:00am to 10:00pm.
- b. Limited equipment for play may be ~~checked out at the CDD Administration Office~~ available in the storage boxes in the court area.
- c. Use is first come first served unless reservations for groups, leagues, tournaments and clinics, as approved by the District through the CDD Administration Office, are posted.
- d. An Authorized User may make a court reservation by contacting the CDD Administration Office. Reservations are allowed for one court, up to 72 hours in advance during regular business hours, for any open time slots.
- e. The length of time for a tennis court reservation is 1-1/2 hours for singles or 2 hours for doubles. All other court reservations shall be in two-hour blocks.
- f. For all sports courts, if the Authorized User arrives more than 15 minutes late for a reservation, that court will be forfeited if others are waiting.
- g. Appropriate attire and tennis shoes are required of all players on all courts.
- h. Authorized Users must be at least 18 years of age to play on all courts and have a valid guest access card or be accompanied by a resident.
- i. Common courtesy and sports etiquette required for all games.
- j. Bocce balls shall not be tossed or thrown outside of the court.

## 1.11 USE OF FAIRFAX HALL

- a. Events must be reserved through the CDD Administration Office by District staff. Conditions of use will be determined at time of contract and approved by management. Fees shall be as more specifically outlined in the District's Fee Schedule and modified from time to time by the District's Board of Supervisors.
- b. Authorized Users shall coordinate with the CDD Administration Office in advance regarding the anticipated date for the party/event to determine availability.

### **Reserving FFH Process:**

\*ALL residents must access the CDD Events calendar to see if the requested date is available (<https://www.arlingtonridgecdd.org/calendar/monthly/2023/02>).

\*If the date is open, residents must complete the appropriate Fairfax Hall Use Agreement form and submit the form for the available date(s) to the CDD office to be approved and booked.

\*If the date is not open, residents may reach out to the District Manager (only [cd@arlingtonridgecdd.org](mailto:cd@arlingtonridgecdd.org)) to discuss if accommodation can be made.

\*Only the resident hosting the event can submit the agreement form (no third-party booking).

\*Forms for Golf Course events must be submitted by the Director of Golf or General Manager. If the date is not open, the Director of Golf or General Manager may reach out to the District Manager ([cd@arlingtonridgecdd.org](mailto:cd@arlingtonridgecdd.org)) to discuss if accommodation can be made.

\*Forms for restaurant events must be submitted by the General Manager or Events Manager. If the date is not open, the General Manager or Events Manager may reach out to the District Manager ([cd@arlingtonridgecdd.org](mailto:cd@arlingtonridgecdd.org)) to discuss if accommodation can be made.

\*Activity Groups must follow the above procedure for residents. There is no need for groups to meet with office staff to determine available dates. Forms must be completed and submitted to the CDD office for approval and booking.

\*Only the person submitting the form can REQUEST changes. Changes WILL NOT be accepted from anyone other than the person who submitted the form.

- c. The event sponsors shall be responsible for any damages that may result from use of Fairfax Hall.
- d. Parking under the portico is prohibited, as is parking in a way that obstructs emergency vehicle access and flow to and from Fairfax Hall. Parking shall be in parking lot designated spots only.
- e. The Supervisor of Elections office shall be excluded from the requirement to pay a fee to utilize Fairfax Hall for a polling location.

## **1.12 RECREATIONAL FACILITY RESERVATIONS:**

- a. All reservations of the Recreational Facilities shall be scheduled through the CDD Administration Office. (See additional requirements in section 1.11 b. for use of Fairfax hall.)
- b. One-time or recurring room reservations for group activities may be requested for a period not to exceed the end of the fiscal year (September 30).
- c. Residents shall complete and submit the Room Reservation Request form to the CDD Administration Office in advance for the party/event to determine availability.
- d. The reservation time period is inclusive of set up and clean-up time.
- e. Room Reservation Request forms shall be resubmitted the beginning of each fiscal year (October 1).
- f. The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- g. No pets are allowed, except service animals.
- h. Tacks or nails may not be used for decorations.
- i. Events should be scheduled to end at 11:00 pm or earlier, with the exception of New Years' Eve or if special arrangements have been approved by management.
- j. Prep kitchen utilities/supplies such as dishwasher, china plates, silverware, etc., may not be used.
- k. The District retains the right to reserve and use of the Recreational Facilities for District related or District sponsored meetings, events or activities at any time.
- l. In the event that catering services are desired for the function Chesapeake Bay Grille shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than Chesapeake Bay Grille may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services and has thereafter declined such opportunity. Catering service with Chesapeake Bay Grille requires a separate agreement with the restaurant.

## **1.13 USE OF RECREATIONAL VEHICLE LOT FACILITY**

- a. The use of the Recreational Vehicle Lot Facility ("RV Lot") shall be limited solely to recreational vehicles as defined below and no others (cumulatively, "RV(s)"): i. Recreational vehicle (motor homes, private motor coaches, or similar in management's discretion) and/or travel trailers (including fifth-wheel trailers and camping trailers) ii. Boats on trailers (no trailers without boats except for short term periods while boats are out for use).
- b. Authorized Users shall enter into an agreement with the District governing the specific terms of the lease of the applicable RV Lot space (hereinafter, the "Use Agreement"), and shall pay a rental fee in accordance with the Use Agreement at the rates set forth in **Exhibit A**.
- c.

## **1.14 USE OF ARLINGTON RIDGE GOLF CLUB**

### *f. General Golf Policies*

- i. The facilities at Arlington Ridge Golf Club (the “Club”), shall be open on the days and during the hours established from time to time by the Club considering the season of the year and other circumstances. The Golf Course Manager is authorized to determine when the golf course is fit for play. His or her decision shall be final.
- ii. Children under fourteen (14) years of age are permitted to utilize the Club only if accompanied or supervised by an adult, unless they are attending a specific junior event at the Club.
- iii. Each patron assumes sole responsibility for his or her property. The Club shall not be responsible for any loss or damage to any private property used or stored at the Club.
- iv. The rules of golf of the United State Golf Association (U.S.G.A.) together with the Rules of Etiquette as adopted by the U.S.G.A. shall be the rules of the Club, except when in conflict with local rules.
- v. All players must register in the Golf Shop before beginning play. Failure to check in and register ten (10) minutes prior to a reserved starting time may cause cancellation or set back. Players late for their starting time lose their right to the starting time and shall begin play only at the discretion of the Golf Shop.
- vi. Players shall notify the Golf Shop of any cancellations as soon as possible. Players who fail to cancel their tee time twenty-four (24) hours prior to their scheduled tee time may be charged a no-show fee established by the Club.
- vii. All play shall begin at the #1 tee unless otherwise directed by the Golf Shop.
- viii. “Cutting-in” is not permitted at any time. All players must check in with the starter. Under no circumstances are players permitted to start play from residences.
- ix. Practice is not allowed on the golf course. The practice facilities must be used for all practice.
- x. All players who stop after playing nine holes for any reason must occupy the next tee before the following players arrive at the tee or they will lose their position on the golf course and must get permission from the Golf Shop to resume play.
- xi. All tournament play must be approved in advance by the Golf Course Manager.
- xii. Searching for golf balls by non-golfers is not permitted on the course at any time. Wading in lakes, marshes and ditches is not permitted by both golfers and non-golfers.
- xiii. Golf rangers may be on duty to help regulate play and enforce golf cart regulations. The golf rangers have full authority on the golf course to enforce all rules and speed of play. Your cooperation is appreciated.
- xiv. Each player must have his or her own set of golf clubs. Rental clubs are available in the Golf Shop.
- xv. Appropriate golf attire is required at all times on the golf course and practice areas.

Acceptable

Gentlemen: Shirts with collars and sleeves, slacks, Bermuda-style shorts are considered appropriate attire.

Ladies: Dresses, skirts, slacks, golf shorts and blouses. Fashion golf tee-shirts are considered appropriate attire.

Shoes: Soft-soled shoes are required and golf shoes are preferred. Golf shoes are required to have soft-spikes.

Not Acceptable

Tank tops, tee shirts, fishnet tops, cut-off, jams, sweatpants, blue jeans, bathing suits, athletic short and short shorts are not permitted.

Halter tops, tee shirts, fishnet tops, cut-offs, bathing suits, sweat pants, blue jeans, athletic shorts and short shorts are not permitted.

Use of shoes other than golf shoes must be approved by the Golf Shop. Football spikes and baseball spikes are not permitted.

This dress code is mandatory for all players. Improperly dressed golfers will be asked to change before playing. If you are in doubt concerning your attire, please check with the Golf Shop before starting play.

- xvi. The golf course is restricted to use by “golfers” only and may not be used for any purpose except golf without the approval of the Club.
- xvii. If lightning is in the area, all play shall cease and players shall seek appropriate shelters immediately.
- xviii. The Golf Course Manager may close the golf course to play from time to time for maintenance, special events or whenever the grounds could be damaged by play.
- xix. No personal coolers are permitted on the golf course. All food and beverage consumed at the Club must be furnished by the Club, unless otherwise permitted by the Golf Course Manager.
- xx. When rains prevail and cause termination of play, it is the responsibility of the player to apply for a rain check at the Golf Shop.

- xxi. The priority of groups is foursomes, threesomes, twosomes and singles. Groups of five (5) or more players have no standing and shall be permitted on the golf course only with the permission of the Golf Course Manager.

*g. Use of the Practice Range*

- i. The practice range is open during normal operating hours as posted in the Golf Shop. From time to time the practice range will be closed for general maintenance.
- ii. Range balls are for use on the practice range only. Range balls are not to be used on the golf course.
- iii. Range balls shall not be taken to your residence and shall be hit the same day acquired.
- iv. Each player using the practice range may obtain range balls at the Golf Shop.
- v. Balls must be hit from designated areas only. No hitting is permitted from the rough or sides of the practice range.

*h. Use of Golf Carts*

- i. Golf carts shall not be used by a player without proper assignment and registration in the Golf Shop. The Club reserves the right to establish policies relating to walking on the golf course in its sole discretion.
- ii. Golf carts are not permitted on any tee or green area. Parking of golf carts is allowed in designated areas only.
- iii. Each operator of a golf cart must be at least sixteen (16) years of age and have a valid automobile driver's license.
- iv. Club-provided golf carts cannot be used off the golf course.
- v. Only two (2) persons and two (2) sets of golf clubs are permitted per golf cart.
- vi. All golf carts must stay on paths around tees and greens. Golf cart users must abide by all directional signs and should make note of cart path conditions before play. The Golf Course Manager reserves the right to set policies for use of cart paths.
- vii. Never drive a golf cart through a hazard.
- viii. Be careful to avoid soft areas on fairways, especially after rains.
- ix. Operation of a golf cart is at the risk of the operator. Cost of repair to a golf cart which is damaged by a player shall be charged to such player.
- x. Golf carts shall be driven on the golf course only when the course is open for play.
- xi. Violations of the golf cart policies may result in loss of golf cart privileges and /or playing privileges.

*i. Golf Course Etiquette*

- i. Use best efforts to anticipate the club or clubs you may need and to move directly to your ball. Always be near your ball to play promptly when it is your turn. If a player is delayed



- in making his/her shot, it would be courteous for such player to indicate to another player to play.
- ii. The time required to hole out on and around the green is a chief cause of slow play. Study and clear the line of your putt while others are doing the same. Be ready to putt when it is your turn.
  - iii. Put trash in proper receptacles.
  - iv. When approaching a green, park your golf cart on the cart path on the best direct line to the next tee.
  - v. When play of a hole is completed, leave the green promptly and proceed to the next tee without delay. Do the scoring for the completed hole while the others in your group are playing from the next tee.
  - vi. If you are not holding your place on the course, allow the players behind to play through. Do the same if you stop to search for a lost ball.
  - vii. Repair your ball marks on the greens. If you see unrepaired marks, repair them also. Remind your playing partners to observe this courtesy.
  - viii. Players are requested to pick up tees after driving. Players should be careful in discarding broken tees since the tees damage the mowers and puncture golf cart tires.
  - ix. Enter and leave bunkers at the nearest level point to the green. Smooth sand over with rake upon leaving.
  - x. Fill all divots made on bunkers and tee boxes with sand provided.

### **1.15 ADDITIONAL DISTRICT POLICIES**

- a. There will be no skateboarding on any District owned property. This includes, but not limited to, parking lots, Recreational Facility sidewalks etc.
- b. No Soliciting is permitted.
- c. Vehicles and golf carts must be parked in designated areas. Vehicles and golf carts must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic.
- d. Overflow parking is available through the CDD Administration Office and will be administered based upon availability with a required parking permit being issued. User assumes all risks.
- e. Authorized Users are responsible for the actions of their Guests and such actions, if in violation of these policies, may result in the loss of Recreational Facility privileges by the Authorized User(s) and his/her Guest(s).
- f. Residents are prohibited from making improvements, alterations, or changes on District-owned property without the consent of the District or its designee. It shall be the responsibility of the Resident to know and understand which such property is under the ownership of the District before making improvements. Any Resident who makes improvements and/or damages or destructs District-owned property shall be liable to repay the District's fees and costs incurred

in the removal, repair, or remediation of such property in order to bring the property to its original condition.

### **1.16 PROHIBITION ON POLITICAL CAMPAIGNING ACTIVITIES AT DISTRICT FACILITIES**

- a. No person(s) may campaign on behalf of political candidates, whether partisan or nonpartisan, or on political issues at the District's Recreational Facilities, except in predetermined areas designated for such activities, as more specifically provided for herein. The District's intent is to ensure patrons are able to use the Recreational Facilities without interruption by activities normally associated with political campaigns/activities and to ensure safety and order within the facilities. The following guidelines apply:
  1. Political campaigns are afforded the same opportunity as other persons or groups to rent District meeting room space at published rates.
  2. Owners and/or Lessees may not reserve space to hold political events except as provided for herein.
  3. No political campaign signs, flyers or related documents are to be posted in or on District owned property, including District bulletin boards, and if discovered, such postings will be removed immediately.
  4. No political campaign signs, flyers or related documents are to be disseminated while in the District's Recreational Facilities.
  5. To allow for the efficient and timely conduct of District business during public Board meetings, no political messages, paraphernalia (including but not limited to shirts, buttons, signs or the like), political public comments or otherwise are allowed in or during a public meeting of the Board of Supervisors in furtherance of the candidacy of any candidate for public office.
- b. District employees and contractors may not campaign for candidates or political issues while on duty or use the District's resources in furtherance thereof.
- c. Neither Board members nor District employees or contractors may use their official authority or influence for the purpose of coercing or influencing another's vote or coercing or influencing another into paying, lending or contributing any part of his or her salary, or any money, or anything else of value to any party, committee, organization, agency, or person for political purposes.

- d. Candidates for a District Board seat may not, in furtherance of his or her candidacy, use the services of District employees or contractors during working hours.
- e. No person shall make and no person shall solicit or knowingly accept any political contribution on or in any District owned recreational property. For purposes of this subsection, “accept” means to receive a contribution by personal hand delivery from a contributor or the contributor’s agent. “Contribution” includes any contribution in kind having any attributable monetary value in any form. This subsection shall not apply when a government-owned building or any portion thereof is rented for the specific purpose of holding a campaign fund raiser.

### **1.17 AMENDMENT OF DISTRICT POLICIES**

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Arlington Ridge Community Development District. Immediately following the approval of the Board, the modified policies shall be posted at the Administration Office and District staff may also disseminate via the community website.

## EXHIBIT A

### Rate and Fee Schedule

*Note: All rates herein may be increased by a maximum of ten (10%) percent per year without the further need for a ratemaking hearing.*

#### Room Rental Fee Schedule

<b>Fairfax Hall – Authorized Resident Users (includes Village Green)</b>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate	\$0	\$0	\$0
Security Deposit	\$0	\$0	\$0
Clean Up Fee	\$150	\$150	\$0
<b>Village Green – Authorized Users</b>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate	\$0	\$0	\$0
Security Deposit	\$0	\$0	\$0
Clean Up Fee	\$0	\$0	\$0
<b>Fairfax Hall – Golf Course Events (includes Village Green)</b>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate (per event)	\$0	\$0	\$0
Security Deposit	\$0	\$0	\$0
Clean Up Fee	\$150	\$0	\$150
<b>Fairfax Hall – Non- Resident Users (includes Village Green)</b>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate (Daily)	\$500	\$0	\$500
Security Deposit	\$400	\$400	\$0
Clean Up Fee	\$150	\$0	\$150
<b>Room Attendant Fee*Non-Resident Users</b>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$30/hour	\$0	\$30/hour
<b>Audio/Visual Fee for Room Rentals (Authorized and Non-Authorized Users)</b>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$30	\$0	\$30
<b>Access Card Replacement Fee</b>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$5	\$0	\$5
<b>Temporary Access Card Deposit</b>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$10	\$10 upon card return	\$0

*\*A room attendant fee of \$30 per hour may be charged if any of the following apply: service of alcohol for groups of 50 or more; if rental is for parties of 50 or more; if rental is outside of normal business hours (8-5 p.m.)*

## Advertising Fee Schedule

### The Ridge Line Rates

Ad Size	3 Months	6 Months	12 Months
Business Card - B&W (3.75" x 2.5")	\$260	\$420	\$670
¼ Page - B&W (3 .75" x 5")	\$340	\$545	\$870
½ Page - B&W (7.75" x 5")	\$415	\$665	\$1,065
Full Page – B&W (7.75" x 10")	\$500	\$800	\$1,280
Full Page - Color (8.75" x 11.25" bleed, trims to 8.5" x 11")	\$660	\$1,055	\$1,690

**Insert Fee:** \$175/issue

**Set-Up Fee:** A \$50 set-up fee may be required for new advertisers.

### Seminar Sponsorship

Certain rooms may be reserved for a sponsorship fee of \$400.

### Community Information Meeting – Coffee Talk

January through April \$125

May, September through December \$100

June through August \$75

### RV Storage Lot Rental Fees

Size of Space	Monthly Fee
45 linear feet	\$67.50
30 linear feet	\$45.00
25.5 linear feet	\$38.25

*\*The District may offer discounts on these rental fees for leases paid in full in advance.*

## **Arlington Ridge Golf Club Membership and Daily Fees**

*Current Arlington Ridge Golf Club Membership Fee Schedule and Arlington Ridge Golf Club Individual Use Greens & Cart Fee Schedule can be found in the CDD adopted budget for each fiscal year.*

## **EXHIBIT B**

### **Suspension and Termination Rules**

#### **Arlington Ridge Community Development District *Disciplinary & Enforcement Rule***

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat.  
Effective Date: August 12, 2020

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**In accordance with Chapters 190 and 120 of the Florida Statutes, and on August 12, 2020 at a duly noticed public meeting, the Board of Supervisors of the Arlington Ridge Community Development District adopted the following rules to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded.**

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### **SUSPENSION AND TERMINATION OF PRIVILEGES**

1. **Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the Recreational Facilities, as such may change from time to time.

