

**ARLINGTON RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Thursday, October 19, 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, October 19, 2023 – 2:00 p.m.

Public Conduct Notice:

Members of the public are provided the opportunity for public comment at specific times during the meeting.

Each member of the public is limited to three (3) minutes, at the discretion of the Presiding Officer, which may be shortened depending on the number of speakers.

Speakers shall refrain from disorderly conduct, including launching personal attacks.

The Presiding Officer and District Manager shall have the discretion to remove any speaker that disregards the District's public decorum policies.

Public comments are not a Q&A session; Board Supervisors and District staff are not expected to respond to questions during the public comment period.

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1. **Call to Order and Roll Call**
 2. **Pledge of Allegiance.....2:00-2:05**
 3. **Audience Comments on Agenda Items – Three (3) Minutes Time Limit.....2:05-2:25**
 4. **Staff Reports**
 - A. District Engineer 2:25-2:35
 1. Consideration of Element Environment Stormwater Drainage Erosion Project (Under Separate Cover)
 5. **Business Items**
 - A. Consideration of Fitness Services Proposals **P.4**..... 2:35-2:40
 - B. Consideration of Recreational Facilities Use Policy Amendments Draft **P.6**..... 2:40-2:50
 - C. Consideration of the Revised Installation of Sidewalk at Heritage Trail and Hopewell Pass Proposal **P.66**..... 2:50-3:00
 - D. Consideration of Lap Pool Refurbishment Project Proposals **P.68**..... 3:00-3:15
 - E. Discussion Regarding RV Lot Revenue Draft **P.89** 3:15-3:25
 - F. Discussion Regarding 2024 Capital Project Selection..... 3:25-3:50
 6. **Break3:50-4:00**
 7. **Staff Reports (Part 2)**
 - A. District Counsel 4:00-4:10
 - B. Community Director 4:10-4:20
 - C. General Manager: Food and Beverage..... 4:20-4:30
 1. Review of the Monthly Report **P.90** 4:30-4:35
 - D. District Manager 4:35-4:50
 1. Review of the Inframark Memo Arlington Ridge Closing Bank Accounts **P.93**

District Office:

Inframark

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

Meeting Location:

Fairfax Hall

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

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- 8. Consent Agenda4:50-5:00**
A. Consideration of Meeting Minutes from September 21, 2023 **P.94**
B. Review of the Financial Statements **P.101**
C. Consideration of the Check Register **P.122**
- 9. Supervisor Requests.....5:00-5:10**
- 10. Audience Comments – Three- (3) Minute Time Limit5:10-5:20**
- 11. Adjournment**

The next meeting is scheduled for Thursday, November 16, 2023

District Office:

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Fairfax Hall

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Fitness Services of Florida, Inc Equipment / Flooring Quote

FSF

Date	Quote#
8/24/2023	4626



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

(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

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

Subtotal	\$1,627.00
Sales Tax (0.0%)	\$0.00
Total	\$1,627.00

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
 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**



Arlington Ridge
Community Development District
Recreational Facilities Use Policy
Effective ~~August 17~~ **October 19, 2023**

1.0.1.0-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.

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- 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;
 - 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.

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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, and office staff may require proof of valid driver license and registration prior to issuing bar codes. 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.~~

- 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 sports courts in The Commons area. **Animals shall be on a leash at all times while on District properties. Animals are not permitted 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 44-18 years of age or older, unless he or she possesses a valid learner's driver license, valid driver license, or form of government-issued photographic identification, 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.b. Currently the Theater Group manages all reservations regarding the theater and will not be subject to the reservation process detailed under Fairfax Hall Reservations. A Theater Group volunteer list may be posted in the Theater for contact information.~~

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 1.1~~2~~(+).
- 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 1.1~~2~~(+).

1.7 USE OF BLUE RIDGE ACTIVITY CENTER ("BRAC")

- a. The BRAC is open daily from 7:00 a.m. 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 will be 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 damage that may result from its use and for clean-up back to its pre-use condition.
- f. No vehicles, including low-speed vehicles and golf carts, may be parked in front of the BRAC.

1.7.8 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.

1.8-9 USE OF O'HARA'S BILLARD 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.

1.9-10 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 available in the storage boxes in the court area~~checked out at the CDD Administration Office.~~
- 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 times 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, and Guests, must be at least 18 years of age to play on all courts.
- h.i. A Guest utilizing the courts must have a valid guest access card or be accompanied by an Authorized User.
- i.j. Common courtesies and sports etiquette required for all games.
- j.k. Bocce balls shall not be tossed or thrown outside of the court.

1.110 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:

- i. ALL residents must access the CDD Events calendar to see if the requested date is available (<https://www.arlingtonridgecdd.org/calendar/monthly/2023/02>).
 - ii. 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.
 - iii. If the date is not open, residents may reach out to the District Manager (only cd@arlingtonridgecdd.org) to discuss if accommodation can be made.
 - iv. Only the resident hosting the event can submit the agreement form (no third-party booking).
 - v. 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) to discuss if accommodation can be made.
 - vi. 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) to discuss if accommodation can be made.
 - vii. 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.
 - viii. 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.

1.124 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.

1.132 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**.

1.143 USE OF ARLINGTON RIDGE GOLF CLUB

a. 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.

b. 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.

c. 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.

d. 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.

1.154 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.

1.165 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.

1.176 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

Fairfax Hall – Authorized Resident Users (includes Village Green)			
<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
Village Green – Authorized Users			
<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
Fairfax Hall – Golf Course Events (includes Village Green)			
<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
Fairfax Hall – Non- Resident Users (includes Village Green)			
<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
Room Attendant Fee*Non-Resident Users			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$30/hour	\$0	\$30/hour
Audio/Visual Fee for Room Rentals (Authorized and Non-Authorized Users)			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$30	\$0	\$30
Access Card Replacement Fee			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$5	\$0	\$5
Temporary Access Card Deposit			
	<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.*

Z: Recreational Facilities Use Policy Effective ~~March 1~~October 19, 2023

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~~ October 19, 2023

In accordance with Chapters 190 and 120 of the Florida Statutes, and on ~~August 12, 2020~~ October 19, 2023, 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.

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,

Z: Recreational Facilities Use Policy Effective ~~March 4~~ October 19, 2023

- 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



**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) 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) 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) 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

Fairfax Hall – Authorized Resident Users (includes Village Green)			
<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
Village Green – Authorized Users			
<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
Fairfax Hall – Golf Course Events (includes Village Green)			
<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
Fairfax Hall – Non- Resident Users (includes Village Green)			
<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
Room Attendant Fee*Non-Resident Users			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$30/hour	\$0	\$30/hour
Audio/Visual Fee for Room Rentals (Authorized and Non-Authorized Users)			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$30	\$0	\$30
Access Card Replacement Fee			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$5	\$0	\$5
Temporary Access Card Deposit			
	<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

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.

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 10/12/2023
Work Order # WOAG05082023-B
Customer ID Arlington Ridge CDD

Quotation For
 Arlington Ridge CDD

Quotation valid until: 11/30/2023
Prepared by Freddy Blanco

Work order for sidewalk build

Quantity	Description	Unit Price	Taxable?	Amount
84 sqft.	Work order for sidewalk build at Heritage Trail and Hopewell pass (6x14)	\$ 25.00	No	\$ 2,100.00
	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

407-947-2489

Thank you for your business!

Subtotal	\$	2,100.00
Tax Rate		0.00%
Sales Tax	\$	-
Other		

Approved By:

TOTAL	2,100.00
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Big Z Pool Service, LLC
 172 Stokes Landing Rd
 Saint Augustine, FL 32095
 office@bigzpoolservice.com
 bigzpoolservice.com

Estimate 3952

ADDRESS Arrington Ridge CDD 4463 Arlington Ridge Blvd Leesburg, FL 34748	DATE 10/06/2023	TOTAL \$130,811.50	EXPIRATION DATE 01/06/2024
--	--------------------	-------------------------------------	----------------------------------

PRODUCT/SERVICE	QTY	RATE	AMOUNT
RE: Pool Resurface Project, Lap Pool			
Job Material:Materials Sunstone Pearl Pebble Plaster Finish Color: Cove Blue 1998 sqft includes 48 linear feet of steps Warranty: Includes a limited 15-yr. warranty from date of install from the manufacturer if installed by a certified plaster company. We use Tempool Inc.	2,046	22.50	46,035.00
Remodel:Remodel Prep Remodel Prep Labor Includes: To drain the body of water, chip out remove and dispose of hollow spots in existing plaster, install 2 new 12x12 VGB main drains, 21 floor fittings and 3 wall fittings then we will seal around all of the pool fittings including the light niches; followed by pressure washing of the entire pool surface with a 4000 psi oscillating tip to remove the rest of the old plaster/marcite finally we then apply a bonding agent preparing the pool for the new plaster.	2,046	21.50	43,989.00
Job Material:Materials Floor Fittings	21	36.00	756.00
Job Material:Materials Wall Fittings	3	9.50	28.50
Job Material:Materials VGB Main Drain Covers w/ Frames 7-year lifespan covers	2	174.00	348.00

If you have any questions please give us a call at 904-868-4660!

Zach Sullivan

Big Z Pool Service, LLC

Licensed & Insured CPC#1459355

PRODUCT/SERVICE	QTY	RATE	AMOUNT
Remodel:Gutter Reconstruction Pool Gutter Reconstruction, to chip out pool gutters around the pool 223 linear feet, removing old gutter gutters, installation of 23 new gutter grates and reseal. We will also set the correct height of the gutter so they will have a 2" fall from the front of the gutter to the backsplash waterline tile which is building code.	223	49.00	10,927.00
Job Material:Materials Gutter Grates	23	22.00	506.00
Remodel:Tile Installation Waterline and Gutter Tiles, Installed 446 linear feet Includes: to remove existing tiles, install the waterline and gutter tiles on a commercial application this includes grouting. The new gutter tiles will be 6x6 non-skid tiles as this is building code for commercial swimming pools. Tile Color: TBD Grout Color: TBD *Samples will be provided by email for choosing*	446	30.00	13,380.00
Remodel:Depth Marker Tiles Depth Marker Tiles, 6x6 Tiles Needed: 3 FT 9 IN (5) 4 FT 6 IN (2) 5 FT 6 IN (2) 4 FT 9 IN (2) 4 FT (1)	46	22.00	1,012.00
Remodel:Stair Cap Tile Stair Cap Tiles and Installation, this is for the steps and swim out bench in the pool. 48 linear feet Color: TBD *Samples will be provided by email for choosing*	48	19.50	936.00
Job Material:Materials Pentair White LED 12v 100ft corded Pool Lights	4	1,089.00	4,356.00
Job Material:Materials Lap Pool Wall Tile Targets 6 linear feet x 6	36	32.00	1,152.00
Job Material:Materials Lap Lane Tiles 198 linear feet	198	32.00	6,336.00

If you have any questions please give us a call at 904-868-4660!

Zach Sullivan

Big Z Pool Service, LLC

Licensed & Insured CPC#1459355

PRODUCT/SERVICE	QTY	RATE	AMOUNT
Permit Fees:Permit Fee Permit Fee for the County covers the documentation process for the application, permit, notice of commencement and department of health forms and reporting for notice of resurfacing. The fee rate is a base rate and could change after submission to the building department. If there are any additional cost pertaining to obtaining a permit for this job, the additional charge will be added to the final invoice.	1	1,050.00	1,050.00

If you have any questions please give us a call at 904-868-4660!

