

**ARLINGTON RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Thursday, November 16, 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

Agenda

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

Revised Meeting Agenda Thursday, November 16, 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 who 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) Minute Time Limit** 2:05-2:20
 4. **Staff Reports**
 - A. General Manager: Golf, Food, and Beverage 2:20-2:30
 1. Monthly Report **P. 7**
 - B. District Engineer 2:30-2:45
 1. Consideration of Pegasus Engineer Services Proposal **P. 12**
 2. Drainage Maintenance Repairs Report **P. 18**
 3. Consideration of Element Environmental Depressions #2 and #3 Proposal **P. 34**
 4. Consideration of Element Environmental Areas #4 and #5 Proposal **P. 39**
 - C. District Counsel..... 2:45-2:55
 5. **Business Items**
 - A. Consideration of Resolution 2024-01, Amending Fiscal Year 2023 Budget **P. 45** 2:55-3:10
 - B. Financial Statements **P. 64** 3:10-3:15
 - C. Motion to Assign Fund Balance for Fiscal Year 2023 **P. 84** 3:15-3:30
 - D. Consideration of Scope of Work for Cart Barn Electrical Panel **P. 87** 3:30-3:35
 - E. Consideration of Pool Table Recovering Proposals **P. 91** 3:35-3:45
 - F. Consideration of Golf Course Management Services RFP **P. 94** 3:45-4:05
 - G. Consideration of Food and Beverage Operation Services RFP **P. 123** 4:05-4:35
 - H. Consideration of Blue Ridge Activity Center Space Use Designation Proposal **P. 145** 4:35-4:50
 6. **Break** 4:50-5:00
 7. **Business Items (Part Two)**
 - I. Discussion of Palm Tree Removal at the Pool..... 5:00-5:05
 - J. Discussion of Arlington Room 5:05-5:10
 - K. Discussion of Zoom/ Equipment Used at Monthly Meetings 5:10-5:20
 - L. Discussion of Golf Pro Shop Door 5:20-5:30

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. Staff Reports (Part Two)**
 - D. Community Director.....5:30-5:40
 - E. District Manager.....5:40-5:50
- 9. Consent Agenda 5:50-6:10**
 - A. Meeting Minutes from October 19, 2023 **P. 149**
 - B. Check Register **P. 160**
- 10. Supervisor Requests 6:10-6:20**
- 11. Audience Comments – Three-(3) Minute Time Limit 6:20-6:30**
- 12. Adjournment..... 6:30**

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

District Office:

Inframark

313 Campus Street, Celebration, FL 34747
407-566-1935
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Fairfax Hall

4475 Arlington Ridge Blvd., Leesburg, FL 34748
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Section 4

Staff Reports

Subsection 4A

General Manager: Golf, Food, and Beverage

Subsection 4A(1)

Monthly Report



Good afternoon, Board Members,

Below is a current update from the restaurant and golf operations.

FROM THE GENERAL MANAGER:

Restaurant Updates

October's slow start was had a direct impact on total revenue for the month. The last two weeks of the month were much stronger mostly due to events that had been scheduled. "Italian Pasta Night", Lake County Women's Advocacy Group, and the Village Green Event along with the Bay Street Baptist Church and Halloween Night Golf events that included food and beverage service were all great events. Total revenue for the month was \$72,697 which was \$21,678 short of our budget revenue. Labor was another key factor in total bottom line loss for the month. The restaurant paid premium rates for two temporary employees that worked full weekly shifts throughout the month. We are now able to hire these two employees directly, which will lower our total labor cost significantly. Total loss for the month of October was \$-22,304.

November is starting off in a completely opposite direction. Daily dining service has increased, and we have already had three golf events that included food & beverage service. Two of the events were outside golf tournament, the Imagine School Outing included breakfast and lunch for 63 players and the Wisconsin Group Outing included a boxed lunch and then dinner for 76 players.

Upcoming November events include two \$8 Burger Nights, a Mexican Fiesta Buffet, and Thanksgiving Day Buffet. Two other events scheduled for this month are Member-Guest Tournament and an off-site catered event at The Plantation. This Veteran's Day dinner is for 200 guests and will bring \$5,400 in food revenue. The Lake County Women's Advocacy group is also scheduled this month and we expect at least 80 guests to attend.

Working with the F&B Panel, we were able to finalize our new fall menus. The new fall dinner menu will include great appetizers like a Pesto Chicken Flatbread and Bang-Bang Shrimp. Our entrees will include Grilled Mahi with a Citrus Blanc sauce, Wild Mushroom with Pesto Cream, and a Classic Beef Burgundy, just to name a few. The staff, along with some suggestions from our F&B Panel, are also finalizing a Pub Menu that will only be available in the Tavern. Our pub menu will have staple items like chicken wings and pretzel and beer cheese. We will also be rotating other items such as jalapeno poppers and loaded nachos bi-weekly.

The Tavern, Dinner, and Pub menus will be available certain days of the week.

- We continue to spot spray these areas daily and continue to move forward in getting these areas under control as well.
- We've seen numerous brown spots from this spraying and currently can see all these spots greening back up and going away.
- Future projects:
 - We've sprayed the waste areas on #1 and #6 and currently removing all the dead weeds from these areas.
 - Continue to work on tee box areas and make them look aesthetically better and have a nice fresh look.
 - We've had two (2) tree companies come out and tour the property to give us quotes on trimming the trees on the Golf Course and get the correct height they need to be on
 - Continued to make sure our equipment is running correctly and making sure we are making good cuts in all areas. We did replace the reels on the green mowers and that will make a better ball roll as well as speed up the greens.
 - Started with the pigment process to make sure the golf course stays green in the winter time.
 - Maintain the project of working on golf cart traffic to make these areas look better and have better flow with all the cart traffic.

Memberships:

- Had a very strong membership push at the end of the month and our numbers have grown over year to year.
 - 100 single memberships
 - 29 couple memberships
 - 62 social memberships
- We had some great member events this past month.
 - Halloween Glow in the dark event with 84 players
 - Turkey Shoot with 32 players.
 - All members have expressed the wonderful time they had in each event.
- Getting ready for some great events in November and getting ready for the Holidays
- The league number have also grown in the past month as well.

Public Play & Outings:

- Have had numerous outside events in the month of October and they were all very successful and working on resigning them for next year.
- We've seen an increase without side play as the course conditions continue to get better.

Overall October was a great month for a lot of positive changes and continued growth. I look forward to a successful November and more positive changes to Arlington Ridge Golf Club.

Please enjoy the rest of your day...

Subsection 4B

District Engineer

Subsection 4B(1)

Pegasus Engineer Services Proposal



November 6, 2023

MSC-22073

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

**Re: Arlington Ridge Community Development District
Fiscal Year 2023/2024 District Engineer Services**

Dear Angel:

The purpose of this proposal is to respectfully request authorization to provide professional engineering services associated with the above referenced community. Specifically, to perform the following services during Fiscal Year 2023/2024 (from October 1, 2023 through September 30, 2024) for the Arlington Ridge Community Development District (CDD):

1. Prepare for and attend monthly Arlington Ridge Community Development District (CDD) Board of Supervisors meetings. More specifically, attend the CDD meetings on the third Thursday of every month.
2. Prepare for and conduct field reviews with the CDD Board Members and/or Inframark Management Services to investigate known problem areas and/or evaluate potential areas in need of repairs.
3. Review permitted construction plans and drainage calculations to evaluate requested CDD property modifications.
4. Update the CDD Ownership and Maintenance Map and/or the Stormwater Infrastructure Exhibit, as needed.
5. Assist the CDD Board Members and/or Inframark with current and future projects (e.g., stormwater repairs and improvements, roadway pavement markings, golf course maintenance improvements, etc.).

"Engineering a Higher Standard"

301 West State Road 434, Suite 309, Winter Springs, FL 32708 • 407-992-9160 • Fax 407-358-5155

www.pegasusengineering.net

Ms. Angel Montagna

November 6, 2023

Page 2

6. Coordinate with subconsultants (e.g., surveyors, geotechnical engineers, and wetland scientists) to provide services requested by the CDD (e.g., CCTV pipe inspections, perform specific-purpose survey services, utility locates, preparation of easement documents, subsurface investigations, pavement cores, etc.).
7. Prepare conceptual plans and cost estimates for future capital projects to solicit / request bids from qualified general contractors.

The above-described services will be performed for an hourly not-to-exceed fee amount of **\$75,000** (refer to the attached Hourly Rate Sheet). Requested subconsultant services, incurred in connection with the above-described work, will be invoiced separately from the labor costs. In case the requested services exceed the anticipated contract amount, Pegasus Engineering will request additional funding, as necessary, to successfully address the requested engineering tasks.

We sincerely appreciate the opportunity to serve as the Arlington Ridge CDD District Engineer. If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

Respectfully,

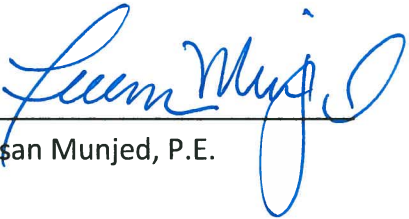
PEGASUS ENGINEERING, LLC

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

cc: Jennifer Kilinski, District Counsel

**Arlington Ridge Community Development District
Fiscal Year 2023/2024 District Engineer Services**

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E. Principal November 6, 2023
Officer's Title Date

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

Authorized Signature _____
Officer's Title _____
Date

Attachment "A"

Hourly Rate Sheet



FISCAL YEAR 2023/2024 HOURLY RATE SCHEDULE		
Senior Project Manager		\$195.00 / Hour
Project Manager		\$190.00 / Hour
Senior Project Engineer		\$180.00 / Hour
Project Engineer		\$150.00 / Hour
Senior Designer		\$100.00 / Hour
Senior CADD / GIS Technician		\$100.00 / Hour
Designer		\$90.00 / Hour
Word Processor / Clerical		\$80.00 / Hour
Mileage		0.56¢ / mile
Copies and Prints (In-House)		
Black and White Copies		
	8.5 x 11	\$0.10 / page
	11 x 17	\$0.15 / page
Color Copies		
	8.5 x 11	\$1.00 / page
	11 x 17	\$1.50 / page
Plots (In-House)		
	All Color Plots	\$5.00 / SF
	All B&W Sizes	\$0.15 / SF
Overnight Delivery		Actual Cost
Courier Services		Actual Cost
Postage		Actual Cost
Government Permits		Actual Cost


Subsection 4B(2)

Drainage Maintenance Repairs Report



PROJECT MEMORANDUM

To: Arlington Ridge Community Development District Board of Supervisors

From: David Hamstra, P.E., CFM
District Engineer 

Date: October 19, 2023 (revised November 11, 2023)

Re: **Arlington Ridge Community Development District**

Subject: **Drainage Maintenance Repairs**

Last year, Pegasus Engineering conducted site inspections to assess the condition of the existing stormwater management systems. More specifically, Pegasus Engineering (David Hamstra) inspected all the existing stormwater ponds, control structures, culverts, outfall pipes, and inflow pipes to identify and prioritize any required repairs (refer to **Exhibit 1** for the Arlington Ridge Stormwater Management System). Pegasus identified six drainage improvement projects that were presented to the Board of Supervisors during the October 20, 2022, CDD meeting and in the spring of 2023 a contractor (Element Environmental) was retained to implement the recommended drainage improvements which were recently completed.

In addition to the six recommended drainage improvements, Pegasus Engineering identified 16 drainage maintenance related improvements. It is our opinion that these 16 drainage maintenance repairs can be addressed by Inframark and Element Environmental). Please note that the following projects are not in order of priority.

On Thursday, November 9, 2023, Pegasus Engineering (David Hamstra) met with representatives of Inframark (Lynn Hayes, Lee Graffius, and Leo Lluberes) to conduct site inspections and confirm which repairs would be handled by Inframark and what repairs would be covered by Element Environmental (P.J. Piney). Based on the site inspections, the following was agreed upon:

- Inframark will address Problem Areas 1, 2, 3, 6, 7, 9, 11, 15, and 16.
- Element Environmental will submit a quote to address Problem Areas 4 and 5.
- Problem Areas 8, 10, 12, 13, and 14 are no longer needed.

"Engineering a Higher Standard"

LEGEND:

- Bold Green Text** – Comments from Inframark and/or questions for Pegasus Engineering.
- Bold Blue Text** – Coordinate with Element Environmental (P.J. Piney) to request quotes.
- Bold Red Text** – Repairs to be performed by Inframark.

1. Pond P-CH (Structure C) – remove the sabal palm tree adjacent to the drainage structure (refer to Photograph No. 1).



Photograph 1

Inframark will request a quote for removal of the Sabal Palm Tree when there are three other trees that require removal. Note that brush has grown since the October 2022 report (refer to adjacent photograph). Inframark will remove the brush.



2. Pond P-CH (Structure D) – remove the vegetation adjacent to the drainage structure and underneath the skimmer blade (refer to Photographs No. 2 and 3).

Inframark will remove the vegetation at the base of the skimmer blade.



Photograph 2



Photograph 3

3. Pond P-15-1 (Structure B) – add sod to the pond side slope in the vicinity of the culvert (refer to Photograph No. 4).



Photograph 4

Much of this area has experienced growth since the October 2022 report (refer to Photograph No. 4A). Pine straw on the remaining area is recommended since the pine roots will inhibit any sod growth. **Inframark will add pine straw.**



Photograph 4A



Photograph 4B

Pond P-15-1 (Structure A)

Inframark will remove the sediments at the outlet of the pipe and dig a small channel towards the center of the pond to encourage positive flow (refer to Photograph 4B).

4. Pond P-15-3 (Structure A) – locate and expose the inflow pipe, re-grade, and sod area (refer to Photographs No. 5, 6, and 7).

Element Environmental shall expose the outfall pipe, construct a concrete mitered end section, regrade the area between the outlet and the pond bottom, and install riprap and underlayment between the outlet and the pond bottom (refer to Photograph 5A).



Photograph 5



Photograph 5A



Photograph 6



Photograph 7

Pond P-15-3 (Structure C)

Element Environmental shall remove the large broken concrete curb, backfill, and compact underneath the mitered end section, and install riprap and underlayment.



Photograph 7A

5. Pond P-13-1 (Structures B and C) – locate and expose the inflow pipes, re-grade, and sod area (refer to Photograph No. 8).

Element Environmental shall remove vegetations 5 feet around each outfall, expose Structures B and C, remove excess sediments, and re-grade to create positive drainage into the pond.



Photograph 8

6. Pond P-11-3 (Structure B) – cut flush the rebar extending above the top of the concrete end treatment (refer to Photograph No. 9).

Inframark shall remove the rebar.

Photograph 9



7. Pond P-B1 (Structure C) – re-attach the skimmer blade on the south side of the control structure and replace the cracked skimmer blade on the north end (refer to Photograph No. 10).

Inframark shall re-attach the skimmer blade to the control structure.

Photograph 10



8. Pond P-17-1 (Structure A) – install sod on all four (4) sides adjacent to the control structure (refer to Photograph No. 11).

Sod has partially regrown (refer to Photograph No. 11A). This area will continue to be monitored.



Photograph 11A



Photograph 11

Pond P-17-4 (Structure B)

Small cleanout drain marked with cone. Suggest having the golf course maintenance staff cut back the existing vegetation and expose the drain to inspect the current conditions.



9. Conservation Area (Structure C) – remove the vegetation adjacent to the control structure and underneath the skimmer blade (refer to Photographs No. 12 and 13).

Inframark shall address this drainage structure.



Photograph 12



Photograph 13

10. Arlington Ridge Boulevard (Structure A) – remove the brush and vegetation downstream (east) of the culvert (refer to Photographs No. 14 and 15).

The vegetation has been removed by others.



Photograph 14



Photograph 15

11. Pond P-4-1 (Structure A) – re-attach the skimmer blade to the control structure (refer to Photograph No. 16).

Inframark shall re-attach the skimmer blade to the control structure.



Photograph 16

12. Pond P-5-1 (Structure A) – install sod on the pond side slope in the vicinity of the culvert and remove sediments within the culvert (refer to Photograph No. 17).

Most of the pond side slope has re-vegetated. This area will continue to be monitored.



Photograph 17

13. Pond P-5-2 (Structure A) – backfill, compact, and sod the scour area in front of the control structure (refer to Photograph No. 18).

Sediments have filled-in much of this area. This area will continue to be monitored.



Photograph 18



Photograph 18A

14. Pond P-6-2 (Structure B) – install sod adjacent to the control structure (refer to Photograph No. 19).

The area adjacent to the control structure now encompasses sod (refer to Photograph No 19A). No maintenance repairs are needed currently.



Photograph 19A



Photograph 19

15. Pond P-8-1 (Structure A) – install a new skimmer blade at the proper elevations (refer to Photograph No. 20).

Inframark shall coordinate with the golf course to remove the vegetation near the control structure so Inframark can adjust the skimmer blade.



Photograph 20

16. Pond P-17-3 (Structure E) – backfill, compact, and install concrete riprap (refer to photographs below).

Inframark shall remove the sediments at the outlet of the culvert.



If you have any questions, please do not hesitate to contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

END OF MEMO

cc: Robert Hoover, CDD Chairman
Angel Montagna, Inframark Services
Lynn Hayes, Inframark Services
Lee Graffius, Inframark Services
Lee Llubes, Inframark Services
Pegasus Project File MSC-22073

Subsection 4B(3)

Element Environmental Depression #2 and #3 Proposal

Element Environmental LLC
PO Box 1158
Mulberry, FL 33860 US
Jpiney@elementenv.com



Estimate

ADDRESS

Inframark - Arlington Ridge CDD
313 Campus Street Celebration, FL 34747

ESTIMATE # 1048

DATE 11/14/2023

PROJECT SCOPE - Arlington Ridge Depressions 2&3	QTY	RATE	AMOUNT
Pond P-C1 Depression #3 Excavate an area of 10-feet by 10-feet centered on the depression to a depth of 8 feet and recompact the placed fill to a minimum of 95% of the backfill materials modified proctor maximum dry density. Flowable fill meeting the minimum requirements of Section 121 of the FDOT Standard Specifications for Road and Bridge Construction may be utilized as an alternative for compacted fill where site restraints prevent compaction of backfill. Due to horizontal space limitations and the vertical cut depth of 8 feet, temporary shoring may be required to support the excavation. The materials encountered on site would classify as Type C per OSHA standards.	1	6,250.00	6,250.00
Pond P-6-2 Depression #2 Excavate an area of 5-feet by 5-feet centered on the depression to a depth of 5 feet and recompact the placed fill to a minimum of 95% of the backfill materials modified proctor maximum dry density. Flowable fill meeting the minimum requirements of Section 121 of the FDOT Standard Specifications for Road and Bridge Construction may be utilized as an alternative for compacted fill where site restraints prevent compaction of backfill. The materials encountered on site would classify as Type C per OSHA standards.	1	3,600.00	3,600.00
Thank you and have a great day!	TOTAL		\$9,850.00



TERMS AND CONDITIONS OF PAYMENT

Net 30 days

Prices quoted are valid for 90 days from the date of this proposal.

Thank you for the opportunity to partner with you on this project.

Sincerely,

James "PJ" Piney
ELEMENT ENVIRONMENTAL
863-797-9970

The undersigned parties warrant that they are authorized representatives of their respective companies or residence and have the requisite authority to bind their employer and/or principle.

Client Signature: _____ **Date:** _____

Print Name / Title: _____

Element Environmental

Signature: _____ **Date:** _____

Print Name / Title: _____

Lakeland Office:
1236 Stratton Ct West
Lakeland, FL 33813
PHONE: 863-797-9970



General Terms and Conditions

Estimate Approval: The authorizing party automatically enters a contract with Element Environmental when they confirm their estimate, pay a deposit, and/or verbally agree to the description and cost via our scheduling application. The authorizing party cannot request additional work from the crew directly unless it is approved by the project manager, and the additional costs are expressly approved by the authorizing party.

Scheduling: Job scheduling is dependent on weather conditions, workload, and geographic relationship to other scheduled work and other unforeseen issues. Element Environmental will do our best to meet all scheduled work dates but shall not be liable for damages due to delays. If the client requires that they be on site the day of the job, this must be expressed when confirming the estimate. If times are given, they are approximate, and Element Environmental will not be responsible for being late or early.

Cancellation of Work: The customer shall provide at least 24 hours' advance notice of any full or partial work cancellation. If a crew has been mobilized to the job site, the customer will be assessed a mobilization fee of \$250.00 for incurred expenses. If the job site is made inaccessible to the crews of Element because of parked vehicles or other obstructions a \$300 fee will be assessed.

Withdrawal of Proposal by Element Environmental: Proposals for work expire within 90 days of estimate unless otherwise noted. Element Environmental reserves the right to withdraw a proposal for any reason. In cases where Element Environmental withdraws a proposal (before work has begun), all deposits and payments will be refunded.

Completion of Contract: Element Environmental agrees to do its best to meet performance dates but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control.

Insurance by Contractor: Element Environmental warrants that it is insured for liability resulting from injury/damage to person(s) or property and that all employees are fully covered by Workers' Compensation as required by law. Current Certificates of Insurance are available upon request.

Safety & Tree Care Standards: All Element Environmental arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. All work is performed in accordance with the Best Management Practices (BMPs) set forth by the International Society of Arboriculture (ISA) as well as current American National Standards Institute (ANSI) Standards for Tree Care Operations. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on site.

Concealed Contingencies: Element Environmental is not responsible for damage to underground sprinklers, drain lines, invisible fences, or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party. Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and materials basis.

Driveways/Sidewalks/Lawns: Element Environmental will reasonably attempt to minimize damage to driveways, sidewalks, lawns, patios or other property. In the event that our equipment causes settling, cracking, or other damage to driveways and/or sidewalks, and/or disturbances to the customer's lawn, or property, Element Environmental is not liable for any repairs or incurred costs.

Tree Risk: When prominent risk conditions in trees are detected by Element Environmental, we will make every effort to proceed with the work promptly. However, Element Environmental does not assume any liability for any accident, damage or injury that may occur on the ground or on any other object or structure prior to the work beginning, nor are we liable for any unforeseen hazards encountered.

Site Preparation: Customer agrees to remove or clearly mark any hazardous debris within the site. Items such as plastic tarps, tires, rebar, large metal objects, etc. can be detrimental to clearing equipment. Element Environmental reserves the right to charge daily rate pricing in the event that such debris are not removed or clearly marked causing equipment to break down and need repairs. If such an event occurs, Element Environmental agrees to communicate with the client and work diligently to repair equipment in a timely manner.

Lakeland Office:
1236 Stratton Ct West
Lakeland, FL 33813
PHONE: 863-797-9970



Ownership: The customer warrants that all trees, plant material and property upon which work is to be performed are either owned by him/her or that permission for the work has been obtained by the owner. The customer is solely responsible for obtaining any required permit to complete the work. Element Environmental is to be held harmless from all claims for damages resulting from the customer's failure to obtain such permission and permits.