2. **General Rule.** All persons using the Recreational Facilities and entering District properties are responsible for compliance with, and shall comply with, the Recreational Facilities Rules established for the safe operations of the District's Recreational Facilities.

3. **Suspension of Rights.** The District, through its Board, District Manager, and Community Director, shall have the right to restrict, suspend, or terminate the Amenity privileges of any person to use the Recreational Facilities for any of the following behavior:

- a. Submits false information on any application for use of the Recreational Facilities;
- b. Permits the unauthorized use of an Access Card;
- c. Exhibits unsatisfactory behavior, conduct or appearance;
- d. Fails to pay fees owed to the District in a proper and timely manner;
- e. Fails to abide by any District rules or policies (e.g., Amenity Rules);
- f. Treats the District's supervisors, staff, general/amenity management, contractors, or other representatives, or other residents or guests, in an unreasonable or abusive manner;
- g. Damages or destroys District property;
- h. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or its supervisors, staff, amenities management,

- contractors, or other representatives, or other residents or Guests; or
- i. Commits or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe endangers District residents, staff and Guests.
- j. Provides unauthorized access to an individual(s) to any amenity (e.g. the pool).

**4. Authority of District Manager and Community Director.** The District Manager, Community Director or their designee has the ability to remove any person from one or all Recreational Facilities if any of the above-referenced behaviors are exhibited or actions committed or if in his/her discretion it is the District's best interests to do so. The District Manager, Community Director or their designee may at any time restrict or suspend for cause or causes, including but not limited to those described above, any person's privileges to use any or all of the Recreational Facilities until the next regularly scheduled meeting of the Board of Supervisors. Notice of same shall be provided by certified mail.

**5. Process for Termination or Suspension of Amenity Privileges.**

- a. Offenses:
  - i. First Offense: Verbal warning by Amenity staff and suspension from the Recreational Facilities for up to one week from the commencement of the suspension. Violations that result in any suspension period shall be recorded by Amenity staff, signed by the individual offender(s), and held on file at the Amenity.
  - ii. Second Offense: Automatic suspension of all Amenity privileges for up to thirty days from the commencement of the suspension, with the preparation by Amenity staff of a written report to be signed by the offender(s), filed at the Amenity, and with notification to the Board.
  - iii. Third Offense: Suspension of all Amenity privileges for up to one year. Such suspension shall run to the next regular meeting of the Board of Supervisors. At said meeting, the record of all previous offenses will be presented to the Board for recommendation of termination of the offender(s) privileges for one calendar year. The length of the suspension is in the discretion of the Board and may be for more or less than one year, depending on the nature of the violation.
- b. Each offense shall expire one year after such offense was committed, except in cases of egregious behavior that, in the discretion of the Board, may warrant a longer or even permanent suspension. After the expiration of one year, or longer as provided for herein, the number of offenses on record for such offender(s) shall be reduced by one. For example, if a first offense is committed on February 1 and a second offense on August 1, there will be two offenses on record until February 1 of the following year, at which time the first offense will expire, and the second offense will thereafter be considered a first offense until it expires on the following August 1. The provisions of



this paragraph shall not at any time serve to reduce any suspensions or terminations, which may have been imposed prior to the expiration of any offenses.

Notwithstanding the foregoing, any time a user of the Amenity is arrested for an act committed, or allegedly committed, while on the premises of the Amenity, or violates these Policies in a manner that, in the discretion of the District Manager or Community Director upon consultation with either the Chairman or Vice Chairman, justifies suspension beyond the guidelines set forth above, such offender(s) shall have all amenity privileges immediately suspended until the next Board of Supervisors meeting. At the Board meeting, the Board will be presented with the facts surrounding the arrest or violation and the Board may make a recommendation of suspension or termination of the offender(s) privileges, which suspension or termination may include members of the offender(s) household and may, upon the first offense, equal to or exceed one year. In particular situations that pose a long term or continuing threat to the health, safety and welfare of the District and its residents and users, permanent termination of Amenity privileges may be considered and warranted.

- c. Any suspension or termination of Amenity privileges may be appealed to the Board of Supervisors for reversal or reduction. The Board's decision on appeal shall be final.

**6. Legal Action; Criminal Prosecution.** If any person is found to have committed any of the infractions noted in Section 3 above, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature.

**7. Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

## EXHIBIT C

### Kiln Safety Guidelines

www.egisadvisors.com

# Pottery Class Rules and Safety

Everyone using the studio must cooperate in maintaining the studio and following the procedures outlined. Each facility must recognize the inherent risk in the operation of kilns and furnaces, regardless of code application and rigorous design. Training of all operators and maintenance personnel should be a continuous process.

#### GENERAL HEALTH AND SAFETY RULES

1. When chemical purchases are made, approved products (AP) must be considered as a priority.
2. Only premixed glazes may be used.
3. Read the safety data sheet (SDS) for hazardous materials that you use.
4. All chemicals must be labeled with the name of the substance, required hazard warnings and the name of the manufacturer.
5. Shoes must be worn in and around the classroom, (no open toe shoes).
6. Cover all open cuts, especially on your hands and wear gloves when working with hazardous materials.
7. When working or storing work, do not block doors and passageways.
8. Children are not allowed access the classroom.
9. No eating, drinking or smoking in the classroom.
10. All spills should be sponged/mopped up immediately. A wet floor is a safety hazard.
11. Hair must be tied back. Loose clothing and items such as lanyards must not be worn that might be caught in hot or revolving parts/machinery.
12. Wash your hands with soap and water before leaving the classroom.
13. Food or drink is not to be taken into the kiln/ceramic work areas.

#### CONDITION OF ROOM

1. Tables are to be wet wiped clean, wheels cleaned after use and walls next to the wheels cleaned of splatter.
2. Throwing slip must not be poured down sink drain, put slip in appropriate pail.
3. Shelves are to be marked for
  - a. works in progress
  - b. drying
  - c. hand-building, etc.



# Pottery Class Rules and Safety

4. Sinks should be wiped out and counters wiped off and dried. Do not leave tools or equipment in sink area

## WHEELS

1. Wheel heads and pans will be cleaned after each use.
2. Floor around wheel areas must be cleaned of any splatter or water.
3. Wheels are to be turned off after each use.
4. Masonite batts are to be cleaned for the next use and returned to proper use.
5. Large plaster batts are to be stored on the bottom shelf of the rolling carts.
6. Do not wash off plaster batts, let dry and scrap off.
7. Batts pins are to be stored in a plastic container on the window sill.
8. Rectangular plaster batts are to remain on top of the rolling cart for throwing scraps.

## GLAZING

1. Glazes must be applied by brushing or dipping. Spraying, air brushing and dusting is not permitted.
2. Proper instruction of students in using glazes to prevent contamination of glazes.
3. Check pieces to make sure glazes are wiped on bottom before loading in kiln and that they are not over glazed.
4. Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, stirrers, and etc. in the large bucket at the end of the glaze table.
5. Check to ensure that glaze names on lids match their buckets.
6. Encourage students to have their own set of brushes to avoid glaze contamination.
7. Inform the instructor or studio manager if the glaze bucket is empty or low.
8. Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
9. Wet wash table tops.

# Pottery Class Rules and Safety

## KILN

The safety of a district's kilns involves many choices and operations: choice of kiln for suitability to use, its location, its installation, commissioning, inspection, testing, maintenance, and operation. Operation includes use of Personal Protective Equipment (PPE) and proper selection and use of materials subject to being fired. The best practices in this publication, coupled with manufacturer recommendations, art instructor training, National Fire Protection Agency (NFPA) guidelines, local building and fire inspector guidelines, and employee training, should ensure safe use of these devices. Install electric kilns in accordance with local electrical and fire safety codes and in accordance with manufacturers' suggested installation instructions. Installation must be performed by a qualified electrician.

1. Pottery Instructors are responsible for firing participants work.
2. Instructors are to schedule firings; a firing schedule should be posted.
3. The kilns ventilation must be switched on during the firing process to release gases and fumes to the outdoors.
4. Looking into the glowing kilns is not permitted.
5. Shelves and furniture will be stacked neatly in the appropriate places after firings.
6. When kilns are not in use, leave the lids open.
7. Participants are not allowed to load, unload or operate kilns.
8. Do you have the appropriate personal protective equipment (PPE)?
  - a. Thermal gloves - These should be worn when handling any part of a kiln (other than a control panel) while it is firing or cooling. Even after power or fuel has been turned off, kilns will remain hot for hours. Do not open or touch until fully cooled.
  - b. Aprons (fire rated)
  - c. Eye and face protection--IR and UV protective glasses - These protect your eyes from the radiant heat. Regular sunglasses are inadequate for this purpose and may actually melt. Protective glasses may also allow you to see your cone packs more clearly.
  - d. Respirators as necessary. - Carbon dioxide is given off during any fuel-burning firing. Overexposure leads to blood oxygen levels falling, a decrease in hearing and pulse rate, and a rise in blood pressure. Carbon monoxide is released during reduction firing. Exposure can lead to headaches, dizziness, fatigue, and drowsiness. Carbon monoxide can be lethal and is tasteless and odorless. Sulfur dioxide can be released when firing soluble salts. It is a strong lung irritant and can be lethal. It can be noticed as a rotten egg or sulfur smell.
9. After firing, leave the extraction fan on, open the kiln door and allow the gas emissions to disperse before unloading.



# Pottery Class Rules and Safety

10. The kiln area should be free from obstructions and able to be easily accessible. An 18-inch clearance needs to be maintained for non-combustible material and 36-inch clearance for combustible material.
11. The jacket and some of the other fixtures surrounding the kiln will get hot enough to burn your skin when the kiln is heated. Therefore, it is important to be extremely careful when working close to the kiln.
12. Be sure to unplug the kiln before working on the electrical components. If the kiln is hard wired, turn off the circuit breaker using lock-out/tag-out procedures.
13. For your safety, the protection of your kiln, and the protection of your ware inside the kiln, we recommend that you avoid unloading the kiln when it is above 125°F.

## CLAY

1. Only premixed clay may be used in the classroom.
2. Hand grinders and Dremel tools must be used to remove dripped glaze from pottery. Bench grinding is not permitted. Use a wet grinding wheel if one is available.
3. All grinding (except wet grinding) must occur outdoors and eye protection must be worn.
4. Finished ceramic ware must be appropriately labeled if it cannot be used for food use (leaching).
5. Boxed clay is stored in the locked cupboards and storage room.
6. No one is allowed to bring in clay of any kind.
7. There is no outside work fired. Only work from enrolled participants is to be fired.

## INSTRUCTORS

1. Instructors must educate the students for the chemical and physical hazards relevant to the classroom and the relevant controls.
2. Instructors must ensure the participants understand the classroom rules and safety guidelines and sign them to abide by them.
3. Instructors coordinate schedules with the administrator.
4. Instructors are responsible for the condition of the classroom.
5. Be prompt for classes; let the administrator know ASAP if there are any problems.
6. Instructors may not use the classroom for their own uses.
7. Instructors are to reclaim the clay in the pug mill.

# Pottery Class Rules and Safety

8. Instructors are to teach participants to be responsible for returning tools and respecting the all of the Equipment.

9. Check supplies and process re-order.

**I have read these rules and safety guidelines; I understand them, and I agree to abide by them.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Work Order

**Inframark, LLC**  
 313 Campus Street, Celebration, FL 34747  
 Phone: 407-566-1935

**Date 05/08/2023**  
**Work Order # WOAG05082023**  
**Customer ID Arlington Ridge CDD**

**Quotation For**  
 Arlington Ridge CDD

**Quotation valid until: 06/30/2023**  
**Prepared by Freddy Blanco**

**Work order for sidewalk build**

Quantity	Description	Unit Price	Taxable?	Amount
	Work order for sidewalk build at Heritage Trail and Hopewell pass (6x5)		No	\$ 720.00
	Quote includes labor and materials			

**Full payment due within 30 days of finalizing project.**

If you have any questions concerning this quotation, please contact Freddy Blanco  
[Freddy.Blanco@inframark.com](mailto:Freddy.Blanco@inframark.com)

407-947-2489

Thank you for your business!

Subtotal	\$	720.00
Tax Rate		0.00%
Sales Tax	\$	-
Other		

**Approved By:**

<b>TOTAL</b>	<b>720.00</b>
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## RV Lot Revenue Reserve Fund

Purpose: To establish a reserve fund for the care and maintenance of the RV lot.

At the end of each fiscal year that all excess revenue accumulated from the collection of space rentals within the RV lot be deposited into a RV Lot Reserve fund.

This fund shall not exceed \$100,000.

Disbursement of funds, out of these reserves, shall be made at the request of a RV Lot stakeholders committee and shall be subject to the final approval of the Board of Supervisors.

Excess revenues shall be defined as those from collections and not disbursed on the lot, for maintenance and improvements throughout the fiscal year.

Arlington Ridge  
4463 Arlington Ridge Blvd  
Leesburg, Florida 34748

9/10/23

RE: Proposal for work at above address

Description: Install soffits on rear of CDD building

Includes the following:

Permit and inspections

Install approximately 4' 2" x 12" pressure treated face to match existing

Wrap all exposed pressure treated face boards using fascia aluminum  
Shouldn't paint pressure treated wood for 3 – 6 months  
Fascia aluminum will have a smooth look and protect wood from weather

Wrap existing fascia – There are cuts in 2" x 6" fascia that can't be filled while exposed to weather  
Wood be a lot more expensive to replace fascia rather than wrap it

Install new 6" gutter and connect to existing

Paint all new aluminum work

Install 4" center venter soffit panels including channels for mounting

Cost                      \$3,945

Notes: The existing center vent soffit panels on your building are outdated and can't be matched.  
The panels we are proposing will come as close as possible

The new soffit panels may take approx. 6 weeks to deliver.  
There are other soffit panels available now but won't match what you have now  
All other work can be done immediately while we wait for the panels

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

John Arsenault  
Atlantic South LLC

BRAC SOFFIT PROPOSAL PHOTO 9-23



← Wrap Facia in Aluminum paint to match existing Facia

← Wrap Wood in aluminum and paint to match existing band



Jurin Roofing Services, Inc.

**Corporate Office and Remittance:**

560 Seminary St, Pennsburg, Pa 18073

PA Contr. #PA019043

**Florida Branch Office:**

29716 US Highway 27, Dundee, FL 33838

Florida Contr. #CCC1325665 FL Business Lic. #23289

Tel. (800) 710-7525 Fax (215) 536-6182 www.jurinroofing.com

## **Repair Agreement**

**Arlington Ridge CDD  
1412 S Narcoossee Rd  
Saint Cloud, FL 34771**

**Date:** 09/11/2023

**Building:**  
4460 Arlington Ridge Blvd.  
Leesburg, FL 34748

**Job:** PRJ #9056: 4460 Arlington Ridge Blvd - Sales Building Soffit and Fascia

### **Work To Be Performed:**

WE HEREBY PROPOSE TO furnish and install all necessary labor, materials, equipment and supervision to properly perform the following scope of work on up to 50 linear feet of soffit on the newly acquired Arlington Ridge Sales building:

#### **1. Mobilization**

- 1.1** Setup site to meet OSHA fall protection requirements. This will include setup of various items including warning lines, and guard rails at load and discharge points. All safety equipment being set up on site is for the sole use of Jurin Roofing Services, Inc. and is not intended for use by others. Jurin Roofing Services, Inc. is not responsible for the safe conduct or safety of other personnel on site.
- 1.2** If applicable, load all materials onto roof surface via crane or boom lift. Jurin Roofing Services, Inc. will make maximum efforts to limit the storage of materials and equipment on the ground during the construction project.
- 1.3** Prior to the commencement of the project, Jurin Roofing Services, Inc. requests a pre-construction meeting between the owner's representative and the Jurin Roofing Services, Inc. project manager to discuss all project details prior to start.
- 1.4** An under deck inspection can be performed prior to the start of construction to determine the location of any existing conduit, piping, or wiring to ensure they are not damaged during construction.
- 1.5** Any disconnection/reconnection of existing roof top mounted equipment or equipment mounted directly to the underside of the roof deck is the responsibility of the building owner and is not included in this scope of work. Owner agrees to hold harmless and indemnify Jurin Roofing Services, Inc. free of all liabilities as the result of the building owner's failure to disconnect equipment when requested by Jurin Roofing Services, Inc. Jurin Roofing Services, Inc. must provide 24 hours' notice of disconnect/reconnect requirements when possible.

#### **2. Preparation**

- 2.1** All debris will be loaded into disposal containers and removed from the site. All debris will be disposed of in a legal manner. All debris being disposed of from project site is assumed to be non-asbestos



Jurin Roofing Services, Inc.

**Corporate Office and Remittance:**

560 Seminary St, Pennsburg, Pa 18073

PA Contr. #PA019043

**Florida Branch Office:**

29716 US Highway 27, Dundee, FL 33838

Florida Contr. #CCC1325665 FL Business Lic. #23289

Tel. (800) 710-7525 Fax (215) 536-6182 www.jurinroofing.com

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**2. Preparation (cont.)**

related materials. Any costs associated with the removal and disposal of asbestos related materials will be invoiced as a change order in addition to the proposed cost of the project.

**3. Unitary Cost**

**3.1** All unforeseen deficiencies uncovered during the installation of the new roofing system will be billed as a change order. The rates for change orders are \$85.00 per hour with a 15% mark-up added to all materials.

**4. Carpentry**

**4.1** If required, install 2x4 lumber on to block wall with concrete screws.

**5. Roof System Installation**

**5.1** Install new "J" channel to accept the soffit edge. The new "J" will act as the closure point for the soffit.

**5.2** Install up to 50 linear feet of new soffit in area where no soffit had previously been. Installation of soffit will include a fastening pattern according to Florida Building Code - Exact match of soffit will be difficult to achieve, type of soffit to be approved prior to installation. The estimated cost of soffit is included in this scope of work. Depending on which soffit is approved for installation there may be a change order based on cost.

**NOTE** - JRS has been instructed that no fascia will need to be installed. Fascia will be painted by another contractor or maintenance team.

**6. Sheet Metal**

**6.1** No Sheet metal in this scope of work.

**7. Limited Warranty**

**7.1** Jurin Roofing Services, Inc.'s work will be warranted by Jurin in accordance with its standard warranty which is made a part of this proposal/contract and incorporated by reference, for a period of 6 months from the date of substantial completion. A copy of Jurin Roofing Services, Inc.'s standard warranty is attached or, if not, will be furnished upon request. Jurin SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal/contract signifies the parties' agreement that this warranty shall be and is the exclusive remedy against Jurin for all defects in workmanship furnished by Jurin. A manufacturer's warranty shall be furnished if a manufacturer's warranty is called for in this proposal/contract. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this proposal/contract, recourse shall only be against the manufacturer of such material.