Zach Sullivan

Big Z Pool Service, LLC

Licensed & Insured CPC#1459355

PRODUCT/SERVICE	QTY	RATE	AMOUNT
<p>Deposit and Approval Notice: a signed copy of this estimate is required along with a signed contract that will be submitted once we have the signed estimate back along with a deposit. Once the deposit and contract are received, we will apply for the permit and after the permit is received, we will confirm the actual commencement date.</p> <p>Please note that this is an estimated cost to complete the work described. prices on materials and plaster can increase at any time due to industry demand and shortages of materials. If a price change does go into effect, a change order will be issued.</p> <p>Deposit Schedule: 10% due upon contract signing (net7) 40% commencement deposit (due 3 days prior to arrival) 40% plaster deposit (due 3 days prior to plater application) 10% Final Payment (due net 10 upon completion)</p> <p>Terms: Work will be completed as requested and payment is due based on the schedule provided. In the even Big Z Pool Service, LLC is required to employ legal counsel or incur any other expenses to enforce timely payment under this agreement, it shall be entitled to recover the reasonable amount of all attorney's fees of such counsel, costs incurred, and all other expenses incurred in enforcing such obligation. It is acknowledged that venue for any dispute shall be in St. Johns County, Florida and that this agreement shall be governed by the laws of the State of Florida.</p> <p>Commencement Availability: with a signed contract, deposit and approval permit, we could begin in January 2024. This bid is valid for 90 days.</p>			
		TOTAL	\$130,811.50

THANK YOU.

If you have any questions please give us a call at 904-868-4660!

Zach Sullivan

Big Z Pool Service, LLC

Licensed & Insured CPC#1459355

Accepted By

Accepted Date

If you have any questions please give us a call at 904-868-4660!

Zach Sullivan

Big Z Pool Service, LLC

Licensed & Insured CPC#1459355

*Pool 21,000
treated 200.*

Classic Marcite, INC.

COMMERCIAL & RESIDENTIAL SWIMMING POOL RENOVATIONS

430 Fairvilla Rd. Orlando, FL 32808
 4960 Stepp Ave. Jacksonville, FL 32216
 Ph# 407-521-6260 Fax# 407-521-6248 Ph# 904-448-4150 Fax# 904-448-9914

Pebble Tec _____
 Quartz CRYSTAL BLUE
 Other _____

Date: 10-11-23

Name "Purchaser": ARLINGTON RIDGE
 Address: 4463 ARLINGTON RIDGE BLVD.
 Job Name: LEESBURG, FL.
 Jobsite Address: ATTN: LYNN HAYES.
 City: _____ Zip Code: _____

Cell Phone: 813-528-6198
 Work Phone: _____
 Email: LYNN.HAYES@INFRASTRUCTURE.COM
 LIGHTS FUNCTIONAL (circle one): Y or N
 EQUIPMENT WORKING (circle one): Y or N
 WATER (circle one): CITY or WELL

Classic Marcite, Inc. hereinafter called "Seller", does hereby propose to furnish material and labor in accordance with specifications below and/or attached for the sum of TWENTY NINE THOUSAND THREE HUNDRED & FIFTY -
0100. Dollars (\$ 29,350.00)

- Payment to be made as follows:
- 30% of total contract price as a DEPOSIT to get on Schedule
 - 60% of total contract price as a PARTIAL at time of Prep/Bondkote for Plaster
 - 10% of total contract price as FINAL payment at Chemical Startup

This proposal may be withdrawn by Classic Marcite, Inc. if not accepted within 30 - days. The work, subject to all terms and conditions as set forth on both sides of this contract as follows:

1. Drain water from pool, taking necessary precautions to prevent hydrostatic pressure displacement.
2. Saw-cut under tile, fittings, light(s) and main drain(s) to obtain a flush finish.
3. Acid wash to clean and roughen surface.
4. Apply bonding agent to achieve a better bond between old and new material.
5. Pneumatically apply and hand trowel: CLT CRYSTAL KRETE CRYSTAL BLUE finish.
6. Fill pool with water from garden hose.
7. Provide 5 year manufacturer warranty and 1 year labor warranty from date of project completion.
8. Remove all job-related debris from jobsite.
9. Start up equipment and balance water with necessary chemicals.
10. *INSTALL STEP TILE NON SKID. *800.00
11. *RESURFACE POOL & TROWEL. *28,550.00
12. _____
13. _____
14. _____
15. _____
16. _____

SIGNED CONTRACT MUST BE RETURNED WITH THE 30% DEPOSIT PAYMENT before ordering of special materials or scheduling of any work.
ALL CONTRACTS AND PRICES QUOTED HEREIN ARE CONFIDENTIAL-Contract includes ALL NEW fittings and main drain covers

Accepted By: _____
 "Purchaser" PRINTED NAME
 Accepted By: _____
 "Purchaser" SIGNATURE

Respectfully submitted,
 CLASSIC MARCITE, INC.
 BY: [Signature]
 Salesperson LOM YEAMAN

****3% Surcharge on Discover, Mastercard, Visa** **5% Surcharge on American Express****

CC #: _____
 Exp. Date: _____ CVC Code: _____ Zip Code: _____
 Name on Credit Card _____
 DL #: _____



Vermana Pool Tile Choices



Black 6x6



Teal 6x6



Sapphire 6x6



Colonial Blue 6x6



Cobalt Blue 6x6



Stone Blue 6x6

**Electro Mechanic Industries,
Inc. DBA Vermana**
8248 Parkline Blvd.
Suite 100
Orlando, FL 32809
4076013943
www.vermana.com
vgomez@vermana.com



Estimate

Name / Address
Arlington Ridge CDD (Inframark) 4463 Arlington Ridge Blvd Leesburg, FL 34748

Ship To
Arlington Ridge CDD (Inframark) 4463 Arlington Ridge Blvd Leesburg, FL 34748 USA

Estimate #	Date	P.O Num #
911341	10/10/2023	

**YOUR APPROVAL OF THIS ESTIMATE MUST BE
FORWARDED TO THE OPERATIONS DEPARTMENT!**
operations@vermana.com
This estimate is valid for 30 days from the date listed above

Sales Rep

DKS

Activity	Qty	Rate	Amount
LAP POOL RESURFACE WITH QUARTZ-BLUESTONE	1	59,370.00	59,370.00
THIS INCLUDES 2X6 NON-SKID WATERLINE TILE, STEP TILE AND LAP LANES			
TILE REPLACEMENT:	1	7,600.00	7,600.00
6x6 FLAT BEAM TILE			
6x6 FLAT BEAM MARKERS			
LED POOL LIGHT REPLACEMENT (\$985.00 EACH x 4)	1	3,940.00	3,940.00
INSTALL NEW DECK DEPTH MARKERS	1	1,900.00	1,900.00
POOL RENOVATION PERMITTING	1	2,000.00	2,000.00
PAYMENT TERMS:			
50% DOWN PAYMENT			
50% AFTER COMPLETION OF THE JOB			
Non-Taxable Sales Tax		0.00%	0.00

Total

\$74,810.00

Accepted By:

Accepted Date:

GENERIC DISCLAIMER ON COMMERCIAL POOL/SPA RESURFACE

Electro Mechanic Industries, Inc. – Vermana is pleased to submit the following proposal. Vermana commits to abide and comply with the Florida Building Code Chapter 454 specifically the “Modification” section 454.1.10 which covers the regulations to be met when resurfacing a public swimming pool. Vermana proposes on the following provisions: materials, equipment, supervision, and labor for the below scope of work:

POOL RESURFACE

1. Safely drain entire pool
2. Remove all existing loose finish up to 10%
3. Install non-skid step tile per FBC 454.1.2.5.3
4. Install waterline tile (2x6 non-skid) IF APPLICABLE
5. Install slope transition tile IF APPLICABLE
6. Install lap lanes tile IF APPLICABLE
5. Grind surface around tile, fittings, and fixtures
6. Install new wall/floor return covers with slotted type
7. Install new gutter fittings
8. Replace main drain grate/cover with VGB compliant (ASME/ANSI A112.19.8)
9. Prepare surface for proper adherence applying Bond Kote per manufacturer
10. Resurface interior finish with **Standard Quartz, or Pebble (if applicable)**
11. Job site clean up
12. Pool Start- Up and balance water chemistry for turnover

TILE REPLACEMENT

Local: 407.601.3943

Fax: 1.888.519.2283

E-mail: info@vermana.com

Address: 8248 Parkline Boulevard. Suite 100 • Orlando, FL 32809

www.vermana.com

CPC-1458858

CGC-060109



We propose tile change on the swimming pool following the below steps:

1. Install beam tile (6x6 flat or bullnose) IF APPLICABLE
2. Install BEAM markers (6x6 flat or bullnose) per FBC 454.1.2.3.1 IF APPLICABLE
3. Install DECK depth markers per FDC 454.1.2.3.1 IF APPLICABLE

Note: Tile selection would be based on samples presented to customer by Vermana Representative. All tile samples are typical selections that meet the Florida Building Code Chapter 454. If a different tile selection is preferred, prices are subject to change, and prior installation approval must be obtained by governing authority.

POOL LIGHT REPLACEMENT (IF APPLICABLE)

1. Replace Led Light for commercial pool

SPA RESURFACE (IF APPLICABLE)

1. Safely drain entire Spa
2. Remove all existing loose finish up to 10%
3. Install non-skid step tile per FBC 454.1.2.5.3
4. Grind surface around tile, fittings, and fixture
5. Install new floor/wall return covers with slotted type
6. Replace main drain grate/cover with VGB compliant (ASME/ANSI A112.19.8)
7. Prepare surface for proper adherence applying Bond Kote per manufacturer
8. Resurface interior finish with **Standard Quartz or Pebble (if applicable)**
9. Job site clean up
10. Start- Up and balance water chemistry for turnover

Local: 407.601.3943

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KIDDIE POOL RESURFACE (IF APPLICABLE)

1. Safely drain entire kiddie pool
2. Remove all existing loose finish up to 10%
3. Grind surface around tile, fittings, and fixture
4. Install new floor/wall return covers with slotted type
5. Replace main drain grate/cover with VGB compliant (ASME/ANSI A112.19.8)
6. Prepare surface for proper adherence applying Bond Kote per manufacturer
7. Resurface interior finish with Standard Quartz.
8. Job site clean up
9. Start- Up and balance water chemistry for turnover

POOL DECK

TEXTURE AND PAINT DECK (IF APPLICABLE)

Scope of work:

1. Pressure wash with special nozzle the entire surface, chlorine wash to remove existing mold, and acid wash surface.
2. Grind damaged areas, to avoid texture application on surfaces with delamination.
3. Level uneven surface on lower deck
4. Prep and skim coat entire surface for smooth finish.
5. Apply knockdown texture.
6. Apply one coat of color seal (TBD).

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TEXTURE AND PAINT TOP OF BEAM (IF APPLICABLE)

DECK A DRAIN (IF APPLICABLE)

1. INSTALL NDS 3" DRAIN W/ REMOVAL COVERS

PAVER (IF APPLICABLE)

Scope of work:

1. Installation of Pavers
- 2.** Site Clean up

POOL COPING (IF APPLICABLE)

Scope of work:

1. Installation of Coping
2. Site Clean up

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Important notes:

Lead time for pavers can be from 8 to 14 weeks.

Time frame: In average a resurfacing job will take 21 calendar days to complete, weather permitting. The pool will remain closed during this work.

DRAINING PROCESS

Pool water will be drained to the nearest storm drain, street, retention pond, or directed means of discharge. The following items are recommended when draining the pool:

- The residual chlorine cannot exceed 0.1 mg/L (ppm)
- The pH is between 6.5 & 8.5
- The water is free of any unusual coloration
- There is no discharge of filter media
- There is no discharge of acid cleaning waste
- Any pipe connection to the storm drain system has permits from the city or county having jurisdiction

Relief Valves

Hydrostatic valves and drain pipes are sometimes used to help prevent a hydrostatic failure. A hydrostatic relief or check valve is often placed in the main pool drain line. The purpose of this valve is to equalize the pressure between the water beneath the pool and the water at the bottom of the pool. Should the water pressure beneath the pool substantially

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exceed the water pressure at the bottom of the pool, the valve is designed to open, allowing water beneath the pool to flow into the pool bottom.

Well Points (NOT included in this proposal).

Well points are sometimes used for groundwater control. These consist of a plumbing pipe installed in cohesion-less soil (sand) or gravel beneath or beside the pool shell. The well point is used to draw ground water out from beneath the pool before it is emptied, reducing the potential hydrostatic uplift pressure to prevent the pool from popping.