Billing, Deposits, Terms of Payment: The final invoice for the balance due will be issued via email and/or text message at the completion of work. For extended period projects lasting several weeks, or other proposals requiring upfront purchase of materials, progress payments will be required prior to commencement of the job. Payment responsibility automatically falls to the authorizing party; it is not the responsibility of Element Environmental to wait for or seek payment from a third party (neighbor, insurance company, client, etc.). All invoices are payable upon completion of issuance of invoice. Accounts not paid in full within 15 days will result in a finance charge of 5% per month. Any fees incurred due to insufficient funds or returned checks will be the responsibility of the authorizing party and are subject to the terms of the original invoice. Please note that additional services will be delayed or cancelled due to outstanding balances.

Permitting: Hiring contractor will be responsible for obtaining any required permits prior to the start of any work.

Lakeland Office:
1236 Stratton Ct West
Lakeland, FL 33813
PHONE: 863-797-9970

Subsection 4B(4)

Element Environmental Areas #4 and #5 Proposal

Element Environmental LLC
PO Box 1158
Mulberry, FL 33860 US
Jpiney@elementenv.com



Estimate

ADDRESS

Inframark - Arlington Ridge
CDD
313 Campus Street
Celebration, FL 34747

ESTIMATE # 1049

DATE 11/14/2023

PROJECT SCOPE	QTY	RATE	AMOUNT
Pond P-15-3 Structure A Expose the outfall pipe, construct concrete mitered end section, and regrade the area between the outlet and pond bottom. Install rip rap catch basin at the end of the outlet. Basin to be lined with geo fabric. Sod all disturbed areas.	1	8,600.00	8,600.00
Pond P-15-3 Structure C Remove and dispose of all broken concrete. Backfill and compact area around mitered end section. Install rip rap catch basin at the end of the outlet. Basin to be lined with geo fabric. Sod Disturbed areas with bahia sod.	1	2,500.00	2,500.00
Pond P-13-1 Structures B&C Remove all vegetation 5 feet around each outfall and dispose off-site. Remove excess sediment. Re-grade to create positive drainage into the pond. Sod disturbed areas with st augustine sod. **Any irrigation damage caused by Element along pond bank will be repaired at no cost.	1	8,036.00	8,036.00
Thank you and have a great day!	TOTAL		\$19,136.00



TERMS AND CONDITIONS OF PAYMENT

Net 30 days

Prices quoted are valid for 90 days from the date of this proposal.

Thank you for the opportunity to partner with you on this project.

Sincerely,

James "PJ" Piney
ELEMENT ENVIRONMENTAL
863-797-9970

The undersigned parties warrant that they are authorized representatives of their respective companies or residence and have the requisite authority to bind their employer and/or principle.

Client Signature: _____ **Date:** _____

Print Name / Title: _____

Element Environmental

Signature: _____ **Date:** _____

Print Name / Title: _____

Lakeland Office:
1236 Stratton Ct West
Lakeland, FL 33813
PHONE: 863-797-9970



General Terms and Conditions

Estimate Approval: The authorizing party automatically enters a contract with Element Environmental when they confirm their estimate, pay a deposit, and/or verbally agree to the description and cost via our scheduling application. The authorizing party cannot request additional work from the crew directly unless it is approved by the project manager, and the additional costs are expressly approved by the authorizing party.

Scheduling: Job scheduling is dependent on weather conditions, workload, and geographic relationship to other scheduled work and other unforeseen issues. Element Environmental will do our best to meet all scheduled work dates but shall not be liable for damages due to delays. If the client requires that they be on site the day of the job, this must be expressed when confirming the estimate. If times are given, they are approximate, and Element Environmental will not be responsible for being late or early.

Cancellation of Work: The customer shall provide at least 24 hours' advance notice of any full or partial work cancellation. If a crew has been mobilized to the job site, the customer will be assessed a mobilization fee of \$250.00 for incurred expenses. If the job site is made inaccessible to the crews of Element because of parked vehicles or other obstructions a \$300 fee will be assessed.

Withdrawal of Proposal by Element Environmental: Proposals for work expire within 90 days of estimate unless otherwise noted. Element Environmental reserves the right to withdraw a proposal for any reason. In cases where Element Environmental withdraws a proposal (before work has begun), all deposits and payments will be refunded.

Completion of Contract: Element Environmental agrees to do its best to meet performance dates but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control.

Insurance by Contractor: Element Environmental warrants that it is insured for liability resulting from injury/damage to person(s) or property and that all employees are fully covered by Workers' Compensation as required by law. Current Certificates of Insurance are available upon request.

Safety & Tree Care Standards: All Element Environmental arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. All work is performed in accordance with the Best Management Practices (BMPs) set forth by the International Society of Arboriculture (ISA) as well as current American National Standards Institute (ANSI) Standards for Tree Care Operations. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on site.

Concealed Contingencies: Element Environmental is not responsible for damage to underground sprinklers, drain lines, invisible fences, or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party. Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and materials basis.

Driveways/Sidewalks/Lawns: Element Environmental will reasonably attempt to minimize damage to driveways, sidewalks, lawns, patios or other property. In the event that our equipment causes settling, cracking, or other damage to driveways and/or sidewalks, and/or disturbances to the customer's lawn, or property, Element Environmental is not liable for any repairs or incurred costs.

Tree Risk: When prominent risk conditions in trees are detected by Element Environmental, we will make every effort to proceed with the work promptly. However, Element Environmental does not assume any liability for any accident, damage or injury that may occur on the ground or on any other object or structure prior to the work beginning, nor are we liable for any unforeseen hazards encountered.

Site Preparation: Customer agrees to remove or clearly mark any hazardous debris within the site. Items such as plastic tarps, tires, rebar, large metal objects, etc. can be detrimental to clearing equipment. Element Environmental reserves the right to charge daily rate pricing in the event that such debris are not removed or clearly marked causing equipment to break down and need repairs. If such an event occurs, Element Environmental agrees to communicate with the client and work diligently to repair equipment in a timely manner.

Lakeland Office:
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Lakeland, FL 33813
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Ownership: The customer warrants that all trees, plant material and property upon which work is to be performed are either owned by him/her or that permission for the work has been obtained by the owner. The customer is solely responsible for obtaining any required permit to complete the work. Element Environmental is to be held harmless from all claims for damages resulting from the customer's failure to obtain such permission and permits.

Billing, Deposits, Terms of Payment: The final invoice for the balance due will be issued via email and/or text message at the completion of work. For extended period projects lasting several weeks, or other proposals requiring upfront purchase of materials, progress payments will be required prior to commencement of the job. Payment responsibility automatically falls to the authorizing party; it is not the responsibility of Element Environmental to wait for or seek payment from a third party (neighbor, insurance company, client, etc.). All invoices are payable upon completion of issuance of invoice. Accounts not paid in full within 15 days will result in a finance charge of 5% per month. Any fees incurred due to insufficient funds or returned checks will be the responsibility of the authorizing party and are subject to the terms of the original invoice. Please note that additional services will be delayed or cancelled due to outstanding balances.

Permitting: Hiring contractor will be responsible for obtaining any required permits prior to the start of any work.

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Section 5

Business Items

Subsection 5A

Resolution 2024-01, Amending Fiscal Year 2023 Budget

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT AMENDING THE ADOPTED BUDGET FOR FISCAL YEAR 2023.

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

WHEREAS, the Board of Supervisors (“Board”) for the District adopted a budget for fiscal year 2023, which year begins October 1, 2022, and concludes September 30, 2023 (“FY2023”); and

WHEREAS, the Board desires to reallocate funds budgeted to reappropriate revenues and expenses approved during FY2023.

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

SECTION 1. The FY2023 budget is hereby amended in accordance with Exhibit A, attached.

SECTION 2. This Resolution shall become effective immediately upon its adoption and shall be reflected in the monthly and fiscal year end financial statements and audit report of the District.

PASSED AND ADOPTED THIS 16TH DAY OF NOVEMBER, 2023.

ATTEST:

**ARLINGTON RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A: Fiscal Year 2023 Budget Amendment

Proposed Budget Amendment
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES					
Interest - Investments	\$ 100	\$ -	\$ 100	\$ 130	\$ 30
Lexington Spa	3,000	-	3,000	4,910	1,910
Rental Income- Fairfax Hall	2,500	-	2,500	-	(2,500)
Special Assmnts- Tax Collector	2,233,233	-	2,233,233	2,240,248	7,015
Settlements	-	28,000	28,000	27,307	(693)
Other Miscellaneous Revenues	-	30,000	30,000	29,311	(689)
Access Cards	-	-	-	20	20
RV Parking Lot Revenue	27,700	-	27,700	25,063	(2,637)
TOTAL REVENUES	2,266,533	58,000	2,324,533	2,326,989	2,456
EXPENDITURES					
Administration					
P/R-Board of Supervisors	15,000	-	15,000	12,800	2,200
FICA Taxes	1,148	-	1,148	796	352
Payroll Taxes	-	2,000	2,000	1,989	11
Workers' Compensation	-	1,000	1,000	850	150
ProfServ-Arbitrage Rebate	600	-	600	600	-
ProfServ-Dissemination Agent	5,000	-	5,000	-	5,000
ProfServ-Trustee Fees	10,000	-	10,000	5,388	4,612
Attorney Fees	70,000	50,000	120,000	116,511	3,489
Engineering Fees	35,000	30,000	65,000	63,428	1,572
Management Services	53,500	-	53,500	53,500	-
Assessment Roll	7,500	-	7,500	-	7,500
Auditing Services	4,500	-	4,500	-	4,500
Postage and Freight	-	100	100	31	69
Postage	6,500	-	6,500	1,723	4,777
Insurance - General Liability	15,000	-	15,000	14,400	600
Legal Advertising	6,000	-	6,000	2,930	3,070
Misc-Property Taxes	-	3,000	3,000	1,937	1,063
Website Administration	3,000	-	3,000	1,553	1,447
Information Technology	2,775	-	2,775	1,445	1,330
Miscellaneous Expenses	3,000	30,000	33,000	30,199	2,801
Dues, Licenses, Subscriptions	175	5,000	5,175	3,661	1,514
Total Administration	238,698	121,100	359,798	313,741	46,057
Gatehouse					
Contracts-Security Services	150,000	7,000	157,000	155,922	1,078
Utility - Water & Sewer	510	190	700	540	160
Utility - Electric	4,200	-	4,200	2,857	1,343
Street Lights	108,000	16,000	124,000	122,112	1,888
Repairs & Maintenance	2,500	3,500	6,000	4,274	1,726
Security Enhancements	4,500	-	4,500	115	4,385
Total Gatehouse	269,710	26,690	296,400	285,820	10,580
Capital Expenditures & Projects					
Capital Projects	200,000	30,000	230,000	225,060	4,940
Total Capital Expenditures & Projects	200,000	30,000	230,000	225,060	4,940

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>Towncenter Administration</u>					
Pest Control	4,500	-	4,500	4,000	500
Onsite Management	266,822	-	266,822	265,476	1,346
Janitorial Services & Supplies	50,000	4,000	54,000	52,466	1,534
Utility - Water & Sewer	1,851	1,500	3,351	2,732	619
Utility - Electric	4,000	-	4,000	3,891	109
Rentals & Leases	4,500	-	4,500	4,078	422
Liability/Property Insurance	68,517	4,500	73,017	71,609	1,408
Repairs & Maintenance	7,000	6,500	13,500	11,678	1,822
Special Events	36,000	(20,000)	16,000	8,350	7,650
Office Supplies	9,000	-	9,000	4,025	4,975
Computer Supplies/Equipment	5,000	-	5,000	3,876	1,124
Club Activity Supplies	1,000	-	1,000	-	1,000
Total Towncenter Administration	458,190	(3,500)	454,690	432,181	22,509
<u>Common Area/Recreation</u>					
Utility - Water & Sewer	9,000	4,000	13,000	11,784	1,216
Utility - Electric	1,250	650	1,900	1,469	431
Repairs & Maintenance	30,000	3,000	33,000	32,604	396
Roadway Repair & Maintenance	25,000	(15,000)	10,000	294	9,706
Irrigation Repairs & Maintenance	35,000	-	35,000	36,382	(1,382)
Landscape Maintenance	291,114	15,000	306,114	304,423	1,691
Landscape Replacement	30,000	-	30,000	14,859	15,141
Landscape- Storm Clean Up & Tree Removal	25,000	100	25,100	25,027	73
Pond/Littoral Shelf & Wetland Mgmt	33,475	-	33,475	27,320	6,155
Sports Courts Maintenance & Supplies	3,000	8,000	11,000	9,990	1,010
Holiday Decoration	10,000	-	10,000	3,228	6,772
Operating Supplies	4,000	-	4,000	1,146	2,854
Total Common Area/Recreation	496,839	15,750	512,589	468,526	44,063
<u>Fairfax Hall</u>					
Utility - Water & Sewer	1,378	1,500	2,878	1,404	1,474
Utility - Electric	14,392	16,000	30,392	24,077	6,315
Repairs & Maintenance	15,000	18,000	33,000	31,589	1,411
Total Fairfax Hall	30,770	35,500	66,270	57,070	9,200
<u>Social Center</u>					
Utility - Water & Sewer	1,500	-	1,500	-	1,500
Utility - Electric	5,343	5,000	10,343	8,053	2,290
Repairs & Maintenance	7,500	-	7,500	575	6,925
Operating Supplies	2,000	-	2,000	191	1,809
Dues, Licenses, Subscriptions	2,200	-	2,200	(632)	2,832
Total Social Center	18,543	5,000	23,543	8,187	15,356
<u>Lexington Spa</u>					
ProfServ-Pool Maintenance	70,000	-	70,000	69,881	119
Fitness Instructors	12,000	-	12,000	9,660	2,340
Utility - Water & Sewer	28,620	-	28,620	19,745	8,875
Utility - Electric	56,709	-	56,709	49,533	7,176

Proposed Budget Amendment
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Repairs & Maintenance	20,000	10,000	30,000	28,583	1,417
Operating Supplies	2,500	1,000	3,500	3,362	138
Dues, Licenses, Subscriptions	1,050	-	1,050	940	110
Total Lexington Spa	190,879	11,000	201,879	181,704	20,175
Sales Center					
Utility - Water & Sewer	-	5,000	5,000	3,114	1,886
Utility - Electric	-	8,000	8,000	6,728	1,272
Repairs & Maintenance	-	3,000	3,000	1,950	1,050
Operations & Maintenance	28,850	(20,000)	8,850	7,105	1,745
Total Sales Center	28,850	(4,000)	24,850	18,897	5,953
TOTAL EXPENDITURES	1,932,479	237,540	2,170,019	1,991,186	178,833
Excess (deficiency) of revenues					
Over (under) expenditures	334,054	(179,540)	154,514	335,803	181,289
OTHER FINANCING SOURCES (USES)					
Transfer Out - Capital Reserve	(200,000)	-	(200,000)	(200,000)	-
Transfer Out - Golf Course/Food & Beverage	(66,305)	-	(66,305)	(66,305)	-
Transfer Out- Sales Center Revenue	(87,500)	-	(87,500)	(87,500)	-
TOTAL FINANCING SOURCES (USES)	(353,805)	-	(353,805)	(353,805)	-
Net change in fund balance	(19,751)	(179,540)	(199,291)	(18,002)	181,289
FUND BALANCE, BEGINNING (OCT 1, 2022)	283,124	-	283,124	283,124	-
FUND BALANCE, ENDING	\$ 263,373	\$ (179,540)	\$ 83,833	\$ 265,122	\$ 181,289

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -
Food Sales-On Course-F&B	5,568	-	5,568	7,281	1,713
Food Sales-Banquets-F&B	153,475	-	153,475	150,912	(2,563)
Food Sales-Clubhouse-F&B	502,030	-	502,030	484,883	(17,147)
Non-Alcoholic-Banquets-F&B	2,044	-	2,044	995	(1,049)
Non-Alcoholic-Clubhouse-F&B	9,499	40,000	49,499	47,881	(1,618)
Alc Sales (Beer)-Banquets-F&B	12,675	-	12,675	4,866	(7,809)
Alc Sales (Beer)-Clubhouse-F&B	92,089	-	92,089	90,745	(1,344)
Alc Sales (Wine)-Banquets-F&B	10,950	-	10,950	3,119	(7,831)
Alc Sales (Wine)-Clubhouse-F&B	34,426	-	34,426	43,805	9,379
Alc Sales (Liquor)-Banquet-F&B	12,875	-	12,875	9,093	(3,782)
Alc Sales (Liquor)-Clubhouse-F&B	80,237	-	80,237	85,945	5,708
Gratuity-Outings-F&B	-	-	-	(1,874)	(1,874)
Gratuity-Banquets-F&B	-	-	-	4,331	4,331
Room Charge-Banquets-F&B	1,400	-	1,400	955	(445)
Room Charge-Clubhouse-F&B	-	-	-	475	475
Equipment Rental Fees-Banquets-F&B	-	-	-	1,304	1,304
Non-Alcoholic-Outing-F&B	-	-	-	523	523
Food Sales-Outings	-	-	-	1,609	1,609
Non-Alcoholic-On Course-F&B	10,228	8,500	18,728	22,395	3,667
Alc Sales (Beer)-On Course-F&B	8,899	30,000	38,899	38,280	(619)
Alc Sales (Liquor)-On Course-F&B	5,674	-	5,674	9,326	3,652
Alc Sales (Wine)-On Course-F&B	1,891	-	1,891	116	(1,775)
Alc Sales (Beer)-Outings-F&B	-	-	-	521	521
Membership Dues - monthly	25,595	-	25,595	21,441	(4,154)
Other Miscellaneous Revenues	-	-	-	5,685	5,685
TOTAL REVENUES	969,555	78,500	1,048,055	1,034,612	(13,443)
<u>EXPENDITURES</u>					
<u>Administration</u>					
Payroll-Hourly	4,200	-	4,200	2,975	1,225
Payroll-Benefits	2,100	10,000	12,100	18,576	(6,476)
Payroll-Managers	36,050	-	36,050	29,832	6,218
Payroll-Processing Fee	7,222	-	7,222	5,913	1,309
Payroll - Bonus	3,500	-	3,500	(3,173)	6,673
Payroll Taxes	6,459	-	6,459	1,866	4,593
Legal/Accounting/Professional	265	-	265	131	134
BCG Management	52,980	-	52,980	37,502	15,478
Contracts-Pest Control	1,052	-	1,052	749	303
IT Support	2,121	-	2,121	2,100	21

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Travel and Per Diem	1,818	-	1,818	2,246	(428)
Training/Staff Development	1,364	-	1,364	1,100	264
Communication - Telephone	1,364	-	1,364	1,740	(376)
Communication - Mobile	455	-	455	322	133
Postage	303	-	303	196	107
Fed-Ex/Courier	-	-	-	20	(20)
Utility - Water & Sewer	4,485	-	4,485	4,969	(484)
Garbage Removal	2,677	-	2,677	3,419	(742)
Utility - Electric	13,503	10,000	23,503	31,557	(8,054)
Insurance-P&C	16,120	-	16,120	14,906	1,214
Insurance-Workmans Comp	6,758	-	6,758	6,641	117
R&M-Buildings	3,737	-	3,737	84	3,653
Equip Maint/Repair-Fix	-	-	-	375	(375)
Equip Maint/Repair-Prevent	1,010	-	1,010	-	1,010
Printing and Binding	221	-	221	419	(198)
Marketing	22,500	5,000	27,500	27,836	(336)
Help Wanted Ads	795	-	795	611	184
Promotions	1,069	-	1,069	920	149
Photography	340	-	340	-	340
Graphic Design	1,224	-	1,224	1,233	(9)
CX Evaluations-Mystery Shops	340	-	340	-	340
Advertising (Print)	2,601	-	2,601	1,767	834
Advertising (Electronic)	408	-	408	32	376
Miscellaneous Services	-	-	-	277	(277)
Misc-Employee Meals	3,333	-	3,333	3,261	72
Misc-Licenses & Permits	357	-	357	-	357
Misc-Credit Card Fees	25,349	-	25,349	20,983	4,366
Internet Access	-	1,000	1,000	909	91
TV/Cable or Dish	3,307	1,000	4,307	4,937	(630)
Bank Fees	758	-	758	991	(233)
Use Tax Expense	1,818	-	1,818	173	1,645
POS System Hardware	8,478	-	8,478	6,438	2,040
Misc-Contingency	425	-	425	-	425
Misc-Security	523	-	523	290	233
Website & Newsletter	3,019	-	3,019	3,801	(782)
Mileage Reimbursement	-	-	-	89	(89)
Office Supplies	4,690	2,000	6,690	5,754	936
Cleaning Supplies	1,414	-	1,414	570	844
Computer Supplies/Equipment	379	-	379	93	286
Operating Supplies	-	3,500	3,500	2,632	868
Op Supplies - Uniforms	253	-	253	-	253
Clubhouse Cleaning Service G&A	7,559	3,500	11,059	10,334	725

Proposed Budget Amendment
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Software	-	2,500	2,500	1,674	826
Education / Training	1,263	-	1,263	891	372
Chamber / Organization Dues	78	-	78	135	(57)
Total Administration	262,044	38,500	300,544	261,096	39,448
<u>Golf Operations</u>					
COS - Purchase Discounts	-	-	-	(68)	68
Total Golf Operations	-	-	-	(68)	68
<u>Food and Beverages</u>					
Payroll-Hourly	179,154	73,000	252,154	248,036	4,118
Payroll-Benefits	29,135	-	29,135	-	29,135
Payroll-Managers	152,310	-	152,310	126,179	26,131
Payroll-Commission	-	-	-	(883)	883
Commission-Banquet Sales	9,671	-	9,671	8,930	741
Payroll Taxes	33,261	7,000	40,261	41,381	(1,120)
Outside Services	4,263	-	4,263	5,211	(948)
Linen/Laundry	13,493	15,000	28,493	25,406	3,087
Grease Removal	1,800	-	1,800	1,250	550
Communication - Mobile	720	-	720	-	720
Utility - Gas	11,804	-	11,804	7,373	4,431
Equipment Rental	-	6,500	6,500	5,535	965
R&M-Buildings	2,400	-	2,400	-	2,400
Equip Maint/Repair-Fix	3,000	4,500	7,500	6,605	895
Equip Maint/Repair-Prevent	4,800	-	4,800	4,293	507
Misc-Entertainment	9,600	10,000	19,600	18,407	1,193
Decorations	1,400	-	1,400	941	459
Glassware/China/Silver	2,000	-	2,000	631	1,369
Cleaning Supplies	-	-	-	62	(62)
Supplies-Paper and Plastic	15,678	5,500	21,178	20,568	610
Supplies-Banquet	900	-	900	710	190
Supplies-Kitchen	3,100	-	3,100	2,376	724
Operating Supplies	-	-	-	37	(37)
Op Supplies - Uniforms	2,000	-	2,000	769	1,231
General Chemicals	7,961	-	7,961	8,854	(893)
COS - Beverage - Alch	72,870	6,000	78,870	80,788	(1,918)
COS - Beverage - Non Alch	8,708	15,000	23,708	27,205	(3,497)
COS - Food Sales	277,650	10,000	287,650	298,952	(11,302)
Total Food and Beverages	847,678	152,500	1,000,178	939,616	60,562
TOTAL EXPENDITURES	1,109,722	191,000	1,300,722	1,200,644	100,078