**8. Contract Provisions and Exclusions**

**8.1** Asbestos, lead based paint, and toxic materials exclusion - This proposal and contract is based upon the work to be performed by Jurin Roofing Services, Inc. not involving contact with asbestos-containing, lead based, or toxic materials and that such materials will not be encountered or disturbed during the



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**8. Contract Provisions and Exclusions (cont.)**

course of performing the re-roofing work. Jurin Roofing Services, Inc. is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing, lead based, or toxic materials. In the event such materials are encountered, Owner will make arrangements with others for the handling and/or removal of such materials and/or Jurin Roofing Services, Inc. shall be entitled to additional time and compensation for additional expenses incurred as a result of the presence of asbestos, asbestos-containing, lead based, or toxic materials at the work site.

**8.2 Change Orders** - If Jurin Roofing Services, Inc. is requested by general contractor, prime contractor or owner to perform extra or changed work that was not part of Jurin Roofing Services, Inc.'s original scope of work, general contractor, prime contractor or owner will provide reasonable compensation to Jurin Roofing Services, Inc. for said work. General contractor, prime contractor or owner shall not give orders to Jurin Roofing Services, Inc. for the work that is required to be performed at that time and then refuse to make payment on the grounds that a Change Order was not executed at the time the work was performed or the general contractor, prime contractor or owner's representative was not authorized to order the change. General contractor, prime contractor, owner and Jurin Roofing Services, Inc. recognize that in order for construction projects to proceed in a timely and efficient manner, changes in the original specifications frequently are made prior to execution of formal Change Order documents. The parties agree to work in good faith with each other so that Jurin Roofing Services, Inc. does not proceed with changed work without authorization and Jurin Roofing Services, Inc. receives fair compensation for authorized change work.

**8.3 Dispute Resolution** - In the event of a dispute between the parties hereto, the parties shall seek to mediate the dispute. If mediation is not successful, arbitration shall be promptly conducted. Both mediation and arbitration shall be held in the county where the Project is located.

**8.4 Electrical Conduit** - Owner represents there is no electrical conduit embedded within the existing roofing to be removed or attached directly to the underside or topside of the roof deck upon which contractor will be installing the new roof. Owner will indemnify Jurin Roofing Services, Inc. from any personal injury, damage, claim or expense because of the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Jurin Roofing Services, Inc. personnel, and shall compensate Jurin Roofing Services, Inc. for additional time and expense resulting from the presence of such materials.

**8.5 Indemnify and Hold Harmless Clause** - Jurin Roofing Services, Inc. agrees to indemnify and hold harmless the Owner from all claims, damages, losses and expenses for personal injury, including death and property damage, to the extent caused by a negligent act or omission by Jurin Roofing Services, Inc. or someone for whose acts Jurin Roofing Services, Inc. is responsible. Jurin Roofing Services, Inc. is not obligated to provide indemnity for damages, losses, claims or expenses to the extent due to the negligence or fault of indemnities or others for whose conduct Jurin Roofing Services, Inc. is not responsible. Similarly, Owner shall indemnify and hold harmless Jurin Roofing Services, Inc. from all claims for bodily injury, including death or other damages, to the extent due to the negligence of Owner or the fault of its agents, representatives or employees. Owner agrees to hold harmless and indemnify Jurin Roofing Services, Inc. from any and all future construction defect claims.

**8.6** Jurin Roofing Services, Inc. is not responsible for condensation, moisture migration from the building interior or other building components, location or size of roof drains, adequacy of drainage or ponding



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**8. Contract Provisions and Exclusions (cont.)**

on the roof due to structural conditions. Additionally, Jurin Roofing Services Inc. shall not be liable for any claims or damages arising from or related to deficiencies in drainage. It is the Customer's responsibility to retain a licensed architect or mechanical engineer to determine and evaluate the drainage design and compliance with existing plumbing codes, including potential need for additional drains, scuppers or overflow drains, prior to commencement of reroofing. Jurin Roofing Services Inc.'s work does not include evaluation of code compliance, existing drainage, proper location or size of roof drains, or adequacy of drainage.

- 8.7** Mold growth exclusion - Jurin Roofing Services, Inc. and Owner are committed to acting promptly so that roof leaks are not a source of potential interior mold growth. Owner will make periodic inspections for signs of water intrusion and act promptly, including notice to Jurin Roofing Services, Inc., if Owner believes there are roof leaks, to correct the condition. Upon receiving notice Jurin Roofing Services, Inc. will make repairs promptly so that water entry through the roofing installed by Jurin Roofing Services, Inc. is not a source of moisture. Jurin Roofing Services, Inc. is not responsible for indoor air quality. Owner shall hold harmless and indemnify Jurin Roofing Services, Inc. from claims due to poor indoor air quality and resulting from a failure by Owner to maintain the interior of the building in a manner to avoid growth of mold.
- 8.8** Customer acknowledges that tear-off of existing roofing materials and re-roofing of an existing building may cause disturbance, dust or debris to fall into the interior. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Jurin Roofing Services, Inc. shall not be responsible for disturbance, damage, and cleanup or loss of use or loss to interior property that Customer did not remove or protect prior to commencement and during the course of roofing tear-off and re-roofing operations. Customer shall notify tenants and building occupants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Jurin Roofing Services, Inc. harmless from claims of tenants and occupants who were not so notified and did not provide protection.
- 8.9** Fumes and Emissions - Customer acknowledges that roofing involves the use of solvent based materials. Odors and emissions from roofing products will be released and noise will be generated as part of the roofing operations to be performed by Jurin Roofing Services, Inc. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors and odors during application process. Customer shall indemnify and hold harmless Jurin Roofing Services, Inc. from claims from third parties relating to fumes and odors that are emitted during the normal roofing process.
- 8.10** This proposal is being submitted based upon standard roofing practices with the intention of providing long-term moisture protection. No consideration has been given to local building code requirements. Change to the specifications may be required in order to comply with local codes. Any changes to this scope of work in order to comply with code requirements will be considered a change order to the project.
- 8.11** Jurin Roofing Services, Inc.'s commencement of the roof installation indicates only that Jurin Roofing Services, Inc. has accepted the surface of the roof deck as suitable to attach the roofing materials. Jurin



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**8. Contract Provisions and Exclusions (cont.)**

Roofing Services, Inc. is not responsible for the construction, structural sufficiency, durability, and fastening, moisture content or physical properties of the roof deck or other trades' work or design.

- 8.12** Owner warrants that the structures on which Jurin Roofing Services, Inc. is to work are in sound condition and capable of withstanding normal activities of roofing construction equipment and operations. Owner represents that there is no electrical conduit embedded in the existing roofing or attached directly to the underside or topside of the roof deck upon which Jurin Roofing Services, Inc. will be installing the new roof. Owner will indemnify Jurin Roofing Services, Inc. from any personal injury, damage, claim or expense due to unsafe structural conditions and the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Jurin Roofing Services' personnel, and shall compensate Jurin Roofing Services, Inc. for additional time and expense resulting from the presence of such materials and unsafe structures.
- 8.13** Design Professional is responsible to design the work to be in compliance with applicable codes and regulations and to specify or show the work that is to be performed. Jurin Roofing Services, Inc. is not responsible for design, including calculation or verification of wind load design. To the extent minimum wind loads or pressures are required; Jurin Roofing Services, Inc.'s bid is based solely on manufacture's printed test results. Jurin Roofing Services, Inc. is not responsible for the construction or structural sufficiency of the roof deck or other building components not constructed by Jurin Roofing Services, Inc.
- 8.14** Building Permit Exclusion - The cost of the building permit, which is required, is not included in the proposed price as noted. Jurin Roofing Services, Inc. will pull the permit on behalf of the owner. The cost of the building permit plus a handling fee of 10% will be added to the cost of the project if a building permit is required. This will be handled as a change order. In addition, if additional services are required by the municipality including but not limited to engineering or architectural design services these additional costs will be burdened by the building owner at cost plus 10%.
- 8.15** A Up to \$500.00 is included in this proposal for the filing and fees associated with acquiring a permit for this scope of work. If the costs associated with this permit exceed \$500.00, a change order will be submitted for the difference.
- 8.16** Jurin Roofing Services, Inc. is not responsible for leakage through the existing roof or other portions of the building that have not yet been re-roofed by Jurin Roofing Services, Inc. Jurin Roofing Services, Inc. is not responsible for damages or leaks due to existing conditions or existing sources of leakage simply because Jurin Roofing Services, Inc. started work on the building.
- 8.17** The failure of Customer to make proper payment to Jurin Roofing Services, Inc. when due shall, in addition to all other rights, constitute a material breach of contract and shall entitle Jurin Roofing Services, Inc. at its discretion to suspend all work and shipments, including furnishing warranty, until full payment is made. The time period in which Jurin Roofing Services, Inc. shall perform the work shall be extended for a period equal to the period which the Work was suspended, and the contract sum to be paid Jurin Roofing Services, Inc. shall be increased by the amount of Jurin Roofing Services, Inc. reasonable costs of shut-down, delay and start-up.
- 8.18** Customer shall purchase and maintain builder's risk and property insurance, including the labor and materials furnished by Jurin Roofing Services, Inc., covering fire, extended coverage, malicious





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**8. Contract Provisions and Exclusions (cont.)**

mischief, vandalism and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is completed and accepted.

- 8.19** Steel products, asphalt, polyisocyanurate and other roofing products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Jurin Roofing Services, Inc.. If there is a substantial increase in these or other roofing products between the date of Jurin Roofing Service, Inc.'s proposal and the time when the work is to be performed, the amount of the contract may be increased to reflect the additional cost to Jurin Roofing Services, Inc., upon submittal of written documentation and advance notice.
- 8.20** Warranty Conditioned Upon Receipt of Payment - Warranties provided by Jurin Roofing Services Inc., including manufacturer warranties, shall not be effective unless and Jurin Roofing Services Inc. has been paid in full.
- 8.21** Severability - If, for any reason, any provision contained in this contract is found, to any extent, be invalid or unenforceable, the remainder of this contract shall nonetheless remain binding and valid and be enforced to the fullest extent permitted by law.
- 8.22** Employee Vaccination Statement - This proposal and warranty are conditioned upon all employees of Jurin Roofing Services Inc. (JRS) being able to access the site where the work is to be performed regardless of their vaccination status. JRS will not agree to any vaccine mandates or requirements at work sites. JRS shall have sole and absolute discretion on which of its employees it will assign to the work. This proposal and warranty are subject to being voided should the work location require JRS's employees to be vaccinated at any time during the performance of the work or during the warranty period.
- 8.23** Due to current shipping and trucking volatility experienced nationwide, if there is an increase in the actual cost of shipping and/or trucking materials between the date of Jurin Roofing Service, Inc.'s proposal and the time when the work is to be performed, the amount of the contract may be increased to reflect the additional cost to Jurin Roofing Services, Inc., upon submittal of written documentation and advance notice. Customer acknowledges that any additional costs associated with shipping and/or trucking charges under this Agreement is the sole responsibility of Customer, and Jurin Roofing Services, Inc. shall not be held liable or responsible for same.

**Notes:** Statement of Quality - All material is guaranteed to be the same as specified. All work is done in accordance with accepted roofing practices as determined by the NRCA. All extra work will be done through change orders and will be an extra cost above and beyond the stated price. All agreements are contingent upon delays beyond our control. Owner to carry all necessary fire, tornado, and other insurance. Our workers are fully covered by workman's compensation insurance.

Unless stated otherwise on the face of this proposal, Customer shall pay the contract price plus any additional charges for changed or extra work within fourteen (14) days of receipt of invoice. Any outstanding balance will be paid within fourteen (14) days of substantial completion of the Work. All sums not paid when due shall earn interest at the rate of 1 1/2 percent per month. Contractor shall be entitled to recover from Customer all costs of collection, including attorney's fees, resulting from Customer's failure to make proper payment when due. If customer chooses to pay invoice with credit card, a 4% surcharge will be



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added to the invoice at the time of payment. In addition, there may be a limit on the transaction size if customer chooses to pay by credit card. Jurin Roofing Services, Inc. entitlement to payment is not dependent upon criteria promulgated by Factory Mutual Global, including wind uplift testing.

**PRICE FOR THE ABOVE SCOPE OF WORK:** \$4,602.00

Matthew Palmer  
Estimator  
Jurin Roofing Services, Inc.

I, \_\_\_\_\_ accept the above proposal on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Authorized Signature



[Cart](#) / [Information](#) / [Shipping](#) / [Payment](#) /

**Contact** Lee.Graffius@inframark.com [change](#)

**Ship to** Arlington Ridge CDD, 4463 Arlington Ridge Blvd, Leesburg, FL, 34748 [change](#)

**Method** FREE FedEx Ground Shipping (1-4 days) [change](#)

### Shipping method

FREE FedEx Ground Shipping (1-4 days) **\$0.00**

[Continue to payment >](#)

[< Return to information](#)



1

600 Series - Tennis Commercial Open Windscreen - 5'-8" - Obsidian Black **\$3,301.84**

[+ show more](#)



14

(L7) Commercial Grade 7" Screen Fastener Ties (100 ct) **\$83.86**

Promotion or dealer code

**Apply**

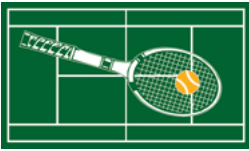
Subtotal **\$3,385.70**

Tax ⓘ Tax Exempt? **\$237.00**

Shipping **FREE**

⚠ An adult signature will be required at time of delivery to receive this shipment

**Total** **\$3,622.70**



# Estimate

Welch Tennis Courts, Inc.  
 P.O. Box 7770  
 Sun City, FL 33586  
 Phone: 813-641-7787  
 Fax: 813-641-7795

Date	Estimate #
9/8/2023	37451

Bill To
Arlington Ridge CDD 4463 Arlington Ridge Blvd Leesburg FL 34748

Ship To
Arlington Ridge CDD 4463 Arlington Ridge Blvd Leesburg FL 34748

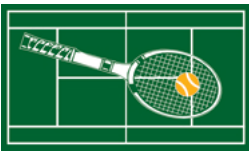
Sales Rep	Ship Via	Expires
Lynn Miller		9/30/2023

Notes

Quantity	Units	Description	Options	Rate	Amount
681.5	ft	ExtremeScreen 6- Black - Tennis Court: 1@ 9'9", 1@ 47'9", 1@ 3'1", 1@ 47'9", 1@ 9'9", 2@ 52'6", 1@ 9'9", 1@ 47'9", 1@ 3'1", 1@ 47'9", 1@ 9'9" and 2@ 52'6". Pickleball Court: 1@ 27'5", 1@ 3'1", 1@ 27'5", 1@ 59'9", 1@ 27'5", 1@ 3'1", 1@ 27'5" and 1@ 59'9"		4.44	3,025.86
1		Free Shipping & Handling on Windscreen		0.00	0.00
1		Installation including ties		4,089.00	4,089.00

Thank you for your business.	<b>Total</b>	<b>\$7,114.86</b>
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Please note that prices quoted at the time of order are subject to change without notice.



# Estimate

Welch Tennis Courts, Inc.  
 P.O. Box 7770  
 Sun City, FL 33586  
 Phone: 813-641-7787  
 Fax: 813-641-7795

Date	Estimate #
9/8/2023	37450

Bill To
Arlington Ridge CDD 4463 Arlington Ridge Blvd Leesburg FL 34748

Ship To
Arlington Ridge CDD 4463 Arlington Ridge Blvd Leesburg FL 34748

Sales Rep	Ship Via	Expires
Lynn Miller	FedEx Ground	9/30/2023

**Notes**

1- 2 court battery tennis court / 1 PB 60x60 court

Quantity	Units	Description	Options	Rate	Amount
681.5	ft	ExtremeScreen 6- Black - Tennis Court: 1@ 9'9", 1@ 47'9", 1@ 3'1", 1@ 47'9", 1@ 9'9", 2@ 52'6", 1@ 9'9", 1@ 47'9", 1@ 3'1", 1@ 47'9", 1@ 9'9" and 2@ 52'6". Pickleball Court: 1@ 27'5", 1@ 3'1", 1@ 27'5", 1@ 59'9", 1@ 27'5", 1@ 3'1", 1@ 27'5" and 1@ 59'9"		4.44	3,025.86
1		Free Shipping & Handling on Windscreen		0.00	0.00
2	ea	Tyraps	Size: 8" Color: Black Quantity: 1,000 Strength: 50lb	40.99	81.98

Thank you for your business.	Subtotal	3,107.84
	Shipping Cost (FedEx Ground)	12.30
	<b>Total</b>	<b>\$3,120.14</b>

Please note that prices quoted at the time of order are subject to change without notice.



**Estimator: Chris Tappan**

## **WINDSCREEN PROPOSAL**

Submitted To:

September 11, 2023

Arlington Ridge

4463 Arlington Ridge Blvd.

Leesburg, FL 34748

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*Payment to be upon completion. Price subject to change after 30 days. Our Base Price to furnish materials and labor as outlined:*

**Pickleball & Tennis Windscreen: \$11,500.00**

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### **SCOPE OF WORK:**

- 1) Mobilization.
- 2) Furnish and install approximately 680 LF of 6' high green windscreen.

### **NOTES:**

- 1) Owner to provide suitable access for equipment, water, and electric as required.
- 2) Should owner request additional material applied or other work performed to the surface of court which is not outlined above, it will be at an extra cost.

Owner's Name & Billing Address: \_\_\_\_\_

Job Site's Contact Name & Phone: \_\_\_\_\_

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Authorized Signature

---

Total Dollar Amount Authorized

---

Date



LEG Enterprises, Inc  
4327 S Hwy 27 Suite 102  
Clermont, FL 34711  
352.432.4173

September 12, 2023

Arlington Ridge CDD

4463 Arlington Ridge Blvd.  
Leesburg, Florida 34748

Attn: Lee Graffius

Re: Wind Screen Installation

Dear Lee Graffius,

Detailed below is the scope of work to be performed at the property located in Arlington Ridge in Leesburg. This scope of work may not describe any work that may have not been known.

Install Wind Screen ( Provided by Development ) on the Tennis and Pickle Ball Courts.

Labor.	Total	\$2500.00
--------	-------	-----------

Thank You,  
Mark Wiegand

V.P. LEG Enterprises  
352.432.4173 Central Florida  
561.543.7318 West Palm  
legentreprises@aol.com



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Arlington Ridge Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.



## About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

### Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Risk management services including on-site loss control, property schedule verification and contract reviews
- Complimentary Property Appraisals
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers.