HOLLOW PLASTER

PLEASE READ CAREFULLY

In order to properly prepare the pool surface for new plaster, we must chip out and remove ALL delaminated or hollow plaster. It is expected that any pool that needs to be re-surfaced will have hollow plaster spots. As much as 10% of the entire pool surface is considered to be normal. This proposal includes the removal of up to 10% of any hollow plaster at no additional charge. However, there will be an additional charge if there is an excessive amount: greater than 10 % that must be removed. Unfortunately, we are unable to determine the exact amount of hollow plaster in your pool until we begin the preparation work.

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WARRANTY ON PLASTER

Quartz aggregate has a 5 -year warranty on commercial pools and 1- year warranty on spas

Pebble has a 5- year warranty on commercial pools

- Warranty claim is valid only if all chemicals have been properly maintained within the acceptable ranges. PH, total alkalinity, calcium hardness, and chlorine/bromine readings must be maintained within county accepted standards during that time - verified by supporting pool reading logs for time period in question.

If a warranty issue comes up:

- Owner must provide chemical reading logs for the time period between when pool was plastered by Vermana and the time you are making the warranty claim.
- Owner must have complete records for that time period sent to us IMMEDIATELY
- No warranty will be honored if:
 1. The chemical readings have not been in balance during the mentioned time frame, since proper chemical balance is the key to maintaining integrity of your new pool surface.
 2. The chemical reading logs for the time period in question are not readily provided and/or made available to Vermana.
 3. If our invoice for the renovation work was not paid within our terms laid out on our invoice.
- If there are valid warranty issues, any repairs will be professionally patched (as is standard practice in our industry) so, please be prepared for a "patched repair" if this issue should come about
- The remedy to a legitimate warranty claims on a plaster job is a professional patch repair by Vermana not an entire re-plaster job on the entire pool.

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CGC-060109



WHITE GOODS CLAUSE _PLEASE READ CAREFULLY

- If there are “white good” fittings, grates, or return covers that need to be replaced, we will do it at no additional cost.

WATERLINE TILE

PLEASE NOTE: If there is a major structural problem behind the current tile that we can't see, it will be communicated to the property. Additional cost may apply.

VGB COMPLIANCE

Install VGB Act compliant covers on Main Drains as needed

- If necessary, we will chip out old covers from the plaster.
- We will install the appropriate size frames that accommodate the new, compliant covers that also meet all local flow regulations.
- We will install the new compliant drain covers that meet the ASME/ANSI A112.19.8-2007 Standard required by this new federally mandated law / The Virginia Graeme Baker Pool and Spa Safety Act (aka the VGB Act)

FORCE MAJEURE. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

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CGC-060109



If this estimate is approved, you will be responsible to communicate with you Pool maintenance service to pursue all the following recommendations of the National Plaster Council:

DAILY WATER CHEMISTRY AND MAINTENANCE

Balanced water chemistry is as critical during the off-season months as it is in season. Water may become aggressive because of rain, snow, and fill water as with the regular use of acid to control pH. Adjust your pH and **Carbonate Alkalinity**¹ frequently; monitor calcium hardness and Cyanuric acid monthly.

DAILY WATER CHEMISTRY AFTER 28 DAYS

Maintain the water chemistry using the **Langelier Saturation Index (LSI) maintained between 0.0 and + 0.3.**

• Free Chlorine = 1 to 3 ppm	• pH = 7.2 to 7.6	• Calcium hardness = 200 to 400 ppm	• Salt Level = 2500 to 3500 ppm (Salt chlorination ONLY)
• Total Chlorine = 1 to 3 ppm	• Carbonate Alkalinity = 80 to 120 ppm ¹	• Cyanuric acid = 30 to 50 ppm	
• Sequestering Agent as per Manufacturer's directions		• TDS = 300 to 1800 ppm (Non-salt pools)	

The **Langelier Saturation Index (LSI)** must be maintained between **0.0 and +0.3** for day-to-day maintenance after the initial start up procedure has been completed. This will help to reduce the likelihood of problems with the pool surface. Disregarding these LSI parameters promotes leaching, etching and discoloration on the negative (-) side and scaling and discoloration on the positive (+) side.

LANGELIER SATURATION INDEX (LSI) =
 $\text{pH} + \text{Total Alkalinity Factor} + \text{Calcium Hardness Factor} + \text{Temperature Factor} - \text{TDS Factor}$

Deterioration, discoloration and scaling as a result of the premature or improper use of chemicals and use of chemical feeders are the responsibility of the equipment installer and operator. Feeders other than *Oxidation Reduction Potential (ORP)* types and pH controllers should not be placed in operation for a minimum of 28 days after the start up.

Failure to follow the manufacturer and/or applicator instructions and to control the LSI may cause deleterious effects, which are not the result of improper workmanship or a manufacturer's defect.

LSI CALCULATOR

TA ¹ ppm	CH ppm	Temp F (°C)	TOTAL DISSOLVED SOLIDS (TDS) ppm
FACTOR	FACTOR	FACTOR	FACTOR
5=0.7	75=1.5	32 (0°C)=0.0	Up to 1000= 12.10
25=1.4	100=1.6	37 (3°C)=0.1	1000=12.19
50=1.7	150=1.8	46 (8°C)=0.2	2000=12.29
75=1.9	200=1.9	53 (12°C)=0.3	3000=12.35
100=2.0	300=2.1	60 (16°C)=0.4	4000=12.41
125=2.1	400=2.2	66 (19°C)=0.5	5000=12.44
150=2.2	800=2.5	76 (24°C)=0.6	
200=2.3	1000=2.6	84 (29°C)=0.7	
300=2.5		94 (34°C)=0.8	
400=2.6		105 (41°C)=0.9	

EXAMPLE: POOL WATER CHEMISTRY

pH 7.8
 TA 125¹
 CH 300
 TF 90° F (32° C)
 TDS 950

A calculated LSI of 0.0 is considered balanced.
 A calculated (-) negative LSI has corrosive tendencies.
 A calculated (+) positive LSI has scaling tendencies.

CALCULATED LSI	
pH	7.8
TA factor ¹	2.1
CH factor	2.1
Temp factor	.8
Total	+12.8
Subtract TDS Factor	-12.1
LSI =	+0.7 SCALING

Target calculated 0.0 to +0.3

Use the closest factor to the chemistry reading.

Caution: Research has shown that Cyanuric acid levels of 100 ppm (mg/l) and above may cause permanent deterioration to the pool surface. Excessively high calcium hardness and Cyanuric acid levels should be diluted. DILUTION IS THE LOW COST SOLUTION.

These procedures are sound technical practices in the industry and are advisory and non-binding. The National Plasterers Council does not regulate, control, or monitor the acts of its members or others in terms of conformance to any of the guidelines, recommendations, or other information contained in these technical procedures.

¹Total Alkalinity - 1/3 Cyanuric Acid = Corrected or Carbonate Alkalinity ²ALWAYS ADD A CHEMICAL TO WATER, NEVER WATER TO THE CHEMICAL. © 2012 National Plasterers Council, Inc. REV3.09.12

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SWIMMING POOL START-UP PROCEDURES

The pool finish will start to **hydrate** immediately after mixing, with the majority of hydration taking place within the first 28 days. This critical time period is when a finish is most susceptible to staining, scaling and discoloration. Proper start-up procedures including timely brushing and constant monitoring and adjusting of the pool water is mandatory. The following recommended start-up method is based on procedures shown to produce the best aesthetic results. Due to unique local water conditions and environmental factors, parts of these recommended start-up procedures may need to be modified to protect the pool finish. *For example:* filling the pool with extremely low calcium hardness, low pH or low total alkalinity levels may necessitate changes to these procedures. Brushing and monitored chemical² adjustments will be mandatory by the homeowner or a trained pool technician **during the service life of any pool surface. ALWAYS ADD A CHEMICAL TO WATER, NEVER WATER TO THE CHEMICAL.**

POOL FILLING DAY

- Step 1. Make sure the filtration equipment is operational.
- Step 2. Remove all floor return heads and directional eyeballs *(if appropriate and recommended in your geographical area)*.
- Step 3. Based on temperature and type of finish, fill the pool to the middle of the skimmer or specified water level without interruption as rapidly as possible with clean potable water to help prevent a bowl ring. Place a clean rag on the end of the hose, always placed in the deepest area, to prevent damage to the surface material. If a water truck is required, 24 inches (60 cm) of water should be placed at the deepest area for a water cushion. Wheeled devices should not be used in the pool until after 28 days.
- Step 4. At no time should any person or pets be allowed in the pool during the fill. Do not allow any external sources of water to enter the pool to help prevent streaking. It is recommended that you do not swim in the pool until the water is properly balanced.
- Step 5. Test fill water for pH, alkalinity, calcium hardness and metals. Record test results.
- Step 6. Start the filtration system **immediately** when the pool is full to the middle of the skimmer or specified water level.

1st DAY (It's vital to follow these steps in order - prior to proceeding to the next step)

- Step 1. Test pH, alkalinity, calcium hardness and metals. Record test results.
- Step 2. High alkalinity should be adjusted to 80 ppm¹ using pre-diluted Muriatic Acid (31-33% Hydrochloric acid). Always pre-dilute the acid by adding it to a five gallon (19 L) bucket of pool water².
- Step 3. Low alkalinity should be adjusted to 80 ppm¹ using sodium bicarbonate (baking soda)¹.
- Step 4. pH should be reduced to 7.2 to 7.6 adding pre-diluted² Muriatic Acid **if the alkalinity is already 80-100 ppm¹**.
- Step 5. Brush the entire pool surface thoroughly at least **twice** daily to remove all plaster dust.
- Step 6. Although optional, it is highly recommended to pre-dilute and add a quality sequestering agent using the recommended initial start-up dosage and then the recommended maintenance dosage per the sequestering agent's manufacturer.²
- Step 7. Operate filtration system continuously for a minimum of 72 hours.
- Step 8. DO NOT add chlorine for 48 hours. DO NOT turn on pool heater until there is no plaster dust in the pool.

2nd DAY - Brush the Pool

- Step 1. Test pH, Alkalinity and Calcium Hardness and repeat steps of 1st Day **except** for Step 6.
- Step 2. Once the alkalinity is adjusted to 80ppm and the pH is adjusted to 7.2 to 7.6, then adjust calcium hardness levels to a minimum of 150 ppm. *(Caution: Adjustments requiring more than 20 lbs. of CaCl₂ should be pre-diluted and added in 10 lbs. increments - morning and afternoon)*

3rd DAY

- Step 1. Test pH, Alkalinity and Calcium Hardness and repeat 1st Day Steps 1 through 6.
- Step 2. Pre-diluted² chlorine may now be added to achieve 1.5 to 3 ppm¹. NO SALT SHOULD BE ADDED FOR 28 DAYS.
- Step 3. Brush the entire pool surface thoroughly at least **twice** daily to remove all plaster dust.

4th THROUGH THE 28th DAY

- Step 1. Test pH, **Carbonate** Alkalinity and Calcium Hardness and repeat 1st Day Steps 1 through 5 every day for 14 days to help prevent the scaling of the pool surface.
- Step 2. On the 7th day, if there is any plaster dust remaining - remove it using a brush pool vacuum.
- Step 3. After the 4th Day - calcium levels should be adjusted slowly over the 28 day period not to exceed 200 ppm¹
- Step 4. After the 4th Day - adjust Cyanuric acid levels to 30 to 50 ppm¹ based on the primary sanitizer of the pool (pre-dissolve² and add through the skimmer).

Purchase Taking Care of Your Pool DVD from the National Plasterers Council www.npconline.org or call (866) 483-4672

By approving this estimate our customer understand that this recommendation needs to be follow for a proper care of a new pool plaster.

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Please note that permitting for pool resurface is included on the pool/spa resurface price

Payments:

- ✓ 50% Upon Acceptance of this Proposal.
- ✓ 50% Upon Completion of Project.

If Approved please sign estimate and email to amesa@vermana.com, cc admin@vermana.com, asolarte@vermana.com, operations@vermana.com All checks must be payable to Electro -Mechanic Industries DBA Vermana and mail to 8248 Parkline Boulevard, Suite 100 • Orlando, FL 32809.