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Excess (deficiency) of revenues					
Over (under) expenditures	(140,167)	(112,500)	(252,667)	(166,032)	86,635
<u>OTHER FINANCING SOURCES (USES)</u>					
Transfer In - General Fund	-	-	-	66,305	66,305
TOTAL FINANCING SOURCES (USES)	-	-	-	66,305	66,305
Net change in fund balance	(140,167)	(112,500)	(252,667)	(99,727)	152,940
FUND BALANCE, BEGINNING (OCT 1, 2022)	(54,671)	-	(54,671)	(54,671)	-
FUND BALANCE, ENDING	\$ (194,838)	\$ (112,500)	\$ (307,338)	\$ (154,398)	\$ 152,940

F
For the

ACCOUNT DESCRIPTION

REVENUES

Interest - Investments
Food Sales-On Course-F&B
Food Sales-Banquets-F&B
Food Sales-Clubhouse-F&B
Non-Alcoholic-Banquets-F&B
Non-Alcoholic-Clubhouse-F&B
Alc Sales (Beer)-Banquets-F&B
Alc Sales (Beer)-Clubhouse-F&B
Alc Sales (Wine)-Banquets-F&B
Alc Sales (Wine)-Clubhouse-F&B
Alc Sales (Liquor)-Banquet-F&B
Alc Sales (Liquor)-Clubhouse-F&B
Gratuity-Outings-F&B
Gratuity-Banquets-F&B
Room Charge-Banquets-F&B
Room Charge-Clubhouse-F&B
Equipment Rental Fees-Banquets-F&B
Non-Alcoholic-Outing-F&B
Food Sales-Outings
Non-Alcoholic-On Course-F&B
Alc Sales (Beer)-On Course-F&B
Alc Sales (Liquor)-On Course-F&B
Alc Sales (Wine)-On Course-F&B
Alc Sales (Beer)-Outings-F&B
Membership Dues - monthly
Other Miscellaneous Revenues

TOTAL REVENUES

EXPENDITURES

Administration

Payroll-Hourly
Payroll-Benefits
Payroll-Managers
Payroll-Processing Fee
Payroll - Bonus
Payroll Taxes
Legal/Accounting/Professional
BCG Management
Contracts-Pest Control
IT Support

F
For the

ACCOUNT DESCRIPTION

Travel and Per Diem
Training/Staff Development
Communication - Telephone
Communication - Mobile
Postage
Fed-Ex/Courier
Utility - Water & Sewer
Garbage Removal
Utility - Electric
Insurance-P&C
Insurance-Workmans Comp
R&M-Buildings
Equip Maint/Repair-Fix
Equip Maint/Repair-Prevent
Printing and Binding
Marketing
Help Wanted Ads
Promotions
Photography
Graphic Design
CX Evaluations-Mystery Shops
Advertising (Print)
Advertising (Electronic)
Miscellaneous Services
Misc-Employee Meals
Misc-Licenses & Permits
Misc-Credit Card Fees
Internet Access
TV/Cable or Dish
Bank Fees
Use Tax Expense
POS System Hardware
Misc-Contingency
Misc-Security
Website & Newsletter
Mileage Reimbursement
Office Supplies
Cleaning Supplies
Computer Supplies/Equipment
Operating Supplies
Op Supplies - Uniforms
Clubhouse Cleaning Service G&A

F
For the

ACCOUNT DESCRIPTION

Software
Education / Training
Chamber / Organization Dues

Total Administration

Golf Operations

COS - Purchase Discounts

Total Golf Operations

Food and Beverages

Payroll-Hourly
Payroll-Benefits
Payroll-Managers
Payroll-Commission
Commission-Banquet Sales
Payroll Taxes
Outside Services
Linen/Laundry
Grease Removal
Communication - Mobile
Utility - Gas
Equipment Rental
R&M-Buildings
Equip Maint/Repair-Fix
Equip Maint/Repair-Prevent
Misc-Entertainment
Decorations
Glassware/China/Silver
Cleaning Supplies
Supplies-Paper and Plastic
Supplies-Banquet
Supplies-Kitchen
Operating Supplies
Op Supplies - Uniforms
General Chemicals
COS - Beverage - Alch
COS - Beverage - Non Alch
COS - Food Sales

Total Food and Beverages

TOTAL EXPENDITURES

F
For the

ACCOUNT DESCRIPTION

Excess (deficiency) of revenues
Over (under) expenditures

OTHER FINANCING SOURCES (USES)

Transfer In - General Fund

TOTAL FINANCING SOURCES (USES)

Net change in fund balance

FUND BALANCE, BEGINNING (OCT 1, 2022)

FUND BALANCE, ENDING

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -
Green Fees-GS	697,542	5,000	702,542	693,806	(8,736)
Green Fees-Outings-GS	106,902	50,000	156,902	143,111	(13,791)
Green Fees-Members-GS	13,700	30,000	43,700	26,070	(17,630)
PS-Other Income-GS	2,250	2,000	4,250	518	(3,732)
Cart Fees-GS	1,230	-	1,230	1,188	(42)
Cart Fees-Outings-GS	-	5,000	5,000	4,611	(389)
Range-GS	23,380	5,000	28,380	26,728	(1,652)
Instruction-Individual -INST	1,344	-	1,344	1,075	(269)
Gratuity-Outings-F&B	-	-	-	(30)	(30)
Range-Members-GS	18,850	-	18,850	13,341	(5,509)
Range-Outings-GS	-	500	500	315	(185)
Membership Dues - monthly	557,379	5,000	562,379	562,007	(372)
Golf Ball Sales	19,200	8,000	27,200	26,484	(716)
Glove Sales	11,150	1,500	12,650	10,042	(2,608)
Headwear Sales	5,430	1,000	6,430	6,052	(378)
Ladies' Wear Sales	9,900	1,500	11,400	11,227	(173)
Men's Wear Sales	20,100	12,000	32,100	31,270	(830)
Club Sales	19,000	5,500	24,500	24,198	(302)
Rental Clubs Sales	1,069	-	1,069	1,458	389
Bag Sales	1,900	-	1,900	2,758	858
General Merchandise Sales	14,250	10,000	24,250	22,299	(1,951)
Outerwear Sales	2,020	-	2,020	59	(1,961)
Footwear Sales	10,400	2,500	12,900	12,413	(487)
Handicap Fee Sales	2,475	-	2,475	2,214	(261)
Tobacco	790	-	790	1,249	459
Other Miscellaneous Revenues	-	15,000	15,000	(9,604)	(24,604)
TOTAL REVENUES	1,540,261	159,500	1,699,761	1,614,859	(84,902)
<u>EXPENDITURES</u>					
<u>Administration</u>					
Payroll-Hourly	7,800	-	7,800	5,525	2,275
Payroll-Benefits	3,900	35,000	38,900	34,902	3,998
Payroll-Managers	66,950	-	66,950	55,402	11,548
Payroll-Processing Fee	7,079	4,000	11,079	10,512	567
Payroll - Bonus	6,500	-	6,500	(5,892)	12,392
Payroll Taxes	7,922	-	7,922	3,466	4,456
Legal/Accounting/Professional	260	-	260	233	27
BCG Management	51,931	10,000	61,931	67,399	(5,468)
Contracts-Pest Control	1,032	-	1,032	187	845

Proposed Budget Amendment
For the Period Ending September 30, 2023

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
IT Support	2,079	1,500	3,579	3,763	(184)
Travel and Per Diem	1,782	2,000	3,782	4,054	(272)
Training/Staff Development	1,337	500	1,837	2,008	(171)
Communication - Telephone	1,337	1,500	2,837	3,160	(323)
Communication - Mobile	446	200	646	578	68
Postage	297	100	397	364	33
Fed-Ex/Courier	-	50	50	36	14
Utility - Water & Sewer	4,397	20,000	24,397	(20,149)	44,546
Garbage Removal	2,624	-	2,624	855	1,769
Utility - Electric	13,235	10,000	23,235	2,778	20,457
Golf Cart Equip Leases	42,282	1,500	43,782	44,002	(220)
Lease - Office Equip	-	50	50	35	15
Insurance-P&C	29,936	-	29,936	16,822	13,114
Insurance-Workmans Comp	12,550	-	12,550	11,807	743
R&M-Buildings	3,663	-	3,663	45	3,618
Equip Maint/Repair-Fix	-	-	-	202	(202)
Equip Maint/Repair-Prevent	990	-	990	-	990
Printing and Binding	429	-	429	813	(384)
Help Wanted Ads	780	-	780	1,099	(319)
Promotions	1,881	-	1,881	1,785	96
Photography	660	-	660	-	660
Graphic Design	2,376	-	2,376	2,367	9
Membership Programs	-	-	-	897	(897)
CX Evaluations-Mystery Shops	660	-	660	-	660
Advertising (Print)	5,049	-	5,049	3,430	1,619
Advertising (Electronic)	792	-	792	63	729
Miscellaneous Services	-	-	-	515	(515)
Misc-Employee Meals	3,267	-	3,267	3,339	(72)
Misc-Licenses & Permits	349	-	349	-	349
Misc-Credit Card Fees	24,847	8,500	33,347	33,918	(571)
Internet Access	-	-	-	1,689	(1,689)
TV/Cable or Dish	3,241	-	3,241	260	2,981
Bank Fees	743	-	743	1,763	(1,020)
Use Tax Expense	1,782	7,000	8,782	9,277	(495)
POS System Hardware	8,310	-	8,310	10,962	(2,652)
Misc-Contingency	825	-	825	-	825
Misc-Security	513	-	513	515	(2)
Website & Newsletter	5,861	-	5,861	7,291	(1,430)
Mileage Reimbursement	-	-	-	165	(165)
Taxes-Real Estate	1,800	-	1,800	-	1,800
Misc.-Personal Property Taxes	7,536	-	7,536	10,044	(2,508)
Office Supplies	4,597	-	4,597	2,238	2,359

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Cleaning Supplies	1,386	-	1,386	222	1,164
Computer Supplies/Equipment	371	-	371	164	207
Operating Supplies	-	2,000	2,000	1,024	976
Op Supplies - Uniforms	248	-	248	-	248
Clubhouse Cleaning Service G&A	7,409	-	7,409	2,397	5,012
Software	-	3,000	3,000	3,108	(108)
Education / Training	1,238	-	1,238	1,584	(346)
Chamber / Organization Dues	76	-	76	250	(174)
Total Administration	357,355	106,900	464,255	343,273	120,982
<u>Maintenance and Landscaping</u>					
Payroll-Salaries	42,230	-	42,230	-	42,230
Payroll-Hourly	149,972	60,000	209,972	214,244	(4,272)
Payroll-Benefits	17,371	-	17,371	-	17,371
Payroll-Managers	86,994	-	86,994	86,876	118
Payroll - Bonus	5,220	-	5,220	-	5,220
Payroll Taxes	27,730	-	27,730	22,989	4,741
Outside Services	-	4,000	4,000	3,808	192
Training/Staff Development	-	-	-	16	(16)
Aerification	16,000	-	16,000	2,090	13,910
Gas Diesel	22,068	4,000	26,068	25,119	949
Communication - Mobile	900	-	900	810	90
Utility - Irrigation	34,079	15,000	49,079	48,144	935
Utility - Water & Sewer	502	-	502	-	502
Electricity - Irrigation	21,718	10,000	31,718	33,849	(2,131)
Garbage Removal	2,736	-	2,736	3,036	(300)
Utility - Electric	5,153	2,000	7,153	6,990	163
R&M-Buildings	-	-	-	620	(620)
R&M-Irrigation	11,055	15,000	26,055	27,422	(1,367)
R&M-Pumps	2,500	-	2,500	1,453	1,047
Equip Maint/Repair-Fix-AGRO	-	20,000	20,000	22,814	(2,814)
Equip Maint/Repair-Prevent	18,265	5,000	23,265	22,401	864
Sod/Sprigs	5,000	-	5,000	3,158	1,842
Misc-Licenses & Permits	275	-	275	50	225
Office Supplies	-	-	-	35	(35)
Supplies-Landscape	4,000	-	4,000	2,025	1,975
Supplies-Course	4,400	10,000	14,400	17,003	(2,603)
Supplies-Shop	400	3,000	3,400	1,685	1,715
Pre-Emergents	20,200	-	20,200	16,852	3,348
Sand-Top Dressing greens/tees	13,600	-	13,600	5,986	7,614
Op Supplies - Uniforms	1,300	-	1,300	(96)	1,396
General Chemicals	3,000	-	3,000	-	3,000

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Chemicals-Fungicides	13,980	-	13,980	2,970	11,010
Chemicals-Herbicides	5,500	8,500	14,000	13,443	557
Chemicals-Insecticides	26,520	-	26,520	14,303	12,217
Chemicals-Growth Regulators	2,835	-	2,835	1,500	1,335
Chemicals-Wetting Agents	6,900	-	6,900	1,362	5,538
Fertilizers-Fairways / Roughs	32,600	-	32,600	46,114	(13,514)
Fertilizers-Greens	26,508	-	26,508	25,127	1,381
Supplies - Seeds	-	15,000	15,000	15,400	(400)
Fertilizers-Trees	-	3,000	3,000	2,578	422
Small Equipment/Hand Tools	500	1,000	1,500	1,535	(35)
Chemicals-Lakes	-	2,000	2,000	1,761	239
Waste Removal-Green Waste-AGRO	-	1,000	1,000	550	450
Chamber / Organization Dues	550	-	550	-	550
Total Maintenance and Landscaping	632,561	178,500	811,061	696,022	115,039
<u>Golf Operations</u>					
Payroll-Salaries	88,743	-	88,743	45,035	43,708
Payroll-Hourly	84,700	60,000	144,700	153,034	(8,334)
Payroll-Benefits	6,727	-	6,727	-	6,727
Payroll Taxes	16,911	-	16,911	16,386	525
Training/Staff Development	200	-	200	-	200
Communication - Mobile	720	-	720	540	180
Utility - Water & Sewer	-	-	-	267	(267)
Utility - Electric	7,221	1,000	8,221	8,118	103
Equipment Rental	1,500	-	1,500	122	1,378
R&M-Golf Cart	900	1,500	2,400	2,561	(161)
Equip Maint/Repair-Fix	-	600	600	515	85
Promotions	1,400	-	1,400	-	1,400
Misc-Handicap Fees	4,600	-	4,600	4,515	85
Tournaments and Events	700	2,000	2,700	2,806	(106)
Supplies-Scorecards and Pencil	2,000	-	2,000	2,137	(137)
Supplies-Shop	-	-	-	171	(171)
Operating Supplies	1,050	-	1,050	616	434
Op Supplies - Uniforms	2,000	-	2,000	2,113	(113)
Driving Range Supplies	6,000	-	6,000	6,471	(471)
COS - Golf Balls	13,056	-	13,056	21,859	(8,803)
COS - Gloves	7,582	-	7,582	4,743	2,839
COS - Headwear	3,692	-	3,692	2,746	946
COS - Ladies' Wear	6,732	-	6,732	-	6,732
COS - Men's Wear	13,668	-	13,668	27,847	(14,179)
COS - Miscellaneous	-	-	-	10,099	(10,099)
COS - Clubs	12,920	-	12,920	18,277	(5,357)

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
COS - Outerwear	1,374	-	1,374	-	1,374
COS - Bags	1,292	-	1,292	2,249	(957)
COS - Rental Clubs	727	-	727	-	727
COS - Tobacco	537	-	537	-	537
COS - Footwear	7,072	-	7,072	9,419	(2,347)
COS - Inventory General	9,690	-	9,690	6,714	2,976
Chamber / Organization Dues	600	-	600	-	600
Total Golf Operations	304,314	65,100	369,414	349,360	20,054
<u>Debt Service</u>					
Principal-Capital Lease	112,612	-	112,612	111,168	1,444
Interest-Capital Lease	4,814	-	4,814	4,760	54
Total Debt Service	117,426	-	117,426	115,928	1,498
TOTAL EXPENDITURES	1,411,656	350,500	1,762,156	1,504,583	257,573
Excess (deficiency) of revenues Over (under) expenditures	128,605	(191,000)	(62,395)	110,276	172,671
Net change in fund balance	128,605	(191,000)	(62,395)	110,276	172,671
FUND BALANCE, BEGINNING (OCT 1, 2022)	129,040	-	129,040	129,040	-
FUND BALANCE, ENDING	\$ 257,645	\$ (191,000)	\$ 66,645	\$ 239,316	\$ 172,671

Proposed Budget Amendment
For the Period Ending September 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>PROPOSED AMENDMENT</u>	<u>FINAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>REVENUES</u>					
Interest - Investments	\$ 214	\$ (114)	\$ 100	\$ 20	\$ (80)
TOTAL REVENUES	214	(114)	100	20	(80)
<u>EXPENDITURES</u>					
<u>Administration</u>					
Miscellaneous Expenses	-	100	100	30	70
Total Administration	-	100	100	30	70
<u>Other Physical Environment</u>					
R&M-Emergency & Disaster Relief	-	10,000	10,000	4,768	5,232
Capital Outlay	-	125,000	125,000	103,324	21,676
Total Other Physical Environment	-	135,000	135,000	108,092	26,908
<u>Common Area/Recreation</u>					
R&M-Reserves	-	5,000	5,000	2,907	2,093
Total Common Area/Recreation	-	5,000	5,000	2,907	2,093
<u>Reserves</u>					
Reserve - Roof	-	150,000	150,000	89,437	60,563
Total Reserves	-	150,000	150,000	89,437	60,563
TOTAL EXPENDITURES & RESERVES	-	290,100	290,100	200,466	89,634
Excess (deficiency) of revenues Over (under) expenditures	214	(290,214)	(290,000)	(200,446)	89,554
<u>OTHER FINANCING SOURCES (USES)</u>					
Transfer In - General Fund	200,000	-	200,000	200,000	-
Transfer In - GF (Sales Center)	87,500	-	87,500	87,500	-
TOTAL FINANCING SOURCES (USES)	287,500	-	287,500	287,500	-
Net change in fund balance	287,714	(290,214)	(2,500)	87,054	89,554
FUND BALANCE, BEGINNING (OCT 1, 2022)	415,291	-	415,291	415,291	-
FUND BALANCE, ENDING	\$ 703,005	\$ (290,214)	\$ 412,791	\$ 502,345	\$ 89,554

Subsection 5B

Financial Statements

ARLINGTON RIDGE
Community Development District

Financial Report
(Unaudited)

September 30, 2023

(Revised)

Prepared by



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page
Balance Sheet - All Funds	1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	3 - 5
Capital Reserve Fund	6
Series 2006A Debt Service Fund	7
Series 2019 Debt Service Fund	8
Series 2019 Capital Projects Fund	9
Golf Course	10 - 14
Food and Beverage	15 - 17

Balance Sheet
September 30, 2023

ACCOUNT DESCRIPTION	CAPITAL RESERVE		GOLF COURSE	FOOD &	SERIES 2006A	SERIES 2019 DEBT	SERIES 2019	TOTAL
	GENERAL FUND	FUND	FUND	BEVERAGE FUND	DEBT SERVICE FUND	SERVICE FUND	CAPITAL PROJECTS FUND	
ASSETS								
Cash - Checking Account	\$ 450,881	\$ 524,394	\$ 171,786	\$ -	\$ -	\$ -	\$ -	\$ 1,147,061
Cash - Payroll	-	-	-	49,359	-	-	-	49,359
Cash On Hand/Petty Cash	-	-	(5,401)	-	-	-	-	(5,401)
Cash Drawer	-	-	1,200	-	-	-	-	1,200
Accounts Receivable	-	-	(16,312)	17,700	-	-	-	1,388
Accounts Receivable - Other	-	-	26,991	-	-	-	-	26,991
Due from Golf	74,448	-	-	-	-	-	-	74,448
Due From General Fund	-	-	-	202,934	-	-	-	202,934
Due From Other Funds	12,338	-	415,708	-	-	-	-	428,046
Inventory:								
Food & Beverage	-	-	-	32,380	-	-	-	32,380
ProShop	-	-	75,395	-	-	-	-	75,395
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	131,443	-	26,772	-	-	-	-	158,215
Deposits	-	-	19,105	-	-	-	-	19,105
Deposits - Electric	820	-	-	-	-	-	-	820
TOTAL ASSETS	\$ 669,930	\$ 524,394	\$ 715,244	\$ 302,373	\$ 363,450	\$ 78,655	\$ 8,342	\$ 2,662,388

Balance Sheet
September 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	CAPITAL RESERVE	GOLF COURSE	FOOD &	SERIES 2006A	SERIES 2019 DEBT	SERIES 2019	TOTAL
		FUND	FUND	BEVERAGE FUND	DEBT SERVICE	SERVICE FUND	CAPITAL	
					FUND		PROJECTS FUND	
LIABILITIES								
Accounts Payable	\$ 156,654	\$ 9,711	\$ 82,979	\$ 18,439	\$ -	\$ -	\$ -	\$ 267,783
Accrued Expenses	44,440	-	-	-	-	-	-	44,440
Due to Golf/Restaurant	202,934	-	-	-	-	-	-	202,934
Accrued Payroll	-	-	21,513	-	-	-	-	21,513
Sales Tax Payable	-	-	22,580	7,538	-	-	-	30,118
Deposits	780	-	-	-	-	-	-	780
Outing Deposits	-	-	3,987	10,440	-	-	-	14,427
Deferred Revenue-Memberships	-	-	319,470	567	-	-	-	320,037
Other Current Liabilities	-	-	12,965	1,533	-	-	-	14,498
Gift Certificates	-	-	19,300	(1,291)	-	-	-	18,009
Allowance for Unredeemed Gift Cards	-	-	(10,002)	-	-	-	-	(10,002)
Credit Books	-	-	9,357	(2,388)	-	-	-	6,969
Charitable Donations	-	-	(6,221)	6,225	-	-	-	4
Due To Other Funds	-	12,338	-	415,708	-	-	-	428,046
TOTAL LIABILITIES	404,808	22,049	475,928	456,771	-	-	-	1,359,556
FUND BALANCES								
Nonspendable:								
Prepaid Items	131,443	-	26,772	-	-	-	-	158,215
Deposits	820	-	-	-	-	-	-	820
Prepaid	3,368	-	-	-	-	-	-	3,368
Restricted for:								
Debt Service	-	-	-	-	363,450	78,655	-	442,105
Capital Projects	-	-	-	-	-	-	8,342	8,342
Special Revenue	-	-	212,544	-	-	-	-	212,544
Assigned to:								
Operating Reserves	105,370	-	-	-	-	-	-	105,370
Unassigned:	20,753	502,345	-	(154,398)	-	-	-	368,700
TOTAL FUND BALANCES	\$ 265,122	\$ 502,345	\$ 239,316	\$ (154,398)	\$ 363,450	\$ 78,655	\$ 8,342	\$ 1,302,832
TOTAL LIABILITIES & FUND BALANCES	\$ 669,930	\$ 524,394	\$ 715,244	\$ 302,373	\$ 363,450	\$ 78,655	\$ 8,342	\$ 2,662,388