### What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

**Arlington Ridge Community Development District  
c/o Inframark Management Services - Celebration 313 Campus Street  
Celebration, FL 34747**

**Term: October 1, 2023 to October 1, 2024**

**Quote Number: 100123510**

**PROPERTY COVERAGE**

**SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE**

<b>COVERED PROPERTY</b>	
Total Insured Values –Building and Contents – Per Schedule on file totalling	\$12,450,504
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
<b>Inland Marine</b>	
Scheduled Inland Marine	\$899,502

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	<b>Valuation</b>	<b>Coinsurance</b>
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

<b>DEDUCTIBLES:</b>		
	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	5 %	Total Insured Values per building, including vehicle values, for “Named Storm” at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

<b>Special Property Coverages</b>		
<b>Coverage</b>	<b>Deductibles</b>	<b>Limit</b>
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery	\$2,500	Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM \$106,800**

### **Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

<b>(X)</b>	<b>Code</b>	<b>Extension of Coverage</b>	<b>Limit of Liability</b>
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

## CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

## Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0

## AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate



## PREMIUM SUMMARY

**Arlington Ridge Community Development District  
c/o Inframark Management Services - Celebration 313 Campus Street  
Celebration, FL 34747**

**Term: October 1, 2023 to October 1, 2024**

**Quote Number: 100123510**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$106,800
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$8,824
Public Officials and Employment Practices Liability	\$6,080
Deadly Weapon Protection Coverage	Included
<b>TOTAL PREMIUM DUE</b>	<b>\$121,704</b>

#### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



**PARTICIPATION AGREEMENT**  
**Application for Membership in the Florida Insurance Alliance**

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance (“FIA”) for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2023, and if accepted by the FIA’s duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys’ fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Arlington Ridge Community Development District

\_\_\_\_\_  
(Name of Local Governmental Entity)

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Witness By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2023

By: \_\_\_\_\_  
Administrator





PROPERTY VALUATION AUTHORIZATION

Arlington Ridge Community Development District
c/o Inframark Management Services - Celebration 313 Campus Street
Celebration, FL 34747

QUOTATIONS TERMS & CONDITIONS

- 1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 25% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

Table with 3 columns: Coverage Type, Amount, and Description. Includes Building and Content TIV (\$12,450,504), Inland Marine (\$899,502), and Auto Physical Damage (Not Included).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



Property Schedule  
**Arlington Ridge Community Development District**

Policy No.: 100123510  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address				Const Type	Term Date		Contents Value
	Roof Shape	Roof Pitch						
1	Restaurant & Pro Shop		2005	10/01/2023	\$1,707,900		\$2,420,575	
	4467 Arlington Ridge Blvd Leesburg FL 34748		Joisted masonry	10/01/2024	\$712,675			
	Complex			Asphalt shingles				
2	Administrative Bldg		2005	10/01/2023	\$350,500		\$436,900	
	4463 Arlington Ridge Blvd Leesburg FL 34748		Joisted masonry	10/01/2024	\$86,400			
	Complex			Asphalt shingles				
3	Multi-Purpose Building - Fairfax Hall		2005	10/01/2023	\$2,229,100		\$2,439,100	
	4475 Arlington Ridge Blvd Leesburg FL 34748		Masonry non combustible	10/01/2024	\$210,000			
	Complex			Asphalt shingles				
4	Theatre/Arts & Crafts Building		2005	10/01/2023	\$636,600		\$716,300	
	4479 Arlington Ridge Blvd Leesburg FL 34748		Masonry non combustible	10/01/2024	\$79,700			
	Complex			Asphalt shingles				
5	Fun Pool		2005	10/01/2023	\$349,700		\$349,700	
	4483 Arlington Ridge Blvd Leesburg FL 34748		Below ground liquid storage tank / pool	10/01/2024				
6	Fitness Center "Lexington Spa"		2005	10/01/2023	\$1,352,100		\$1,512,300	
	4487 Arlington Ridge Blvd Leesburg FL 34748		Masonry non combustible	10/01/2024	\$160,200			
	Cross gable			Asphalt shingles				
7	Pool Cabana		2005	10/01/2023	\$66,563		\$66,563	
	4483 Arlington Ridge Blvd Leesburg FL 34748		Joisted masonry	10/01/2024	\$0			
	Pyramid hip			Asphalt shingles				

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Arlington Ridge Community Development District**

Policy No.: 100123510  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value		
	Address				Const Type	Term Date		Contents Value	
	Roof Shape	Roof Pitch						Roof Covering	Covering Replaced
8	RV Lot		2005	10/01/2023	\$17,500		\$17,500		
	4483 Arlington Ridge Blvd Leesburg FL 34748		Non combustible	10/01/2024	\$0				
9	Front Gate House		2005	10/01/2023	\$95,500		\$98,000		
	4950 Arlington Ridge Blvd Leesburg FL 34748		Joisted masonry	10/01/2024	\$2,500				
	Gable			Asphalt shingles					
10	Common Area (Tennis/Pickle Ball Courts/Bathrooms etc.)		2005	10/01/2023	\$384,742		\$384,742		
	Arlington Ridge Blvd. Leesburg FL 34748		Joisted masonry	10/01/2024					
	Gable			Asphalt shingles					
11	Stacked Stone Wall with Letters and Logo at Main Entry		2005	10/01/2023	\$15,000		\$15,000		
	Arlington Ridge Blvd & US 27 Leesburg FL 34748		Masonry non combustible	10/01/2024					
12	Maintenance Barn		2005	10/01/2023	\$626,900		\$740,900		
	26812 Haywood Leesburg FL 34748		Non combustible	10/01/2024	\$114,000				
	Flat			Metal panel					
13	Pesticide/Chemstorage Building		2005	10/01/2023	\$51,100		\$69,600		
	Haywood Worm Farm Road Leesburg FL 34748		Joisted masonry	10/01/2024	\$18,500				
	Simple hip			Asphalt shingles					
14	Storage Building (Trailer)		2005	10/01/2023	\$17,100		\$23,500		
	Haywood Worm Farm Road Leesburg FL 34748		Modular classrooms / offices	10/01/2024	\$6,400				
	Flat			Metal panel					

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Arlington Ridge Community Development District**

Policy No.: 100123510  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt
15	Pavillion		2005	10/01/2023	\$10,000		\$10,000
	26816 Haywood Worm Farm Road Leesburg FL 34748		Frame	10/01/2024			
	Pyramid hip			Asphalt shingles			
16	Security Gates & Chain Link Fencing		2005	10/01/2023	\$11,000		\$11,000
	Haywood Worm Farm Road Leesburg FL 34748		Non combustible	10/01/2024			
17	Cart Barn		2005	10/01/2023	\$198,400		\$217,200
	4463 Arlington Ridge Blvd Leesburg FL 34748		Joisted masonry	10/01/2024	\$18,800		
	Simple hip			Asphalt shingles			
18	Pump House w/Pumps		2005	10/01/2023	\$57,500		\$75,800
	4838 Independence Trl. Leesburg FL 34748		Non combustible	10/01/2024	\$18,300		
	Simple hip			Asphalt shingles			
19	Restroom Building		2005	10/01/2023	\$53,245		\$53,245
	4556 Antietam Creek Trl. Leesburg FL 34748		Joisted masonry	10/01/2024			
	Pyramid hip			Asphalt shingles			
20	Restroom Building		2005	10/01/2023	\$54,395		\$54,395
	3834 Arlington Ridge Blvd. Leesburg FL 34748		Joisted masonry	10/01/2024			
	Pyramid hip			Asphalt shingles			
21	Tees and Greens		2005	10/01/2023	\$1,000,000		\$1,000,000
	4463 Arlington Ridge Blvd Leesburg FL 34748		Property in the Open	10/01/2024			

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Arlington Ridge Community Development District**

Policy No.: 100123510  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch					Roof Covering
22	4 Large Pergolas @ \$18,000 each		2005	10/01/2023	\$72,000		\$72,000
	4483 Arlington Ridge Blvd Leesburg FL 34748		Non combustible	10/01/2024			
23	4 Small Pergolas @ \$12,000 each		2005	10/01/2023	\$48,000		\$48,000
	4483 Arlington Ridge Blvd Leesburg FL 34748		Non combustible	10/01/2024			
24	Masonry Fence Columns (4)		2005	10/01/2023	\$7,000		\$7,000
	Arlington Ridge Boulevard Leesburg FL 34748		Non combustible	10/01/2024			
25	Split Rail Fencing		2005	10/01/2023	\$20,000		\$20,000
	Arlington Ridge Boulevard Leesburg FL 34748		Non combustible	10/01/2024			
26	Sales Center		2006	10/01/2023	\$975,800		\$1,079,800
	4460 Arlington Ridge Blvd. Leesburg FL 34748 Pyramid hip		Joisted masonry	10/01/2024	\$104,000		
					Asphalt shingles		
27	Lap Pool		2006	10/01/2023	\$201,500		\$201,500
	4483 Arlington Ridge Blvd. Leesburg FL 34748		Below ground liquid storage tank / pool	10/01/2024			
28	Fence		2005	10/01/2023	\$309,884		\$309,884
	4483 Arlington Ridge Blvd. Leesburg FL 34748		Non combustible	10/01/2024			
<b>Total:</b>			Building Value	Contents Value	Insured Value		
			\$10,919,029	\$1,531,475	\$12,450,504		

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Arlington Ridge Community Development District**

**Policy No.:** 100123510  
**Agent:** Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date Term Date	Value	Deductible
1	Pool Chair Lift		Other inland marine	10/01/2023 10/01/2024	\$4,887	\$1,000
2	Pool Chair Lift		Other inland marine	10/01/2023 10/01/2024	\$4,887	\$1,000
3	Golf Carts (50 carts at \$5,950)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$297,500	\$1,000
4	13 Irrigation Controllers Control Boxes		Other inland marine	10/01/2023 10/01/2024	\$40,000	\$1,000
5	John Deere 2500B Precision Cut - Greens Mower (2)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$53,154	\$1,000
6	SMITHCO Tournament Geens - Roller Ultra (2)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$39,000	\$1,000
7	John Deere 2500B Precision Cut - Tee Mower (2)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$32,000	\$1,000
8	John Deere Z930M Ztrak		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$9,500	\$1,000
9	John Deere 7400A TerrainCut - Trim Mower		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$37,100	\$1,000
10	John Deere 7700A PrecisionCut - Fairway Mower (2)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$60,000	\$1,000
11	John Deere 1200A Bunker and Field Rake		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$11,500	\$1,000
12	Greens Spiker for 1200A Bunker Rake		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$3,000	\$1,000
13	John Deere ProGator 2020A (gas) for Sprayer		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$21,500	\$1,000
14	John Deere HD300 SelectSpray for ProGator 2020A		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$17,500	\$1,000
15	John Deere ProGator 2020A (gas) (2)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$44,000	\$1,000
16	John Deere Gator TX Turf Used (4)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$16,000	\$1,000
17	TURFCO Trailer Mounted Turbine Blower w/27 hp Kohler		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$7,800	\$1,000
18	Lely Spreader L1250 3pt 930# Capacity		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$4,665	\$1,000
19	John Deere 5055E Utility Tractor (2)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$47,000	\$1,000
20	John Deere 5055E 4WD Utility Tractor for 520M Loader		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$30,000	\$1,000
21	John Deere 520M Loader for 5055E 4wd Tactor		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$5,600	\$1,000
22	Greengroomer 920 HDE 6x4 Electric Lift Greens Groomer w Heavy Duty White Brushes		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$3,450	\$1,000

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Arlington Ridge Community Development District**

**Policy No.:** 100123510  
**Agent:** Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date Term Date	Value	Deductible
23	Grandy Spreader 36" Walk Behind Drop Spreader		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$865	\$1,000
24	BUSH HOG 1812 Flex Wing Rotary Cutter		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$18,500	\$1,000
25	Trimax - Snake Mower - 320 (Imperial)		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$32,243	\$1,000
26	Toro Procore 648		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$18,000	\$1,000
27	SIP - Peerless 2000 Automatic Reel Grinder		Other inland marine	10/01/2023 10/01/2024	\$4,000	\$1,000
28	SIP - Ideal 1000 Automatic Bed Knife Grinder		Other inland marine	10/01/2023 10/01/2024	\$3,500	\$1,000
30	Range Picker - Yamaha Utility Cart	JW6-700352	Other inland marine	10/01/2023 10/01/2024	\$3,500	\$1,000
31	Digital Sign		Other inland marine	10/01/2023 10/01/2024	\$11,851	\$1,000
32	Beverage Cart Yamaha 2022		Rented, borrowed, leased equipment	10/01/2023 10/01/2024	\$17,000	\$1,000
				<b>Total</b>	<b>\$899,502</b>	

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Workers Compensation

## Arlington Ridge Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.



Quotation being provided for:

**Arlington Ridge Community Development District**  
**4463 Arlington Ridge Blvd**  
**Leesburg, FL 34748**

**Term: October 1, 2023 to October 1, 2024**  
**Coverage Provided by:** Florida Insurance Alliance  
**Quote Number:** WC100123510

**TYPE OF INSURANCE**

<b>Part A</b>	<b>Workers Compensation</b> <ul style="list-style-type: none"><li>• <b>Benefits: FL Statutory (Medical, Disability, Death)</b></li></ul>
<b>Part B</b>	<b>Employers Liability:</b> <ul style="list-style-type: none"><li>• <b>\$1,000,000- Each Accident</b></li><li>• <b>\$1,000,000- Disease- Policy Limit</b></li><li>• <b>\$1,000,000- Disease- Each Employee</b></li></ul>

<b>Class Code</b>	<b>Description</b>	<b>Payroll</b>	<b>Rate</b>	<b>Premium</b>
9015	Building or Property Management- All Other Employees	\$6,375	3.30	\$210.38
Total Manual Premium				\$210.38
Increased ELL 1M/1M/1M				\$120.00
				\$330.38
Workplace Safety Credit – 2%				\$0.00
Drug Free Workplace Credit – 5%				\$0.00
Experience Modification				1.000000
Standard Premium				\$330.38
Expense Constant				\$160.00
Terrorism				\$0.64
<b>Policy Total</b>				<b>\$850.00</b>

**Additional terms and conditions, including but not limited to:**

1. Please review the quote carefully, as coverage terms and conditions may not encompass all requested coverages.
2. The Coverage Agreement premium shall be pro-rated as of the first day of coverage from the minimum policy premium.
3. Down payment is due at inception.
4. The Trust requires that the Member maintains valid and current certificates of workers' compensation insurance on all work performed by persons other than its employees.
5. If NCCI re-promulgates a mod, we will honor the mod as promulgated. If the mod changes during the fund year, we reserve the right to apply a correct mod back to the inception date of the Coverage Agreement.
6. Safety and Drug Free program credits (if applicable) are subject to program requirements.
7. Payrolls are subject to final audit.
8. Deletion of any coverage presented, Package and/or Workers' Compensation, will result in re-pricing of account.

**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, August 17, 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
Jim Piersall	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**

A Resident (Lot 276) commented on golf course issues, requested an audit of event revenues and expenses, and suggested Troon be replaced.

A Resident (Lot 900) commented on the golf course, and requested better management of Troon.

A Resident (Lot 897) commented on exercise classes, availability of amenities, fee schedules, and requested the budget be adopted at a later date until questions are resolved.

A Resident (Lot 831) commented on golf course operations, and recommended terminating the contract with Troon or soliciting separate bids to operate the restaurant.

A Resident distributed pictures of projects, and commented on golf course issues.

A Resident (Lot 252) commented on Troon's management of the golf course and restaurant, and recommended terminating Troon's contract.

A Resident (Lot 25) commented on sod replacement.

A Resident (Lot 261) commented on the financials, notably golf and food & beverage, and suggested a way to simplify.

A Resident (Lot 735) commented on restaurant operations, failure with all operations, and requested termination of contracts for golf and the restaurant.

A Resident (Lot 80) commented on the budget increase.

A Resident (Lot 1011) thanked the Board members serving the community, and provided complaints about operations and maintenance notably landscape and mowing.

A Resident (Lot 86) commented on Troon's performance, recommended termination of their contract, and suggested another vendor for restaurant operations.

**FOURTH ORDER OF BUSINESS**                      **District Engineer**

**A. Updates**

**i. Projects**

Mr. Hamstra discussed repairs that have been performed, clearing done behind four homes, and resolution discussed with the residents.

**ii. Depressions #2 and #3**

Mr. Hamstra discussed ground penetrating radar, recommended phase 2 program, and provided an update on the six drainage projects.

**iii. Consideration of Engineering Change Order Request #1**

Mr. Hamstra discussed projected engineering expenses.

Discussion ensued regarding projected expenses for work efforts, fabric used for a recent repair, process for using the fabric, and then laying sod.

<p>Mr. Middlemiss made a MOTION to approve change order #1 with Pegasus Engineering for additional miscellaneous engineering services, in an amount not to exceed \$15,000. Mr. Hoover seconded the motion.</p>
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Discussion ensued regarding pond erosion issues on the golf course.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to change order #1 with Pegasus Engineering for additional miscellaneous engineering services, in an amount not to exceed \$15,000.

**FIFTH ORDER OF BUSINESS Business Items**

**A. Consideration of Proposals for Janitorial Services**

Discussion ensued regarding janitorial proposals, previous budget amounts, scope of services for soliciting proposals, Anago Cleaning Systems been working in the interim on a month-to-month basis, a portion paid (approximately \$14,000) by Troon for janitorial services, and suggestion of a cost-share agreement with Troon.

Mr. Middlemiss made a MOTION to approve the proposal from Anago Cleaning Systems for janitorial services, in an amount of \$7,645 monthly, or \$91,740 annually, with annual reimbursement from the golf course.  
Mr. Piersall seconded the motion.

Discussion ensued regarding the actual cost to the District from Troon of \$14,700 for a net of \$77,040, frequency of cleaning activities, and proposal based on current scope which can be revised in the future.

Upon VOICE VOTE, with all in favor except Mr. Kostich, approval was given (by a margin of 4-1) to the proposal from Anago Cleaning Systems for janitorial services, in an amount of \$7,645 monthly, or \$91,740 annually, with annual reimbursement from the golf course.

**B. Fiscal Year 2024 Budget Discussion**

Discussion ensued regarding changes to the budget from the last presentation, including decrease in pest control, change in janitorial amount, resulting 9.9% assessment increase, budget process, add new line item for \$25,000 for administrative general maintenance to be taken from capital projects, request to reduce RV lot rental fee to \$15,600 which will increase assessments above the advertised percentage, impacts to the budget for RV revenue and expense items, recommendation to leave the RV lot revenue and expenses the same, reevaluate RV lot dollars next year, future projects and maintenance, confirmed insurance premium amount, miscellaneous property taxes, combination of all dues and licenses into one line item under administrative, overtime, office equipment, transfer out to golf and food & beverage, fund balance, projections, golf course operations reserve

transfers to be done, \$66,000 to be reinvested in the golf course, timing when the transfer can be made, narratives to be updated to match the budget, and changes resulted in 9.9% assessment increase.