Print your name here: _____

Sign your name: _____

PO# _____ Date: _____

For tile selection please visit our website www.vermana.com

Materials Selection:

Waterline Tile Selection: _____

Beam Tile Selection: _____

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Deck Color options:

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Deck color selection: _____

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Arlington Ridge
Community Development District
Guidelines for Use of RV Lot Revenue Reserve Funds
Effective October 19, 2023

1.0 Purpose:

1.1 The purpose of these Guidelines for Use of RV Lot Revenue Reserve Funds (“**Guidelines**”) is to provide guidance to the Arlington Ridge Community Development District (“**District**”) staff for establishing and administering a reserve fund, as part of the District’s annual budget, from which funding allocated to that line may be utilized for expenses related to the operation and maintenance of the Recreation Vehicle Lot, as that term is defined in the District’s *Recreational Facilities Use Policy* as may be amended from time to time.

2.0 Guidelines for Establishing and Administering the RV Lot Revenue Reserve Fund

2.1 Within sixty (60) days following the end of the District’s Fiscal Year, any funds collected by the District from the rental fees paid to lease an RV Lot space that have not been expended on RV Lot operations and maintenance are to be allocated into a line item within the District’s annual operations and maintenance budget (“**RV Lot Revenue Reserve Fund**”).

2.2 The District’s Board of Supervisors (“**Board**”) may authorize disbursement of funds from the RV Lot Revenue Reserve Fund for any operations and maintenance expenditures related to the RV Lot, including improvements and permissible modifications requested by RV Lot users, subject to final approval of the Board in its sole discretion.

2.3 The RV Lot Revenue Reserve Fund line item should not exceed \$100,000.00 at any time. If the RV Lot Revenue Reserve Fund is at or exceeds the threshold, any remaining revenues otherwise allocable to the RV Lot Revenue Reserve Fund should be allocated to the District’s general fund or as otherwise directed by the District’s Board of Supervisors.



FROM THE GENERAL MANAGER:

Key Staffing Updates

- Jason DeWildt has done a fantastic job since joining the team late last month. His experience has made an immediate impact on daily operations and has been a great support for Danny our superintendent.
- We continue to interview for the Sales/Administrative position. Looking to get the position filled as quickly as possible.
- We would like to welcome Jaylen Johnson to the front of the house team. Jaylen will be splitting his time between bartending and serving.

Food & Beverage

- **Staff:**
 - Front of the House staff continues to work on training. Recent focus has been on proper steps of service and product knowledge.
 - Back of house staff is working on a fall menu and updating recipes to make sure that all kitchen staff are properly trained.
- **Hours of Operation:**
 - Chesapeake Bay Grille closed on Monday, but The Village Tavern will remain open 11am-5:00pm with a limited menu. No kitchen staff will be scheduled to work on Mondays unless there is a special event.
 - On Sundays we continue to serve breakfast from 9am until 1pm in Chesapeake Bay Grille and The Village Tavern will open until 4:00pm offering a limited "Game Day" menu, with the kitchen closing at halftime of the 1pm games.
 - We will continue to monitor levels of business throughout each day of the week and will adjust hours of operation for the upcoming months.
- **September Revenue:**
 - Restaurant revenue was \$59,863 in September, which was \$7,402 behind budget.
 - The second half of the month was much stronger than the first as we hosted three events and a la carte dining in the restaurant increased.
 - September financials have not been completed at this time. The year end close process takes a little longer than a normal month.
- **Menu & Operations:**
 - Our fall menu is expected to be out by the first week of November. At that time, we will be separating into 2 separate menus. The lunch menu will be available Tuesdays thru Saturdays

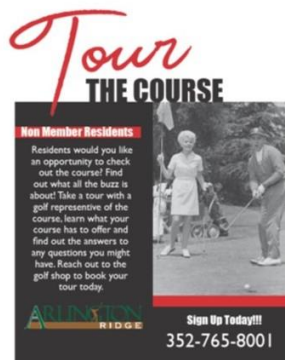
from 11am until 3pm and the dinner menu will be available from 4pm until close. Items such as the CB Grille Burger, Signature Salads, and Pizzas we be available all day long.

- Menu and time changes will be beneficial in lower labor costs and reduce the amount of product needed to keep on hand throughout the day.
- We will be finalizing details for Thanksgiving Dinner, Holiday Gala, and for the New Year's Eve event during our October meeting with F&B Panel.
- We are getting a lot of positive feedback for the "Oktoberfest" food options being offered throughout October.
- With a week to go we have over 60 reservations for our upcoming "Italian Pasta Night" being held on October 19th. This will be first of many buffet style events featuring chef attended action stations offered at the Grille each month.

Communication

- **Email and Social Media Marketing**

- Below are the most current flyers that are being emailed, posted on our Facebook page, and displayed throughout the restaurant and golf shop.
- We will continue to train our new leaders in both golf and restaurant operations on how to effectively utilize Facebook and the Arlington Ridge App as another great source of communication.
- The two new URLs have gone live (www.ExploreArlingtonRidge.com & www.DineArlingtonRidge.com) . These URLs will be used on all restaurant communications which will create consistency with. We expect it help email open rates as well.



FROM THE DIRECTOR OF GOLF:

Staff & Operations:

- Great first few weeks meeting and working with the team.
- We are fully staffed, and we continue to work on new policies and procedures.
- Working on improving our Customer Service levels

Membership:

- Membership sales have been good since we opened 2024 sales. The club has collected \$312,955 in dues in September and October (61 single & 18 couple memberships), which is about \$28,000 behind where we were at the same time last year. We will be reaching out to all members that have not rejoined and continue to communicate course improvement and member experience plans in order to drive membership sales.
- Conducted a member meeting on October 10th to meet with Jason & Danny to discuss the golf course.
 - Sod projects:
 - We have finished numerous areas of this project on holes, 1,2,3,6,13,16 and 17, we are getting the areas of the golf course prepped for when we receive the next two (2) truck loads. These areas are roped off so we can keep cart traffic off these areas and build a strong root base. The comments from individuals have been outstanding and they are glad they see this being done and are excited about the future.
 - Weed control projects:
 - Discussed what we were spraying and how we are trying to control the goose grass and why some of the areas in the fairways are brown and it will turn green again and will have healthy turf.
 - Future plans to continue to get the conditions of the golf course improving:
 - We brought to everyone's attention our future plans and that the expectations shouldn't be to see everything done and fixed immediately that it will take time and how we will control cart traffic areas, work on tee box areas, and continue to make a plan for the direction of cart paths for everyone.

Public Play & Outings:

- We are running specials through online tee time channels to get more outside play in the doors.
- We have some events coming up the few weeks that we are excited to host.

Miscellaneous:

- Troon and Inframark accounting teams will be meeting on October 12th to discuss the month end process and what can be done to get the golf course and restaurant financials on the same schedule as the CDD financials. We are hopeful we can determine a schedule that is achievable and accomplishes the goal.

MEMO

To: Arlington Ridge Board of Supervisors

From: Kerri Robertson, Treasury Analyst/Finance FL 8105

CC: Lynn Haynes, District Manager

Date: September 23, 2023

Subject: Closing the Arlington Ridge CDD Truist Operating Account

As part of our contractual obligation to secure the most advantageous banking relationships for our Districts, we have determined that the Arlington Ridge accounts at Truist are not in the best interest of the District. The district is being charged a monthly service fee without the ability of earning interest on your operating/reserved funds, because of this, we recommend opening a new operating account at Valley National Bank and a new MMA (money market account) at BankUnited which are both FDIC insured as federally chartered financial institutions. Valley National and BankUnited are also QPDs (Qualified Public Depositories) which satisfy the requirements of the placement of your municipal funds.

By opening your operating account with Valley National and your MMA with BankUnited, you benefit from:

1. Paying no monthly service charge
2. Earning interest on both operating and money market accounts (currently 5.00% and 5.12% respectively)
3. Fraud protection with ACH and positive pay at no charge
4. Diversification of your funds in two difference financial institutions

Should the board decide to move in this direction, please let us know so that we can move forward in providing the banking solutions mentioned above.

Thank You.

1 **MINUTES OF MEETING**

2 **ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**

3
4 The regular meeting of the Board of Supervisors of the Arlington Ridge Community
5 Development District was held Thursday, September 21, 2023, at 2:01 p.m. at Fairfax
6 Hall, 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

7
8 Present and constituting a quorum were the following:

- | | | |
|----|----------------------------------|---------------------|
| 9 | | |
| 10 | Robert Hoover | Chairman |
| 11 | Ted Kostich | Vice Chairman |
| 12 | Bill Middlemiss | Assistant Secretary |
| 13 | Claire Murphy | Assistant Secretary |
| 14 | Jim Piersall (<i>via Zoom</i>) | Assistant Secretary |

15
16 Also present, either in person or via Zoom Video Communications, were the following:

- | | | |
|----|-------------------------------------|--|
| 17 | | |
| 18 | Angel Montagna | District Manager, Inframark, Management Services |
| 19 | Lynn Hayes | District Manager, Inframark, Management Services |
| 20 | Meredith Hammock | District Counsel, Kilinski Van Wyk |
| 21 | David Hamstra | District Engineer, Pegasus Engineering |
| 22 | Frank Bruno | General Manager, Golf, Food & Beverage |
| 23 | Dan Zimmer | Vice President of Operations, Troon |
| 24 | Lee Graffius | Community Director, Inframark |
| 25 | Residents and Members of the Public | |

26
27 *This is not a certified or verbatim transcript but rather represents the context and summary*
28 *of the meeting. The full meeting is available in audio format upon request. Contact the*
29 *District Office for any related costs for an audio copy.*

30
31 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

- 32 Mr. Hoover called the meeting to order at 2:01 p.m.
33 Mr. Hoover called the roll and indicated a quorum was present for the meeting.

34
35 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

36 Mr. Hoover led the Pledge of Allegiance.

37 **THIRD ORDER OF BUSINESS** **Audience Comments**

38 A Resident (Lot 1016) commented on the Golf Course Survey.

39 A Resident (Lot 276) commented on email and Troon/Indigo issues.

40 A Resident (Lot 268) commented on Troon/Indigo, the F&B budget, costs, and budget
41 plan, and stated they would like to meet with Mr. Bruno.

42 A Resident (Lot 539) commented about the F&B financials not being on the agenda
43 for months. They also commented on the Inframark letter about the BOS and resident
44 behaviors.

45 A Resident (Lot 1018) also commented about the F&B financials not being on the
46 agenda for months. They also commented on the Inframark letter about the BOS and
47 resident behaviors.

48

49 **FOURTH ORDER OF BUSINESS** **Staff Reports**

50

51 **A. District Counsel Report**

52 **i. Discussion/Review of Golf and Food & Beverage RFP Draft Scope**

53 Ms. Hammock discussed with the Board the Golf and Food & Beverage RFP
54 draft scope. Ms. Murphy requested documents from Ms. Hammock with all the
55 Board comments together. The Board wants the Food and Beverage and Golf
56 contracts to be separate. Ms. Hammock advised for the Board to send her a list
57 of questions for the golf and food and beverage request for the proposal draft
58 scope. She will circulate these questions to the Board. The Board would like the
59 draft scope provided to the Board and District staff only.

60

61 **B. District Engineer Report**

62 **i. Discussion Regarding Phase II Sub-Surfacing Investigation**

63 Mr. Hamstra updated the Board on the first round of the stormwater drainage
64 erosion projects, projects 1-6, were completed. There are 16 small projects left
65 to complete. He explained the cost and scope of work for depressions #2 and
66 #3. Then updated the Board on the Bent Creek Lane Conservation violation. No
67 action is required currently. St. Johns River Water Management District is
68 content with letting the vegetation regrow.

69

70 **C. District Manager Report**

71 **i. Discussion Regarding District Operating Account Banking**

72 Ms. Montagna informed the Board Truist Bank is not paying any interest on the
73 operating checking account. Seacoast is currently paying 3.92% on an
74 operating checking account and charges no account fees.

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Mr. Middlemiss made a MOTION to authorize Mr. Hoover to transfer the operating checking account from Truist Bank to Seacoast Bank as long as Seacoast has proper Insurance with no negative impact on the District, Mr. Kostich seconded the motion. The Motion carried with all in favor.