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	\$ 130	130.00%	\$ 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	2,326,989	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	5,388	53.88%	(2,828)
Attorney Fees	70,000	116,511	166.44%	28,278
Engineering Fees	35,000	63,428	181.22%	8,370
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	-	31	0.00%	31
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	30,199	1006.63%	3,683
Dues, Licenses, Subscriptions	175	3,661	2092.00%	1,301
Total Administration	238,698	313,741	131.44%	44,040

Gatehouse

Contracts-Security Services	150,000	155,922	103.95%	11,052
Utility - Water & Sewer	510	540	105.88%	60
Utility - Electric	4,200	2,857	68.02%	240
Street Lights	108,000	122,112	113.07%	9,697
Repairs & Maintenance	2,500	4,274	170.96%	7
Security Enhancements	4,500	115	2.56%	-

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

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>SEP-23 ACTUAL</u>
Total Gatehouse	269,710	285,820	105.97%	21,056
<u>Capital Expenditures & Projects</u>				
Capital Projects	200,000	225,060	112.53%	3,945
Total Capital Expenditures & Projects	200,000	225,060	112.53%	3,945
<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	52,466	104.93%	15,610
Utility - Water & Sewer	1,851	2,732	147.60%	49
Utility - Electric	4,000	3,891	97.28%	471
Rentals & Leases	4,500	4,078	90.62%	216
Liability/Property Insurance	68,517	71,609	104.51%	-
Repairs & Maintenance	7,000	11,678	166.83%	215
Special Events	36,000	8,350	23.19%	-
Office Supplies	9,000	4,025	44.72%	76
Computer Supplies/Equipment	5,000	3,876	77.52%	-
Club Activity Supplies	1,000	-	0.00%	-
Total Towncenter Administration	458,190	432,181	94.32%	38,872
<u>Common Area/Recreation</u>				
Utility - Water & Sewer	9,000	11,784	130.93%	5,885
Utility - Electric	1,250	1,469	117.52%	99
Repairs & Maintenance	30,000	32,604	108.68%	1,207
Roadway Repair & Maintenance	25,000	294	1.18%	294
Irrigation Repairs & Maintenance	35,000	36,382	103.95%	6,203
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	1,146	28.65%	879
Total Common Area/Recreation	496,839	468,526	94.30%	42,979
<u>Fairfax Hall</u>				
Utility - Water & Sewer	1,378	1,404	101.89%	112
Utility - Electric	14,392	24,077	167.29%	2,824
Repairs & Maintenance	15,000	31,589	210.59%	701
Total Fairfax Hall	30,770	57,070	185.47%	3,637
<u>Social Center</u>				

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
Utility - Water & Sewer	1,500	-	0.00%	-
Utility - Electric	5,343	8,053	150.72%	803
Repairs & Maintenance	7,500	575	7.67%	-
Operating Supplies	2,000	191	9.55%	86
Dues, Licenses, Subscriptions	2,200	(632)	-28.73%	(632)
Total Social Center	18,543	8,187	44.15%	257
<u>Lexington Spa</u>				
ProfServ-Pool Maintenance	70,000	69,881	99.83%	6,028
Fitness Instructors	12,000	9,660	80.50%	4,240
Utility - Water & Sewer	28,620	19,745	68.99%	1,643
Utility - Electric	56,709	49,533	87.35%	3,746
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	181,704	95.19%	16,206
<u>Sales Center</u>				
Utility - Water & Sewer	-	3,114	0.00%	402
Utility - Electric	-	6,728	0.00%	784
Repairs & Maintenance	-	1,950	0.00%	-
Operations & Maintenance	28,850	7,105	24.63%	7,105
Total Sales Center	28,850	18,897	65.50%	8,291
TOTAL EXPENDITURES	1,932,479	1,991,186	103.04%	179,283
Excess (deficiency) of revenues Over (under) expenditures	334,054	335,803	100.52%	(178,030)
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfer Out - Capital Reserve	(200,000)	(200,000)	100.00%	-
Transfer Out - Golf Course/Food & Beverage	(66,305)	(66,305)	100.00%	(66,305)
Transfer Out- Sales Center Revenue	(87,500)	(87,500)	100.00%	-
TOTAL FINANCING SOURCES (USES)	(353,805)	(353,805)	100.00%	(66,305)
Net change in fund balance	\$ (19,751)	\$ (18,002)	91.14%	\$ (244,335)
FUND BALANCE, BEGINNING (OCT 1, 2022)	283,124	283,124		
FUND BALANCE, ENDING	\$ 263,373	\$ 265,122		

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	\$ 20	9.35%	\$ 5
TOTAL REVENUES	214	20	9.35%	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%	-
Common Area/Recreation				
R&M-Reserves	-	2,907	0.00%	2,907
Total Common Area/Recreation	-	2,907	0.00%	2,907
Reserves				
Reserve - Roof	-	89,437	0.00%	-
Total Reserves	-	89,437	0.00%	-
TOTAL EXPENDITURES & RESERVES	-	200,466	0.00%	2,907
Excess (deficiency) of revenues Over (under) expenditures	214	(200,446)	-93666.36%	(2,902)
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	\$ 87,054	30.26%	\$ (2,902)
FUND BALANCE, BEGINNING (OCT 1, 2022)	415,291	415,291		
FUND BALANCE, ENDING	\$ 703,005	\$ 502,345		

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	-	52,691	0.00%	8,631
TOTAL REVENUES	228,440	274,341	120.09%	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	(116,947)	-663.91%	10,078
Net change in fund balance	\$ 17,615	\$ (116,947)	-663.91%	\$ 10,078
FUND BALANCE, BEGINNING (OCT 1, 2022)	480,397	480,397		
FUND BALANCE, ENDING	\$ 498,012	\$ 363,450		

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		

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				
Green Fees-GS	\$ 697,542	\$ 693,806	99.46%	\$ 30,859
Green Fees-Outings-GS	106,902	143,111	133.87%	5,343
Green Fees-Members-GS	13,700	26,070	190.29%	2,174
PS-Other Income-GS	2,250	518	23.02%	399
Cart Fees-GS	1,230	1,188	96.59%	47
Cart Fees-Outings-GS	-	4,611	0.00%	70
Range-GS	23,380	26,728	114.32%	1,445
Instruction-Individual -INST	1,344	1,075	79.99%	-
Gratuity-Outings-F&B	-	(30)	0.00%	(30)
Range-Members-GS	18,850	13,341	70.77%	551
Range-Outings-GS	-	315	0.00%	-
Membership Dues - monthly	557,379	562,007	100.83%	48,423
Golf Ball Sales	19,200	26,484	137.94%	4,661
Glove Sales	11,150	10,042	90.06%	898
Headwear Sales	5,430	6,052	111.45%	318
Ladies' Wear Sales	9,900	11,227	113.40%	983
Men's Wear Sales	20,100	31,270	155.57%	3,312
Club Sales	19,000	24,198	127.36%	568
Rental Clubs Sales	1,069	1,458	136.39%	28
Bag Sales	1,900	2,758	145.16%	255
General Merchandise Sales	14,250	22,299	156.48%	1,802
Outerwear Sales	2,020	59	2.92%	-
Footwear Sales	10,400	12,413	119.36%	238
Handicap Fee Sales	2,475	2,214	89.45%	28
Tobacco	790	1,249	158.10%	97
Other Miscellaneous Revenues	-	(9,604)	0.00%	(12,515)
TOTAL REVENUES	1,540,261	1,614,859	104.84%	89,954
COST OF SALES				
COS - Golf Balls	13,056	21,859	167.42%	3,887
COS - Gloves	7,582	4,743	62.56%	(305)
COS - Headwear	3,692	2,746	74.38%	292
COS - Ladies' Wear	6,732	-	0.00%	-
COS - Men's Wear	13,668	27,847	203.74%	3,558
COS - Miscellaneous	-	10,099	0.00%	1,455
COS - Clubs	12,920	18,277	141.46%	590
COS - Outerwear	1,374	-	0.00%	-
COS - Bags	1,292	2,249	174.07%	204
COS - Rental Clubs	727	-	0.00%	-
COS - Tobacco	537	-	0.00%	-
COS - Footwear	7,072	9,419	133.19%	1,447
COS - Inventory General	9,690	6,714	69.29%	-
Total Cost of Sales	78,342	103,953	132.69%	11,128
GROSS PROFIT	1,461,919	1,510,906	103.35%	78,826

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
EXPENDITURES				
General & Administrative				
Payroll-Hourly	7,800	5,525	70.83%	650
Payroll-Benefits	3,900	34,902	894.92%	2,468
Payroll-Managers	66,950	55,402	82.75%	4,554
Payroll-Processing Fee	7,079	10,512	148.50%	889
Payroll - Bonus	6,500	(5,892)	-90.65%	(5,892)
Payroll Taxes	7,922	3,466	43.75%	(365)
Legal/Accounting/Professional	260	233	89.62%	113
BCG Management	51,931	67,399	129.79%	5,595
Contracts-Pest Control	1,032	187	18.12%	18
IT Support	2,079	3,763	181.00%	235
Travel and Per Diem	1,782	4,054	227.50%	-
Training/Staff Development	1,337	2,008	150.19%	-
Communication - Telephone	1,337	3,160	236.35%	144
Communication - Mobile	446	578	129.60%	48
Postage	297	364	122.56%	-
Fed-Ex/Courier	-	36	0.00%	-
Utility - Water & Sewer	4,397	(20,149)	-458.24%	190
Garbage Removal	2,624	855	32.58%	238
Utility - Electric	13,235	2,778	20.99%	674
Golf Cart Equip Leases	42,282	44,002	104.07%	3,613
Lease - Office Equip	-	35	0.00%	-
Insurance-P&C	29,936	16,822	56.19%	1,809
Insurance-Workmans Comp	12,550	11,807	94.08%	904
R&M-Buildings	3,663	45	1.23%	-
Equip Maint/Repair-Fix	-	202	0.00%	-
Equip Maint/Repair-Prevent	990	-	0.00%	-
Printing and Binding	429	813	189.51%	-
Help Wanted Ads	780	1,099	140.90%	-
Promotions	1,881	1,785	94.90%	1,785
Photography	660	-	0.00%	-
Graphic Design	2,376	2,367	99.62%	198
Membership Programs	-	897	0.00%	-
CX Evaluations-Mystery Shops	660	-	0.00%	-
Advertising (Print)	5,049	3,430	67.93%	-
Advertising (Electronic)	792	63	7.95%	-
Miscellaneous Services	-	515	0.00%	-
Misc-Employee Meals	3,267	3,339	102.20%	203
Misc-Licenses & Permits	349	-	0.00%	-
Misc-Credit Card Fees	24,847	33,918	136.51%	1,570
Internet Access	-	1,689	0.00%	-
TV/Cable or Dish	3,241	260	8.02%	12
Bank Fees	743	1,763	237.28%	287
Use Tax Expense	1,782	9,277	520.59%	-
POS System Hardware	8,310	10,962	131.91%	851
Misc-Contingency	825	-	0.00%	-
Misc-Security	513	515	100.39%	-

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
Website & Newsletter	5,861	7,291	124.40%	446
Mileage Reimbursement	-	165	0.00%	-
Taxes-Real Estate	1,800	-	0.00%	-
Misc.-Personal Property Taxes	7,536	10,044	133.28%	628
Office Supplies	4,597	2,238	48.68%	962
Cleaning Supplies	1,386	222	16.02%	-
Computer Supplies/Equipment	371	164	44.20%	-
Operating Supplies	-	1,024	0.00%	-
Op Supplies - Uniforms	248	-	0.00%	-
Clubhouse Cleaning Service G&A	7,409	2,397	32.35%	-
Software	-	3,108	0.00%	-
Education / Training	1,238	1,584	127.95%	-
Chamber / Organization Dues	76	250	328.95%	-
Total General & Administrative	357,355	343,273	96.06%	22,827
<u>Maintenance and Landscaping</u>				
Payroll-Salaries	42,230	-	0.00%	-
Payroll-Hourly	149,972	214,244	142.86%	25,255
Payroll-Benefits	17,371	-	0.00%	-
Payroll-Managers	86,994	86,876	99.86%	10,989
Payroll - Bonus	5,220	-	0.00%	-
Payroll Taxes	27,730	22,989	82.90%	2,901
Outside Services	-	3,808	0.00%	1,094
Training/Staff Development	-	16	0.00%	16
Aerification	16,000	2,090	13.06%	-
Gas Diesel	22,068	25,119	113.83%	3,845
Communication - Mobile	900	810	90.00%	75
Utility - Irrigation	34,079	48,144	141.27%	13,444
Utility - Water & Sewer	502	-	0.00%	-
Electricity - Irrigation	21,718	33,849	155.86%	7,759
Garbage Removal	2,736	3,036	110.96%	346
Utility - Electric	5,153	6,990	135.65%	566
R&M-Buildings	-	620	0.00%	-
R&M-Irrigation	11,055	27,422	248.05%	5,979
R&M-Pumps	2,500	1,453	58.12%	-
Equip Maint/Repair-Fix-AGRO	-	22,814	0.00%	7,908
Equip Maint/Repair-Prevent	18,265	22,401	122.64%	314
Sod/Sprigs	5,000	3,158	63.16%	-
Misc-Licenses & Permits	275	50	18.18%	50
Office Supplies	-	35	0.00%	-
Supplies-Landscape	4,000	2,025	50.63%	-
Supplies-Course	4,400	17,003	386.43%	331
Supplies-Shop	400	1,685	421.25%	-
Pre-Emergents	20,200	16,852	83.43%	-

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

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>	<u>SEP-23 ACTUAL</u>
Sand-Top Dressing greens/tees	13,600	5,986	44.01%	-
Op Supplies - Uniforms	1,300	(96)	-7.38%	-
General Chemicals	3,000	-	0.00%	-
Chemicals-Fungicides	13,980	2,970	21.24%	-
Chemicals-Herbicides	5,500	13,443	244.42%	613
Chemicals-Insecticides	26,520	14,303	53.93%	912
Chemicals-Growth Regulators	2,835	1,500	52.91%	-
Chemicals-Wetting Agents	6,900	1,362	19.74%	157
Fertilizers-Fairways / Roughs	32,600	46,114	141.45%	5,155
Fertilizers-Greens	26,508	25,127	94.79%	3,766
Supplies - Seeds	-	15,400	0.00%	-
Fertilizers-Trees	-	2,578	0.00%	-
Small Equipment/Hand Tools	500	1,535	307.00%	434
Chemicals-Lakes	-	1,761	0.00%	-
Waste Removal-Green Waste-AGRO	-	550	0.00%	-
Chamber / Organization Dues	550	-	0.00%	-
Total Maintenance and Landscaping	632,561	696,022	110.03%	91,909
<u>Golf Operations</u>				
Payroll-Salaries	88,743	45,035	50.75%	-
Payroll-Hourly	84,700	153,034	180.68%	13,015
Payroll-Benefits	6,727	-	0.00%	-
Payroll Taxes	16,911	16,386	96.90%	1,023
Training/Staff Development	200	-	0.00%	-
Communication - Mobile	720	540	75.00%	-
Utility - Water & Sewer	-	267	0.00%	43
Utility - Electric	7,221	8,118	112.42%	718
Equipment Rental	1,500	122	8.13%	122
R&M-Golf Cart	900	2,561	284.56%	-
Equip Maint/Repair-Fix	-	515	0.00%	199
Promotions	1,400	-	0.00%	-
Misc-Handicap Fees	4,600	4,515	98.15%	-
Tournaments and Events	700	2,806	400.86%	(941)
Supplies-Scorecards and Pencil	2,000	2,137	106.85%	-
Supplies-Shop	-	171	0.00%	-
Operating Supplies	1,050	616	58.67%	-
Op Supplies - Uniforms	2,000	2,113	105.65%	-
Driving Range Supplies	6,000	6,471	107.85%	-
Chamber / Organization Dues	600	-	0.00%	-
Total Golf Operations	225,972	245,407	108.60%	14,179
<u>Debt Service</u>				
Principal-Capital Lease	112,612	111,168	98.72%	9,533

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
Interest-Capital Lease	4,814	4,760	98.88%	252
Total Debt Service	117,426	115,928	98.72%	9,785
TOTAL EXPENDITURES	1,333,314	1,400,630	105.05%	138,700
Excess (deficiency) of revenues Over (under) expenditures	128,605	110,276	85.75%	(59,874)
Net change in fund balance	\$ 128,605	\$ 110,276	85.75%	\$ (59,874)
FUND BALANCE, BEGINNING (OCT 1, 2022)	129,040	129,040		
FUND BALANCE, ENDING	\$ 257,645	\$ 239,316		

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				
Food Sales-On Course-F&B	\$ 5,568	\$ 7,281	130.77%	\$ 265
Food Sales-Banquets-F&B	153,475	150,912	98.33%	5,130
Food Sales-Clubhouse-F&B	502,030	484,883	96.58%	30,579
Non-Alcoholic-Banquets-F&B	2,044	995	48.68%	55
Non-Alcoholic-Clubhouse-F&B	9,499	47,881	504.06%	3,251
Alc Sales (Beer)-Banquets-F&B	12,675	4,866	38.39%	162
Alc Sales (Beer)-Clubhouse-F&B	92,089	90,745	98.54%	7,219
Alc Sales (Wine)-Banquets-F&B	10,950	3,119	28.48%	28
Alc Sales (Wine)-Clubhouse-F&B	34,426	43,805	127.24%	2,927
Alc Sales (Liquor)-Banquet-F&B	12,875	9,093	70.63%	117
Alc Sales (Liquor)-Clubhouse-F&B	80,237	85,945	107.11%	6,128
Gratuity-Outings-F&B	-	(1,874)	0.00%	-
Gratuity-Banquets-F&B	-	4,331	0.00%	1,028
Room Charge-Banquets-F&B	1,400	955	68.21%	-
Room Charge-Clubhouse-F&B	-	475	0.00%	75
Equipment Rental Fees-Banquets-F&B	-	1,304	0.00%	-
Non-Alcoholic-Outing-F&B	-	523	0.00%	-
Food Sales-Outings	-	1,609	0.00%	-
Non-Alcoholic-On Course-F&B	10,228	22,395	218.96%	973
Alc Sales (Beer)-On Course-F&B	8,899	38,280	430.16%	1,563
Alc Sales (Liquor)-On Course-F&B	5,674	9,326	164.36%	360
Alc Sales (Wine)-On Course-F&B	1,891	116	6.13%	4
Alc Sales (Beer)-Outings-F&B	-	521	0.00%	-
Membership Dues - monthly	25,595	21,441	83.77%	1,815
Other Miscellaneous Revenues	-	5,685	0.00%	222
TOTAL REVENUES	969,555	1,034,612	106.71%	61,901
COST OF SALES				
COS - Beverage - Alch	72,870	80,788	110.87%	4,768
COS - Beverage - Non Alch	8,708	27,205	312.41%	2,335
COS - Food Sales	277,650	298,952	107.67%	18,601
COS - Purchase Discounts	-	(68)	0.00%	-
Total Cost of Sales	359,228	406,877	113.26%	25,704
GROSS PROFIT	610,327	627,735	102.85%	36,197
EXPENDITURES				
General & Administrative				
Payroll-Hourly	4,200	2,975	70.83%	350
Payroll-Benefits	2,100	18,576	884.57%	503
Payroll-Managers	36,050	29,832	82.75%	2,452
Payroll-Processing Fee	7,222	5,913	81.87%	500
Payroll - Bonus	3,500	(3,173)	-90.66%	(3,173)
Payroll Taxes	6,459	1,866	28.89%	(196)
Legal/Accounting/Professional	265	131	49.43%	63
BCG Management	52,980	37,502	70.79%	3,147

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
Contracts-Pest Control	1,052	749	71.20%	71
IT Support	2,121	2,100	99.01%	132
Travel and Per Diem	1,818	2,246	123.54%	-
Training/Staff Development	1,364	1,100	80.65%	-
Communication - Telephone	1,364	1,740	127.57%	81
Communication - Mobile	455	322	70.77%	27
Postage	303	196	64.69%	-
Fed-Ex/Courier	-	20	0.00%	-
Utility - Water & Sewer	4,485	4,969	110.79%	928
Garbage Removal	2,677	3,419	127.72%	951
Utility - Electric	13,503	31,557	233.70%	3,289
Insurance-P&C	16,120	14,906	92.47%	974
Insurance-Workmans Comp	6,758	6,641	98.27%	508
R&M-Buildings	3,737	84	2.25%	-
Equip Maint/Repair-Fix	-	375	0.00%	-
Equip Maint/Repair-Prevent	1,010	-	0.00%	-
Printing and Binding	221	419	189.59%	-
Marketing	22,500	27,836	123.72%	2,465
Help Wanted Ads	795	611	76.86%	-
Promotions	1,069	920	86.06%	920
Photography	340	-	0.00%	-
Graphic Design	1,224	1,233	100.74%	102
CX Evaluations-Mystery Shops	340	-	0.00%	-
Advertising (Print)	2,601	1,767	67.94%	-
Advertising (Electronic)	408	32	7.84%	-
Miscellaneous Services	-	277	0.00%	-
Misc-Employee Meals	3,333	3,261	97.84%	147
Misc-Licenses & Permits	357	-	0.00%	-
Misc-Credit Card Fees	25,349	20,983	82.78%	883
Internet Access	-	909	0.00%	-
TV/Cable or Dish	3,307	4,937	149.29%	229
Bank Fees	758	991	130.74%	162
Use Tax Expense	1,818	173	9.52%	-
POS System Hardware	8,478	6,438	75.94%	500
Misc-Contingency	425	-	0.00%	-
Misc-Security	523	290	55.45%	-
Website & Newsletter	3,019	3,801	125.90%	230
Mileage Reimbursement	-	89	0.00%	-
Office Supplies	4,690	5,754	122.69%	2,475
Cleaning Supplies	1,414	570	40.31%	-
Computer Supplies/Equipment	379	93	24.54%	-
Operating Supplies	-	2,632	0.00%	-
Op Supplies - Uniforms	253	-	0.00%	-
Clubhouse Cleaning Service G&A	7,559	10,334	136.71%	-
Software	-	1,674	0.00%	-
Education / Training	1,263	891	70.55%	-
Chamber / Organization Dues	78	135	173.08%	-
Total General & Administrative	262,044	261,096	99.64%	18,720

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>Food and Beverages</u>				
Payroll-Hourly	179,154	248,036	138.45%	23,938
Payroll-Benefits	29,135	-	0.00%	-
Payroll-Managers	152,310	126,179	82.84%	788
Payroll-Commission	-	(883)	0.00%	(66)
Commission-Banquet Sales	9,671	8,930	92.34%	252
Payroll Taxes	33,261	41,381	124.41%	1,902
Outside Services	4,263	5,211	122.24%	-
Linen/Laundry	13,493	25,406	188.29%	1,865
Grease Removal	1,800	1,250	69.44%	-
Communication - Mobile	720	-	0.00%	-
Utility - Gas	11,804	7,373	62.46%	681
Equipment Rental	-	5,535	0.00%	363
R&M-Buildings	2,400	-	0.00%	-
Equip Maint/Repair-Fix	3,000	6,605	220.17%	501
Equip Maint/Repair-Prevent	4,800	4,293	89.44%	-
Misc-Entertainment	9,600	18,407	191.74%	900
Decorations	1,400	941	67.21%	51
Glassware/China/Silver	2,000	631	31.55%	-
Cleaning Supplies	-	62	0.00%	-
Supplies-Paper and Plastic	15,678	20,568	131.19%	1,361
Supplies-Banquet	900	710	78.89%	-
Supplies-Kitchen	3,100	2,376	76.65%	281
Operating Supplies	-	37	0.00%	-
Op Supplies - Uniforms	2,000	769	38.45%	-
General Chemicals	7,961	8,854	111.22%	270
Total Food and Beverages	488,450	532,671	109.05%	33,087
TOTAL EXPENDITURES				
	750,494	793,767	105.77%	51,807
Excess (deficiency) of revenues				
Over (under) expenditures	(140,167)	(166,032)	118.45%	(15,610)
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfer In - General Fund	-	66,305	0.00%	66,305
TOTAL FINANCING SOURCES (USES)	-	66,305	0.00%	66,305
Net change in fund balance	\$ (140,167)	\$ (99,727)	71.15%	\$ 50,695
FUND BALANCE, BEGINNING (OCT 1, 2022)	(54,671)	(54,671)		
FUND BALANCE, ENDING	\$ (194,838)	\$ (154,398)		

Subsection 5C

Motion to Assign Fund Balance

**ARLINGTON RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balances as of 09/30/23

The Board hereby assigns the FY 2023 Reserves as follows:

Reserves	\$155,370.
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Exhibit "A"
 Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2023	\$ 159,375
Net Change in Fund Balance - Fiscal Year 2023	-
Total Funds Available (Estimated) - 9/30/2023	159,375

ALLOCATION OF AVAILABLE FUNDS

Nonspendable Fund Balance

Prepaid Items	2,020
Subtotal	<u>2,020</u>

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	155,370 ⁽¹⁾
Subtotal	<u>155,370</u>

Total Allocation of Available Funds	157,390
--	----------------

Total Unassigned (undesignated) Cash	<u>\$ 1,985</u>
---	------------------------

Notes

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

Subsection 5D

Cart Barn Electrical Panel

Cart Barn Electrical Panel

Scope: We are seeking proposals to remove and replace the existing exterior electrical panels on the left rear of the Arlington Ridge Golf Course Cart Barn located at 4964 Arlington Ridge Blvd. Leesburg FL 34748, provide proposals for installing on the exterior and the interior of the cart barn. All work shall be coordinated with Golf Course Administration as to time and date so as not to interfere with course operation.