**C. Public Hearing to Adopt the Fiscal Year 2024 Budget**

**i. Public Comment**

Mr. Hoover made a MOTION to open the public hearing for adoption of the fiscal year 2024 budget.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to open the public hearing for adoption of the fiscal year 2024 budget.

A Resident (Lot 387) commented on impacts of assessment increase, and benefits and disadvantages of the restaurant.

A Resident (Lot 48) commented on revenue for sales center which is reimbursing the District from reserves for the loan.

Mr. Hoover made a MOTION to close the public hearing for adoption of the fiscal year 2024 budget.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to close the public hearing for adoption of the fiscal year 2024 budget.

**ii. Consideration of Resolution 2023-09, Adopting the Fiscal Year 2024 Budget**

Mr. Hoover read Resolution 2023-09 into the record by title.

Mr. Middlemiss made a MOTION to approve Resolution 2023-09, adopting the fiscal year 2024 budget.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Resolution 2023-09, adopting the fiscal year 2024 budget.

**D. Public Hearing to Impose and Levy the Fiscal Year 2024 Assessments**

**i. Public Comment**

There being none, the next order of business followed.

**ii. Consideration of Resolution 2023-10, Imposing and Levying the Fiscal Year 2024 Assessments**

Mr. Hoover read Resolution 2023-10 into the record by title.

Mr. Hoover made a MOTION to approve Resolution 2023-10, imposing and levying the fiscal year 2024 assessments.  
Mr. Piersall seconded the motion.

Discussion ensued regarding assessment rates and the increase per parcel.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Resolution 2023-10, imposing and levying the fiscal year 2024 assessments.

**E. Consideration of Resolution 2023-11, Fiscal Year 2024 Meeting Schedule**

Mr. Hoover read Resolution 2023-11 into the record by title.

Ms. Murphy made a MOTION to approve Resolution 2023-11 for the fiscal year 2024 meeting schedule.  
Mr. Middlemiss seconded the motion.

Discussion ensued regarding conflicts with meeting dates, historical cancelation of July meeting, preference to hold all meetings as advertised, and suggested budget workshop dates for March 14 at 2:00 p.m. and May 16 at 9:00 a.m.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to approve Resolution 2023-11 for the fiscal year 2024 meeting schedule, as amended to add March 14 workshop at 2:00 p.m. and May 16 at 9:00 a.m.

**F. Floralawn Report**

Discussion ensued regarding not performing some scope of services.

**G. BREAK**

*The meeting recessed at 3:39 p.m.*

*The meeting resumed at 3:51 p.m.*

**H. General Manager: Golf, Food & Beverage**

**i. Troon Performance Discussion**

Mr. Zimmer provided an update on the separate bank accounts for golf and the restaurant, accounting processes, formatting change in the report, performance for the restaurant including revenues and expenses, streamlining the summer menu, resignation of

the chef and process of hiring to fill the position, hiring for the event coordinator position, golf operations, net loss for the month, update on course conditions, staffing levels, costs and fees, installation at their cost of approximately 8,000 square feet of sod, holes #6 and #14, Fairfax Hall and booking events, wages and overtime, health-friendly menu items, recommendations, closing food service on Mondays but keeping the tavern open, cost of goods sold, website and app, Chatham logo, and general comments.

Discussion ensued regarding previous requests, staffing, health inspections, information should have been presented to the Board, unhappiness with current operations, maintenance, resident advisory group for the restaurant, golf membership meeting scheduled for September 28, certification of greens keeper, changing management companies, their willingness to improve and request to give them time, disadvantages of switching management companies, responses to requests, desire for a solution,

Mr. Middlemiss made a MOTION to terminate the contract with Troon, effective 120 days from today.  
Mr. Piersall seconded the motion.

Discussion ensued regarding one RFP for food and beverage or separate the contracts, responsiveness to the community, separating golf from food and beverage, impacts of timing of notice, and allowing them an opportunity to improve.

Upon VOICE VOTE, with Mr. Middlemiss and Mr. Piersall in favor, and Ms. Murphy, Mr. Hoover, and Mr. Kostich opposed, the motion failed (by a margin of 3-2) to terminate the contract with Troon, effective 120 days from today.

Discussion ensued regarding legal protections within the contract to enforce performance, legal recommendations, documentation, and working with the vendor to perform pursuant to the contract.

**I. Blue Ridge Activity Center Funding**

Discussion ensued regarding more funds spent than budgeted.

Mr. Kostich made a MOTION not to spend any further funds unless approved by the Board.  
Mr. Hoover seconded the motion.

Discussion ensued regarding donation money, previous motion made for repairs and refurbishments.

Upon VOICE VOTE, with all in favor except Mr. Middlemiss, approval was given (by a margin of 4-1) not to spend any further funds unless approved by the Board.

Discussion ensued regarding legal issues, engage the HOA to be released from all liabilities from that contract, and terms of the contract.

**J. Monthly Field Report**

There being nothing to report, the next item followed.

**K. Consideration of Golf Shop Doors Proposal**

Discussion ensued regarding deferring until FY2024, options of the proposals, cause of damage, repairs below insurance deductible, desire to perform the repairs, and elements of each proposal.

BM option 1, confirmation includes two doors, TK 2<sup>nd</sup> AIF 5420

Mr. Middlemiss made a MOTION to approve the proposal from Atlantic South for replacement of the golf shop doors, with confirmation the proposal includes two doors, in the amount of \$5,420.  
Mr. Kostich seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Atlantic South for replacement of the golf shop doors, with confirmation the proposal includes two doors, in the amount of \$5,420.

**L. Discussion Regarding Recovering Pool Tables**

Discussion ensued regarding defer until October, and get a professional company.

**M. Fiscal Year 2023 Budget Update**

Discussion ensued regarding Ms. Murphy providing the update to Ms. Montagna to distribute.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

**i. Engagement for Outside Counsel**

Discussion ensued regarding liability on the District if a vendor or contractor mistreated employees.



Mr. Hoover made a MOTION to engage Sniffen & Spellman to advise in matters of employment and personnel issues.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to engage Sniffen & Spellman to advise in matters of employment and personnel issues.

**B. District Manager**

Discussion ensued regarding Mr. Hayes being main point of contact outside of Mr. Graffius.

**C. Community Director**

Discussion ensued regarding experience in community activities, contracts, maintenance point of contact in the interim, new maintenance personnel in the process of being hired, and list of contracts and expiration dates.

**D. Consent Agenda**

**i. Minutes: June 12, 2023, Workshop, and June 15, 2023, Meeting**

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

**ii. Financial Statements**

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

**iii. Invoices and Check Register**

The invoices and check register were 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 several reclassifications that needed to be made in the financials.

Ms. Murphy made a MOTION to approve the consent agenda, as presented, with classifications to be made to the financial statements.  
Mr. Kostich seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the consent agenda, as presented, with classifications to be made to the financial statements.

**SEVENTH ORDER OF BUSINESS**                      **Other Business**

Discussion ensued regarding the RFP, segregate golf from food and beverage, and the process.

**EIGHTH ORDER OF BUSINESS**                      **Supervisor Requests**

Mr. Piersall discussed salary percentage for golf manager and general manager.

Mr. Middlemiss discussed staff and volunteers.

Mr. Kostich discussed damages to the front gate.

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

A Resident (Lot 403) discussed the golf course, and recommended how the presentation should have gone.

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

- *The next meeting is scheduled for Thursday, September 21, 2023, at 2:00 p.m.*

On MOTION by Mr. Piersall, seconded by Mr. Middlemiss, with all in favor, the meeting was adjourned at 6:02 p.m.
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Angel Montagna, Secretary

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Robert Hoover, Chairman

**ARLINGTON RIDGE**  
**Community Development District**

**Financial Report**  
(Unaudited)

**August 31, 2023**

Prepared by



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**Balance Sheet**  
August 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>CAPITAL RESERVE FUND</b>	<b>SERIES 2006A DEBT SERVICE FUND</b>	<b>SERIES 2019 DEBT SERVICE FUND</b>	<b>SERIES 2019 CAPITAL PROJECTS FUND</b>	<b>TOTAL</b>
<b>ASSETS</b>						
Cash - Checking Account	\$ 689,481	\$ 517,637	\$ -	\$ -	\$ -	\$ 1,207,118
Cash with Fiscal Agent	-	-	3,620	-	-	3,620
Due from Golf	48,866	-	-	-	-	48,866
Due From Other Funds	12,338	-	-	-	-	12,338
Investments:						
Construction Fund	-	-	-	-	8,228	8,228
Fee & Expense A	-	-	8	-	-	8
Prepayment Account	-	-	-	5,236	-	5,236
Prepayment Account A	-	-	24,613	-	-	24,613
Reserve Fund	-	-	-	27,380	-	27,380
Reserve Fund A	-	-	126,170	-	-	126,170
Revenue Fund	-	-	-	44,427	-	44,427
Revenue Fund A	-	-	202,580	-	-	202,580
Prepaid Items	2,020	-	-	-	-	2,020
Deposits - Electric	820	-	-	-	-	820
<b>TOTAL ASSETS</b>	<b>\$ 753,525</b>	<b>\$ 517,637</b>	<b>\$ 356,991</b>	<b>\$ 77,043</b>	<b>\$ 8,228</b>	<b>\$ 1,713,424</b>
<b>LIABILITIES</b>						
Accounts Payable	\$ 47,251	\$ -	\$ -	\$ -	\$ -	\$ 47,251
Accrued Expenses	55,277	-	-	-	-	55,277
Due to Golf/Restaurant	172,445	-	-	-	-	172,445
Deposits	780	-	-	-	-	780
Due To Other Funds	-	12,338	-	-	-	12,338
<b>TOTAL LIABILITIES</b>	<b>275,753</b>	<b>12,338</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>288,091</b>
<b>FUND BALANCES</b>						
<b>Nonspendable:</b>						
Prepaid Items	2,020	-	-	-	-	2,020
Deposits	820	-	-	-	-	820
<b>Restricted for:</b>						
Debt Service	-	-	356,991	77,043	-	434,034
Capital Projects	-	-	-	-	8,228	8,228
<b>Unassigned:</b>	<b>474,932</b>	<b>505,299</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>980,231</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 477,772</b>	<b>\$ 505,299</b>	<b>\$ 356,991</b>	<b>\$ 77,043</b>	<b>\$ 8,228</b>	<b>\$ 1,425,333</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 753,525</b>	<b>\$ 517,637</b>	<b>\$ 356,991</b>	<b>\$ 77,043</b>	<b>\$ 8,228</b>	<b>\$ 1,713,424</b>

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-23 ACTUAL
<b>REVENUES</b>				
Interest - Investments	\$ 100	\$ 130	130.00%	\$ 7
Lexington Spa	3,000	4,478	149.27%	1,599
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	-	36,477	0.00%	6,070
Access Cards	-	20	0.00%	10
RV Parking Lot Revenue	27,700	17,080	61.66%	(257)
<b>TOTAL REVENUES</b>	<b>2,266,533</b>	<b>2,325,740</b>	<b>102.61%</b>	<b>7,429</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	15,000	12,600	84.00%	969
FICA Taxes	1,148	796	69.34%	92
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	88,233	126.05%	11,985
Engineering Fees	35,000	55,057	157.31%	-
Management Services	53,500	49,042	91.67%	4,458
Assessment Roll	7,500	-	0.00%	-
Auditing Services	4,500	-	0.00%	-
Postage	6,500	1,723	26.51%	1,508
Insurance - General Liability	15,000	14,400	96.00%	-
Legal Advertising	6,000	2,383	39.72%	537
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	25,522	850.73%	23,465
Dues, Licenses, Subscriptions	175	3,354	1916.57%	1,335
<b>Total Administration</b>	<b>238,698</b>	<b>269,700</b>	<b>112.99%</b>	<b>44,349</b>

**Gatehouse**

Contracts-Security Services	150,000	144,870	96.58%	12,962
Utility - Water & Sewer	510	480	94.12%	73
Utility - Electric	4,200	2,617	62.31%	228
Street Lights	108,000	112,416	104.09%	8,430
Repairs & Maintenance	2,500	4,267	170.68%	-
Security Enhancements	4,500	115	2.56%	-
<b>Total Gatehouse</b>	<b>269,710</b>	<b>264,765</b>	<b>98.17%</b>	<b>21,693</b>

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

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>AUG-23 ACTUAL</u>
<b><u>Capital Expenditures &amp; Projects</u></b>				
Capital Projects	200,000	221,115	110.56%	34,435
<b>Total Capital Expenditures &amp; Projects</b>	<b>200,000</b>	<b>221,115</b>	<b>110.56%</b>	<b>34,435</b>
<b><u>Towncenter Administration</u></b>				
Pest Control	4,500	4,000	88.89%	-
Onsite Management	266,822	243,241	91.16%	22,235
Janitorial Services & Supplies	50,000	36,856	73.71%	9,018
Utility - Water & Sewer	1,851	2,683	144.95%	237
Utility - Electric	4,000	3,420	85.50%	388
Rentals & Leases	4,500	3,863	85.84%	563
Liability/Property Insurance	68,517	71,609	104.51%	-
Repairs & Maintenance	7,000	11,463	163.76%	1,675
Special Events	36,000	8,350	23.19%	-
Office Supplies	9,000	3,948	43.87%	-
Computer Supplies/Equipment	5,000	3,876	77.52%	140
Club Activity Supplies	1,000	-	0.00%	-
<b>Total Towncenter Administration</b>	<b>458,190</b>	<b>393,309</b>	<b>85.84%</b>	<b>34,256</b>
<b><u>Common Area/Recreation</u></b>				
Utility - Water & Sewer	9,000	5,899	65.54%	(127)
Utility - Electric	1,250	1,370	109.60%	(7)
Repairs & Maintenance	30,000	31,397	104.66%	6
Roadway Repair & Maintenance	25,000	-	0.00%	-
Irrigation Repairs & Maintenance	35,000	30,180	86.23%	4,017
Landscape Maintenance	291,114	278,186	95.56%	24,004
Landscape Replacement	30,000	14,859	49.53%	-
Landscape- Storm Clean Up & Tree Removal	25,000	25,027	100.11%	-
Pond/Littoral Shelf & Wetland Mgmt	33,475	25,145	75.12%	3,855
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%	-
<b>Total Common Area/Recreation</b>	<b>496,839</b>	<b>425,547</b>	<b>85.65%</b>	<b>31,748</b>
<b><u>Fairfax Hall</u></b>				
Utility - Water & Sewer	1,378	1,292	93.76%	80
Utility - Electric	14,392	21,253	147.67%	2,425
Repairs & Maintenance	15,000	30,888	205.92%	-
<b>Total Fairfax Hall</b>	<b>30,770</b>	<b>53,433</b>	<b>173.65%</b>	<b>2,505</b>
<b><u>Social Center</u></b>				
Utility - Water & Sewer	1,500	-	0.00%	-
Utility - Electric	5,343	7,250	135.69%	1,139
Repairs & Maintenance	7,500	575	7.67%	-

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-23 ACTUAL
Operating Supplies	2,000	105	5.25%	-
Dues, Licenses, Subscriptions	2,200	-	0.00%	-
<b>Total Social Center</b>	<b>18,543</b>	<b>7,930</b>	<b>42.77%</b>	<b>1,139</b>
<b><u>Lexington Spa</u></b>				
ProfServ-Pool Maintenance	70,000	63,854	91.22%	991
Fitness Instructors	12,000	5,420	45.17%	220
Utility - Water & Sewer	28,620	18,102	63.25%	2,521
Utility - Electric	56,709	45,787	80.74%	2,247
Repairs & Maintenance	20,000	28,034	140.17%	290
Operating Supplies	2,500	3,362	134.48%	-
Dues, Licenses, Subscriptions	1,050	940	89.52%	-
<b>Total Lexington Spa</b>	<b>190,879</b>	<b>165,499</b>	<b>86.70%</b>	<b>6,269</b>
<b><u>Sales Center</u></b>				
Utility - Water & Sewer	-	2,713	0.00%	479
Utility - Electric	-	5,944	0.00%	198
Repairs & Maintenance	-	1,950	0.00%	-
Operations & Maintenance	28,850	-	0.00%	-
<b>Total Sales Center</b>	<b>28,850</b>	<b>10,607</b>	<b>36.77%</b>	<b>677</b>
<b>TOTAL EXPENDITURES</b>	<b>1,932,479</b>	<b>1,811,905</b>	<b>93.76%</b>	<b>177,071</b>
Excess (deficiency) of revenues Over (under) expenditures	334,054	513,835	153.82%	(169,642)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
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%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(353,805)</b>	<b>(287,500)</b>	<b>81.26%</b>	<b>-</b>
Net change in fund balance	\$ (19,751)	\$ 226,335	-1145.94%	\$ (169,642)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>251,437</b>	<b>251,437</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 231,686</b>	<b>\$ 477,772</b>		