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Ms. Montagna informed the Board that Inframark can provide a truck for the District, for staff use only, for \$800.00 per month totaling \$9,600.00, per year. The truck is to stay onsite at Arlington Ridge CDD for the District staff to use. Mr. Hoover and Mr. Zimmer discussed the options of leasing for the onsite maintenance staff.

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Mr. Middlemiss made a MOTION to approve Inframark to provide a maintenance truck for \$800, per month that remains at Arlington Ridge CDD. Ms. Murphy seconded the motion, the Motion carried with Mr. Piersall against, and Mr. Kostich and Mr. Hoover in favor.

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D. Floralawn

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Not present, no report or Board action was taken at this time.

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E. Community Director Report

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Mr. Graffius informed the Board he went to the depressions #2 and #3 and added cones. The Board requested Mr. Graffius send an email blast reminder to the residents to not prune, trim, or remove the vegetation, tree, or anything from the conversation areas. The Board and Ms. Montagna requested that Mr. Graffius immediately contact Advantage, Del-Air, and Jurin Roofing to inspect and provide written estimates for the roof leaks in Fairfax Hall.

106 Mr. Graffius informed the Board that they have a new maintenance person,
107 John Barnett. Mr. Barnett has already accomplished quite a few tasks that have
108 been on the to-do list for a while.

109

110 Mr. Graffius explained the RV lot rental process, checks, and payment process.
111 Ms. Montagna will be procuring a check scanner for the Arlington Ridge CDD.
112 They will then be able to process the checks and then FedEx directly to the
113 Coral Springs Office.

114

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

116 Mr. Bruno informed the Board about the new staff hires.

117

118 Mr. Bruno reviewed the restaurant financials, the Golf Food and Beverage
119 upcoming events, and the Food and Beverage menus.

120

121 Mr. Bruno updated the Board that the golf course sod project will begin on
122 October 2, 2023. The Board held a discussion with Troon/Indigo about the golf
123 course sod project, process, and procedures to complete. Mr. Middlemiss
124 requested that Mr. Bruno provide the Food and Beverage restaurant wait staff
125 and commission cost explanations by email.

126

127 Mr. Piersall spoke before the break and asked questions about the equipment
128 that will be used for the golf course project. He commented on the costs that
129 Arlington Ridge CDD would pay versus Troon/Indigo. He also commented on
130 the losses by the food and beverage in August 2023.

131

132 **FIFTH ORDER OF BUSINESS** **Break**

133

134 **SIXTH ORDER OF BUSINESS** **Business Items**

135

136 **A. Discussion Regarding 2024 Capital Project Selection**

137 The Board decided to table this discussion until the October 19, 2023, meeting.

138 **B. Consideration of Fitness Service Proposals**

139 The Board decided to table these proposals until the October 19, 2023,
140 meeting.

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C. Discussion of Recreational Facilities Use Policy Amendments

The Board held a brief discussion on the policy and would like Ms. Hammock to provide a draft for this at the October 19, 2023, meeting.

D. Consideration of Installation of Sidewalk at Heritage Trail & Hopewell Pass

The Board held a brief discussion and would like a revised proposal stating what needs to be done by Inframark and the District Engineer to ensure the ADA requirements etc. are met.

E. Discussion Regarding RV Lot Revenue

The Board reviewed the RV Lot Revenue and would like Ms. Hammock to provide updated language in the RV Lot Revenue and Reserve Fund. They would like to revisit this discussion during the October 19, 2023, meeting.

F. Consideration of BRAC Soffit and Fascia Proposals

Mr. Middlemiss made a MOTION to approve Atlantic South's proposal for \$3,945.00 after Ms. Hammock prepared the final form agreement and to authorize Mr. Hoover to execute the agreement, Mr. Hoover seconded the motion, with all in favor the Motion carried.

G. Consideration of Wind Screen Installation Proposals

Mr. Middlemiss made a MOTION to approve Welch Tennis' proposal for \$3,120.14 after Ms. Hammock prepared the final form agreement and to authorize Mr. Hoover to execute the agreement. Ms. Murphy seconded the motion, with all in favor the Motion carried.

H. Consideration of Egis Insurance Proposals

The Board held a brief discussion and would like to add the memorial monument to the Fiscal Year 2023-2024 Egis Insurance policy.

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Ms. Murphy made a MOTION to approve the Fiscal Year 2023-2024 Egis Insurance proposals, Mr. Middlemiss seconded the motion, with all in favor the Motion carried.

SEVENTH ORDER OF BUSINESS **Consent Agenda**

A. Consideration of the Minutes of the Board of Supervisors Meeting on August 17, 2023

Ms. Montagna presented the minutes to the Board.

B. August 2023 Financial Statements

Ms. Montagna presented the financial statements to the Board.

C. August 2023 Invoices and Check Register

The Board held a brief discussion about capital projects. They requested Ms. Montagna email accounting and ask them to change the Capital Projects name for the fiscal year 2023-2024 Budget/Financials/Chart of Accounts to Annual Projects.

Mr. Hoover made a MOTION to approve the August 17, 2023, Board of Supervisors' meeting minutes, and accept August 2023 financials, and the August 2023 check register and invoices, Mr. Kostich seconded the motion, with all in favor the Motion carried.

EIGHTH ORDER OF BUSINESS **Other Business**

No Board action was taken at this time.

NINTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Piersall discussed Mr. Barnett pressure washing the dumpster area.

Mr. Kostich had nothing to request.

Ms. Murphy commented on the check register and credit card charges.

211

212 Mr. Middlemiss had nothing to request.

213

214 Mr. Hoover had nothing to request.

215

216 **TENTH ORDER OF BUSINESS** **Audience Comments**

217 The audience had no comments.

218

219 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

220 *The next meeting is scheduled for Thursday, October 19, 2023, at 2:00 p.m.*

221

222 On MOTION by Ms. Murphy, seconded by Mr.
223 Middlemiss, with all in favor, the meeting was adjourned at
224 5:50 p.m.

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Assistant Secretary

Chair/ Vice Chair

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ARLINGTON RIDGE
Community Development District

Financial Report
(Unaudited)

September 30, 2023

Prepared by



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ARLINGTON RIDGE
Community Development District

Financial Statements

(Unaudited)

September 30, 2023

Balance Sheet
September 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	CAPITAL RESERVE FUND	SERIES 2006A DEBT SERVICE FUND	SERIES 2019 DEBT SERVICE FUND	SERIES 2019 CAPITAL PROJECTS FUND	TOTAL
ASSETS						
Cash - Checking Account	\$ 455,013	\$ 517,642	\$ -	\$ -	\$ -	\$ 972,655
Cash with Fiscal Agent	-	-	3,620	-	-	3,620
Due from Golf	53,321	-	-	-	-	53,321
Due From Other Funds	12,338	-	-	-	-	12,338
Investments:						
Construction Fund	-	-	-	-	8,342	8,342
Fee & Expense A	-	-	8	-	-	8
Prepayment Account	-	-	-	7,261	-	7,261
Prepayment Account A	-	-	41,511	-	-	41,511
Reserve Fund	-	-	-	26,750	-	26,750
Reserve Fund A	-	-	117,986	-	-	117,986
Revenue Fund	-	-	-	44,644	-	44,644
Revenue Fund A	-	-	203,945	-	-	203,945
Prepaid Items	128,615	-	-	-	-	128,615
Deposits - Electric	820	-	-	-	-	820
TOTAL ASSETS	\$ 650,107	\$ 517,642	\$ 367,070	\$ 78,655	\$ 8,342	\$ 1,621,816
LIABILITIES						
Accounts Payable	\$ 89,589	\$ -	\$ -	\$ -	\$ -	\$ 89,589
Accrued Expenses	24,992	-	-	-	-	24,992
Due to Golf/Restaurant	172,445	-	-	-	-	172,445
Deposits	780	-	-	-	-	780
Due To Other Funds	-	12,338	-	-	-	12,338
TOTAL LIABILITIES	287,806	12,338	-	-	-	300,144
FUND BALANCES						
Nonspendable:						
Prepaid Items	128,615	-	-	-	-	128,615
Deposits	820	-	-	-	-	820
Restricted for:						
Debt Service	-	-	367,070	78,655	-	445,725
Capital Projects	-	-	-	-	8,342	8,342
Unassigned:	232,866	505,304	-	-	-	738,170
TOTAL FUND BALANCES	\$ 362,301	\$ 505,304	\$ 367,070	\$ 78,655	\$ 8,342	\$ 1,321,672
TOTAL LIABILITIES & FUND BALANCES	\$ 650,107	\$ 517,642	\$ 367,070	\$ 78,655	\$ 8,342	\$ 1,621,816

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
REVENUES				
Interest - Investments	\$ 100	\$ 137	137.00%	\$ 5
Lexington Spa	3,000	4,910	163.67%	432
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	-	29,311	0.00%	(7,167)
Access Cards	-	20	0.00%	-
RV Parking Lot Revenue	27,700	25,063	90.48%	7,983
TOTAL REVENUES	2,266,533	2,326,996	102.67%	1,253
EXPENDITURES				
Administration				
P/R-Board of Supervisors	15,000	12,800	85.33%	200
FICA Taxes	1,148	796	69.34%	-
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	100,563	143.66%	12,331
Engineering Fees	35,000	58,940	168.40%	3,883
Management Services	53,500	53,500	100.00%	4,458
Assessment Roll	7,500	-	0.00%	-
Auditing Services	4,500	-	0.00%	-
Postage and Freight	-	23	0.00%	23
Postage	6,500	1,723	26.51%	-
Insurance - General Liability	15,000	14,400	96.00%	-
Legal Advertising	6,000	2,930	48.83%	547
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	29,001	966.70%	3,479
Dues, Licenses, Subscriptions	175	3,381	1932.00%	27
Total Administration	238,698	294,647	123.44%	24,948
Gatehouse				
Contracts-Security Services	150,000	144,032	96.02%	(839)
Utility - Water & Sewer	510	439	86.08%	(41)
Utility - Electric	4,200	2,669	63.55%	51
Street Lights	108,000	113,453	105.05%	1,037
Repairs & Maintenance	2,500	4,267	170.68%	-
Security Enhancements	4,500	115	2.56%	-
Total Gatehouse	269,710	264,975	98.24%	208

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
<u>Other Physical Environment</u>				
Capital Outlay	-	6,331	0.00%	6,331
Total Other Physical Environment	-	6,331	0.00%	6,331
<u>Capital Expenditures & Projects</u>				
Capital Projects	200,000	221,115	110.56%	-
Total Capital Expenditures & Projects	200,000	221,115	110.56%	-
<u>Towncenter Administration</u>				
Pest Control	4,500	4,000	88.89%	-
Onsite Management	266,822	265,476	99.50%	22,235
Janitorial Services & Supplies	50,000	44,484	88.97%	7,628
Utility - Water & Sewer	1,851	2,443	131.98%	(240)
Utility - Electric	4,000	3,558	88.95%	138
Rentals & Leases	4,500	4,078	90.62%	216
Liability/Property Insurance	68,517	71,609	104.51%	-
Repairs & Maintenance	7,000	11,584	165.49%	121
Special Events	36,000	8,350	23.19%	-
Office Supplies	9,000	3,985	44.28%	36
Computer Supplies/Equipment	5,000	3,876	77.52%	-
Club Activity Supplies	1,000	-	0.00%	-
Total Towncenter Administration	458,190	423,443	92.42%	30,134
<u>Common Area/Recreation</u>				
Utility - Water & Sewer	9,000	5,696	63.29%	(203)
Utility - Electric	1,250	1,376	110.08%	6
Repairs & Maintenance	30,000	31,869	106.23%	472
Roadway Repair & Maintenance	25,000	-	0.00%	-
Irrigation Repairs & Maintenance	35,000	34,432	98.38%	4,252
Landscape Maintenance	291,114	304,423	104.57%	26,237
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	27,320	81.61%	2,175
Sports Courts Maintenance & Supplies	3,000	9,990	333.00%	-
Holiday Decoration	10,000	3,228	32.28%	-
Operating Supplies	4,000	881	22.03%	614
Total Common Area/Recreation	496,839	459,101	92.40%	33,553
<u>Fairfax Hall</u>				
Utility - Water & Sewer	1,378	1,192	86.50%	(100)
Utility - Electric	14,392	21,923	152.33%	669
Repairs & Maintenance	15,000	30,888	205.92%	-
Total Fairfax Hall	30,770	54,003	175.51%	569