Exterior:

1. Demo old panels, Disconnect, Meter Socket & Sub Panel.
2. Disposal of Demo Material
3. Patch any holes not to be reused
4. Install (1) Single Meter Socket, 3 phase, 4 wire, 400Amp 600Volt.
(2) 200amp, 3 phase - 4 wire 42 circuit with a main breaker panel
The above to be Exterior Type GE AQF3422ABX or equivalent.
5. Relocate the circuits located within the sub-panel box into one of the 200amp Panels, remove redundant 200 amp disconnect (as this function is controlled by 200 amp breaker within each panel).
6. Replace all Branch Circuit Breakers list the following:
Number of Breakers
Amperage of each Breaker
Number of poles for each breaker.
7. Reconnect all Branch circuits
8. Check that all lights, receptacles, and equipment are working
9. New directories for both panels, identifying each receptacle labelling according to panel and circuit number.

Interior Installation:

Relocate the two electrical panels inside and mount on a 4' X 8' x3/4" sheet of plywood as follows:

1. Demo old panels, Disconnect, Meter Socket & Sub Panel.
2. Disposal of Demo Material
3. Patch any holes not to be reused
4. Install (1) Single Meter Socket, 3 phase, 4 wire, 400Amp 600Volt. (shall remain on the exterior)
(2) 200amp, 3 phase - 4 wire 42 circuit with a main breaker panel
The above to be Interior type.
5. Relocate the circuits located within the sub-panel box into one of the 200amp Panels, remove redundant 200 amp disconnect (as this function is controlled by 200 amp breaker within each panel).
6. Relocate all branch circuit conduits from exterior to interior
7. Replace all Branch Circuit Breakers list the following:
Number of Breakers

Amperage of each Breaker

Number of poles for each breaker.

8. Reconnect all Branch circuits
9. Check that all lights, receptacles, and equipment are working
10. New directories for both panels

Notes:

Additional work required:

Exterior, Construct a weather tight structure to protect the fixtures from elements:

Concrete base, walls, access door and rain gutter.

Interior, Install protective bollards, and restrictive striping around the panels and reduce 1-2 cart parking spaces.

Jason expressed a preference to keeping the panels on the exterior.

Subsection 5E

Pool Table Recovering Proposals

The Pool Table Doctor of Orlando LLC
 6566 University Blvd
 Winter Park, Fl. 32792
 407-227-9533

Invoice No. **QUOTE**

INVOICE

Customer

Name Arlington Ridge
 Address _____
 City Leesburg State FL ZIP _____
 Phone 352-728-2186

Misc

Date 11/6/23
 Order No. _____
 Rep Cody
 FOB _____

Qty	Description	Unit Price	TOTAL
2	8' Pool Table Refelt - Standard felt, any color	\$ 600.00	\$ 1,200.00
2	New Cushions	\$ 350.00	\$ 700.00
www.PoolTableStore.com			

Payment

Comments _____
 Name _____
 CC # _____
 Expires _____

Tax Rate(s)

SubTotal	\$ 1,900.00
Shipping	
0.00%	\$ -
TOTAL	\$ 1,900.00

QUOTE ONLY

Please sign and acknowledge that your pool table is level and the installation meets or exceeds your expectations

LEVEL WARRANTY IS VOID IF SOMEONE HAS MOVED, OR SITS/ STANDS ON THE POOL TABLE

Subsection 5F

Golf Course Management Services RFP



Arlington Ridge Community Development District

REQUEST FOR PROPOSALS
FOR
GOLF COURSE MANAGEMENT SERVICES

[RFP Issuance Date]

DRAFT

Arlington Ridge Community Development District
Request for Proposals
Golf Course Management Services

Table of Contents

- I. General Information**
 - A. Notice of Request for Proposals
 - B. Instructions to Proposers
 - C. Evaluation Criteria

- II. Attachments**
 - A. Golf Course Maintenance Standards
 - B. Building Maintenance Standards – Pro Shop, Golf Course Restrooms, Golf Cart Storage Building, Golf Course Maintenance Building

DRAFT

PART I.A. NOTICE OF REQUEST FOR PROPOSALS
Arlington Ridge Community Development District
Request for Proposals for Golf Course Management Services

The Arlington Ridge Community Development District (the “**District**”), located in Lake County, Florida, hereby announces that it is soliciting proposals from qualified firms (“**Proposers**”) to provide management, supervision, labor, materials, equipment, and related services necessary for the operation of the District’s golf course (“**Arlington Ridge GC**” or “**ARGC**”), and associated facilities, through a management contract structure. The Arlington Ridge GC is a semi-private community golf facility, which is required to operate as a public golf course, consisting of an 18-hole golf course, driving range, putting green, chipping green, pro shop, golf cart storage structure, maintenance building, maintenance compound, and administrative office. The District is simultaneously conducting two requests for proposals (“**RFP**”) and is soliciting proposals for (i) Golf Course Management Services, pursuant to this RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s golf course and associated facilities, and (ii) Restaurant Management Services, pursuant to a separate RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s food and beverage operations. The District encourages proposers to submit proposals for both RFPs but may select two vendors in order to serve the best interests of the District.

The RFP, consisting of instructions to Proposers, technical information, Proposal forms, and other materials, will be available upon request to angel.montagna@inframark.com and is expected to be available beginning **[RFP Issuance Date] at [RFP Issuance Time] (EST)**. The District reserves the right in its sole discretion to make changes to the RFP until up until the Proposal Deadline, as defined herein, and to provide notice of such changes only to those Proposers who have provided their contact information to the District Manager via e-mail at angel.montagna@inframark.com.

To be eligible to submit a proposal, and in addition to any other requirements set forth in the RFP packet, an interested firm must hold all required local, state, and federal licenses in good standing, and be authorized to do business in Lake County and the State of Florida.

Firms desiring to provide Golf Course Management Services to the District must submit one (1) original copy and one (1) electronic copy (PDF format and all documents included on a USB flash drive) of the required Proposal no later than **[Proposal Deadline Date] at [Proposal Deadline Time] (EST)**, at the District’s administrative office located at [Address] (or at an alternative location to be determined and announced).

Proposals shall be in the form provided in the RFP package and submitted in a sealed envelope that shall bear “RESPONSE TO REQUEST FOR PROPOSALS FOR ARLINGTON RIDGE CDD GOLF COURSE MANAGEMENT SERVICES ENCLOSED” on the face of it. The District reserves the right to return to the Proposer any Proposals received after the time and date stipulated above. Each Proposal shall remain binding for a minimum of one hundred twenty (120) days after the Proposal opening.

Proposals will be evaluated in accordance with the criteria included in the RFP packet. **The District reserves the right to reject any and all Proposals, make modifications to the work,**

award the contracts in whole or in part with or without cause, and waive minor or technical irregularities in any Proposal, as it deems appropriate, and if the District determines in its discretion that it is in the District's best interests to do so. There is no requirement that these services be publicly procured; therefore, no interested party shall be afforded protest rights by submitting or not submitting a proposal. Additional information and requirements regarding protests are set forth in the RFP packet and the District's Rules of Procedure, which are available from the District Manager, Inframark IMS, at 210 N. University Drive, Suite 702, Coral Springs, Florida, 33071, or by sending an email to angel.montagna@inframark.com, or by telephone at (954) 603-0033.

Any and all questions relative to this procurement shall be directed in writing by e-mail only to the District Managers, Angel Montagna (angel.montagna@inframark.com) and District Counsel, Meredith Hammock (meredith@cddlawyers.com). No phone inquiries please.

DRAFT

PART I.B. INSTRUCTIONS TO PROPOSERS

General Instructions

1. STATEMENT OF INTENT.

The Arlington Ridge Community Development District (the “**District**”), located in Lake County, Florida, hereby announces that it is soliciting proposals from qualified firms (“**Proposers**”) to provide management, supervision, labor, materials, equipment, and related services necessary for the operation of the District’s golf course (“**Arlington Ridge GC**” or “**ARGC**”), and associated facilities, through a management contract structure. The Arlington Ridge GC is a semi-private community golf facility, which is required to operate as a public golf course, consisting of an 18-hole golf course, pro shop, driving range, putting green, chipping green, golf cart storage structure, maintenance building, maintenance compound, and administrative office. The District is simultaneously conducting two requests for proposals (“**RFP**”) and is soliciting proposals for (i) Golf Course Management Services, pursuant to this RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s golf course and associated facilities, and (ii) Restaurant Management Services, pursuant to a separate RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s food and beverage operations. The District encourages proposers to submit proposals for both RFPs but may select two vendors in order to serve the best interests of the District.

The District reserves the right to enter into agreements with multiple Proposers, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the District. There is no requirement that these services be publicly procured; therefore, no interested party shall be afforded protest rights by submitting or not submitting a proposal. All interested parties must register by email to the District Manager (angel.montagna@inframark.com) their name, email address, address and telephone number to receive any future changes, additions, addendums or notices concerning this RFP.

At the discretion of the District, a short list of the most qualified Proposers may be developed, and Proposers may be asked to give a short presentation or interview as part of the evaluation and selection process. All information provided shall be considered by the District in making a recommendation to enter into an agreement with the selected Proposer.

The Proposer selected for will be required to perform all services identified in these specifications, which will at a minimum include the following:

- Golf course operations with emphasis on excellent course playability and an exceptional level of customer service.
- Maintenance of golf course and identified facilities to preserve and enhance the District’s investment.
- Operate and manage the pro shop, facilities, and golf cart operation.
- Promote and market the facilities to drive revenue and economic performance.
- Develop and implement recommendations for capital improvements.
- Initiate new programs and services to increase usage of the facility.
- Fund 100% of the annual operating and maintenance expenses as well as approved capital improvements and equipment from annual revenues, with Board approval.

The District desires to make this opportunity available to all qualified proposers. The District has made a significant investment in acquiring this golf facility that it is the centerpiece amenity of the Arlington Ridge community. The District is looking for firms or individuals to partner with the District who share its vision for maintaining and operating quality golf and restaurant facilities.

The successful Proposer shall be an independent contractor and shall furnish all management, supervision, labor, and all other services, as required by the District, consistent with generally accepted operations of a quality golf course facility with public access. It is the desired goal of the District to have an executed agreement with the successful proposer on or before October 1, 2024.

2. GOLF COURSE BACKGROUND.

The ARGC is owned by the District, an independent unit of government established pursuant to Chapter 190, Florida Statutes. The District is governed by the Board of Supervisors (“**Board**”). The Board is comprised of Arlington Ridge residents who are elected officials. ARGC was constructed and opened to the public in 2006. ARGC consists of 18 regulation golf holes, pro shop, driving range, putting green, chipping green, golf cart storage structure, maintenance building, maintenance compound, and administrative office. The golf facility is one of several high-quality daily fee and semi-private golf courses located in the Lake County area. The course features an 18-hole Gary Koch designed course, including a 280-yard driving range, practice green and chipping area, on-course restrooms and 2000 square-foot (“**sf**”) pro shop, along with other accessory buildings that include cart storage and golf course maintenance. The golf layout includes wide and generous fairways, trees, water features on nearly every hole, numerous bunkers, and relatively large greens. Despite an abundance of homes abutting most fairways, the buffer area between the playing areas and the homes is ample.

The District currently has an agreement with Troon Golf – Indigo Golf that is due to expire in October of 2024. This agreement is for the total management and maintenance of the entire course and all associated operations.

The Golf Course Complex is located within the heart of the Arlington Ridge District at: 4463 Arlington Ridge BLVD. Leesburg FL. 34748, just off SR 27 and CR 48.

A. Recent Performance

The ARGC currently enjoys approximately 49,000 rounds annually (FY 2023), divided by categories as shown below. Please note the 2023 rounds are year to date, from October 2022 to July 2023:

Category	FY 2020 (Actual)	FY 2021 (Actual)	FY 2022 (Actual)	FY 2023 (Budgeted)
Member	12,439	18,762	19,069	18,692
Outing	3,996	3,460	7,823	4,128
Public	27,434	22,870	22,349	23,114
Total	43,869	45,092	49,241	45,934

The following table shows a condensed summary of total operating revenue from defined sources at ARGC from 2020 to 2022.

Revenue Source	Actual FY-20	Actual FY-21	Actual FY-22
Greens Fees	\$699,945	\$699,626	\$867,280
Cart Fees	\$105,409	\$2,847	\$2,397
Driving Range	\$35,984	\$39,410	\$41,694
Pro Shop Sales	\$56,567	\$89,319	\$141,140
Other Golf Revenue (club rental, handicap)	\$3,763	\$6,501	\$5,778
Clinic/School Revenue	\$852	\$989	\$1,229
Dues Income	\$300,667	\$436,355	\$495,428
Miscellaneous Income	\$348	(\$3921)	\$11,697
Total Revenue	\$1,203,534	\$1,271,126	\$1,566,728

3. ANTICIPATED TERMS AND SUBMITTAL REQUIREMENTS.

The District’s interest is to entertain proposals from Proposers for the operation of ARGC through a management contract structure. The District will consider management proposals from interested and qualified Proposers for any and or both areas of the operation. Respondents shall outline their proposed terms, management fee, structure, approach and final terms will be negotiated with the successful Proposer(s).

Respondents submitting proposals for the golf course management services shall, at a minimum, include the following in their responses:

- Letter of interest describing legal composition of the entity; and
- Business plan to include:
 - description of the business from an ownership, organizational, historical, and structural perspective; and
 - number of proposed full time and part-time employees by position title, educational experience to be required to qualify for each type of position and anticipated salary range; and
 - expected market for its product and its marketing plan to include growth of membership base; management plan, including operational and financial issues; and
 - projected schedule for expansion or initiation of operations; and critical risks and perceived problems or obstacles.
- Operator Experience/Project Team(s) Qualifications/Financial Capability; and
- Resumes of key management staff; and
- Turf management plan and capital improvement plan overview; and
- References: four (4) verifiable references of which two (2) must be letters of reference; and
- Financial capability:
 - Proposer should have a demonstrated record of financial responsibility commensurate with the obligations contemplated under this RFP.
 - Proposers should include profit and loss statement as well as balance sheet from the most recent complete year of operation for existing businesses or a financial plan (cash flow pro forma) with proof of financial capacity for new ventures.

- Duration and renewal options; and
- Managerial fee structure, license fee, any proposed gross revenue sharing proposal; and
- Be prepared to discuss and project budgets for capital improvements and operational budgets in compliance with governmental accounting procedures; and
- Demonstrate the ability to provide the District with timely, monthly financial reports for the month preceding the monthly Board meeting(s) held on the third Thursday of each month. The monthly reports shall be submitted to the District’s management company no later than 10 days after month’s end.

A. Golf Course Operations

Specific to golf operations, the District is interested in maintaining consistently high standards of service and quality.

- **Basic Responsibilities, Policies and Procedures**
 - The operator will provide a level of service (customer service, maintenance standards, etc.) at least equal to or superior to the standards that exist at ARGC in 2023.
 - The course shall be operated as a public facility in a nondiscriminatory manner.
 - The operator will employ experienced and qualified personnel to operate, manage and supervise the Pro Shop, Pro Shop employees, and to plan and implement tournaments, outings, merchandise selection and sales, and the golf instruction programs.
 - The operator will employ high quality maintenance practices and provide course maintenance and day-to-day playability conditions to 2023 or higher standards (*see* “Attachment A – Golf Course Maintenance Standards” and “Attachment B – Building Maintenance Standards”).
 - The operator will employ a golf course superintendent that is experienced and qualified.
 - The operator will be responsible to develop, implement, and fund a robust and effective marketing program that produces positive results in terms of growth of golf rounds purchased and associated revenues (and to the extent possible, cross markets the District’s restaurant operations).
 - The golf course and concession operations shall be open on a daily basis, from dawn to dusk, with the exception of closures due to inclement weather conditions, and scheduled maintenance days shall be approved by the District.
 - The operator will be responsible for maintenance and daily custodial cleaning of golf course related facilities, including the pro shop and the on-course restrooms, to quality standards.
 - The operator will be responsible for maintaining and cleaning the maintenance facilities that include the maintenance shop, equipment and storage, and offices.
 - The operator will be responsible to maintain all areas of the golf facility litter and trash free, including the parking lot, ponds located on the golf course proper (pond maintenance and treatment currently provided by others), golf course maintenance area, and the golf course proper.
 - The operator will be required to cooperate with the District during special events and other unanticipated eventualities.

- The operator will be responsible for regular pest control inspections and extermination, in compliance with all State and local regulations concerning pesticide applications and nutrient management.
- The operator will be responsible for regular pest control inspections and extermination, in compliance with all State and local regulations concerning pesticide applications and nutrient management.
- Smoking in any building is strictly prohibited. The operator will be required to adhere to and enforce this policy and Florida law.
- The operator will be responsible for assuming all rental, lease, or maintenance agreements currently in place for golf course equipment such as mowers, Gaters, golf carts, etc. Changes to the aforementioned items may be altered, but Board approval will be required to do so.
- **Operations and Programming**
 - The District expects the operator to create and maintain a high-quality golfing experience for members, the public and the Arlington Ridge community.
 - The District expects the operator to increase annual and seasonal golf club membership by marketing membership opportunities to residents and to the general public.
 - The District expects the operator to implement customer service mechanisms that will enhance the satisfaction of patrons, including, but not limited to, ideas to promote faster speeds of play. These mechanisms shall be outlined in the proposal.
 - In addition to general operation and management staff, the operator will provide course marshals and starters.
 - The operator is expected to implement innovative and effective player development programs.
 - The operator will develop and implement marketing and promotion programs that will effectively improve the District's market share in the regional golf market, and to employ yield management strategies to encourage play during slow play periods.
 - The operator will provide high-quality golf instruction programs for players of all ages and abilities, including individual and group lesson opportunities with well qualified instructors.
 - The operator is strongly encouraged to continue and enhance the facility's existing leagues as a mechanism to promote increased activity and group camaraderie at the facility. In addition, the operator is expected to host other tournaments and outings, including the possibility of hosting local or state tournaments.
 - The operator will offer a convenient on-line tee time reservation system with customer service benefits comparable to systems offered within the local/regional market. The operator will be required to utilize a golf-specific point-of-sale (POS) system that has proper modules for maintaining a database of customer information (e.g., zip codes, emails), electronic marketing, electronic tee sheet management, retail management, reporting and accounting.

- The operator will offer a convenient on-line tee time reservation system with customer service benefits comparable to systems offered within the local/regional market. The operator will be required to utilize a golf-specific point-of-sale (POS) system that has proper modules for maintaining a database of customer information (e.g., zip codes, emails), electronic marketing, electronic tee sheet management, retail management, reporting and accounting.
 - The operator will be responsible for proposing innovative options and/or solutions to increase course quality, play efficiency, and overall profitability.
- **Management of Operating Revenues and Expenses**
 - The operator will be required to submit monthly statements of gross receipts and expenses from all categories of income in a format approved by the District no later than [10 days' after month's end or at a time established by the District].
 - At the end of each operating year, the operator will be required to submit a detailed income and expense statement for the past year's operation that will be subject to audit by an independent audit firm chosen by the District.
 - The vendor will be required to maintain cash handling and revenue control, and loss prevention, systems to ensure the accurate and complete deposit and recording of all revenues, in a form and manner acceptable to the District.
 - If the Proposer is intending management of both golf and restaurant operations, separate accounting and bank accounts must be utilized to ensure that no commingling of funds between the two operations occurs.
- **Pro Shop**
 - Proposer shall operate and manage the Pro Shop at quality standards, as the primary, customer friendly point of sale for course access and by providing golf merchandise for sale as appropriate.
 - Proposers shall explain in detail plans for operating the Pro Shop, including proposed hours of operation, which at minimum must be open when the golf course is open (dawn to dusk), and the types of merchandise and services that will be provided.
- **Beverage Cart**
 - Proposer shall operate a beverage cart during course hours and shall work with the Food and Beverage provider for pricing efficiencies, this operation operates under a separate liquor license.
- **Capital Improvements**
 - The operator will assess needs and work with the District to develop plans, including implementation strategies, for necessary and desirable capital level improvements to the golf course, training facilities, clubhouse, pro shop, and maintenance facilities. The selected Proposer will work with the District cooperatively to plan and implement capital projects. Major renovation and improvement projects will be subject to written District approval prior to implementation.