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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-23 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 214	\$ 35	16.36%	\$ 4
<b>TOTAL REVENUES</b>	<b>214</b>	<b>35</b>	<b>16.36%</b>	<b>4</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Miscellaneous Expenses	-	30	0.00%	-
<b>Total Administration</b>	-	30	0.00%	-
<b><u>Other Physical Environment</u></b>				
R&M-Emergency & Disaster Relief	-	4,768	0.00%	-
Capital Outlay	-	103,324	0.00%	-
<b>Total Other Physical Environment</b>	-	108,092	0.00%	-
<b><u>Reserves</u></b>				
Reserve - Roof	-	89,437	0.00%	-
<b>Total Reserves</b>	-	89,437	0.00%	-
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>-</b>	<b>197,559</b>	<b>0.00%</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	214	(197,524)	-92300.93%	4
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Transfer In - General Fund	200,000	200,000	100.00%	-
Transfer In - GF (Sales Center)	87,500	87,500	100.00%	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>287,500</b>	<b>287,500</b>	<b>100.00%</b>	<b>-</b>
Net change in fund balance	\$ 287,714	\$ 89,976	31.27%	\$ 4
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>415,323</b>	<b>415,323</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 703,037</b>	<b>\$ 505,299</b>		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-23 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 125	\$ 13,187	10549.60%	\$ 1,377
Special Assmnts- Tax Collector	228,315	207,015	90.67%	-
Special Assmnts- Prepayment	-	47,680	0.00%	10,032
<b>TOTAL REVENUES</b>	<b>228,440</b>	<b>267,882</b>	<b>117.27%</b>	<b>11,409</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	100,000	-	0.00%	-
Principal Debt Retirement - Special Call	-	285,000	0.00%	-
Interest Expense	110,825	106,288	95.91%	-
<b>Total Debt Service</b>	<b>210,825</b>	<b>391,288</b>	<b>185.60%</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>210,825</b>	<b>391,288</b>	<b>185.60%</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	17,615	(123,406)	-700.57%	11,409
Net change in fund balance	\$ 17,615	\$ (123,406)	-700.57%	\$ 11,409
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>480,397</b>	<b>480,397</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 498,012</b>	<b>\$ 356,991</b>		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-23 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 27	\$ 2,924	10829.63%	\$ 314
Special Assmnts- Tax Collector	62,406	57,289	91.80%	-
Special Assmnts- Prepayment	-	12,430	0.00%	2,762
<b>TOTAL REVENUES</b>	<b>62,433</b>	<b>72,643</b>	<b>116.35%</b>	<b>3,076</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	35,000	30,000	85.71%	-
Principal Prepayments	-	20,000	0.00%	5,000
Interest Expense	22,960	21,845	95.14%	45
<b>Total Debt Service</b>	<b>57,960</b>	<b>71,845</b>	<b>123.96%</b>	<b>5,045</b>
<b>TOTAL EXPENDITURES</b>	<b>57,960</b>	<b>71,845</b>	<b>123.96%</b>	<b>5,045</b>
Excess (deficiency) of revenues Over (under) expenditures	4,473	798	17.84%	(1,969)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interfund Transfer - In	-	378	0.00%	33
Operating Transfers-Out	-	(985)	0.00%	(110)
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>(607)</b>	<b>0.00%</b>	<b>(77)</b>
Net change in fund balance	\$ 4,473	\$ 191	4.27%	\$ (2,046)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>76,852</b>	<b>76,852</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 81,325</b>	<b>\$ 77,043</b>		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	AUG-23 ACTUAL
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 351	0.00%	\$ 33
<b>TOTAL REVENUES</b>	<b>-</b>	<b>351</b>	<b>0.00%</b>	<b>33</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	-	351	0.00%	33
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interfund Transfer - In	-	957	0.00%	110
Operating Transfers-Out	-	(351)	0.00%	(33)
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>606</b>	<b>0.00%</b>	<b>77</b>
Net change in fund balance	\$ -	\$ 957	0.00%	\$ 110
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>-</b>	<b>7,271</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ 8,228</b>		

**ARLINGTON RIDGE**  
**Community Development District**

**Supporting Schedules**

**August 31, 2023**

# Arlington Ridge

Community Development District

## Trend Report - General Fund

For the Period ending August 31, 2023

	October	November	December	January	February	March	April	May	June	July	August	Total
<b>REVENUES</b>												
Interest - Investments	\$ 4	\$ 3	\$ 14	\$ 19	\$ 15	\$ 19	\$ 15	\$ 14	\$ 10	\$ 9	\$ 7	\$ 129
Lexington Spa	259	-	203	-	749	733	448	487	-	-	1,599	4,478
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	10	-	11	-	227	-	2,838	27,331	-	-	6,070	36,477
RV Parking Lot Revenue	-	-	-	-	12,158	5,179	-	-	-	-	(257)	17,080
<b>TOTAL REVENUES</b>	<b>273</b>	<b>319,829</b>	<b>1,748,119</b>	<b>74,191</b>	<b>50,863</b>	<b>21,356</b>	<b>53,742</b>	<b>31,376</b>	<b>18,552</b>	<b>9</b>	<b>7,429</b>	<b>2,325,739</b>
<b>EXPENDITURES</b>												
<b>Administration</b>												
P/R-Board of Supervisors	200	1,800	1,000	769	1,431	1,031	1,569	1,431	1,600	800	969	12,600
FICA Taxes	-	122	61	-	122	31	61	122	122	61	92	795
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	11,985	88,233
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	4,458	49,040
Postage	15	12	23	12	-	54	23	19	32	23	1,508	1,721
Insurance - General Liability	10,000	4,400	-	-	-	-	-	-	-	-	-	14,400
Printing and Binding	-	154	-	(154)	-	-	-	-	-	-	-	-
Legal Advertising	-	-	-	1,613	119	-	-	-	-	114	537	2,383
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	23,465	25,522
Dues, Licenses, Subscriptions	-	-	175	-	553	-	250	-	-	1,041	1,335	3,354
<b>Total Administration</b>	<b>20,801</b>	<b>18,725</b>	<b>6,156</b>	<b>37,764</b>	<b>23,584</b>	<b>26,447</b>	<b>37,773</b>	<b>15,676</b>	<b>10,718</b>	<b>27,702</b>	<b>44,349</b>	<b>269,696</b>

# Arlington Ridge

Community Development District

## Trend Report - General Fund

For the Period ending August 31, 2023

	October	November	December	January	February	March	April	May	June	July	August	Total
<b><u>Gatehouse</u></b>												
Contracts-Security Services	12,280	12,500	10,332	12,801	12,552	10,223	13,470	12,079	11,891	23,782	12,962	144,872
Utility - Water & Sewer	-	85	42	38	43	43	46	43	13	54	73	480
Utility - Electric	-	329	253	217	214	211	228	170	286	483	228	2,619
Street Lights	-	12,978	6,455	16,931	9,631	9,396	9,710	8,461	10,508	19,916	8,430	112,416
Repairs & Maintenance	1,042	156	-	4,579	39	(1,751)	-	-	201	-	-	4,266
Security Enhancements	-	-	-	115	-	-	-	-	-	-	-	115
Information Technology	-	-	115	(115)	-	-	-	-	-	-	-	-
<b>Total Gatehouse</b>	<b>13,322</b>	<b>26,048</b>	<b>17,197</b>	<b>34,566</b>	<b>22,479</b>	<b>18,122</b>	<b>23,454</b>	<b>20,753</b>	<b>22,899</b>	<b>44,235</b>	<b>21,693</b>	<b>264,768</b>
<b><u>Capital Expenditures &amp; Projects</u></b>												
Capital Projects	-	-	-	-	-	75,320	-	51,260	-	60,100	34,435	221,115
<b>Total Capital Expenditures &amp; Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,320</b>	<b>-</b>	<b>51,260</b>	<b>-</b>	<b>60,100</b>	<b>34,435</b>	<b>221,115</b>
<b><u>Towncenter Administration</u></b>												
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	22,235	243,239
Janitorial Services & Supplies	2,828	2,836	476	5,855	2,398	2,538	2,340	3,399	2,762	2,405	9,018	36,855
Utility - Water & Sewer	-	873	435	291	79	109	(11)	144	140	385	237	2,682
Utility - Electric	-	663	444	(181)	443	169	201	304	344	647	388	3,422
Rentals & Leases	221	386	336	168	-	-	468	-	513	1,208	563	3,863
Liability/Property Insurance	76,859	(5,250)	-	-	-	-	-	-	-	-	-	71,609
Repairs & Maintenance	-	-	-	1,135	3,286	5,616	353	-	-	(602)	1,675	11,463
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)	140	3,876
Club Activity Supplies	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Towncenter Administration</b>	<b>102,841</b>	<b>20,795</b>	<b>25,044</b>	<b>33,157</b>	<b>37,010</b>	<b>32,224</b>	<b>27,652</b>	<b>28,924</b>	<b>26,780</b>	<b>24,623</b>	<b>34,256</b>	<b>393,306</b>

# Arlington Ridge

Community Development District

## Trend Report - General Fund

For the Period ending August 31, 2023

	October	November	December	January	February	March	April	May	June	July	August	Total
<b><u>Common Area/Recreation</u></b>												
Utility - Water & Sewer	-	609	300	211	246	1,557	1,892	202	203	806	(127)	5,899
Utility - Electric	-	8,222	3,514	(11,129)	213	179	43	66	66	204	(7)	1,371
Repairs & Maintenance	674	105	3,269	7,000	878	318	5,764	11,000	(2,672)	5,055	6	31,397
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	4,017	30,181
Landscape Maintenance	26,194	20,491	23,342	28,399	23,684	34,783	25,917	23,684	23,684	24,004	24,004	278,186
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	3,855	25,145
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
<b>Total Common Area/Recreation</b>	<b>38,683</b>	<b>41,675</b>	<b>36,016</b>	<b>49,653</b>	<b>40,979</b>	<b>27,911</b>	<b>42,947</b>	<b>47,286</b>	<b>39,581</b>	<b>29,070</b>	<b>31,748</b>	<b>425,549</b>
<b><u>Fairfax Hall</u></b>												
Utility - Water & Sewer	-	211	105	122	111	106	112	101	111	232	80	1,291
Utility - Electric	-	6,806	2,818	(3,193)	1,603	1,254	1,779	1,818	2,030	3,913	2,425	21,253
Repairs & Maintenance	571	109	5,673	20,688	-	2,533	1,008	-	113	193	-	30,889
<b>Total Fairfax Hall</b>	<b>571</b>	<b>7,126</b>	<b>8,596</b>	<b>17,617</b>	<b>1,714</b>	<b>3,893</b>	<b>2,900</b>	<b>1,919</b>	<b>2,254</b>	<b>4,338</b>	<b>2,505</b>	<b>53,434</b>
<b><u>Social Center</u></b>												
Utility - Water & Sewer	-	250	125	(375)	-	-	-	-	-	-	-	-
Utility - Electric	-	814	336	584	779	412	494	607	737	1,349	1,139	7,251
Repairs & Maintenance	-	-	575	-	-	-	-	-	-	-	-	575
Operating Supplies	-	-	-	-	-	-	-	-	-	105	-	105
Dues, Licenses, Subscriptions	-	-	-	-	-	-	-	314	318	(632)	-	-
<b>Total Social Center</b>	<b>-</b>	<b>1,064</b>	<b>1,036</b>	<b>209</b>	<b>779</b>	<b>412</b>	<b>494</b>	<b>921</b>	<b>1,055</b>	<b>822</b>	<b>1,139</b>	<b>7,931</b>



# Arlington Ridge

Community Development District

## Trend Report - General Fund

For the Period ending August 31, 2023

	October	November	December	January	February	March	April	May	June	July	August	Total
<b><u>Lexington Spa</u></b>												
ProfServ-Pool Maintenance	5,700	5,700	5,700	6,026	5,700	5,537	5,700	5,700	5,700	11,400	991	63,854
Fitness Instructors	740	720	170	640	730	410	790	290	440	270	220	5,420
Utility - Water & Sewer	-	5,816	2,900	(900)	1,301	1,158	117	436	1,597	3,155	2,521	18,101
Utility - Electric	-	7,585	5,087	4,316	5,367	4,019	2,021	3,303	3,744	8,098	2,247	45,787
Repairs & Maintenance	304	749	4,625	1,143	8,944	1,057	3,714	792	5,805	611	290	28,034
Operating Supplies	-	-	407	-	-	-	-	-	715	2,239	-	3,361
Dues, Licenses, Subscriptions	-	-	-	-	-	-	875	-	-	65	-	940
<b>Total Lexington Spa</b>	<b>6,744</b>	<b>20,570</b>	<b>18,889</b>	<b>11,225</b>	<b>22,042</b>	<b>12,181</b>	<b>13,217</b>	<b>10,521</b>	<b>18,001</b>	<b>25,838</b>	<b>6,269</b>	<b>165,497</b>
<b><u>Sales Center</u></b>												
Utility - Water & Sewer	-	-	-	-	440	244	349	226	436	539	479	2,713
Utility - Electric	-	319	-	1,060	1,727	618	219	369	430	1,005	198	5,945
Repairs & Maintenance	-	-	-	-	-	-	-	-	1,950	-	-	1,950
<b>Total Sales Center</b>	<b>-</b>	<b>319</b>	<b>-</b>	<b>1,060</b>	<b>2,167</b>	<b>862</b>	<b>568</b>	<b>595</b>	<b>2,816</b>	<b>1,544</b>	<b>677</b>	<b>10,608</b>
<b>Total Revenues</b>	<b>273</b>	<b>319,829</b>	<b>1,748,119</b>	<b>74,191</b>	<b>50,863</b>	<b>21,356</b>	<b>53,742</b>	<b>31,376</b>	<b>18,552</b>	<b>9</b>	<b>7,429</b>	<b>2,325,739</b>
<b>Total Expenditures</b>	<b>182,962</b>	<b>136,322</b>	<b>112,934</b>	<b>185,251</b>	<b>150,754</b>	<b>197,372</b>	<b>149,005</b>	<b>177,855</b>	<b>124,104</b>	<b>218,272</b>	<b>177,071</b>	<b>1,811,904</b>
<b>Excess Revenue / Over (Under) Expenditures</b>	<b>(182,689)</b>	<b>183,507</b>	<b>1,635,185</b>	<b>(111,060)</b>	<b>(99,891)</b>	<b>(176,016)</b>	<b>(95,263)</b>	<b>(146,479)</b>	<b>(105,552)</b>	<b>(218,263)</b>	<b>(169,642)</b>	<b>513,835</b>
<b><u>Other Sources/(Uses)</u></b>												
Transfer Out - Capital Reserve	-	-	-	-	-	-	-	-	(200,000)	-	-	(200,000)
Transfer Out- Sales Center Revenue	-	-	-	-	-	-	-	-	(87,500)	-	-	(87,500)
<b>Total Other Sources/(Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(287,500)</b>	<b>-</b>	<b>-</b>	<b>(287,500)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (182,689)</b>	<b>\$ 183,507</b>	<b>\$ 1,635,185</b>	<b>\$ (111,060)</b>	<b>\$ (99,891)</b>	<b>\$ (176,016)</b>	<b>\$ (95,263)</b>	<b>\$ (146,479)</b>	<b>\$ (393,052)</b>	<b>\$ (218,263)</b>	<b>\$ (169,642)</b>	<b>\$ 226,335</b>

**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
<b>TOTAL</b>	<b>\$ 2,504,553</b>	<b>\$ 150,941</b>	<b>\$ 2,654,603</b>	<b>\$ 2,374,890</b>	<b>\$ 219,084</b>	<b>\$ 60,629</b>

<b>TOTAL OUTSTANDING</b>	<b>\$ 1,670</b>	<b>\$ 891</b>	<b>\$ 611</b>	<b>\$ 169</b>
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<b>% COLLECTED TO DATE</b>	<b>99.94%</b>	<b>99.96%</b>	<b>99.72%</b>	<b>99.72%</b>
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**Assets**

- ▶ Cash / Investments - Truist Operating & Capital Reserves accounts. Investments includes trust accounts with US Bank.
- ▶ Due from Golf - FY 2023 shared expenses with the Golf course.
- ▶ 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 in the current month for invoices that have not been received at the time the financials were prepared. These expenses are reversed in the following month. Details available upon request.
- ▶ Deposits - Utility deposits carrying over from prior fiscal years. Inframark currently working with the Board to resolve
- ▶ Due To Golf - FY 2022's budgeted transfer - \$172,445; transfer is TBD by Board.

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

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**Budget Analysis - Significant Variances**

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

<b>Budget Analysis - Significant Variances</b>
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<b>Account Name</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>	<b>Explanation</b>
<b><u>Common Area/Recreation</u></b>				
Utility-Electric	\$ 1,250	\$ 1,377	110%	Duke Energy services through August 2023.
Repairs & Maintenance	\$ 30,000	\$ 31,391	105%	Various repairs to-date
Landscape Maintenance	\$ 291,114	\$ 254,182	87%	Includes unexpected 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%	Unexpected flooring for two Bocce Courts.
<b><u>Fairfax Hall</u></b>				
Utility-Electric	\$ 14,392	\$ 18,828	131%	Duke Energy services through August 2023.
Repairs & Maintenance	\$ 15,000	\$ 30,888	206%	Unexpected Fairfax Hall various repairs.
<b><u>Social Center</u></b>				
Utility-Electric	\$ 5,343	\$ 6,111	114%	Duke Energy services through August 2023.
<b><u>Lexington Spa</u></b>				
Repairs & Maintenance	\$ 20,000	\$ 27,744	139%	Additional pool/spa area repairs and maintenance.
Operating Supplies	\$ 2,500	\$ 3,362	134%	Additional operating supplies including pool signs