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
<u>Social Center</u>				
Utility - Water & Sewer	1,500	-	0.00%	-
Utility - Electric	5,343	7,360	137.75%	111
Repairs & Maintenance	7,500	575	7.67%	-
Operating Supplies	2,000	175	8.75%	70
Dues, Licenses, Subscriptions	2,200	-	0.00%	-
Total Social Center	18,543	8,110	43.74%	181
<u>Lexington Spa</u>				
ProfServ-Pool Maintenance	70,000	75,427	107.75%	11,573
Fitness Instructors	12,000	8,220	68.50%	2,800
Utility - Water & Sewer	28,620	16,544	57.81%	(1,558)
Utility - Electric	56,709	46,229	81.52%	442
Repairs & Maintenance	20,000	28,583	142.92%	549
Operating Supplies	2,500	3,362	134.48%	-
Dues, Licenses, Subscriptions	1,050	940	89.52%	-
Total Lexington Spa	190,879	179,305	93.94%	13,806
<u>Sales Center</u>				
Utility - Water & Sewer	-	2,398	0.00%	(315)
Utility - Electric	-	6,149	0.00%	205
Repairs & Maintenance	-	1,950	0.00%	-
Operations & Maintenance	28,850	7,105	24.63%	7,105
Total Sales Center	28,850	17,602	61.01%	6,995
TOTAL EXPENDITURES	1,932,479	1,928,632	99.80%	116,725
Excess (deficiency) of revenues				
Over (under) expenditures	334,054	398,364	119.25%	(115,472)
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfer Out - Capital Reserve	(200,000)	(200,000)	100.00%	-
Transfer Out - Golf Course/Food & Beverage	(66,305)	-	0.00%	-
Transfer Out- Sales Center Revenue	(87,500)	(87,500)	100.00%	-
TOTAL FINANCING SOURCES (USES)	(353,805)	(287,500)	81.26%	-
Net change in fund balance	\$ (19,751)	\$ 110,864	-561.31%	\$ (115,472)
FUND BALANCE, BEGINNING (OCT 1, 2022)	251,437	251,437		
FUND BALANCE, ENDING	\$ 231,686	\$ 362,301		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
REVENUES				
Interest - Investments	\$ 214	\$ 40	18.69%	\$ 5
TOTAL REVENUES	214	40	18.69%	5
EXPENDITURES				
Administration				
Miscellaneous Expenses	-	30	0.00%	-
Total Administration	-	30	0.00%	-
Other Physical Environment				
R&M-Emergency & Disaster Relief	-	4,768	0.00%	-
Capital Outlay	-	103,324	0.00%	-
Total Other Physical Environment	-	108,092	0.00%	-
Reserves				
Reserve - Roof	-	89,437	0.00%	-
Total Reserves	-	89,437	0.00%	-
TOTAL EXPENDITURES & RESERVES	-	197,559	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	214	(197,519)	-92298.60%	5
OTHER FINANCING SOURCES (USES)				
Transfer In - General Fund	200,000	200,000	100.00%	-
Transfer In - GF (Sales Center)	87,500	87,500	100.00%	-
TOTAL FINANCING SOURCES (USES)	287,500	287,500	100.00%	-
Net change in fund balance	\$ 287,714	\$ 89,981	31.27%	\$ 5
FUND BALANCE, BEGINNING (OCT 1, 2022)	415,323	415,323		
FUND BALANCE, ENDING	\$ 703,037	\$ 505,304		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
REVENUES				
Interest - Investments	\$ 125	\$ 14,635	11708.00%	\$ 1,447
Special Assmnts- Tax Collector	228,315	207,015	90.67%	-
Special Assmnts- Prepayment	-	56,311	0.00%	8,631
TOTAL REVENUES	228,440	277,961	121.68%	10,078
EXPENDITURES				
Debt Service				
Principal Debt Retirement	100,000	-	0.00%	-
Principal Debt Retirement - Special Call	-	285,000	0.00%	-
Interest Expense	110,825	106,288	95.91%	-
Total Debt Service	210,825	391,288	185.60%	-
TOTAL EXPENDITURES	210,825	391,288	185.60%	-
Excess (deficiency) of revenues Over (under) expenditures	17,615	(113,327)	-643.36%	10,078
Net change in fund balance	\$ 17,615	\$ (113,327)	-643.36%	\$ 10,078
FUND BALANCE, BEGINNING (OCT 1, 2022)	480,397	480,397		
FUND BALANCE, ENDING	\$ 498,012	\$ 367,070		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
REVENUES				
Interest - Investments	\$ 27	\$ 3,235	11981.48%	\$ 310
Special Assmnts- Tax Collector	62,406	57,289	91.80%	-
Special Assmnts- Prepayment	-	13,811	0.00%	1,381
TOTAL REVENUES	62,433	74,335	119.06%	1,691
EXPENDITURES				
Debt Service				
Principal Debt Retirement	35,000	30,000	85.71%	-
Principal Prepayments	-	20,000	0.00%	-
Interest Expense	22,960	21,845	95.14%	-
Total Debt Service	57,960	71,845	123.96%	-
TOTAL EXPENDITURES	57,960	71,845	123.96%	-
Excess (deficiency) of revenues Over (under) expenditures	4,473	2,490	55.67%	1,691
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	412	0.00%	34
Operating Transfers-Out	-	(1,099)	0.00%	(115)
TOTAL FINANCING SOURCES (USES)	-	(687)	0.00%	(81)
Net change in fund balance	\$ 4,473	\$ 1,803	40.31%	\$ 1,610
FUND BALANCE, BEGINNING (OCT 1, 2022)	76,852	76,852		
FUND BALANCE, ENDING	\$ 81,325	\$ 78,655		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	SEP-23 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 384	0.00%	\$ 34
TOTAL REVENUES	-	384	0.00%	34
EXPENDITURES				
TOTAL EXPENDITURES	-	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	-	384	0.00%	34
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	1,072	0.00%	115
Operating Transfers-Out	-	(385)	0.00%	(34)
TOTAL FINANCING SOURCES (USES)	-	687	0.00%	81
Net change in fund balance	\$ -	\$ 1,071	0.00%	\$ 115
FUND BALANCE, BEGINNING (OCT 1, 2022)	-	7,271		
FUND BALANCE, ENDING	\$ -	\$ 8,342		

ARLINGTON RIDGE
Community Development District

Supporting Schedules

September 30, 2023

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

Acct No.	Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	FY2023 Total
Revenues														
361001	Interest - Investments	\$ 4	\$ 3	\$ 14	\$ 19	\$ 15	\$ 19	\$ 15	\$ 14	\$ 10	\$ 9	\$ 7	\$ 5	\$ 137
348520	Lexington Spa	259	-	203	-	749	733	448	487	-	-	1,599	432	4,910
362015	Rental Income- Fairfax Hall	-	-	-	-	-	-	-	-	-	-	-	-	-
363010	Special Assmnts- Tax Collector	-	292,519	1,747,891	74,172	37,714	15,425	50,441	3,544	18,542	-	-	-	2,240,248
369300	Settlements	-	27,307	-	-	-	-	-	-	-	-	-	-	27,307
369900	Other Miscellaneous Revenues	-	-	11	-	227	-	2,838	27,331	-	-	6,070	(7,167)	29,311
369941	Access Cards	10	-	-	-	-	-	-	-	-	-	10	-	20
369990	RV Parking Lot Revenue	-	-	-	-	12,158	5,179	-	-	-	-	(257)	7,983	25,063
Total Revenues		273	319,829	1,748,119	74,191	50,863	21,356	53,742	31,376	18,552	9	7,429	1,253	2,326,996
Expenditures														
Administrative														
511001	P/R-Board of Supervisors	200	1,800	1,000	769	1,431	1,031	1,569	1,431	1,600	800	969	200	12,800
521001	FICA Taxes	-	122	61	-	122	31	61	122	122	61	92	-	796
521004	Payroll Taxes	-	-	-	-	1,989	-	-	-	-	-	-	-	1,989
524001	Workers' Compensation	-	850	-	-	-	-	-	-	-	-	-	-	850
531002	ProfServ-Arbitrage Rebate	-	-	-	-	-	-	600	-	-	-	-	-	600
531012	ProfServ-Dissemination Agent	-	-	-	-	-	-	-	-	-	-	-	-	-
531045	ProfServ-Trustee Fees	5,388	-	-	-	-	-	2,828	-	-	-	-	-	8,216
531058	Attorney Fees	-	6,914	-	24,397	-	18,220	15,015	6,682	-	5,020	11,985	12,331	100,563
531092	Engineering Fees	-	-	-	6,500	13,344	-	11,604	2,949	4,491	16,170	-	3,883	58,940
531093	Management Services	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	4,458	53,500
531141	Assessment Roll	-	-	-	-	-	-	-	-	-	-	-	-	-
532002	Auditing Services	-	-	-	-	-	-	-	-	-	-	-	-	-
541006	Postage and Freight	-	-	-	-	-	-	-	-	-	-	-	23	23
541010	Postage	15	12	23	12	-	54	23	19	32	23	1,508	-	1,723
545002	Insurance - General Liability	10,000	4,400	-	-	-	-	-	-	-	-	-	-	14,400
547001	Printing and Binding	-	154	-	(154)	-	-	-	-	-	-	-	-	-
548002	Legal Advertising	-	-	-	1,613	119	-	-	-	-	114	537	547	2,930

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

Acct No.	Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	FY2023 Total
549044	Misc-Property Taxes	-	-	-	-	-	-	1,937	-	-	-	-	-	1,937
549936	Website Administration	-	-	-	-	1,553	-	-	-	-	-	-	-	1,553
549942	Information Technology	700	-	-	-	-	745	-	-	-	-	-	-	1,445
549999	Miscellaneous Expenses	40	15	439	169	15	1,907	(573)	15	15	15	23,465	3,479	29,001
554020	Dues, Licenses, Subscriptions	-	-	175	-	553	-	250	-	-	1,041	1,335	27	3,381
	Total Administrative	20,801	18,725	6,156	37,764	23,584	26,446	37,772	15,676	10,718	27,702	44,349	24,948	294,647
	<u>Gatehouse</u>													
534037	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	(839)	144,032
543021	Utility - Water & Sewer	-	85	42	38	43	43	46	43	13	54	73	(41)	439
543041	Utility - Electric	-	329	253	217	214	211	228	170	286	483	228	51	2,669
543057	Street Lights	-	12,978	6,455	16,931	9,631	9,396	9,710	8,461	10,508	19,916	8,430	1,037	113,453
546156	Repairs & Maintenance	1,042	156	-	4,579	39	(1,751)	-	-	201	-	-	-	4,267
549911	Security Enhancements	-	-	-	115	-	-	-	-	-	-	-	-	115
549942	Information Technology	-	-	115	(115)	-	-	-	-	-	-	-	-	-
	Total Gatehouse	13,322	26,048	17,197	34,566	22,479	18,122	23,454	20,753	22,899	44,235	21,693	208	264,975
	<u>Other Physical Environment</u>													
564043	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	6,331	6,331
	Total Other Physical Environment	-	-	-	-	-	-	-	-	-	-	-	6,331	6,331
	<u>Capital Expenditures & Projects</u>													
564104	Capital Projects	-	-	-	-	-	75,320	-	51,260	-	60,100	34,435	-	221,115
	Total Capital Expenditures & Projects	-	-	-	-	-	75,320	-	51,260	-	60,100	34,435	-	221,115
	<u>Towncenter Administration</u>													
531170	Pest Control	398	398	398	398	398	398	398	398	398	417	-	-	4,000
534210	Onsite Management	22,235	20,889	22,235	22,235	22,235	22,235	22,235	22,235	22,235	22,235	22,235	22,235	265,476
534349	Janitorial Services & Supplies	2,828	2,836	476	5,855	2,398	2,538	2,340	3,399	2,762	2,405	9,018	7,628	44,484
543021	Utility - Water & Sewer	-	873	435	291	79	109	(11)	144	140	385	237	(240)	2,443