- **Fuel Storage**
 - For any vehicle fuel dispensing tanks (above or below ground), the vendor will be required to follow all State and local guidelines and keep accurate records as required by law.
 - The vendor will have staff on-site with required training and certifications for the operation of these tanks.
 - Any changes, removals, or additions of tanks must be preapproved by the District and in accordance with regulations.
 - The vendor will be required to maintain valid and sufficient pollution control liability insurance and any other required insurance coverage for the tanks.
- **Golf Course and Clubhouse Security**
 - The operator will provide and maintain procedures and systems to ensure the security of the golf course and all support amenities, including but not limited to a fire and burglar alarm system.
- **Compliance with Laws**
 - The operator shall comply with all District, State, and Federal requirements to provide safe and accessible recreational opportunities for everyone, including persons with disabilities.
 - The operator will be required to comply with all District, State, and Federal laws relating to access for persons with disabilities. The operator is encouraged to exceed accessibility requirements whenever possible and not simply provide the minimum level required.

B. Basic Requirements for Management Contract

Prior to commencement of the contract, the successful firm shall work cooperatively with the District Board to further clarify the intended goals and purpose of the management contract; discuss and clarify any issues; gain an understanding of District operations; and establish responsibilities and timeframes. The management company will assume responsibility for the following operations associated with the golf course on an annual basis:

- Formulating and implementing business plans, maintenance, and operating programs, and budgets to be submitted to the Board for approval for each year.
- Developing recommendations for green and cart fees, subject to District approval, and indexed to local or regional competitive golf facilities of similar type and quality. Setting of fees will be subject to a negotiation process and partnership between the District and the operator.
- Procuring (at District expense) and maintaining all equipment used in operation of the golf facility, including maintenance vehicles and equipment.
- Purchasing of all supplies, consumables, etc. for use in the operation of the golf course.
- Propose facility improvements, with specific recommended projects and an implementation schedule subject to District approval. The extent of District involvement will be dependent on the size, scope, and budget of each proposed facility improvement project.

- Meeting with the District Board and/or District's designee monthly, or as deemed necessary by the District, to review operations, expense/revenue reports, marketing/promotion programs, repair and improvement projects, long-range plans, etc.
- Presenting monthly reports for both maintenance and expense/revenue reports to the District by the 10th day of each month to allow inclusion into pre-Board meeting informational packets for Board Supervisors.
- The successful Proposer(s) will provide an in-person representative to attend Board meetings that currently occur the third Thursday of each month at 2:00 p.m. (EST).
- The successful Proposer(s) must conduct quarterly golf membership meetings to provide an interface between the successful Proposer(s) and golf and social members.
- The successful Proposer(s), as a rule, must schedule the use of Fairfax Hall through the District Activities Director a minimum of weeks prior to use of venue. Exceptions may be made, but after the deadline, there is no guarantee that the venue will be made available to successful Proposer(s).
- Comply with all applicable laws, rules, and regulations while performing its obligations under the Management Contract, including that Vendor will not take a tax position inconsistent with it being a manager and not owner of the any of the District facilities.

C. Agreement Terms for Management Contract. The District is not currently setting specific requirements for length of term or level of compensation. The District expects proposals to be negotiable based on other terms of the final agreement. The District is open to operational ideas, considerations and other factors.

D. Management Fee for Operations. Under the terms of a Fee-for-Service Management Contract, the operator will be paid an annual management fee, either fixed, incentive-based, or a hybrid thereof. Proposers shall include a proposed, annual management fee, and a proposed incentive fee with their proposals. If gross revenues are to be shared, specify the plan for doing so.

E. Term of Agreement. The term of the Agreement shall begin on an agreed-upon date, which is expected to be on or before October 1, 2024, and shall end on the last day of the month preceding the fifth anniversary of the start date unless terminated by the District prior to that date. The contract may be renewed for one (1) additional five (5) year periods at the District's sole discretion.

F. Performance Bond. The successful Proposer(s) will be required to provide the District a performance bond, which must remain in effect for the duration of the term. The bond, in the amount of \$500,000, will be due upon contract signing.

G. Termination for Convenience. The Agreement may be terminated upon mutual consent of the operator and the District. If either party wishes to terminate the agreement for convenience, it must notify the other party in writing at least 180 days prior to the proposed termination date.

H. Termination for Cause. The District shall have the right to terminate this agreement for cause, based on the management company's performance, as follows:

- Consistent inability to maintain economic performance of the District's golf facility;

- Persistent or repeated failure to meet the performance standards for the facility;
- Persistent or repeated disregard of laws, ordinances, rules, regulations or orders of a public authority having jurisdiction;
- Persistent or repeated failure to supply properly skilled workers that results in performance impairments;
- Breach of fiduciary obligations under the Agreement;
- Filing of a voluntary petition for protection under federal bankruptcy laws or the failure to obtain the dismissal of an involuntary petition under federal bankruptcy laws within 90 days;
- Discontinuance of its business or activities at the facility; or
- Any other substantial breach of the Agreement.

If the District terminates the Agreement for cause, the management company will not be entitled to receive any further payment. In addition, the management company will vacate the facility within seven (7) days and turn over the facility and all equipment, supplies, inventory, goods, property, etc., to the District, unless such date is extended in writing by the District. If the cost of completing the services that were the responsibility of the management company under the Agreement exceeds the balance of the costs in the Agreement between the management company and the District, the management company shall be responsible for paying the difference to the District. The obligation for payment shall survive termination of the Agreement.

I. **Financial Notes.** The successful Proposer(s) shall furnish to the District's Board a report of total gross revenues and gross losses at the conclusion of each month, in writing. Said report shall be subject to audit by the District. The successful Proposer(s) shall also provide the following:

- **Monthly Accounting.** The successful Proposer(s) shall maintain such bookkeeping and accounting methods and methods of collection of moneys as shall permit successful Proposer(s) to accurately compute the revenues and expenses relating to the ARGC. Such records shall be made available to District during the normal hours of business of the facility. The successful Proposer(s) shall furnish to the District a statement of gross revenues relating to the facility operation for each month, and such statement shall be delivered to the District no later than 10 days following month's end [or days prior to the District's Board of Supervisor's meeting].
- **Annual Accounting.** The successful Proposer(s) shall submit to District, no later than sixty (60) days after the close of the fiscal year (September 30) a profit and loss statement relating to the golf course, prepared by a certified public accountant licensed by the State of Florida. Such statement shall contain an appropriate certification that all gross receipts during the yearly accounting period have been duly and properly reported to the District.
- **Point of Sales System.** The successful Proposer(s) may be required to use the District's Point of Sales System and provide the District POS reports upon request.
- **Tax Records.** District reserves the right to require the successful Proposer(s) to furnish District a certified copy of the successful Proposer(s)'s federal income tax return for the preceding calendar year insofar as it relates to the subject matter of financial reports.

- **On-Site Audit.** District reserves the right to audit and inspect the successful Proposer(s)'s employees, sales, and inventory at the site or wherever appropriate, and all inventory records relating to the operation of the golf course at any time during the collection of receipts and stocking processes.
- **Bank Deposits.** The successful Proposer(s) shall maintain a separate District bank account the operation of the golf course facility. The successful Proposer(s) shall maintain all banking records and bank deposit receipts concerning the same. District reserves the right to require the successful Proposer(s) to furnish such records and receipts to District at any time during the term of the Agreement.

J. Minimum Qualifications Criteria

- Five years' experience, by the firm, managing and maintaining a regulation 18-hole public golf course(s), preferably district/municipally owned facilities.
- Firm shall provide three golf industry references and three credit references.
- Five years of experience, by the individual who will be the on-site general manager of the Course, in managing regulation 18-hole public golf course, preferably district/municipally owned facilities. This may be the same person as the Director of Golf or a different individual.
- Five years as a Class A-13 or Class A-1 member of the Professional Golfers Association of America or the Ladies Professional Golfers Association this person shall be the resident golf professional at ARGC. This may be the same person as the General Manager or may be a different individual.

4. SUBMISSION OF PROPOSALS.

Firms desiring to provide to the District must submit one (1) original copy and one (1) electronic copy (PDF format and all documents included on a USB flash drive) of the required Proposal no later than **[Proposal Deadline Date] at [Proposal Deadline Time] (EST)**, at the District's administrative office located at [Address] (or at an alternative location to be determined and announced). Unless certain circumstances exist where a public opening is unwarranted, proposals will be publicly opened at that time. Proposer shall assume full responsibility for timely delivery at location designated for receipts of Proposals. Proposals received either in person, or by mail after the time and date for receipt of Proposals will not be accepted and will be returned unopened. Oral, telephonic, or e-mail Proposals are invalid and will not be considered.

5. SUMMARY OF SCHEDULE. The District anticipates the following schedule for the procurement, though certain dates may be subject to change:

Date/Time	Event
	RFP Notice Issued.
	RFP packet available upon request to District Manager.
	Deadline to challenge RFP packet.
	Mandatory Pre-Proposal Meeting.
	Site inspections available upon request. Prior approval from District Manager is required.

	Deadline for questions.
	Proposal submittal deadline and official bid opening.

6. MANDATORY PRE-PROPOSAL MEETING.

A. A **mandatory** pre-proposal meeting will be held at **[Preproposal Meeting Time] (EST) on [Preproposal Meeting Date]**.

B. **Proposers are required to attend the pre-bid meeting for a detailed discussion of the proposal process.** At that time, Proposers will have the opportunity to tour the facilities.

C. Proposers should not attempt to tour facilities without prior authorization from the District Manager or General Manager and must not in any way disrupt employees or operations during the proposal process.

7. FAMILIARITY WITH THE LAW. By submitting a Proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the Proposal in compliance with all such laws, ordinances and regulations. Moreover, Proposers shall comply with all laws, ordinances and regulations applicable to the development contemplated herein, including those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered. The proposals shall comply with the District’s Rules of Procedure, City of Leesburg and Lake County Land Development Code, Building Code and other applicable regulatory requirements. Approval by the District, in its proprietary capacity does not constitute regulatory approval of any aspect of the proposal by the District, in a regulatory capacity.

8. INTERPRETATIONS AND ADDENDA; ZONE OF SILENCE. Any and all questions relative to this procurement shall be directed in writing by e-mail only to the District Managers, Angel Montagna (angel.montagna@inframark.com) and District Counsel, Meredith Hammock (meredith@cddlattorneys.com). No phone inquiries please.

All questions must be received no later than **[Deadline for Questions], at 5:00 p.m. (EST)** to be considered. Interpretations or clarifications considered necessary by the District in response to such questions will be issued by addenda e-mailed to all parties recorded as having received the RFP packet. Only questions answered by formal written addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed to all Proposers via e-mail and, accordingly, all Proposers should email the District Manager at angel.montagna@inframark.com to request to be placed on the distribution list.

Except as set forth in this Section, Proposers (including Proposer’s officers, directors, employees, agents, representatives, contractors, affiliates, subsidiaries or anyone else acting on a Proposer’s behalf) should not communicate during the submission and evaluation process with any District Supervisor, Evaluation Committee member, staff member, or other representative of the District in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means

of communication. This does not apply to pre-solicitation conferences or communications with staff not concerning this solicitation. **ANY COMMUNICATION CONTRARY TO THE REQUIREMENTS OF THIS SECTION may cause an individual firm, or team, to be disqualified from participating.**

9. **INSURANCE.** All Proposers shall include as part of the Proposal a current Certificate of Insurance detailing the company's insurance coverage, or some other evidence of insurance or insurability. In the event the Proposer is notified of award, it shall provide proof of insurance in the form required by the District within such time period as the District may request.

10. **SUBMISSION OF ONLY ONE PROPOSAL.** Proposers may be disqualified, and their Proposals rejected, if the District has reason to believe that collusion may exist among Proposers, the Proposer has defaulted on any previous contract, or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

11. **PROPOSAL MODIFICATION; INQUIRIES BY THE DISTRICT; WITHDRAWAL.** Proposals may be modified by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time Proposals are due. The District reserves the right to ask clarification questions and seek additional information from any of the Proposers at any time. Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by an appropriate document duly executed (in the manner that a Proposal must be executed) and hand-delivered by notice to the party receiving Proposals at the place and prior to the time designated for receipt of Proposals. No Proposal may be withdrawn for a period of one hundred and twenty (120) days from the due date for the Proposals.

12. **ACKNOWLEDGEMENTS.** In addition to any other requirements set forth in this RFP packet, by submitting a Proposal, the Proposer acknowledges the following:

- A. The Proposer has carefully reviewed the RFP packet, including any other documentation included within the RFP packet. The documents contained within the RFP packet are complementary, and what is called for by one is binding as if called for by all. If the Proposer finds any conflicts, errors, ambiguities or discrepancies with the RFP packet, he/she shall call it to the District's and/or the District's designees' attention in writing within the time period allotted for asking questions as part of the procurement process.
- B. The Proposer is responsible for inspecting the site prior to submitting a Proposal and notifying the District and/or its designee of discrepancies in the RFP packet that may affect its costs, timing, etc.
- C. Unless otherwise specified, if any are required, the successful Proposer(s) shall secure and pay for all fees associated with necessary permits or approvals.

- D. All materials and services provided by Proposer shall be performed in strict compliance with all applicable governmental regulations, permits required, 2010 American with Disabilities Act (“ADA”) Accessibility Guidelines, and local, state and federal laws.

13. EVALUATION OF PROPOSALS.

All qualified submissions received by the deadline will be analyzed by the District according to the criteria outlined in these specifications. Failure to comply with the provisions of the RFP may cause any proposal to be ineligible for evaluation.

Proposers responding to this RFP shall be available for interviews with the District. Discussions may be conducted with Proposers for purposes of clarification to assure full understanding of and conformance to the RFP requirements. After proposals are opened, any selected entity notified by the District should be prepared to meet with the District at the time and date determined by the District. Selection shall be based on the firms’ qualifications and proposal, as applicable to the scope and nature of this RFP. Determination of qualifications shall be based on written proposals, responses from past and current references and information presented to the District during oral interviews, if any.

Necessary experience in golf course management must be documented for proposals involving the operation of the golf course. Each proposal will be initially analyzed and evaluated according to the evaluation criteria below. In addition to the proposal, the Board of Supervisors and its staff may request additional material, information or references from the submitting entity or others.

A. Comparative Management Proposal Criteria:

Proposals shall be reviewed, ranked and based on the following criteria:

- a. The desire of the District to have Arlington Ridge Golf Course maintained and operated in a top-quality manner.
- b. Firm’s demonstrated ability to manage, operate and /or maintain an 18-hole public golf course, preferably district/municipally owned facility.
- c. Firm’s plan for the physical maintenance of the golf course.
- d. Firm’s plan to manage fiscal operations so that 100% of the operating cost, debt service, and capital improvements are covered annually. Be specific about methods, promotions, marketing, etc. that would lead to a balance between expenses and revenues.
- e. Firm’s plan for the use and application of chemicals to be applied to the golf course.
- f. Firm’s plan to furnish the pro shop, provide maintenance to equipment for the golf course operation.
- g. Firm’s plan to staff the maintenance and /or operation of the golf course.

- h. Experience and qualifications of firm’s key staff (general manager, golf professional, course superintendent) with regard to their abilities to manage, maintain, and operate a public golf course.
- i. Firm’s plan to make any improvements to the golf course and buildings beyond required maintenance, and how they would propose funding these improvements.
- j. Firm’s ability to provide extensive public relations and marketing. The District is committed to maintaining relationships with residents and members. The firm must be able to provide superior services and effective promotions to satisfy the residents and members and to increase revenues through golf functions.
- k. Firm’s plan to improve ARGC financials. Each firm is encouraged to review ARGC financials for previous years of operations and identify areas where it would seek improvement and indicate how it would do so.
- l. Firm shall indicate a plan to work with restaurant operations to enhance and attract events, both golf and non-golf outings.

In order to assist the Board in evaluating each proposal please respond in the above order.

Evaluation Criteria	Points
Proposer’s qualifications, experience, and past performance of the firm/team	35 points
Business concept	35 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	30 points

Importance and weighting of the criteria may change depending on the overall proposal options received. Upon completion of the evaluations, the final selection and award of a contract or contract(s) rests with the Board of Supervisors, which has the sole discretion at which option they believe will best meet the interests of the District.

Provided it is in the best interest of the District, the Proposer(s) determined to be the most responsive, taking into consideration the evaluation factors set forth in this RFP, will be selected to begin contractual negotiations. The Proposer(s) selected will be invited to submit more comprehensive information if necessary. If no satisfactory agreement can be reached with the “most responsive entity,” then the District is anticipated to begin contractual negotiations with the Proposer determined to be the next most responsive, and, if unsuccessful in reaching a satisfactory agreement, will continue the process of entering into contractual negotiations with any/all Proposers whom proposals are determined to be in the best interest of the District.

As a part of the Proposal evaluation process, the District may conduct a background investigation of Proposer, including a record check by the City of Leesburg and Lake County Sheriff’s Office or private security firm, as determined by the District. Proposer’s submission of a proposal constitutes acknowledgment of the process and consent to such investigation.

14. DISTRICT’S RIGHT TO TAKE ACTIONS IN ITS BEST INTERESTS. The District reserves the right to reject any and all Proposals, make modifications to the work, award the contract in whole or in part with or without cause, and waive minor or technical irregularities in

any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so.

15. RFP POSTPONEMENT/CANCELLATION/WAIVER OF IRREGULARITIES. The District may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

16. INDEMNIFICATION. To the fullest extent permitted by law, Proposer shall indemnify, hold harmless, and defend the District and its Board members, officers, directors, supervisors, staff, lawyers, managers, engineers, consultants, employees, representatives, contractors, subcontractors, agents, successors and assigns of each and any of all of the foregoing entities and individuals (together, "**Indemnitees**") from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, relating to the Proposal and/or this RFP and to the extent caused, in part or in whole, by the negligence, recklessness, or intentionally wrongful misconduct of the Proposer or those acting on Proposer's behalf. In the event that any indemnification, defense or hold harmless provision of this RFP is determined to be unenforceable, the provision shall be reformed to give the provision the maximum effect allowed by Florida law and for the benefit of the Indemnitees.

17. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

18. PUBLIC RECORDS AND PROPRIETARY INFORMATION. Responses to this RFP, upon receipt by the District, become public records subject to the provisions of Chapter 119, Florida Statutes, Florida's Public Records Law. To the extent permitted by law, all documents pertaining to this RFP shall be kept confidential until the proposal evaluation is complete, and a contract is awarded. No information about any submission of proposals shall be released to anyone until the process is complete, except to the appropriate District staff and Board of Supervisors. If Proposer(s) believe that any portion of its response is exempt from Florida Public Records Law, Proposer(s) should clearly identify the specific documents for which confidentiality is claimed and provide specific legal authority of the asserted exemption. It is also strongly recommended that those specific materials that you assert qualify for exemption from Chapter 119, Florida Statutes, be submitted in a separate envelope and clearly identified as "TRADE SECRETS EXCEPTION," with your firm's name and the proposal number marked on the outside. Please also note that details of proposals, including alleged trade secrets, with the exception of a company's financial statements, may be disclosed at a public meeting.

In the event the District determines that any materials claimed to be exempt as trade secrets do not qualify as such, the Proposer will be contacted and will have the opportunity to rescind their proposal or waive their claim to confidentiality. Please be aware that the designation of an item as a trade secret by Proposer, and the refusal to disclose any materials submitted to the District, may be challenged in court by any person. By Proposer's designation of material in its proposal as a "trade secret" Proposer(s) agree to hold harmless the District for any award to a plaintiff for

damages, costs or attorneys' fees and for costs and attorneys' fees incurred by the District by reason of any legal action challenging Proposer's claim, and the District's refusal to disclose.

Please be aware that public meetings will be required through the approval process for the chosen project, and that the designation of financial or other information as a trade secret does not preclude this subject matter from discussion during a public meeting. In the event that a claim of any kind is filed challenging the confidentiality of the Proposer's information, the District may require the Proposer to indemnify, defend and hold harmless the Indemnitees from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, relating to the claim.

19. MANDATORY AND PERMISSIVE REQUIREMENTS. The only mandatory requirements contained within this RFP are that: (i) an interested firm must hold all required local, state and federal licenses in good standing, and (ii) be authorized to do business in Lake County and the State of Florida. All of the requirements or provisions set forth in the Project Manual shall be deemed "permissive," in that a Proposer's failure to meet any requirement described in mandatory terms such as "shall," "will," "mandatory," or similar language does not automatically disqualify the Proposer's Proposal, but instead may be taken into account in the evaluation and scoring of the Proposal.

20. PROTESTS. There are no protest rights afforded to any proposer through this Request for Proposal process.

PART I.C. EVALUATION CRITERIA

Evaluation Criteria	Points
Proposer’s qualifications, experience, and past performance of the firm/team	35 points
Business concept	35 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	30 points

DRAFT

Attachment A

Golf Course Maintenance Standards

The work includes maintenance of grass on greens (including putting greens and perimeter slopes), tees (including practice tees), approaches, collars, ditches, fairways, roughs, sand traps, driving range, lakes and maintenance of trees, shrubs and landscaping throughout the entire acres covered by this contract. **Note:** Where specific fertilizers, chemicals, seed, supplies, products or techniques are specified below, similar items or techniques of equal or better effectiveness that are without additional cost to the District may be used if pre-approved by the District's contract manager.

The maintenance practices included in this section are intended to be an overall outline for the agronomic, horticultural, and recurring service practices of success Proposer's ("Contractor") golf course maintenance operations. While the guidelines are detailed, they are intended to be only minimum rules of operation. The Contractor's primary responsibility is to ensure the integrity of the golf course. Variances from the guidelines will be necessary at times to allow for adjustments resulting in climatic conditions, pest infestations, golf course traffic, tournaments, and unforeseen problems.

The District realizes there are many different philosophies in course maintenance. Therefore, respondents may submit proposals containing alternate guidelines as long as they alternatives insure optimum performance. The alternate guidelines must be submitted in writing on a separate sheet(s) attached to the proposal.