**Arlington Ridge - Consolidated**  
**For the Month Ending August 31st, 2023**

<i>August</i>					<i>YTD</i>					
Actual	Budget	Budget Variance	Last Year	Last Year Variance		Actual	Budget	Budget Variance	Last Year	Last Year Variance
					<i>Rounds</i>					
1,255	1,311	(56)	1,634	(379)	Rounds - Member	16,862	17,372	(510)	17,574	(712)
416	221	195	310	106	Rounds - Outing	8,262	3,778	4,484	7,300	962
954	990	(36)	1,226	(272)	Rounds - Public	19,357	21,994	(2,637)	21,171	(1,814)
2,625	2,522	103	3,170	(545)	<b>Total Rounds</b>	44,481	43,144	1,337	46,045	(1,564)
					<i>Revenue</i>					
33,998	31,750	2,248	44,057	(10,059)	Green Fees	824,610	780,104	44,506	820,368	4,242
78	40	38	925	(847)	Cart Fees	5,682	1,190	4,492	2,341	3,341
1,712	2,250	(538)	2,757	(1,046)	Driving Range	38,387	40,080	(1,693)	39,943	(1,557)
9,056	4,665	4,391	9,104	(48)	Pro Shop Sales	134,918	109,095	25,823	131,976	2,942
34,453	39,712	(5,259)	46,652	(12,199)	Food (Food & Soft Drinks)	676,227	633,371	42,856	638,361	37,866
13,463	14,063	(600)	16,199	(2,735)	Beverages (Alcohol)	267,307	241,925	25,382	249,958	17,349
(622)	0	(622)	137	(759)	Other Food & Beverage Revenue	4,088	1,400	2,688	326	3,762
146	29	117	30	116	Other Golf Revenues	3,735	5,044	(1,309)	5,753	(2,019)
(569)	112	(681)	30	(599)	Clinic / School Revenue	1,075	1,232	(157)	1,229	(154)
50,238	48,581	1,657	44,149	6,089	Dues Income - Monthly Dues	533,210	534,393	(1,183)	468,816	64,394
798	0	798	991	(193)	Miscellaneous Income	8,374	0	8,374	9,222	(848)
142,749	141,202	1,547	165,030	(22,281)	<b>Total Revenue</b>	2,497,612	2,347,834	149,778	2,368,294	129,318
					<i>Cost of Sales</i>					
6,750	3,192	(3,558)	8,006	1,256	COGS - Pro Shop	92,756	74,911	(17,845)	89,589	(3,168)
13,877	16,272	2,395	18,870	4,993	COGS - Food	280,352	257,378	(22,974)	273,279	(7,073)
1,384	387	(996)	2,156	772	COGS - Non-Alcoholic Beverages	24,870	8,227	(16,643)	22,037	(2,833)
5,861	3,944	(1,917)	5,296	(566)	COGS - Alcohol	76,020	67,876	(8,144)	74,981	(1,040)
27,871	23,795	(4,076)	34,327	6,456	<b>Total Cost of Sales</b>	473,998	408,392	(65,606)	459,884	(14,114)
114,878	117,406	(2,529)	130,702	(15,825)	<b>GROSS INCOME</b>	2,023,614	1,939,442	84,172	1,908,409	115,205
					<i>Labor</i>					
17,696	12,495	(5,201)	14,963	(2,733)	Golf Operation Labor	185,053	161,448	(23,606)	173,028	(12,025)
8,239	9,583	1,344	7,239	(1,000)	General and Administrative	85,728	107,417	21,689	87,885	2,157
26,437	23,095	(3,342)	21,800	(4,637)	Maintenance and Landscaping	264,877	255,690	(9,187)	200,846	(64,031)
23,967	26,085	2,118	20,543	(3,424)	F&B	357,349	316,014	(41,335)	326,554	(30,795)
2,273	1,875	(398)	953	(1,320)	Sales and Marketing	25,372	20,625	(4,747)	8,596	(16,776)
78,612	73,134	(5,478)	65,498	(13,114)	<b>Total Direct Labor</b>	918,378	861,193	(57,186)	796,910	(121,469)
6,436	7,131	695	5,573	(863)	Total Payroll Taxes	80,823	83,966	3,143	71,361	(9,462)
2,700	4,936	2,236	4,298	1,599	Total Medical/Health Benefits	50,507	54,297	3,790	44,036	(6,471)
1,363	1,492	129	1,171	(192)	Total Workmans Comp	17,036	17,568	533	16,909	(126)
10,498	13,559	3,060	11,042	544	<b>Total Payroll Burden</b>	148,365	155,831	7,466	132,306	(16,059)
89,110	86,692	(2,418)	76,540	(12,570)	<b>Total Labor</b>	1,066,744	1,017,024	(49,720)	929,216	(137,528)
					<i>Other Operational Expenses</i>					
1,885	791	(1,094)	2,391	505	Golf Ops	30,810	28,311	(2,499)	28,913	(1,897)
24,622	22,322	(2,300)	22,609	(2,013)	G&A	297,929	283,668	(14,261)	280,542	(17,386)
33,330	17,279	(16,051)	31,567	(1,763)	Maintenance	319,148	273,326	(45,821)	351,122	31,975
7,852	4,256	(3,595)	6,678	(1,174)	F&B	102,755	80,646	(22,108)	81,441	(21,314)
1,572	1,540	(32)	1,332	(240)	Sales and Marketing	21,137	26,240	5,103	23,071	1,934
3,904	3,524	(380)	3,613	(291)	Golf Cart Leases	40,389	38,759	(1,630)	38,050	(2,338)
0	0	0	0	0	FF&E	35	0	(35)	581	546
0	0	0	0	0	Taxes - Real Estate	0	1,800	1,800	1,686	1,686
628	628	0	628	0	Taxes - Personal Property	9,416	6,908	(2,508)	6,906	(2,511)
2,982	3,838	856	2,898	(84)	Insurance - P&C	39,807	42,218	2,411	33,767	(6,040)
76,774	54,178	(22,596)	71,715	(5,059)	<b>Total Other Operational Expenses</b>	861,425	781,876	(79,548)	846,080	(15,345)
165,884	140,870	(25,014)	148,255	(17,629)	<b>Total Expenses</b>	1,928,169	1,798,900	(129,268)	1,775,296	(152,873)
(51,007)	(23,464)	(27,543)	(17,553)	(33,454)	<b>Net Income</b>	95,445	140,542	(45,097)	133,113	(37,668)
					<i>Interest Expense/Dep&amp;Amt</i>					
280	280	0	601	322	Interest Expense - Capital Leases	4,508	4,561	53	8,048	3,540
9,506	9,506	0	9,184	(322)	Principal - Capital Lease	101,635	103,079	1,444	99,713	(1,921)
9,785	9,785	0	9,785	0	<b>Total Interest Expense</b>	106,143	107,640	1,498	107,762	1,619
(60,792)	(33,249)	(27,543)	(27,339)	(33,454)	<b>Change in Net Position</b>	(10,697)	32,902	(43,599)	25,352	(36,049)

**Arlington Ridge - Golf  
Balance Sheet as of  
August 31, 2023**

	<b>August</b>	<b>YTD</b>
<b>ASSETS</b>		
<b>Cash and Short Term Investments:</b>		
Cash Depository Account	(114,350)	(3,640)
Cash-On-Site	(3,420)	276
Cash Drawer	0	1,200
Cash-Petty	0	600
	-----	-----
<b>Total Cash and Short Term Investments</b>	<b>(117,770)</b>	<b>(1,564)</b>
<b>Other Current Assets:</b>		
AR	0	2,944
AR-Other Receivables	(8,396)	4,185
Inventory-Bags	(514)	2,937
Inventory-Clubs	(1,046)	24,483
Inventory-Balls	(1,435)	12,784
Inventory-Gloves	(371)	6,481
Inventory-Shoes/Socks	(118)	4,710
Inventory-Shirts/Sweater	(418)	18,577
Inventory-Hats	173	6,139
Inventory-Misc.	(229)	6,609
	-----	-----
<b>Total Other Current Assets</b>	<b>(12,353)</b>	<b>89,850</b>
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<b>Total Current Assets</b>	<b>(130,122)</b>	<b>88,286</b>
<b>Fixed Assets:</b>		
<b>Property Plant &amp; Equipment:</b>		
Capital Lease	(13,672)	89,372
	-----	-----
<b>Total Property Plant &amp; Equipment</b>	<b>(13,672)</b>	<b>89,372</b>
<b>Accumulated Depreciation:</b>		
	-----	-----
<b>Net Fixed Assets</b>	<b>(13,672)</b>	<b>89,372</b>
<b>Other Assets:</b>		
Prepaid	4,926	32,487
Deposits	0	19,105
	-----	-----
<b>Total Other Assets</b>	<b>4,926</b>	<b>51,592</b>
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<b>Total Assets</b>	<b>(138,869)</b>	<b>229,250</b>

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## **LIABILITIES AND STOCKHOLDERS' EQUITY**

### **Current Liabilities:**

Accounts Payable	43,577	65,316
Accrued Payroll	(37,561)	16,162
Accrued Liabilities	(18,855)	21,717
Deferred Revenue-Memberships	(48,423)	102,234
Gift Certificates	96	18,827
Outing Deposits	(8,084)	2,906
Shop Credit	0	(14,386)
Credit Books	(571)	8,283
Sales Tax Payable	21	3,140
Charitable Donations	0	4

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### **Total Current Liabilities**

**(69,801)**

**224,204**

### **Long Term Liabilities:**

Obligations Capital Lease	(13,672)	89,372
INTERCOMPANY	0	(0)
Intercompany-Opening Entry	0	0
Intercompany-Cap Ex	0	(98,205)
Intercompanies-Payroll Entity	0	36,144
Intercompany-Beverage Entity	0	62,061
Intercompany-Millstone	0	(739,904)
Intercompany Payable	17,460	(36,307)
Intercompany Cash Funding	0	152,971
DUE TO	0	750
Due-To-Subsidiary	(38,667)	(54,456)

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### **Total Long Term Liabilities**

**(34,880)**

**(587,574)**

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### **Total Liabilities**

**(104,681)**

**(363,370)**

### **Stockholders' Equity**

Retained Earnings	0	453,640
Suspense	0	(0)
Net Income (Loss)	(34,188)	138,980

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### **Total Stockholders' Equity**

**(34,188)**

**592,620**

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### **Total Liabilities and Stockholders' Equity**

**(138,869)**

**229,250**

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**Arlington Ridge - Golf**  
**For the Month Ending August 31st, 2023**

<i>August</i>					<i>YTD</i>					
Actual	Budget	Budget Variance	Last Year	Last Year Variance		Actual	Budget	Budget Variance	Last Year	Last Year Variance
<i>Rounds</i>										
1,255	1,311	(56)	1,634	(379)	Rounds - Member	16,862	17,372	(510)	17,574	(712)
416	221	195	310	106	Rounds - Outing	8,262	3,778	4,484	7,300	962
954	990	(36)	1,226	(272)	Rounds - Public	19,357	21,994	(2,637)	21,171	(1,814)
2,625	2,522	103	3,170	(545)	<b>Total Rounds</b>	44,481	43,144	1,337	46,045	(1,564)
<i>Revenue</i>										
33,998	31,750	2,248	44,057	(10,059)	Green Fees	824,610	780,104	44,506	820,368	4,242
78	40	38	925	(847)	Cart Fees	5,682	1,190	4,492	2,341	3,341
1,712	2,250	(538)	2,757	(1,046)	Driving Range	38,387	40,080	(1,693)	39,943	(1,557)
9,056	4,665	4,391	9,104	(48)	Pro Shop Sales	134,918	109,095	25,823	131,976	2,942
146	29	117	30	116	Other Golf Revenues	3,735	5,044	(1,309)	5,753	(2,019)
(569)	112	(681)	30	(599)	Clinic / School Revenue	1,075	1,232	(157)	1,229	(154)
48,423	46,448	1,975	42,502	5,921	Dues Income - Monthly Dues	513,584	510,931	2,653	452,341	61,243
585	0	585	644	(59)	Miscellaneous Income	2,911	0	2,911	5,984	(3,072)
93,428	85,294	8,134	100,048	(6,620)	<b>Total Revenue</b>	1,524,901	1,447,675	77,226	1,459,936	64,965
<i>Cost of Sales</i>										
6,818	3,192	(3,626)	8,006	1,188	COGS - Pro Shop	92,825	74,911	(17,913)	89,589	(3,236)
6,818	3,192	(3,626)	8,006	1,188	<b>Total Cost of Sales</b>	92,825	74,911	(17,913)	89,589	(3,236)
86,610	82,102	4,508	92,042	(5,432)	<b>GROSS INCOME</b>	1,432,077	1,372,764	59,313	1,370,348	61,729
<i>Labor</i>										
17,696	12,495	(5,201)	14,963	(2,733)	Golf Operation Labor	185,053	161,448	(23,606)	173,028	(12,025)
5,355	6,229	874	4,705	(650)	General and Administrative	55,723	69,821	14,098	57,125	1,402
26,437	23,095	(3,342)	21,800	(4,637)	Maintenance and Landscaping	264,877	255,690	(9,187)	200,846	(64,031)
49,488	41,819	(7,669)	41,468	(8,020)	<b>Total Direct Labor</b>	505,653	486,958	(18,695)	431,000	(74,653)
3,633	4,077	445	3,247	(386)	Total Payroll Taxes	39,282	47,478	8,197	34,760	(4,522)
1,809	2,333	524	2,751	942	Total Medical/Health Benefits	32,434	25,665	(6,769)	27,670	(4,764)
872	970	98	749	(123)	Total Workmans Comp	10,903	11,419	517	10,822	(81)
6,314	7,380	1,067	6,747	434	<b>Total Payroll Burden</b>	82,619	84,563	1,944	73,252	(9,367)
55,802	49,200	(6,602)	48,216	(7,586)	<b>Total Labor</b>	588,272	571,521	(16,751)	504,252	(84,020)
<i>Other Operational Expenses</i>										
1,885	791	(1,094)	2,391	505	Golf Ops	30,810	28,311	(2,499)	28,913	(1,897)
12,488	11,049	(1,438)	10,249	(2,239)	G&A	158,794	140,416	(18,378)	139,207	(19,587)
33,330	17,279	(16,051)	31,567	(1,763)	Maintenance	319,148	273,326	(45,821)	351,122	31,975
1,038	1,016	(21)	866	(172)	Sales and Marketing	14,216	17,318	3,102	15,340	1,124
3,904	3,524	(380)	3,613	(291)	Golf Cart Leases	40,389	38,759	(1,630)	38,050	(2,338)
0	0	0	0	0	FF&E	35	0	(35)	581	546
0	0	0	0	0	Taxes - Real Estate	0	1,800	1,800	1,686	1,686
628	628	0	628	0	Taxes - Personal Property	9,416	6,908	(2,508)	6,906	(2,511)
1,939	2,495	556	1,884	(55)	Insurance - P&C	25,874	27,442	1,567	21,949	(3,926)
55,210	36,782	(18,428)	51,197	(4,014)	<b>Total Other Operational Expenses</b>	598,682	534,280	(64,402)	603,754	5,072
111,012	85,982	(25,030)	99,412	(11,600)	<b>Total Expenses</b>	1,186,954	1,105,800	(81,153)	1,108,006	(78,948)
(24,402)	(3,880)	(20,523)	(7,370)	(17,032)	<b>Net Income</b>	245,123	266,963	(21,841)	262,341	(17,219)
<i>Interest Expense/Dep&amp;Amt</i>										
280	280	0	601	322	Interest Expense - Capital Leases	4,508	4,561	53	8,048	3,540
9,506	9,506	0	9,184	(322)	Principal - Capital Lease	101,635	103,079	1,444	99,713	(1,921)
9,785	9,785	0	9,785	0	<b>Total Interest Expense</b>	106,143	107,640	1,498	107,762	1,619
(34,188)	(13,665)	(20,523)	(17,156)	(17,032)	<b>Change In Net Position</b>	138,980	159,323	(20,343)	154,580	(15,600)

**Arlington Ridge - F&B**

**Balance Sheet as of**

**August 31, 2023**

	<b>August</b>	<b>YTD</b>
<b>ASSETS</b>		
<b>Cash and Short Term Investments:</b>		
Cash-Payroll	(18,750)	20,445
	-----	-----
<b>Total Cash and Short Term Investments</b>	<b>(18,750)</b>	<b>20,445</b>
<b>Other Current Assets:</b>		
AR-Other Receivables	9,278	19,250
Inventory-F&B	2,467	15,925
Inventory-Soft Drink	932	5,107
Inventory - Beer	1,181	4,165
Inventory - Wine	(227)	1,690
Inventory - Liquor	(2,493)	7,449
	-----	-----
<b>Total Other Current Assets</b>	<b>11,138</b>	<b>53,586</b>
	-----	-----
<b>Total Current Assets</b>	<b>(7,612)</b>	<b>74,031</b>
<b>Other Assets:</b>		
Prepaid	503	503
	-----	-----
<b>Total Other Assets</b>	<b>503</b>	<b>503</b>
	-----	-----
<b>Total Assets</b>	<b>(7,108)</b>	<b>74,534</b>
	=====	=====
<b>LIABILITIES AND STOCKHOLDERS' EQUITY</b>		
<b>Current Liabilities:</b>		
Accounts Payable	(11,155)	18,827
Deferred Revenue-Memberships	(1,759)	(1,759)
Gift Certificates	(157)	(503)
Outing Deposits	13,000	13,055
Credit Books	(544)	(1,656)
Sales Tax Payable	(1,098)	3,282
	-----	-----
<b>Total Current Liabilities</b>	<b>(1,711)</b>	<b>31,246</b>
<b>Long Term Liabilities:</b>		
Intercompany-Millstone	0	739,904
Intercompany Payable	(17,460)	36,307
Due-To-Subsidiary	38,667	54,456

<b>Total Long Term Liabilities</b>	<b>21,207</b>	<b>830,667</b>
<b>Total Liabilities</b>	<b>19,496</b>	<b>861,913</b>
<b>Stockholders' Equity</b>		
Retained Earnings	0	(637,701)
Net Income (Loss)	(26,605)	(149,677)
<b>Total Stockholders' Equity</b>	<b>(26,605)</b>	<b>(787,379)</b>
<b>Total Liabilities and Stockholders' Equity</b>	<b>(7,108)</b>	<b>74,534</b>

**Arlington Ridge - F&B**  
**For the Month Ending August 31st, 2023**

<i>August</i>					<i>YTD</i>					
Actual	Budget	Budget Variance	Last Year	Last Year Variance		Actual	Budget	Budget Variance	Last Year	Last Year Variance
<i>Revenue</i>										
34,453	39,712	(5,259)	46,652	(12,199)	Food (Food & Soft Drinks)	676,227	633,371	42,856	638,361	37,866
13,463	14,063	(600)	16,199	(2,735)	Beverages (Alcohol)	267,307	241,925	25,382	249,958	17,349
(622)	0	(622)	137	(759)	Other Food & Beverage Revenue	4,088	1,400	2,688	326	3,762
1,815	2,133	(318)	1,648	167	Dues Income - Monthly Dues	19,626	23,462	(3,836)	16,475	3,151
213	0	213	347	(134)	Miscellaneous Income	5,463	0	5,463	3,238	2,225
<b>49,321</b>	<b>55,908</b>	<b>(6,586)</b>	<b>64,981</b>	<b>(15,660)</b>	<b>Total Revenue</b>	<b>972,711</b>	<b>900,159</b>	<b>72,552</b>	<b>908,358</b>	<b>64,353</b>
<i>Cost of Sales</i>										
(68)	0	68	0	68	COGS - Pro Shop	(68)	0	68	0	68
13,877	16,272	2,395	18,870	4,993	COGS - Food	280,352	257,378	(22,974)	273,279	(7,073)
1,384	387	(996)	2,156	772	COGS - Non-Alcoholic Beverages	24,870	8,227	(16,643)	22,037	(2,833)
5,861	3,944	(1,917)	5,296	(566)	COGS - Alcohol	76,020	67,876	(8,144)	74,981	(1,040)
<b>21,053</b>	<b>20,604</b>	<b>(450)</b>	<b>26,322</b>	<b>5,268</b>	<b>Total Cost of Sales</b>	<b>381,174</b>	<b>333,481</b>	<b>(47,693)</b>	<b>370,296</b>	<b>(10,878)</b>
<b>28,268</b>	<b>35,304</b>	<b>(7,036)</b>	<b>38,660</b>	<b>(10,392)</b>	<b>GROSS INCOME</b>	<b>591,537</b>	<b>566,678</b>	<b>24,859</b>	<b>538,062</b>	<b>53,475</b>
<i>Labor</i>										
2,884	3,354	471	2,534	(350)	General and Administrative	30,005	37,596	7,591	30,760	755
23,967	26,085	2,118	20,543	(3,424)	F&B	357,349	316,014	(41,335)	326,554	(30,795)
2,273	1,875	(398)	953	(1,320)	Sales and Marketing	25,372	20,625	(4,747)	8,596	(16,776)
<b>29,124</b>	<b>31,314</b>	<b>2,191</b>	<b>24,030</b>	<b>(5,094)</b>	<b>Total Direct Labor</b>	<b>412,725</b>	<b>374,235</b>	<b>(38,491)</b>	<b>365,910</b>	<b>(46,815)</b>
2,803	3,053	250	2,326	(477)	Total Payroll Taxes	41,542	36,488	(5,054)	36,601	(4,941)
891	2,603	1,712	1,547	657	Total Medical/Health Benefits	18,073	28,632	10,559	16,366	(1,707)
491	522	32	421	(69)	Total Workmans Comp	6,133	6,149	16	6,087	(45)
<b>4,184</b>	<b>6,178</b>	<b>1,994</b>	<b>4,295</b>	<b>110</b>	<b>Total Payroll Burden</b>	<b>65,747</b>	<b>71,268</b>	<b>5,522</b>	<b>59,054</b>	<b>(6,693)</b>
<b>33,308</b>	<b>37,493</b>	<b>4,184</b>	<b>28,324</b>	<b>(4,984)</b>	<b>Total Labor</b>	<b>478,472</b>	<b>445,503</b>	<b>(32,969)</b>	<b>424,964</b>	<b>(53,508)</b>
<i>Other Operational Expenses</i>										
12,134	11,273	(862)	12,360	226	G&A	139,135	143,252	4,117	141,335	2,201
7,852	4,256	(3,595)	6,678	(1,174)	F&B	102,755	80,646	(22,108)	81,441	(21,314)
535	524	(11)	466	(68)	Sales and Marketing	6,921	8,922	2,001	7,731	810
1,044	1,343	299	1,014	(29)	Insurance - P&C	13,932	14,776	844	11,819	(2,114)
<b>21,564</b>	<b>17,396</b>	<b>(4,168)</b>	<b>20,519</b>	<b>(1,045)</b>	<b>Total Other Operational Expenses</b>	<b>262,743</b>	<b>247,597</b>	<b>(15,146)</b>	<b>242,326</b>	<b>(20,417)</b>
<b>54,872</b>	<b>54,888</b>	<b>16</b>	<b>48,843</b>	<b>(6,029)</b>	<b>Total Expenses</b>	<b>741,215</b>	<b>693,100</b>	<b>(48,115)</b>	<b>667,290</b>	<b>(73,925)</b>
<b>(26,605)</b>	<b>(19,584)</b>	<b>(7,020)</b>	<b>(10,183)</b>	<b>(16,421)</b>	<b>Net Income</b>	<b>(149,677)</b>	<b>(126,422)</b>	<b>(23,256)</b>	<b>(129,228)</b>	<b>(20,450)</b>
<b>(26,605)</b>	<b>(19,584)</b>	<b>(7,020)</b>	<b>(10,183)</b>	<b>(16,421)</b>	<b>Change In Net Position</b>	<b>(149,677)</b>	<b>(126,422)</b>	<b>(23,256)</b>	<b>(129,228)</b>	<b>(20,450)</b>

# ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 8/1/23 to 8/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>TRUIST (SUNTRUST) - GF OPERATING ACCOUNT - (ACCT#XXXXX1442)</b>							
<b>CHECK # 3227</b>							
08/04/23	Vendor	FLORIDA AQUA GROUP LLC	INV-000233	JULY 2023 POOL CLEANING	Pool Maintenance	001-531034-57258	\$5,700.00
<b>Check Total</b>							<b>\$5,700.00</b>
<b>CHECK # 3228</b>							
08/04/23	Vendor	GLOBISER INC	2600	JANITORIAL SVCS 07/21/23	Janitorial Services	001-534349-53948	\$1,428.00
<b>Check Total</b>							<b>\$1,428.00</b>
<b>CHECK # 3229</b>							
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	MGMT FEES	001-531093-51302	\$4,458.33
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	ONSITE MGMT	001-534210-53948	\$22,235.17
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	Postage	001-541010-51302	\$23.40
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	Repairs & Maintenance	001-546156-57221	\$5,055.00
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	RESTUARANT LICENSE	001-554020-51302	\$312.00
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	RESTUARANT LICENSE	001-554020-51302	\$344.00
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	LICENSE	001-554020-57258	\$65.00
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	PEST CONTROL	001-531170-53948	\$417.33
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	CANVA - EMAIL BLASTS	001-554020-51302	\$12.99
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	CANVA - EMAIL BLASTS	001-554020-51302	\$12.99
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	MSFT	001-554020-51302	\$312.00
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	VACUUM CLEANER	001-534349-53948	\$269.99
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	VACUUM CLEANER	001-534349-53948	\$212.18
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	NETFLIX	001-554020-51302	\$31.98
08/04/23	Vendor	INFRAMARK, LLC	98376	JULY 2023 MGMT SVCS	VACUUM CLEANER	103000	\$0.00
<b>Check Total</b>							<b>\$33,762.36</b>
<b>CHECK # 3230</b>							
08/04/23	Vendor	KILINSKI VAN WYK, PLLC	6899	GENERAL COUNSEL JUNE 2023	Attorney Fees	001-531058-51302	\$5,019.69
<b>Check Total</b>							<b>\$5,019.69</b>
<b>CHECK # 3231</b>							
08/04/23	Vendor	NANCY WALBURN	INV7	ZUMBA CLASES 07/03/23-07/21/23	ZUMBA	001-534112-57258	\$270.00
<b>Check Total</b>							<b>\$270.00</b>
<b>CHECK # 3232</b>							
08/04/23	Vendor	PEGASUS ENGINEERING	226717	ENGG SVCS FROM 5/21/23-7/1/23	Engineering Fees	001-531092-51302	\$6,677.86
08/04/23	Vendor	PEGASUS ENGINEERING	226738	ENGG SVCS THRU 07/01/23	Engineering Fees	001-531092-51302	\$9,492.50
<b>Check Total</b>							<b>\$16,170.36</b>
<b>CHECK # 3233</b>							
08/04/23	Vendor	UNI-FIRST CORPORATION	3090053667	MATS	Janitorial Services & Supplies	001-534349-53948	\$99.02
<b>Check Total</b>							<b>\$99.02</b>

# ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 8/1/23 to 8/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # 3234</b>							
08/15/23	Vendor	ALLIED UNIVERSAL SECURITY SERVICES	14601422	SEC SVCS 07/01/23-07/31/23	Contracts-Security Services	001-534037-53904	\$12,452.40
<b>Check Total</b>							<b>\$12,452.40</b>
<b>CHECK # 3235</b>							
08/15/23	Vendor	ANAGO OF ORLANDO	72564	JANITORIAL SVCS 07/21-08/17/23	Janitorial Services and Supplies	001-534349-53948	\$5,000.00
<b>Check Total</b>							<b>\$5,000.00</b>
<b>CHECK # 3236</b>							
08/15/23	Vendor	ARLINGTON RIDGE CDD C/O US BANK	080723-2006A	TRANSFER TAX COLLECTIONS SERIES 2006A	Cash with Fiscal Agent	103000	\$3,620.00
08/15/23	Vendor	ARLINGTON RIDGE CDD C/O US BANK	080723-2019	TRANSFER TAX COLLECTIONS SERIES 20219	Cash with Fiscal Agent	103000	\$1,001.81
<b>Check Total</b>							<b>\$4,621.81</b>
<b>CHECK # 3237</b>							
08/15/23	Vendor	FLORALAWN INC	19829	AUG 2023 LAWN MAINT	LANDS MAINT	001-546300-57221	\$16,533.80
08/15/23	Vendor	FLORALAWN INC	19829	AUG 2023 LAWN MAINT	IRRIGATION	001-546179-57221	\$2,233.10
08/15/23	Vendor	FLORALAWN INC	19829	AUG 2023 LAWN MAINT	PEST CONTROL	001-546300-57221	\$6,833.10
08/15/23	Vendor	FLORALAWN INC	19829	AUG 2023 LAWN MAINT	ADDENDUM FOR ADD LANDSCAPE MAINT	001-546300-57221	\$375.00
08/15/23	Vendor	FLORALAWN INC	19829	AUG 2023 LAWN MAINT	ADDENDEM FOR BENT CREEK LANE	001-546300-57221	\$262.00
08/15/23	Vendor	FLORALAWN INC	19139	IRR REPAIR- MAY / JUNE	IRRIGATION	001-546179-57221	\$1,783.64
<b>Check Total</b>							<b>\$28,020.64</b>
<b>CHECK # 3238</b>							
08/15/23	Vendor	RALEX BUSINESS SERVICES, INC.	37081	PRINTER/COPIER SUPPLIES	PRINTER / COPIER SUPPLIES	001-544025-53948	\$563.34
<b>Check Total</b>							<b>\$563.34</b>
<b>CHECK # 3239</b>							
08/15/23	Vendor	UNI-FIRST CORPORATION	3090055310	MATS	Janitorial Services & Supplies	001-534349-53948	\$99.02
<b>Check Total</b>							<b>\$99.02</b>
<b>CHECK # 3240</b>							
08/16/23	Vendor	MPLC	504411531	UMBRELLA LICENSE 01/01/23-01/01/24	Dues, Licenses, Subscriptions	001-554020-51302	\$961.90
<b>Check Total</b>							<b>\$961.90</b>
<b>CHECK # 3241</b>							
08/18/23	Vendor	MMD COMPUTER CENTER INC	76219	NO SOUND ON ZOOM	COMPUTER REPAIRS	001-551015-53948	\$140.00
<b>Check Total</b>							<b>\$140.00</b>
<b>CHECK # 3242</b>							
08/21/23	Employee	ROBERT A. HOOVER	PAYROLL	August 21, 2023 Payroll Posting			\$184.70
<b>Check Total</b>							<b>\$184.70</b>
<b>CHECK # 3243</b>							
08/21/23	Employee	TED O. KOSTICH	PAYROLL	August 21, 2023 Payroll Posting			\$159.70
<b>Check Total</b>							<b>\$159.70</b>

# ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 8/1/23 to 8/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # 3244</b>							
08/23/23	Vendor	CA FLORIDA HOLDINGS, LLC	0005748319	NOTICE OF FISCAL YEAR 23/24 BUDGET	Notice of public hearing	001-548002-51302	\$536.64
							<b>Check Total</b>
							<u>\$536.64</u>
<b>CHECK # 3245</b>							
08/23/23	Vendor	DEL-AIR HEATING, AIR CONDITIONING	HS-000603324	HVAC REPAIRS	Repairs & Maintenance	001-546156-53948	\$1,675.00
							<b>Check Total</b>
							<u>\$1,675.00</u>
<b>CHECK # 3246</b>							
08/23/23	Vendor	SOLITUDE LAKE MANAGEMENT	PSI001397	AUG 2023 MAINT PRESERVE/WETLANDS	Pond/Littoral Shelf & Wetland Mgmt	001-546520-57221	\$1,680.00
08/23/23	Vendor	SOLITUDE LAKE MANAGEMENT	PSI003009	AUG 2023 PRESERVES/WETLANDS	Pond/Littoral Shelf & Wetland Mgmt	001-546520-57221	\$2,175.00
							<b>Check Total</b>
							<u>\$3,855.00</u>
<b>CHECK # 3247</b>							
08/23/23	Vendor	UNI-FIRST CORPORATION	3090057436	MATS	Janitorial Services & Supplies	001-534349-53948	\$99.02
							<b>Check Total</b>
							<u>\$99.02</u>
<b>CHECK # 3248</b>							
08/23/23	Vendor	IRS - G SHNEIDER	081523-IRS	IRS LEVY	Miscellaneous Expenses	001-549999-51302	\$23,449.69
							<b>Check Total</b>
							<u>\$23,449.69</u>
<b>CHECK # 3250</b>							
08/31/23	Vendor	FITNESS SERVICES OF FLORIDA INC	27324	JULY 2023 PREVENTATIVE MAINT SVCS	Bi-Monthly PM inspection	001-546156-57258	\$290.00
							<b>Check Total</b>
							<u>\$290.00</u>
<b>CHECK # 3251</b>							
08/31/23	Vendor	FLORIDA AQUA GROUP LLC	INV-000287	POOL MAINT- 3HP 56Y 1PH MOTOR	Pool Maintenance	001-531034-57258	\$768.27
							<b>Check Total</b>
							<u>\$768.27</u>
<b>CHECK # 3253</b>							
08/31/23	Vendor	NANCY WALBURN	INV8	ZUMBA CLASSES JULY - AUG	ZUMBA	001-534112-57258	\$180.00
							<b>Check Total</b>
							<u>\$180.00</u>
<b>CHECK # 3254</b>							
08/31/23	Vendor	SPIES POOL LLC	405617	INSPECTED THE SPA HEATER.	ProfServ-Pool Maintenance	001-531034-57258	\$222.50
							<b>Check Total</b>
							<u>\$222.50</u>
<b>CHECK # 3255</b>							
08/31/23	Vendor	UNI-FIRST CORPORATION	3090059310	MATS	Janitorial Services & Supplies	001-534349-53948	\$112.32
							<b>Check Total</b>
							<u>\$112.32</u>
<b>CHECK # 3256</b>							
08/31/23	Vendor	KILINSKI VAN WYK, PLLC	7118	JULY 2023 - EMPLOYMENT RESEARCH	Attorney Fees	001-531058-51302	\$3,220.00
08/31/23	Vendor	KILINSKI VAN WYK, PLLC	7117	JULY 2023 GEN COUNSEL	Attorney Fees	001-531058-51302	\$13,784.43
08/31/23	Vendor	KILINSKI VAN WYK, PLLC	7117	TO CORRECT PAYMENT MADE	Attorney Fees	001-531058-51302	(\$5,019.69)

# ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 8/1/23 to 8/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>ACH #DD1163</b>							
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071023 ACH	SVCS PRD 6/1-7/2/23	Utility - Water & Sewer	001-543021-53904	\$12.97
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071023 ACH	SVCS PRD 6/1-7/2/23	Utility - Water & Sewer	001-543021-53948	\$140.43
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071023 ACH	SVCS PRD 6/1-7/2/23	Utility - Water & Sewer	001-543021-57221	\$203.49
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071023 ACH	SVCS PRD 6/1-7/2/23	Utility - Water & Sewer	001-543021-57245	\$111.22
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071023 ACH	SVCS PRD 6/1-7/2/23	Utility - Water & Sewer	001-543021-57258	\$1,596.88
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071023 ACH	SVCS PRD 6/1-7/2/23	Utility - Water & Sewer	001-543021-57259	\$315.58
<b>ACH Total</b>							<u>\$11,984.74</u>
<b>ACH #DD1164</b>							
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071123 ACH	SVCS PRD 6/1/23-7/1/23	Due from Golf	133517	\$9,876.96
<b>ACH Total</b>							<u>\$9,876.96</u>
<b>ACH #DD1167</b>							
08/07/23	Vendor	ELEMENT ENVIRONMENTAL	1056	ENGINEER'S CERTIFICATION FOR PAYMENT DRAINAGE IMPR	DRAINAGE IMPROVEMENTS	001-564104-53918	\$60,100.00
<b>ACH Total</b>							<u>\$60,100.00</u>
<b>ACH #DD1168</b>							
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	SIGNAGE	001-552025-57221	\$85.60
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	DUES/SUBSCRIPTIONS/LICENSES	001-554020-51302	\$14.99
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	OPERATING SUPPLIES	001-552025-57221	\$53.03
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	OPERATING SUPPLIES	001-552025-57221	\$45.54
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	POOL AREA	001-546156-57245	\$119.99
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	OFFICE SUPPLIES	001-551002-53948	\$20.52
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	SOCIAL CENTER OPS SUPPLIES	001-552025-57255	\$105.49
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	OPERATING SUPPLIES	001-552025-57221	\$4.27
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	OPERATING SUPPLIES	001-552025-57221	\$13.89
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	MAINT SUPPLIES - FAIRFAX	001-546156-57245	\$72.65
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	JULY 4TH STICK FLAGS	001-549052-53948	\$77.66
08/07/23	Vendor	TRUIST BANK - ACH	071523-9326 ACH	BILL PRD 6/16/23-7/15/23	ADOBE ACROBAT SUBSCRIPTION	001-551015-53948	\$239.88
<b>ACH Total</b>							<u>\$853.51</u>
<b>ACH #DD1169</b>							
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Due from Golf	133517	\$4,188.50
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Utility - Electric	001-543041-53904	\$185.85
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Utility - Electric	001-543041-53948	\$388.02
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Utility - Electric	001-543041-57221	\$65.85
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Utility - Electric	001-543041-57245	\$2,425.24



# ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

## Payment Register by Bank Account

For the Period from 8/1/23 to 8/31/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Utility - Electric	001-543041-57255	\$875.52
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Utility - Electric	001-543041-57258	\$3,301.06
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Utility - Electric	001-543041-57259	\$387.94
08/22/23	Vendor	DUKE ENERGY	080123 ACH	SVC PRD 06/30/23-07/28/23	Street Lights	001-543057-53904	\$8,460.94
<b>ACH Total</b>							<b>\$20,278.92</b>
<b>ACH #DD1170</b>							
08/21/23	Employee	WILLIAM V. MIDDLEMISS	PAYROLL	August 21, 2023 Payroll Posting			\$184.70
<b>ACH Total</b>							<b>\$184.70</b>
<b>ACH #DD1171</b>							
08/21/23	Employee	CLAIRE I. MURPHY	PAYROLL	August 21, 2023 Payroll Posting			\$184.70
<b>ACH Total</b>							<b>\$184.70</b>
<b>ACH #DD1172</b>							
08/28/23	Vendor	ELEMENT ENVIRONMENTAL	1059 ACH	DRAINAGE IMPROVEMENTS	Capital Projects	001-564104-53918	\$34,435.25
<b>ACH Total</b>							<b>\$34,435.25</b>
<b>ACH #DD1175</b>							
08/17/23	Vendor	JAMES M PIERSALL - PAYROLL - ACH	081723-BP	BOARD PAY 8/17/23	P/R-Board of Supervisors	001-511001-51302	\$200.00
<b>ACH Total</b>							<b>\$200.00</b>
<b>ACH #DD1176</b>							
08/25/23	Vendor	SECO ENERGY	081023 ACH	SVCS PRD FROM 07/10/23-08/08/23	Utility - Electric	001-543041-53904	\$42.00
08/25/23	Vendor	SECO ENERGY	081023 ACH	SVCS PRD FROM 07/10/23-08/08/23	Street Lights	001-543057-53904	\$957.53
<b>ACH Total</b>							<b>\$999.53</b>
<b>ACH #DD1177</b>							
08/01/23	Vendor	THE CITY OF LEESBURG - ACH	071023 ACH CORRECTION	TO CORRECT ACH TAKEN 8/1/23	Utility - Water & Sewer	001-543021-53904	\$30.00
<b>ACH Total</b>							<b>\$30.00</b>
<b>ACH #DD1178</b>							
08/22/23	Vendor	DUKE ENERGY	080123 ACH CORRECTION	TO CORRECT ACH TAKEN	Due from Golf	133517	\$242.98
<b>ACH Total</b>							<b>\$242.98</b>
<b>ACH #DD1179</b>							
08/09/23	Vendor	DUKE ENERGY	910084367227 - ACH	DUKE REVERSED ACCOUNT 910084367227 & POSTED IN AUG	Due from Golf	133517	\$4,188.50
<b>ACH Total</b>							<b>\$4,188.50</b>
<b>Account Total</b>							<b>\$291,781.74</b>