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

Acct No.	Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	FY2023 Total
543041	Utility - Electric	-	663	444	(181)	443	169	201	304	344	647	388	138	3,558
544025	Rentals & Leases	221	386	336	168	-	-	468	-	513	1,208	563	216	4,078
545010	Liability/Property Insurance	76,859	(5,250)	-	-	-	-	-	-	-	-	-	-	71,609
546156	Repairs & Maintenance	-	-	-	1,135	3,286	5,616	353	-	-	(602)	1,675	121	11,584
549052	Special Events	300	-	-	2,705	7,080	(2,150)	337	-	-	78	-	-	8,350
549942	Information Technology	-	-	720	(720)	630	(630)	-	-	-	-	-	-	-
551002	Office Supplies	-	-	-	426	461	2,228	1,116	394	388	(1,065)	-	36	3,985
551015	Computer Supplies/Equipment	-	-	-	845	-	1,711	215	2,050	-	(1,085)	140	-	3,876
552069	Club Activity Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Towncenter Administration	102,841	20,795	25,044	33,157	37,010	32,224	27,652	28,924	26,780	24,623	34,256	30,134	423,443
	<u>Common Area/Recreation</u>													
543021	Utility - Water & Sewer	-	609	300	211	246	1,557	1,892	202	203	806	(127)	(203)	5,696
543041	Utility - Electric	-	8,222	3,514	(11,129)	213	179	43	66	66	204	(7)	6	1,376
546156	Repairs & Maintenance	674	105	3,269	7,000	878	318	5,764	11,000	(2,672)	5,055	6	472	31,869
546167	Roadway Repair & Maintenance	-	-	-	-	-	-	-	-	12,338	(12,338)	-	-	-
546172	R&M-Emergency & Disaster Relief	-	3,120	-	-	(3,120)	-	-	-	-	-	-	-	-
546179	Irrigation Repairs & Maintenance	-	7,717	3,472	4,541	3,991	(8,866)	4,741	4,002	2,233	4,333	4,017	4,252	34,432
546300	Landscape Maintenance	26,194	20,491	23,342	28,399	23,684	34,783	25,917	23,684	23,684	24,004	24,004	26,237	304,423
546338	Landscape Replacement	9,846	-	-	2,700	(7,988)	340	-	4,182	1,554	4,225	-	-	14,859
546515	Landscape- Storm Clean Up & Tree Removal	269	(269)	395	-	20,608	-	2,850	770	-	404	-	-	25,027
546520	Pond/Littoral Shelf & Wetland Mgmt	1,700	1,680	1,700	1,700	3,380	1,700	1,700	3,380	2,175	2,175	3,855	2,175	27,320
546525	Sports Courts Maintenance & Supplies	-	-	-	9,990	-	-	-	-	-	-	-	-	9,990
549027	Holiday Decoration	-	-	-	3,228	-	-	-	-	-	-	-	-	3,228
549052	Special Events	-	-	-	2,460	(360)	(2,100)	-	-	-	-	-	-	-
552025	Operating Supplies	-	-	24	553	(553)	-	40	-	-	202	-	614	881
	Total Common Area/Recreation	38,683	41,675	36,016	49,653	40,979	27,911	42,947	47,286	39,581	29,070	31,748	33,553	459,101

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

Acct No.	Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	FY2023 Total
<u>Fairfax Hall</u>														
543021	Utility - Water & Sewer	-	211	105	122	111	106	112	101	111	232	80	(100)	1,192
543041	Utility - Electric	-	6,806	2,818	(3,193)	1,603	1,254	1,779	1,818	2,030	3,913	2,425	669	21,923
546156	Repairs & Maintenance	571	109	5,673	20,688	-	2,533	1,008	-	113	193	-	-	30,888
	Total Fairfax Hall	571	7,126	8,596	17,617	1,714	3,893	2,899	1,919	2,254	4,338	2,505	569	54,003
<u>Social Center</u>														
543021	Utility - Water & Sewer	-	250	125	(375)	-	-	-	-	-	-	-	-	-
543041	Utility - Electric	-	814	336	584	779	412	494	607	737	1,349	1,139	111	7,360
546156	Repairs & Maintenance	-	-	575	-	-	-	-	-	-	-	-	-	575
552025	Operating Supplies	-	-	-	-	-	-	-	-	-	105	-	70	175
554020	Dues, Licenses, Subscriptions	-	-	-	-	-	-	-	314	318	(632)	-	-	-
	Total Social Center	-	1,064	1,036	209	779	412	494	921	1,055	822	1,139	181	8,110
<u>Lexington Spa</u>														
531034	ProfServ-Pool Maintenance	5,700	5,700	5,700	6,026	5,700	5,537	5,700	5,700	5,700	11,400	991	11,573	75,427
534112	Fitness Instructors	740	720	170	640	730	410	790	290	440	270	220	2,800	8,220
543021	Utility - Water & Sewer	-	5,816	2,900	(900)	1,301	1,158	117	436	1,597	3,155	2,521	(1,558)	16,544
543041	Utility - Electric	-	7,585	5,087	4,316	5,367	4,019	2,021	3,303	3,744	8,098	2,247	442	46,229
546156	Repairs & Maintenance	304	749	4,625	1,143	8,944	1,057	3,714	792	5,805	611	290	549	28,583
552025	Operating Supplies	-	-	407	-	-	-	-	-	715	2,239	-	-	3,362
554020	Dues, Licenses, Subscriptions	-	-	-	-	-	-	875	-	-	65	-	-	940
	Total Lexington Spa	6,744	20,570	18,889	11,225	22,042	12,181	13,217	10,521	18,001	25,838	6,269	13,806	179,305
<u>Sales Center</u>														
543021	Utility - Water & Sewer	-	-	-	-	440	244	349	226	436	539	479	(315)	2,398
543041	Utility - Electric	-	319	-	1,060	1,727	618	219	369	430	1,005	198	205	6,149

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2023

Acct No.	Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	FY2023 Total
546156	Repairs & Maintenance	-	-	-	-	-	-	-	-	1,950	-	-	-	1,950
551017	Operations & Maintenance	-	-	-	-	-	-	-	-	-	-	-	7,105	7,105
	Total Sales Center	-	319	-	1,060	2,167	862	568	595	2,816	1,544	677	6,995	17,602
	Total Expenditures	182,962	136,322	112,934	185,251	150,754	197,371	149,003	177,855	124,104	218,272	177,071	116,725	1,928,632
	Excess (deficiency) of revenues Over (under) expenditures	(182,689)	183,507	1,635,185	(111,060)	(99,891)	(176,015)	(95,261)	(146,479)	(105,552)	(218,263)	(169,642)	(115,472)	398,364
	Other Financing Sources (Uses)													
591035	Transfer Out - Capital Reserve	-	-	-	-	-	-	-	-	(200,000)	-	-	-	(200,000)
591036	Transfer Out - Golf Course/Food & Beverage	-	-	-	-	-	-	-	-	-	-	-	-	-
591037	Transfer Out- Sales Center Revenue	-	-	-	-	-	-	-	-	(87,500)	-	-	-	(87,500)
	Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Financing Sources (Uses)	-	-	-	-	-	-	-	-	(287,500)	-	-	-	(287,500)
	Net change in fund balance	\$ (182,689)	\$ 183,507	\$ 1,635,185	\$ (111,060)	\$ (99,891)	\$ (176,015)	\$ (95,261)	\$ (146,479)	\$ (393,052)	\$ (218,263)	\$ (169,642)	\$ (115,472)	\$ 110,864
391000	Fund Balance, Beginning (Oct 1, 2022)													251,437
	Fund Balance, Ending													\$ 362,301

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
Assessments 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	\$ 36,098	\$ -	\$ -
11/23/22	2,956	224	3,180	-	2,316	641
11/23/22	256,421	16,135	272,556	256,421	-	-
11/23/22	19,221	1,210	20,431	-	15,055	4,166
12/07/22	506,431	31,867	538,298	506,431	-	-
12/07/22	51,243	3,225	54,468	-	40,136	11,107
12/14/22	1,064,147	66,961	1,131,107	1,064,147	-	-
12/14/22	131,837	8,297	140,134	-	103,261	28,576
12/27/22	177,313	11,041	188,354	177,313	-	-
12/27/22	18,850	1,166	20,016	-	14,764	4,086
01/17/23	74,172	4,187	78,359	74,172	-	-
01/17/23	14,087	800	14,887	-	11,034	3,054
02/10/23	37,714	1,660	38,484	37,714	-	-
02/10/23	4,853	206	5,059	-	3,801	1,052
03/08/23	15,425	474	15,899	15,425	-	-
03/08/23	4,254	131	4,385	-	3,332	922
04/10/23	50,441	1,029	51,470	50,441	-	-
04/10/23	12,381	253	12,634	-	9,697	2,684
05/12/23	3,544	(15)	3,529	3,544	-	-
05/12/23	387	(4)	384	-	303	84
06/09/23	4,585	(43)	4,543	4,585	-	-
06/09/23	148	(1)	146	-	116	32
06/21/23	13,956	(328)	13,628	13,956	-	-
06/21/23	4,087	(96)	3,991	-	3,201	886
TOTAL	\$ 2,504,553	\$ 150,941	\$ 2,654,603	\$ 2,240,248	\$ 207,015	\$ 57,289
TOTAL OUTSTANDING			\$ 1,670	\$ 135,532	\$ 12,680	\$ 3,509
% COLLECTED TO DATE			99.94%	94.30%	94.23%	94.23%

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 (Utilities).
- ▶ Prepaid items - Invoices prepaid for future months - 2024 Trustee Fees; Insurance, Workers Comp.
- ▶ 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.

Budget Analysis - Significant Variances
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<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<u>Revenues</u>				
Special Assmnts - Tax Collector	\$ 2,233,233	\$ 2,240,428	100.3%	Assessments collected through September 2023.
Settlements	\$ -	\$ 27,307	n/a	Insurance claim.
<u>Expenditures</u>				
<u>Administration</u>				
Attorney Fees	\$ 70,000	\$ 100,563	144%	Attorney fees thru September 2023
Engineering Fees	\$ 35,000	\$ 58,940	168%	Engineering fees thru September 2023
Dues, Licenses, Subscriptions	\$ 175	\$ 3,381	1932%	FL Department of Economic Opportunity filing fee and Sesac music license; IMS charges
<u>Gatehouse</u>				
Repairs & Maintenance	\$ 2,500	\$ 4,267	171%	Unexpected gate repairs.
<u>Capital Expenditures & Projects</u>				
Capital Projects	\$ 200,000	\$ 221,115	111%	Payment for club dining chairs, pool resurfacing expenses; drainage engineer certification
<u>Towncenter Administration</u>				
Utility - Water & Sewer	\$ 1,851	\$ 2,443	132%	City of Leesburg services through September 2023.
Utility - Electric	\$ 4,000	\$ 3,558	89%	Duke Energy services through September 2023.
Repairs & Maintenance	\$ 7,000	\$ 11,584	165%	Egis property insurance paid in full.