A. Mowing:

- i. Greens will be mowed every day the course is open for play at a height of cut that is acceptable to the District without causing undue stress to the turf. Typically, a cutting height between 5/32 inches to 1/4 inch will be maintained. Greens should be maintained to achieve at least an '8' "stimp meter" reading. The integrity of the original size of greens shall be maintained.
- ii. Tees will be mowed three times per week. A mowing height of 1/2 inch to 3/4 inch will be maintained. No more than 33 percent of the leaf surface will be removed at any one mowing. The integrity of the original size and design of tees shall be maintained.
- iii. Fairways, Approaches, and Collars will be mowed three times per week during the active growing season and two times per week during the cooler periods. A height of cut of 1/2 inch to 3/4 inch will be maintained. There may be certain times during the summer when this frequency may increase due to changes in climatic conditions. The frequency of cut during the cooler periods may also be increased to three times per week when the fairways are overseeded. No more than 33 percent of the leaf blade shall be removed at any one mowing. The integrity of the original size of fairways shall be maintained.
- iv. Tee and green slopes and roughs will be mowed weekly during the active growing season and as needed the balance of the year. A height of cut of 1-1/4 inch to 1-1/2 inch will be maintained.
- v. Growth regulators may be utilized in wet areas during the summer months when excessive rainfall is predicted to keep the turf under a manageable condition.

B. Aeration:

- i. Greens will be aerated as needed to provide the soil with the proper air, water, and soil ratio required for healthy putting surfaces. Two to three conventional core aerations (2 inches deep on 2 inch centers, minimally) coupled with one deep tine aeration during the summer months will be performed annually. Spiking of all greens shall be performed between aerations to maintain proper water infiltration.
- ii. Tees will be aerated two times, minimally, during the year with a conventional aerator to alleviate compaction and help control thatch.
- iii. Fairways/Roughs will be aerated one time, minimally, during the summer months to alleviate compaction. Also, supplemental aerations will be done on the heavily compacted areas and may be accomplished with a deep-tine aerator.

C. Verticutting/Spiking:

- i. Greens will be vertically mowed during the active growing season to help promote quality putting surfaces. Typically, every two weeks during the active growing season would be considered minimal. Spiking of the greens will be performed regularly during the summer months to prevent algae build-up and to help maintain proper water
- ii. Tees will be vertically mowed in conjunction with the aerations services during the summer. The frequency of vertical mowing will be adjusted accordingly should the playing areas become “spongy.”
- iii. Fairways and roughs will be vertically mowed or scalped, if necessary, in order to prevent matting and/or the build-up of thatch in these areas.

D. Topdressing:

- i. Greens will be top dressed in conjunction with the verticutting/spiking and aeration operations. This will be accomplished with a soil mix or sand that is similar to the make-up of the existing soil profile.
- ii. Greens will be top dressed every two weeks during the active growing season to help maintain a smooth putting surface. In addition to this, during the interseeding period, the greens will be “dusted” with topdressing.
- iii. Tees will be top dressed two times during the summer in conjunction with the aeration operations. In addition, the divots will be filled in on a weekly basis, minimally, to ensure an even playing surface.

E. Fertilization:

- i. Greens will be fertilized with one (1) pound of actual nitrogen per one thousand (1000) square feet each month under normal conditions. Slow release type materials shall be utilized unless it is determined not to be necessary by the Client. Types of materials and analysis rates shall be determined by growing conditions at the time of treatment and the results of soil nutrient level. Rates of application may vary upon the material used. Soil tests shall be taken four (4) times per year.
- ii. Soil nutrient level testing will be performed to determine the types of materials and analysis to be used on fairways and tees based on growing conditions at the time of treatment. Under normal conditions, one (1) pound of actual nitrogen per one thousand (1000) square feet shall be applied four (4) times per year. Slow release

materials shall be utilized unless it is determined not to be necessary by the Owner. Soil tests shall be taken four (4) times per year. Fertilizer applications shall be made a minimum of four (4) times per year.

- iii. Four (4) pounds of nitrogen per one thousand (1000) square feet should be applied annually, under normal conditions. Contractor shall conduct soil tests two (2) times each year to determine the type of materials to use at the time of treatment based on the soil tests and growing conditions. Fertilization of the roughs shall be included in the fairway applications with the same blend of fertilizer.

F. Overseeding:

- i. Each June, Arlington Ridge Community Development District shall determine with the advice of the Contractor and Superintendent, what type of overseeding (liquid or actual seed) shall be done the following fall, for the Greens, Tee Boxes, Practice Greens and Driving Range. The bid shall breakdown the costs for liquid vs. actual overseeding and adjustments that shall be made to the annual cost, if any.

G. Bunker Maintenance:

- i. Contractor shall rake the sand bunkers in their entirety 3 times per week.
- ii. Contractor shall perform fly mowing one (1) time per week in active growing seasons, and as needed in the dormant season. The normal cutting height shall be between 1” and 1 ¾”.
- iii. Contractor shall perform edging once each month, or more often as necessary. Contractor shall take care to maintain the design outline of the bunkers to ensure the integrity of the bunker shape.
- iv. Contractor and Owner shall determine when sand shall be replenished or replaced. The cost of all sand replacement shall be at the owner’s expense. The superintendent will notify the client and the golf professional.

H. Equipment Repair and Maintenance:

- i. The Contractor will follow all manufacturers' guidelines in the maintenance and repair of District owned or District leased golf course maintenance equipment. Furthermore, through mutual agreement, it is possible that the District will direct the golf management company to provide (through a sub-contracted golf course maintenance equipment lease or other arrangement) all necessary golf course maintenance equipment. . All of the Contractor's equipment technicians will be qualified and are encouraged to attend industry workshops and seminars to stay updated on the latest trends and repairs of equipment.

I. Irrigation:

- i. The irrigation systems will be repaired and maintained on a regular basis by qualified Contractor staff.
- ii. These employees will be required to attend service seminars to keep updated on the latest irrigation development and trends in the industry.
- iii. In order to protect the interest of both parties, Contractor will place a “Not To Exceed” of \$15,000 annually on the irrigation repairs. Contractor will track these

expenses and report the account totals on a monthly basis to the District. The cost of these repairs will be in material costs only.

J. Integrated Pest Management:

- i. The goal is to have the ARGC as weed and insect free as possible and to prevent any damaging outbreaks of pests. Contractor's approach to the control of damaging pests and weeds will include curative and preventative types of control measures using the most appropriate products available.
- ii. Contractor will be responsible for the implementation of an integrated pest management (“IPM”) program for all playing areas of the course including roughs via regular monitoring, problem and potential problem identification, preventative measures, diagnosis and treatment. All greens will be inspected regularly for the presence of damaging pests, insects, or fungus. All greens shall be treated as required to prevent or control fungus and insect activity and damage to the turf. An application of Chipco Choice (or equivalent) shall be applied to control the insect population in the fairways and roughs to allow optimum turf root growth.
- iii. Fire ant mounds throughout the golf course will be controlled on an as-needed basis.

K. Other Maintenance/Service:

- i. Contractor will be responsible for properly moving the cups and tee markers and repairing ball marks. In addition, all trash will be removed, divot buckets will be filled, and the ball washers, if any, checked for clean towel and soap solution daily. If ball washers are acquired during Contractor’s tenure, the ball washer soap will be changed a minimum of once per week throughout the year.

L. Trash and Debris Removal:

- i. During the course of the day, any trash or non-organic debris on the golf course will be picked up. This will be hauled to a legal disposal site and disposed of. Removal from the property, when necessary, will be the responsibility of Contractor.

M. Organic Materials and Tree Debris Removal:

- i. During the course of the day, any tree debris or organic materials on the golf course will be picked up. This will be hauled to a legal disposal site and disposed of. Removal from the property, when necessary, will be the responsibility of the Contractor.

N. Deep Rough/Natural Areas Maintenance:

- i. Contractor will maintain the natural areas within the boundaries of the play areas. These areas are to be kept free of fallen limbs, sucker growth, undesirable vegetation and weeds. Any removal of trees greater than 2 inches in caliper is not the responsibility of Contractor.
- ii. Contractor will be responsible for pruning any plant material and clearing debris that obstructs the cart paths throughout the golf course.

O. Cart Path Maintenance:

- i. All golf cart paths will be kept clean of cut grass and shall be edged monthly during the active growing season.
- ii. Standing water problems on cart paths will be promptly corrected by the Contractor.

P. Lakes, Ponds, and Streams Maintenance:

- i. All aquatic weed control is the responsibility of the District. Contractor personnel will remove litter and trash from the water bodies on a regular basis.

Q. Landscape Beds Maintenance:

- i. Contractor will install (2 plantings per year) and maintain flowering plants (about 750 annuals) in select landscape beds throughout the golf course. This will include weed control, watering, fertilization, and pest control. Contractor will work with the District in determining planting designs.

- R. Buildings:** Contractor will maintain the landscape surrounding the maintenance buildings, halfway houses, restroom, and club house buildings on the golf course in a good, operable, and sanitary order. Any required repairs, replacement, rebuilding, and restoration should be brought to the attention of the District contract manager immediately. All such repairs, replacements, rebuilding, and restoration will be the responsibility of the District.

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Attachment B

Building Maintenance Standards – Pro Shop, Golf Course Restrooms, Golf Cart Storage Building, Golf Course Maintenance Building

A. Daily Custodial Duties and Requirements:

- i. Empty waste receptacles and replace plastic liners as needed. Transport all trash and recycling to dumpster.
- ii. Clean and sanitize the interior and exterior surface of all trash containers.
- iii. Vacuum all areas of building's interior carpet. Vacuum any floor mats and entry mats located at entry/exit doors. Spot clean any areas as needed.
- iv. Dust mop all non-carpeted floors then damp mop afterwards.
- v. Clean and sanitize drinking fountains and remove encrustations, watermarks, etc. Polish as needed, using approved metal polish.
- vi. Remove cobwebs on walls, ceiling corners, or any other places.
- vii. Dust around cleared areas of furniture tops, desk tops, vacant shelves, windowsills, ledges, chairs, benches, etc.
- viii. Vacuum all fabric upholstery on chairs. Spot clean as necessary.
- ix. Vacuum behind equipment using a vacuum wand. This will avoid damage to equipment and/or equipment cords.
- x. Empty freestanding ashtray receptacles of cigarette butts and trash (located at designated smoking areas outside).
- xi. Pick up litter, trash and debris at entryways, parking lots and grounds as needed, this is to include areas around the trash dumpsters.
- xii. At entranceways, remove lint, cobwebs, debris, and mud from walkways, steps, floors, canopies, and ceiling corners. If necessary, remove bird droppings.
- xiii. Clean entry door surfaces, door glass, and adjacent glass and frames. Clean entry door handles, push plates, and kick plates.
- xiv. Clean top surface of exterior patio tables and chairs.
- xv. Spot clean carpets and hard floors as needed.
- xvi. Buff floors that are coated with floor finish restoring luster and dust mop afterwards.
- xvii. In employee break room, clean sinks and counter tops using a sanitizing agent.
- xviii. In golf course restrooms and employee break rooms, re-supply towels, soap, toilet paper and other items as required.
- xix. In golf course restrooms, clean mirrors, countertops, sinks, and fixtures using germicidal solution.
- xx. In golf course restrooms, clean toilet seats, inside bowl, bowl rims of toilet, base (including hold down bolts), as well as unclog toilets as necessary. Clean urinals in like manner. Use of sanitary disposable non-sterile rubber gloves is required. Gloves are to be changed with each restroom cleaning. No acid based toilet bowl cleaner or any other corrosive cleaner on any metal surfaces.
- xxi. In golf restrooms, spot clean ceramic tile/concrete walls, removing stains, heavy soil, graffiti, candy, gum, or any other foreign material. Clean stall partitions in like manner.
- xxii. Mop bathrooms with germicidal solution.

- xxiii. Spot clean baseboards to remove build-up of dirt and foreign matter.
- xxiv. Clean and polish all stainless steel and chrome.
- xxv. Clean and organize custodial closet.
- xxvi. Change ceiling tiles as need.
- xxvii. Monitor (and assist with keeping tidy) the restrooms shared by golf and restaurant customers.
- xxviii. Report needed building repairs to the General Manager.

B. Weekly Custodial Duties and Requirements:

- i. Blinds and other window coverings are to be dusted or vacuumed on both sides.
- ii. Clean all washable nonfabric seating.
- iii. Clean interior and glass surface.
- iv. Spot clean walls and cubicle partitions.
- v. Heavy sweep all loose soil, rocks, debris, etc. from patio areas and walkways around the pro shop.
- vi. Pour one-gallon germicidal or detergent solution into any floor drains. Clean grate to remove mildew or other stains.

C. Monthly Custodial Duties and Requirements:

- i. Wipe dust accumulation on wall artwork, photographs, white boards, bulletin boards, plants etc.
- ii. Vacuum and clean HVAC supply, return vents, and surrounding ceiling.
- iii. Machine scrub and apply 4-coats of floor finish to all VCT floors.
- iv. Remove any floor finish, dirt or other foreign matter from all base boards.

D. Quarterly Custodial Duties and Requirements:

- i. Clean ceiling and light diffusers/covers (only if diffusers and covers are removable without tools). Dust/wipe bulbs.

E. Semiannual Custodial Duties and Requirements:

- i. Strip, seal, and refinish all VCT floors (six-coats of finish).
- ii. Extract/shampoo all carpeted areas.

F. Additional Duties as Needed (but not limited to):

- i. Paint facilities' interior.
- ii. Repair sheetrock.
- iii. Replace base covers.
- iv. Strip and wax hard surface floors.
- v. Change out lightbulbs.
- vi. Minor plumbing repairs.

Subsection 5G

Food and Beverage Operation Services RFP



Arlington Ridge Community Development District

REQUEST FOR PROPOSALS
FOR
FOOD AND BEVERAGE OPERATIONS SERVICES

[RFP Issuance Date]

Arlington Ridge Community Development District
Request for Proposals
Food and Beverage Operations Services

Table of Contents

- I. General Information**
 - A. Notice of Request for Proposals
 - B. Instructions to Proposers
 - C. Evaluation Criteria

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PART I.A. NOTICE OF REQUEST FOR PROPOSALS

Arlington Ridge Community Development District

Request for Proposals for Food and Beverage Operations Services

The Arlington Ridge Community Development District (the “**District**”), located in Lake County, Florida, hereby announces that it is soliciting proposals from qualified firms (“**Proposers**”) to provide management, supervision, labor, materials, equipment, and related services necessary for the operation of the District’s onsite food and beverage facilities, consisting of restaurants and a bar and coffee shop, and to provide catering services for the District’s golf course events through a management contract structure. The District is simultaneously conducting two requests for proposals (“**RFP**”) and is soliciting proposals for (i) Golf Course Management Services, pursuant to a separate RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s golf course and associated facilities, and (ii) Food and Beverage Operations Services, pursuant to this RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s food and beverage operations. The District encourages proposers to submit proposals for both RFPs but may select two vendors in order to serve the best interests of the District.

The RFP, consisting of instructions to Proposers, technical information, Proposal forms, and other materials, will be available upon request to angel.montagna@inframark.com and is expected to be available beginning [**RFP Issuance Date**] at [**RFP Issuance Time**] (EST). The District reserves the right in its sole discretion to make changes to the RFP until up until the Proposal Deadline, as defined herein, and to provide notice of such changes only to those Proposers who have provided their contact information to the District Manager via e-mail at angel.montagna@inframark.com.

To be eligible to submit a proposal, and in addition to any other requirements set forth in the RFP packet, an interested firm must hold all required local, state, and federal licenses in good standing, and be authorized to do business in Lake County and the State of Florida.

Firms desiring to provide Food and Beverage Operations Services to the District must submit one (1) original copy and one (1) electronic copy (PDF format and all documents included on a USB flash drive) of the required Proposal no later than [**Proposal Deadline Date**] at [**Proposal Deadline Time**] (EST), at the District’s administrative office located at [Address] (or at an alternative location to be determined and announced).

Proposals shall be in the form provided in the RFP package and submitted in a sealed envelope that shall bear “RESPONSE TO REQUEST FOR PROPOSALS FOR ARLINGTON RIDGE CDD FOOD AND BEVERAGE OPERATIONS SERVICES ENCLOSED” on the face of it. The District reserves the right to return to the Proposer any Proposals received after the time and date stipulated above. Each Proposal shall remain binding for a minimum of one hundred twenty (120) days after the Proposal opening.

Proposals will be evaluated in accordance with the criteria included in the RFP packet. **The District reserves the right to reject any and all Proposals, make modifications to the work, award the contracts in whole or in part with or without cause, and waive minor or technical irregularities in any Proposal, as it deems appropriate, and if the District determines in its**

discretion that it is in the District's best interests to do so. There is no requirement that these services be publicly procured; therefore, no interested party shall be afforded protest rights by submitting or not submitting a proposal. Additional information and requirements regarding protests are set forth in the RFP packet and the District's Rules of Procedure, which are available from the District Manager, Inframark IMS, at 210 N. University Drive, Suite 702, Coral Springs, Florida, 33071, or by sending an email to angel.montagna@inframark.com, or by telephone at (954) 603-0033.

Any and all questions relative to this procurement shall be directed in writing by e-mail only to the District Managers, Angel Montagna (angel.montagna@inframark.com) and District Counsel, Meredith Hammock (meredith@cddlattorneys.com). No phone inquiries please.

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PART I.B. INSTRUCTIONS TO PROPOSERS

General Instructions

1. STATEMENT OF INTENT.

The Arlington Ridge Community Development District (the “**District**”), located in Lake County, Florida, hereby announces that it is soliciting proposals from qualified firms (“**Proposers**”) to provide management, supervision, labor, materials, equipment, and related services necessary for the operation of the District’s onsite food and beverage facilities, consisting of restaurants and a bar and coffee shop, and to provide catering services for the District’s golf course events through a management contract structure. The District is simultaneously conducting two requests for proposals (“**RFP**”) and is soliciting proposals for (i) Golf Course Management Services, pursuant to a separate RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s golf course and associated facilities, and (ii) Food and Beverage Operations Services, pursuant to this RFP, which generally consists of provision of labor, materials, equipment, and related services necessary for the operation of the District’s food and beverage operations. The District encourages proposers to submit proposals for both RFPs but may select two vendors in order to serve the best interests of the District.

The District reserves the right to enter into agreements with multiple Proposers, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the District. There is no requirement that these services be publicly procured; therefore, no interested party shall be afforded protest rights by submitting or not submitting a proposal. All interested parties must register by email to the District Manager (angel.montagna@inframark.com) with their name, email address, address and telephone number to receive any future changes, additions, addendums or notices concerning this RFP.

At the discretion of the District, a short list of the most qualified Proposers may be developed, and Proposers may be asked to give a short presentation or interview as part of the evaluation and selection process. All information provided shall be considered by the District in making a recommendation to enter into an agreement with the selected Proposer.

It is the District’s intent that restaurant operation will drive its own revenue independent of the golf course, generate publicity for the Arlington Ridge golf course (“**ARGC**”) over a wider geographic area, and provide the following advantages over the current operation:

- Offer consistent and/or expanded hours of operation compatible with golf course hours;
- Offer a high quality standard fare and menu selection;
- Appeal to, and market to, the general public;
- Cater to private groups, meetings and events;
- Contribute meaningfully to the local economy;
- Become a revenue driver for ARGC;
- Deliver quality, refreshment, and restaurant service and catering services for events;
- Promote and market facilities to improve revenue and economic performance;
- Develop and implement recommendations for capital improvements; and

- Initiate new programs and services to increase usage of the facility with the approval of the District's Board of Supervisors.

The District desires to make this opportunity available to all qualified Proposers. The District has made a significant investment in acquiring the restaurant and golf facilities that is the centerpiece amenity of the Arlington Ridge community and is looking for firms or individuals to partner with the District who share its vision for maintaining and operating quality restaurant facilities.

The successful Proposer shall be an independent contractor and shall furnish all management, supervision, labor, and any or all other services, as required by the District, consistent with generally accepted operations of a quality restaurant facility with public access. It is the desired goal of the District to have an executed agreement with the successful Proposer on or before October 1, 2024.

2. RESTAURANT OPERATION BACKGROUND.

The primary food and beverage operation that supports the Arlington Ridge golf course has traditionally been owned and operated by the District, separate from the golf facility operation. The District's food and beverage operation consists of several on-site venues: the Chesapeake Bay Grille, the Village Tavern and Chatham's (collectively, "**Restaurant**"). The District's intent is that the Restaurant operation can be improved and operate as a high quality, stand-alone restaurant operation capable of attracting residents, golfers and non-golfers, as well as the public, for lunch and dinner. Improvement in this area is a top priority of the Board.

In addition to the Restaurant facilities, the District maintains a quality commercial kitchen, dining room, and tavern. There is a large banquet facility that includes an additional catering kitchen. Proposers will be given an opportunity to fully inspect the facility at the pre-bid meeting and shall not interrupt daily operation of the facility.

The past limitations of the food service operation may disguise a considerable opportunity: the physical size of the spaces involved in preparation, cooking and dining space in the District's clubhouse are adequate to support a more robust food service. There are areas into which groups and private functions can be conveniently segregated. The District is aware that the food and beverage experience for customers while on site is extremely important to the overall success of the golf operation and improvement can better serve our residents. The District is seeking an organization or individual to create a comfortable and welcoming environment for our customers to enjoy. The chosen vendor must ensure our patrons will receive outstanding customer service whether at the counter, on the golf course or while having a sit-down meal.

Currently the District staffs and manages the restaurant with an outside vendor. The District would prefer to continue its food and beverage operation with a qualified food and beverage vendor. The District owns the Chesapeake Bay Grille, the Village Tavern and Chatham's, three food and beverage facilities within the District. Chesapeake Bay Grille and the Village Tavern are connected to one another and feature a grill-style restaurant area, outside patio area, cooking kitchen, bar/tavern area, and associated facilities. The restaurant features an Express Window adjacent to the cart path between the 9th and 10th Hole of the ARGC. Chatham's is in near proximity to these facilities and was designed as an ice cream/snack parlor abutting the aquatics

facilities but could be repurposed for other uses. There is a large banquet facility for member events and golf tournaments.

The food & beverage operation venues seating capacity:

- Chesapeake Bay Grille
 - Dining Room66
 - Oak Room36
 - Outside dining..... 32
- Village Tavern 65
- Fairfax Hall
 - Banquet set up with tables and chairs..... 260
- Chatham’s Coffee Shop16

The successful Proposer will be expected to provide food and beverage services 7 days a week compatible with golf course hours. Coffee and light breakfast service is also desirable. Operating hours for lunch and dinner should appeal to golfers, residents of Arlington Ridge, and the general public. The facilities are currently licensed for the sale of alcoholic beverages, for which the District maintains the required licenses.

The successful Proposer will be expected to provide a food and beverage service plan within the first 90 days of entering into contract with the District, with the service plan focusing on the following: menu options appealing to community residents, operating hours per day and week compatible with golf course hours coffee and light breakfast service, utilization of all three of the facilities, and a market plan.

3. ANTICIPATED TERMS AND SUBMITTAL REQUIREMENTS.

The District’s interest is to entertain proposals from Proposers to provide food and beverage operation services through a management contract structure. Proposers shall outline their proposed terms, management fee, structure, approach and final terms will be negotiated with the successful firm.