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

Budget Analysis - Significant Variances
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<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<u>Common Area/Recreation</u>				
Utility-Electric	\$ 1,250	\$ 1,376	110%	Duke Energy services through September 2023.
Repairs & Maintenance	\$ 30,000	\$ 31,869	106%	Various repairs to-date
Landscape Maintenance	\$ 291,114	\$ 304,423	105%	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.
<u>Fairfax Hall</u>				
Utility-Electric	\$ 14,392	\$ 21,923	152%	Duke Energy services through September 2023.
Repairs & Maintenance	\$ 15,000	\$ 30,888	206%	Unexpected Fairfax Hall various repairs.
<u>Social Center</u>				
Utility-Electric	\$ 5,343	\$ 7,360	138%	Duke Energy services through September 2023.
<u>Lexington Spa</u>				
Repairs & Maintenance	\$ 20,000	\$ 28,583	143%	Additional pool/spa area repairs and maintenance.
Operating Supplies	\$ 2,500	\$ 3,362	134%	Additional operating supplies including pool signs

ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 09/01/23 to 09/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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TRUIST (SUNTRUST) - GF OPERATING ACCOUNT - (ACCT#XXXXX1442)

CHECK # 3257

09/05/23	Vendor	FLORIDA AQUA GROUP LLC	INV-000262	POOL CLEANING SEP 2023	Pool Maintenance	001-531034-57258	\$5,700.00
Check Total							\$5,700.00

CHECK # 3258

09/05/23	Vendor	HOME DEPOT	081323-8496 ACH	AUG 2023 PURCHASES	Repairs & Maintenance	001-546156-57221	\$5.61
Check Total							\$5.61

CHECK # 3259

09/05/23	Vendor	INFRAMARK, LLC	99867	MGMNT SVCS AUG 2023	MGMNT FEES	001-531093-51302	\$4,458.33
09/05/23	Vendor	INFRAMARK, LLC	99867	MGMNT SVCS AUG 2023	ONSITE MGMNT	001-534210-53948	\$22,235.17
09/05/23	Vendor	INFRAMARK, LLC	99867	MGMNT SVCS AUG 2023	POSTAGE	001-541010-51302	\$715.94
09/05/23	Vendor	INFRAMARK, LLC	99867	MGMNT SVCS AUG 2023	Dues, Licenses, Subscriptions	001-554020-51302	\$373.33
09/05/23	Vendor	INFRAMARK, LLC	99867	MGMNT SVCS AUG 2023	COPIES	001-547001-51302	\$426.40
09/05/23	Vendor	INFRAMARK, LLC	99867	MGMNT SVCS AUG 2023	MAILING NOTICES	001-541006-51302	\$366.10
Check Total							\$28,575.27

CHECK # 3260

09/05/23	Vendor	LISA M SCHATTIE	1137	GROUP FITNESS 8/26/23	Fitness Instructors	001-534112-57258	\$40.00
Check Total							\$40.00

CHECK # 3261

09/05/23	Vendor	UNI-FIRST CORPORATION	3090061298	MATS	Janitorial Services & Supplies	001-534349-53948	\$112.32
Check Total							\$112.32

CHECK # 3263

09/26/23	Vendor	ACE HARDWARE	583670/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$42.98
09/26/23	Vendor	ACE HARDWARE	583551/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$121.95
09/26/23	Vendor	ACE HARDWARE	583705/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$45.75
09/26/23	Vendor	ACE HARDWARE	583755/5	FASTENERS	Operating Supplies	001-552025-57221	\$25.54
09/26/23	Vendor	ACE HARDWARE	584239/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$34.97
09/26/23	Vendor	ACE HARDWARE	583707/5	MAINT SUPPLIES- FASTENERS	Operating Supplies	001-552025-57221	\$8.16
09/26/23	Vendor	ACE HARDWARE	583698/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$34.49
09/26/23	Vendor	ACE HARDWARE	583530/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$58.55
09/26/23	Vendor	ACE HARDWARE	583737/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$11.98
09/26/23	Vendor	ACE HARDWARE	583686/5	MAINT SUPPLIES- FASTENERS	Operating Supplies	001-552025-57221	\$17.83
09/26/23	Vendor	ACE HARDWARE	583742/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$34.99

ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 09/01/23 to 09/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
09/26/23	Vendor	ACE HARDWARE	583694/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$9.99
09/26/23	Vendor	ACE HARDWARE	584287/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$6.59
09/26/23	Vendor	ACE HARDWARE	583501/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$82.94
09/26/23	Vendor	ACE HARDWARE	583448/5	MAINR SUPPLIES- FASTENERS	Operating Supplies	001-552025-57221	\$15.34
09/26/23	Vendor	ACE HARDWARE	583640/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$34.36
09/26/23	Vendor	ACE HARDWARE	583457/5	MAINT SUPPLIES	Operating Supplies	001-552025-57221	\$27.98
09/26/23	Vendor	ACE HARDWARE	574399/5	CREDIT RETURN G	Operating Supplies	001-552025-57255	(\$5.02)
Check Total							\$609.37
CHECK # 3264							
09/26/23	Vendor	ALLIED UNIVERSAL SECURITY SERVICES	14712563	SEC SVCS 8/1-8/31/23	Contracts-Security Services	001-534037-53904	\$11,561.40
Check Total							\$11,561.40
CHECK # 3266							
09/26/23	Vendor	EGIS INSURANCE ADVISORS LLC	19597	INSURANCE POLICY 10/01/23-10/01/24	Worker's comp policy	155000	\$121,704.00
09/26/23	Vendor	EGIS INSURANCE ADVISORS LLC	19565	WORKER'S COMP POLICY 10/01/23-10/01/24	Worker's comp policy	155000	\$850.00
Check Total							\$122,554.00
CHECK # 3267							
09/26/23	Vendor	FLORALAWN INC	20101	JULY 2023 IRR REPAIR FROM INSPECTION	IRRIGATION	001-546179-57221	\$1,875.00
Check Total							\$1,875.00
CHECK # 3268							
09/26/23	Vendor	FLORIDA AQUA GROUP LLC	INV-000226	POOL MAINT- PUMP SEAL KIT	Pool Maintenance	001-531034-57258	\$173.45
Check Total							\$173.45
CHECK # 3269							
09/26/23	Vendor	JOHN HEISNER	082323	REIMB FOR RV SPACE	RV Parking Lot Revenue	369990	\$256.50
Check Total							\$256.50
CHECK # 3270							
09/26/23	Vendor	SUSAN KAPLAN	30	FITNESS INSTRUCTOR 5/29-6/7/23	Fitness Instructors	001-534112-57258	\$180.00
09/26/23	Vendor	SUSAN KAPLAN	32	PILATES 6/26-7/5/23	Fitness Instructors	001-534112-57258	\$150.00
09/26/23	Vendor	SUSAN KAPLAN	25	PILATES 3/20-3/29/23	Fitness Instructors	001-534112-57258	\$180.00
09/26/23	Vendor	SUSAN KAPLAN	23	PILATES 2/20-3/1/23	Fitness Instructors	001-534112-57258	\$180.00
09/26/23	Vendor	SUSAN KAPLAN	31	PILATES/YOGA 6/12-6/21/23	Fitness Instructors	001-534112-57258	\$150.00
09/26/23	Vendor	SUSAN KAPLAN	28	PILATES 5/1-5/10/23	Fitness Instructors	001-534112-57258	\$150.00

ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 09/01/23 to 09/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
09/26/23	Vendor	SUSAN KAPLAN	29	PILATES 5/15-5/24/23	Fitness Instructors	001-534112-57258	\$180.00
09/26/23	Vendor	SUSAN KAPLAN	24	PILATES 3/6-3/15/23	Fitness Instructors	001-534112-57258	\$180.00
09/26/23	Vendor	SUSAN KAPLAN	26	PILATES 4/3-4/12/23	Fitness Instructors	001-534112-57258	\$180.00
09/26/23	Vendor	SUSAN KAPLAN	27	PILATES 4/17-4/26/23	Fitness Instructors	001-534112-57258	\$150.00
Check Total							\$1,680.00
CHECK # 3271							
09/26/23	Vendor	UNI-FIRST CORPORATION	3090063142	MATS	Janitorial Services & Supplies	001-534349-53948	\$112.32
Check Total							\$112.32
CHECK # 3272							
09/26/23	Vendor	US BANK	7037150	TRUSTEE FEES 08/01/2023-07/31/24	Prepaid Items	155000	\$4,040.63
Check Total							\$4,040.63
CHECK # 3273							
09/26/23	Vendor	WINDOW WALL LLC	001	50% DEPOSIT FOR PRO SHOP DOORS PROJECT	Capital Outlay	001-564043-53908	\$6,330.75
Check Total							\$6,330.75
CHECK # 3275							
09/27/23	Vendor	ANAGO OF ORLANDO	72565	JANITORIAL SVCS FROM 08/18/23-08/31/23	Janitorial Services and Supplies	001-534349-53948	\$3,694.22
09/27/23	Vendor	ANAGO OF ORLANDO	72583	SEP 2023 JANITORIAL SVCS	Janitorial Services and Supplies	001-534349-53948	\$7,645.00
09/27/23	Vendor	ANAGO OF ORLANDO	72565	TO REMOVE SALES TAX - TAX EXEMPT	Janitorial Services & Supplies	001-534349-53948	(\$241.68)
Check Total							\$11,097.54
ACH #DD1173							
09/01/23	Vendor	THE CITY OF LEESBURG - ACH	081023 ACH	BILL PRD 6/29-8/1/23	Utility - Water & Sewer	001-543021-53904	\$42.97
09/01/23	Vendor	THE CITY OF LEESBURG - ACH	081023 ACH	BILL PRD 6/29-8/1/23	Utility - Water & Sewer	001-543021-53948	\$241.46
09/01/23	Vendor	THE CITY OF LEESBURG - ACH	081023 ACH	BILL PRD 6/29-8/1/23	Utility - Water & Sewer	001-543021-57221	\$272.59
09/01/23	Vendor	THE CITY OF LEESBURG - ACH	081023 ACH	BILL PRD 6/29-8/1/23	Utility - Water & Sewer	001-543021-57245	\$100.83
09/01/23	Vendor	THE CITY OF LEESBURG - ACH	081023 ACH	BILL PRD 6/29-8/1/23	Utility - Water & Sewer	001-543021-57258	\$1,966.74
09/01/23	Vendor	THE CITY OF LEESBURG - ACH	081023 ACH	BILL PRD 6/29-8/1/23	Utility - Water & Sewer	001-543021-57259	\$386.61
ACH Total							\$3,011.20
ACH #DD1174							
09/01/23	Vendor	THE CITY OF LEESBURG - ACH	081123 ACH	SVCS FROM 06/29/23-07/31/23	Due from Golf	133517	\$11,555.67
ACH Total							\$11,555.67

ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 09/01/23 to 09/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #DD1180							
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Due from Golf	133517	\$4,454.95
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Utility - Electric	001-543041-53904	\$210.73
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Utility - Electric	001-543041-53948	\$440.96
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Utility - Electric	001-543041-57221	\$70.67
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Utility - Electric	001-543041-57245	\$2,552.37
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Utility - Electric	001-543041-57255	\$985.52
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Utility - Electric	001-543041-57258	\$3,742.19
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Utility - Electric	001-543041-57259	\$590.90
09/22/23	Vendor	DUKE ENERGY	090123 ACH	SVCS PRD 07/27/23-08/28/23	Street Lights	001-543057-53904	\$8,460.94
ACH Total							\$21,509.23
ACH #DD1181							
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	SUBSCRIPTIONS	001-554020-51302	\$11.97
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	SUBSCRIPTIONS	001-554020-51302	\$14.99
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	NOTICE OF COMMENCEMENT	001-549999-51302	\$13.46
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	SOAP DISPENSER / EMERGENCY LIGHT	001-546156-57258	\$153.06
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	OFFICE SUPPLIES	001-551002-53948	\$23.98
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	SHOWER LINER / CURTAIN	001-546156-57258	\$71.95
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	OFFICE SUPPLIES	001-551002-53948	\$12.50
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	R/M LEXINGTON SPA	001-546156-57258	\$34.07
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	MICROPHONES	001-549999-51302	\$204.00
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	CORK BULLETIN BOARD	001-552025-57255	\$37.49
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	CORK BULLETIN BOARD	001-552025-57255	\$37.49
09/09/23	Vendor	TRUIST BANK - ACH	081523-9326 ACH	JULY/AUG 2023 PURCHASES	MAINTENANCE	001-546156-53948	\$12.04
ACH Total							\$627.00
ACH #DD1182							
09/25/23	Vendor	SECO ENERGY	091023 ACH	BILL PRD 08/08-9/25/23	Electric gate house	001-543041-53904	\$37.57
09/25/23	Vendor	SECO ENERGY	091023 ACH	BILL PRD 08/08-9/25/23	Common area lights	001-543057-53904	\$995.98
ACH Total							\$1,033.55
Account Total							\$232,460.81