Proposers submitting proposals for the Restaurant operation shall, at a minimum, include the following in their responses:

- Letter of interest describing legal composition of the entity; and
- Business plan to address the following:
 - description of the business from an ownership, organizational, historical, and structural perspective; and
 - number of proposed full time and part-time employees by position title, educational experience to be required to qualify for each type of position and anticipated salary range; and
 - expected market for its product and its marketing plan to include growth of membership base; management plan, including operational and financial issues; and
 - projected schedule for expansion or initiation of operations; and critical risks and perceived problems or obstacles.
- Operator Experience/Project Team(s) Qualifications/Financial Capability; and
- Resumes of key management staff; and

- References: four (4) verifiable references of which two (2) must be letters of reference; and
- Financial capability:
 - Proposer should have a demonstrated record of financial responsibility commensurate with the obligations contemplated under this RFP.
 - Proposers should include profit and loss statement as well as balance sheet from the most recent complete year of operation for existing businesses or a financial plan (cash flow pro forma) with proof of financial capacity for new ventures.
- Familiarity with the District's restaurant point of sales (POS) system or comparable system;
- Duration and renewal options; and
- Managerial fee structure, license fee, any proposed gross revenue sharing proposal; and
- Be prepared to discuss and project budgets for capital improvements and operational budgets in compliance with governmental accounting procedures; and
- Demonstrate the ability to provide the District with timely, monthly financial reports for the month preceding the monthly Board meeting(s) held on the third Thursday of each month. The monthly reports shall be submitted to the District's management company no later than 10 days after month's end. The operator will be required to submit monthly statements of gross receipts from all categories of income in a format approved by the District. At the end of each operating year, the operator will be required to submit a detailed income and expense statement for the past year's operation that will be subject to audit by the District. The vendor will be required to maintain cash handling and revenue control systems to ensure the accurate and complete deposit and recording of all revenues, in a form and manner acceptable to the District.

A. **Restaurant Operations**

Specific to food and beverage operations, the District is interested in the following information, keeping in mind the demographics of our golf course customers, golf outing patrons and the District's goals to provide a first-rate food and beverage services.

- **Business Plan**
 - Briefly state the proposer's understanding of the work to be done.
 - Explain why the proposer is deserving of being awarded this contract.
 - Proposer briefly describe their vision for the Food and Beverage operation at Arlington Ridge.
 - Please describe your customer service philosophy.
 - Give a brief description of your creative ideas to provide first-rate concessions.
 - What will draw patrons to your services?
 - What will keep them coming back?
 - What will be your specialty?
 - Provide a staffing plan.
 - Provide a proposed menu with prices for all items and services.
 - Provide a statement regarding your interest and ability to provide catering for large golf outings, tournaments, league banquets and resident special events.
 - Provide a beverage cart plan.
 - How will you monitor customer satisfaction?
 - Provide a detailed schedule of the maintenance of both premises and equipment.

- How will you anticipate promoting and marketing the facility?
 - Proposed annual management fee to be paid by District?
 - Address how Proposer intends to fund 100% of the annual operating costs from annual revenue.
 - Specify Proposer's expectations of accomplishment in the first year of operation.
 - Please include your firm's vision of the services to be offered to Arlington Ridge as well as examples of your approach, activities & work products.
 - Plans for the future methods of operation.
 - Types of uniforms used.
 - Menu and food selection process.
 - Schedule of hours of operation.
 - Labor scheduling/staffing.
 - Equipment maintenance schedule.
 - Sanitation policies.
 - Proposed site improvements.
- **Qualifications and Experience**
 - Demonstrate a minimum of 3-5 years' experience of restaurant operation or catering.
 - Provide information about your experience and current relationships with food & beverage suppliers.
 - Provide 3 current clients and 3 former clients references, preferably from the last 5-10 years.
 - Explain what experience you and your team have provided in concession services at golf courses or similar venues. Please be specific in terms of length of experience (years, seasons) and roles (owner, supervisor, cook, etc.).
 - Have you ever failed to complete any work awarded to you or defaulted on a contract? If so, please explain.
- **Background Information**
 - Name and address of legal entity submitting the proposal.
 - Name and address of principal officers and all owners of proposing organization.
 - Legal status of proposing organization (i.e., corporation, partnership, sole proprietorship).
 - Please describe the proposing organization in terms of size, longevity, areas of specialization, and any other information that the District can use to come to an opinion about the stability and fiscal strength of the organization.
 - Please provide bank references.
 - Will Proposer, upon request, be able to fill out a detailed financial statement and furnish any other information that may be required by the District?
 - Provide a statement of Proposer's financial stability, including information as to current or prior bankruptcy proceeding if any.
 - Corporation registration with the Secretary of State of Florida.

- For out of state businesses, provide evidence of authority to do business in the state of Florida.

B. Operational Notes

- **Enforcement of Regulations Pertaining to the Dress of Restaurant Customers**
 - The successful firm shall be permitted to enforce only Dress Code Rules and other Regulations as determined and approved by the District for the golfers using the ARGC. Appropriate attire is required for all patrons using restaurant services.
- **Exclusivity**
 - The successful firm shall be the only person or company permitted to operate a food and refreshment service at the Restaurant. However, the District reserves the right to provide refreshments to participants of District sponsored events.
- **Equipment**
 - The District intends to furnish the equipment necessary for the operation of the Restaurant such as pots, pans, dishes, silverware, cups, glasses, cooking utensils, etc.
 - The District will also furnish the following major kitchen equipment: stove(s), refrigerator(s), freezer(s), washing equipment & grill.
 - The District will also furnish counter stools, tables and chairs.
 - The successful firm will be expected to operate the Restaurant with the present major equipment now located in the facility. The successful firm will be responsible for the daily maintenance of the District's equipment.
 - The District will be responsible for all major repairs to its equipment, assuming normal wear and tear and not due to the lack of care by the successful firm. Any changes of existing major equipment or renovation must be mutually agreed upon by the successful firm and the District in writing.
 - If the Proposer intends to provide its own equipment, please note this in the response. Any equipment provided by the Proposer which may be on premises during the term of this agreement shall be at the sole risk and hazard of the Proposer. The Proposer shall be solely liable and responsible for all cash and merchandise losses resulting from spoilage, accident, theft, dishonesty, vandalism, equipment failure or any other cause.
- **Maintenance**
 - The successful firm will maintain the Restaurant in as good condition and repair as it now is, natural wear and unavoidable damages excepted. The successful firm will be responsible for normal housekeeping, minor repairs and maintenance of the facility.
 - The successful firm will, at all times, maintain the Restaurant in a clean and safe manner that is acceptable to the District and shall be subject to regular inspection by the District.
 - The successful firm will be responsible for the maintenance (including but not limited to preventative maintenance), cleanliness and payment of all exhaust fans

cleaning, hood cleaning, monthly grease trap cleaning, monthly carpet cleaning, and exhaust duct work servicing.

- The District will be responsible for major repairs, major improvements and renovations.
- **Compliance with Federal, State and Local Laws**
 - In operating the Restaurant, the successful firm shall comply with applicable federal, state, and local laws, and all rules and regulations adopted by the District.
- **Permits**
 - Unless otherwise agreed, the successful firm will be responsible for acquiring and maintaining any permits, certificates, etc. necessary for the operation of the Restaurant. Copies of health inspections, permits, certificates, etc. must be provided to the District.
- **Liquor License & Insurance**
 - The successful firm will be required to sell alcoholic beverages on the premises. The successful firm shall maintain liquor liability insurance, including contractual liability coverage, by endorsement to commercial general liability insurance or otherwise, with limits of not less than Two Million Dollars (\$2,000,000) per occurrence. Said policy shall designate as an additional named insured “Arlington Ridge CDD and its Board of Supervisors, employees, staff, officers, and consultants.”
 - All licensing shall be coordinated with the District and all servers shall be required to undertake safe server training.
- **Staff**
 - The successful firm will provide, at all times, adequate help in the Restaurant to reasonably accommodate customers at the facility. The successful firm shall only employ persons of good moral character, and all employees of the successful firm shall be neatly dressed at all times.
 - The Restaurant should operate as a drug free workplace and personnel should successfully pass a drug screening test prior to employment.
 - All employees of the successful firm shall conduct themselves courteously in their relations with the public. When on duty, employees shall direct their full attention to the operation of the Restaurant. No employee shall engage in inappropriate conduct during working hours, including, but not limited to, horseplay, card playing, conversations that are loud, inappropriate, or of an excessive duration, or any other activity which would tend to cause discredit to the District.
 - All employees of successful firm shall be clean and shall wash prior to commencing work and after any clean-up activity. All employees will comply to the rules and regulations of the Lake County Health Department governing personal hygiene.
- **Outside Facilities**
 - The successful firm may provide food services and personnel for cookout style food on the ARGC during periods of peak play, such as weekends, holidays, special

events, tournaments and league play. The hours of operation will be subject to the approval of the District.

- **Beverage Cart**

- The District will provide a beverage cart for the successful firm to use on the golf course. The successful firm must follow proper operation of the beverage cart as per the manufacturer's operations manual, and train employees on proper golf course etiquette. Any damage to the beverage cart will be the responsibility of successful firm outside routine maintenance and general wear and tear.

- **Hours of Restaurant Operation**

- The successful firm shall operate during lunch and dinner hours. It is suggested that the facilities be open during the golf course's operating hours 7 days a week to patrons and the general public to appeal to the residents, golfers and general public seeking to dine out.
- The successful firm, in consultation with the District, reserves the right to modify hours and dates of operation it deems the same to be necessary or desirable. The District reserves the right to require the successful firm to operate the Restaurant during any special events as may be designated by the District.
- In the event of adverse weather conditions, as determined by the District in its sole discretion, the successful firm shall be permitted to close the Restaurant during the otherwise normal hours of operation.

- **Standard of Service**

- The successful firm shall use reasonable care and diligence, at all times, in operation of the Restaurant in order to avoid any possible accidents.
- The successful firm shall conduct the operation of the Restaurant in a manner that will be satisfactory, at all times, to the Patrons and visitors of the ARGC and the District's Board of Supervisors.

C. Basic Requirements for Management Contract

Prior to commencement of the contract, the successful firm shall work cooperatively with the District Board to further clarify the intended goals and purpose of the management contract; discuss and clarify any issues; gain an understanding of District operations; and establish responsibilities and timeframes. The management company will assume responsibility for the following operations associated with the golf course on an annual basis:

- Formulating and implementing business plans, maintenance, and operating programs, and budgets to be submitted to the Board for approval for each year.
- Purchasing of all supplies, consumables, etc. for use in the operation of the Restaurant.
- Propose facility improvements, with specific recommended projects and an implementation schedule subject to District approval. The extent of District involvement will be dependent on the size, scope, and budget of each proposed facility improvement project.

- Meeting with the District Board and/or District’s designee monthly, or as deemed necessary by the District, to review operations, expense/revenue reports, marketing/promotion programs, repair and improvement projects, long-range plans, etc.
- Presenting monthly reports for both maintenance and expense/revenue reports to the District by the 10th day of each month to allow inclusion into pre-Board meeting informational packets for Board Supervisors.
- The successful firm will provide an in-person representative to attend Board meetings that currently occur on the third Thursday of each month at 2:00 p.m. (EST).
- The successful firm, as a rule, must schedule the use of Fairfax Hall through the District Activities Director a minimum of weeks prior to use of venue. Exceptions may be made, but after the deadline, there is no guarantee that the venue will be made available to the successful firm.
- Comply with all applicable laws, rules, and regulations while performing its obligations under the Management Contract, including that Vendor will not take a tax position inconsistent with it being a manager and not owner of the any of the District facilities.

D. Agreement Terms for Management Contract. The District is not currently setting specific requirements for length of term or level of compensation. The District expects proposals to be negotiable based on other terms of the final agreement. The District is open to operational ideas, considerations and other factors.

E. Management Fee for Operations. Under the terms of a Fee-for-Service Management Contract, the operator will be paid an annual management fee, either fixed, incentive-based, or a hybrid thereof. Proposers shall include a proposed, annual management fee, and a proposed incentive fee with their proposals. If gross revenues are to be shared, specify the plan for doing so.

F. Term of Agreement. The term of the Agreement shall begin on an agreed-upon date, which is expected to be on or before October 1, 2024, and shall end on the last day of the month preceding the fifth anniversary of the start date unless terminated by the District prior to that date. The contract may be renewed for one (1) additional five (5) year periods at the District’s sole discretion.

G. Performance Bond. The successful firm will be required to provide the District a performance bond, which must remain in effect for the duration of the term. The bond, in the amount of \$500,000, will be due upon contract signing.

H. Termination for Convenience. The Agreement may be terminated upon mutual consent of the operator and the District. If either party wishes to terminate the agreement for convenience, it must notify the other party in writing at least 180 days prior to the proposed termination date.

I. Termination for Cause. The District shall have the right to terminate this agreement for cause, based on the management company’s performance, as follows:

- Consistent inability to maintain economic performance of the District’s Restaurant facilities;
- Persistent or repeated failure to meet the performance standards for the Restaurant facilities;

- Persistent or repeated disregard of laws, ordinances, rules, regulations or orders of a public authority having jurisdiction;
- Persistent or repeated failure to supply properly skilled workers that results in performance impairments;
- Breach of fiduciary obligations under the Agreement;
- Filing of a voluntary petition for protection under federal bankruptcy laws or the failure to obtain the dismissal of an involuntary petition under federal bankruptcy laws within 90 days;
- Discontinuance of its business or activities at the Restaurant facilities; or
- Any other substantial breach of the Agreement.

If the District terminates the Agreement for cause, the management company will not be entitled to receive any further payment. In addition, the management company will vacate the facility within seven (7) days and turn over the facility and all equipment, supplies, inventory, goods, property, etc., to the District, unless such date is extended in writing by the District. If the cost of completing the services that were the responsibility of the management company under the Agreement exceeds the balance of the costs in the Agreement between the management company and the District, the management company shall be responsible for paying the difference to the District. The obligation for payment shall survive termination of the Agreement.

J. **Financial Notes.** The successful firm shall furnish to the District's Board a report of total gross revenues and gross losses at the conclusion of each month, in writing. Said report shall be subject to audit by the District. The successful firm shall also provide the following:

- **Monthly Accounting.** The successful firm shall maintain such bookkeeping and accounting methods and methods of collection of moneys as shall permit successful firm to accurately compute the revenues and expenses relating to the Restaurant facilities. Such records shall be made available to District during the normal hours of business of the facility. The successful firm shall furnish to the District a statement of gross revenues relating to the facility operation for each month, and such statement shall be delivered to the District no later than **10 days following month's end [or days prior to the District's Board of Supervisor's meeting]**.
- **Annual Accounting.** The successful firm shall submit to District, no later than sixty (60) days after the close of the fiscal year (September 30) a profit and loss statement relating to the Restaurant facilities, prepared by a certified public accountant licensed by the State of Florida. Such statement shall contain an appropriate certification that all gross receipts during the yearly accounting period have been duly and properly reported to the District.
- **Point of Sales System.** The successful firm may be required to use the District's Point of Sales System and provide the District POS reports upon request.
- **Tax Records.** District reserves the right to require the successful firm to furnish District a certified copy of the successful firm's federal income tax return for the preceding calendar year insofar as it relates to the subject matter of financial reports.
- **On-Site Audit.** District reserves the right to audit and inspect the successful firm's employees, sales, and inventory at the site or wherever appropriate, and all inventory

records relating to the operation of the Restaurant facilities at any time during the collection of receipts and stocking processes.

- **Bank Deposits.** The successful firm shall maintain a separate District bank account the operation of the Restaurant facilities. The successful firm shall maintain all banking records and bank deposit receipts concerning the same. District reserves the right to require the successful firm to furnish such records and receipts to District at any time during the term of the Agreement.

4. SUBMISSION OF PROPOSALS.

Firms desiring to provide to the District must submit one (1) original copy and one (1) electronic copy (PDF format and all documents included on a USB flash drive) of the required Proposal no later than **[Proposal Deadline Date] at [Proposal Deadline Time] (EST)**, at the District’s administrative office located at [Address] (or at an alternative location to be determined and announced). Unless certain circumstances exist where a public opening is unwarranted, proposals will be publicly opened at that time. Proposer shall assume full responsibility for timely delivery at location designated for receipts of Proposals. Proposals received either in person, or by mail after the time and date for receipt of Proposals will not be accepted and will be returned unopened. Oral, telephonic, or e-mail Proposals are invalid and will not be considered.

5. SUMMARY OF SCHEDULE. The District anticipates the following schedule for the procurement, though certain dates may be subject to change:

Date/Time	Event
	RFP Notice Issued.
	RFP packet available upon request to District Manager.
	Deadline to challenge RFP packet.
	Mandatory Pre-Proposal Meeting.
	Site inspections available upon request. Prior approval from District Manager is required.
	Deadline for questions.
	Proposal submittal deadline and official bid opening.

6. MANDATORY PRE-PROPOSAL MEETING.

A. A **mandatory** pre-proposal meeting will be held at **[Preproposal Meeting Time] (EST) on [Preproposal Meeting Date]**.

B. **Proposers are required to attend the pre-bid meeting for a detailed discussion of the proposal process.** At that time, Proposers will have the opportunity to tour the facilities.

C. Proposers should not attempt to tour facilities without prior authorization from the District Manager or General Manager and must not in any way disrupt employees or operations during the proposal process.

7. FAMILIARITY WITH THE LAW. By submitting a Proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the Proposal in compliance with all such laws, ordinances and regulations. Moreover, Proposers shall comply with all laws, ordinances and regulations applicable to the development contemplated herein, including those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered. The proposals shall comply with the District's Rules of Procedure, City of Leesburg and Lake County Land Development Code, Building Code and other applicable regulatory requirements. Approval by the District, in its proprietary capacity does not constitute regulatory approval of any aspect of the proposal by the District, in a regulatory capacity.

8. INTERPRETATIONS AND ADDENDA; ZONE OF SILENCE. Any and all questions relative to this procurement shall be directed in writing by e-mail only to the District Managers, Angel Montagna (angel.montagna@inframark.com) and District Counsel, Meredith Hammock (meredith@cddlattorneys.com). No phone inquiries please.

All questions must be received no later than **[Deadline for Questions], at 5:00 p.m. (EST)** to be considered. Interpretations or clarifications considered necessary by the District in response to such questions will be issued by addenda e-mailed to all parties recorded as having received the RFP packet. Only questions answered by formal written addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed to all Proposers via e-mail and, accordingly, all Proposers should email the District Manager at angel.montagna@inframark.com to request to be placed on the distribution list.

Except as set forth in this Section, Proposers (including Proposer's officers, directors, employees, agents, representatives, contractors, affiliates, subsidiaries or anyone else acting on a Proposer's behalf) should not communicate during the submission and evaluation process with any District Supervisor, Evaluation Committee member, staff member, or other representative of the District in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication. This does not apply to pre-solicitation conferences or communications with staff not concerning this solicitation. **ANY COMMUNICATION CONTRARY TO THE REQUIREMENTS OF THIS SECTION may cause an individual firm, or team, to be disqualified from participating.**

9. INSURANCE. All Proposers shall include as part of the Proposal a current Certificate of Insurance detailing the company's insurance coverage, or some other evidence of insurance or insurability. In the event the Proposer is notified of award, it shall provide proof of insurance in the form required by the District within such time period as the District may request.

10. SUBMISSION OF ONLY ONE PROPOSAL. Proposers may be disqualified, and their Proposals rejected, if the District has reason to believe that collusion may exist among Proposers, the Proposer has defaulted on any previous contract, or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

11. PROPOSAL MODIFICATION; INQUIRIES BY THE DISTRICT; WITHDRAWAL.

Proposals may be modified by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time Proposals are due. The District reserves the right to ask clarification questions and seek additional information from any of the Proposers at any time. Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by an appropriate document duly executed (in the manner that a Proposal must be executed) and hand-delivered by notice to the party receiving Proposals at the place and prior to the time designated for receipt of Proposals. No Proposal may be withdrawn for a period of one hundred and twenty (120) days from the due date for the Proposals.

12. ACKNOWLEDGEMENTS. In addition to any other requirements set forth in this RFP packet, by submitting a Proposal, the Proposer acknowledges the following:

- A. The Proposer has carefully reviewed the RFP packet, including any other documentation included within the RFP packet. The documents contained within the RFP packet are complementary, and what is called for by one is binding as if called for by all. If the Proposer finds any conflicts, errors, ambiguities or discrepancies with the RFP packet, he/she shall call it to the District's and/or the District's designees' attention in writing within the time period allotted for asking questions as part of the procurement process.
- B. The Proposer is responsible for inspecting the site prior to submitting a Proposal and notifying the District and/or its designee of discrepancies in the RFP packet that may affect its costs, timing, etc.
- C. Unless otherwise specified, if any are required, the successful firm shall secure and pay for all fees associated with necessary permits or approvals.
- D. All materials and services provided by Proposer shall be performed in strict compliance with all applicable governmental regulations, permits required, 2010 American with Disabilities Act ("ADA") Accessibility Guidelines, and local, state and federal laws.

13. EVALUATION OF PROPOSALS.

All qualified submissions received by the deadline will be analyzed by the District according to the criteria outlined in these specifications. Failure to comply with the provisions of the RFP may cause any proposal to be ineligible for evaluation.

Proposers responding to this RFP shall be available for interviews with the District. Discussions may be conducted with Proposers for purposes of clarification to assure full understanding of and conformance to the RFP requirements. After proposals are opened, any selected entity notified by the District should be prepared to meet with the District at the time and date determined by the District. Selection shall be based on the firms' qualifications and proposal, as applicable to the scope and nature of this RFP. Determination of qualifications shall be based

on written proposals, responses from past and current references and information presented to the District during oral interviews, if any.

Necessary experience in golf course management must be documented for proposals involving the operation of the golf course. Each proposal will be initially analyzed and evaluated according to the evaluation criteria below. In addition to the proposal, the Board of Supervisors and its staff may request additional material, information or references from the submitting entity or others.

Evaluation Criteria	Points
Proposer’s qualifications, experience, and past performance of the firm/team	35 points
Business concept	35 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	30 points

Importance and weighting of the criteria may change depending on the overall proposal options received. Upon completion of the evaluations, the final selection and award of a contract or contract(s) rests with the Board of Supervisors, which has the sole discretion at which option they believe will best meet the interests of the District.

Provided it is in the best interest of the District, the Proposer(s) determined to be the most responsive, taking into consideration the evaluation factors set forth in this RFP, will be selected to begin contractual negotiations. The Proposer(s) selected will be invited to submit more comprehensive information if necessary. If no satisfactory agreement can be reached with the “most responsive entity,” then the District is anticipated to begin contractual negotiations with the Proposer determined to be the next most responsive, and, if unsuccessful in reaching a satisfactory agreement, will continue the process of entering into contractual negotiations with any/all Proposers whom proposals are determined to be in the best interest of the District.

As a part of the Proposal evaluation process, the District may conduct a background investigation of Proposer, including a record check by the City of Leesburg and Lake County Sheriff’s Office or private security firm, as determined by the District. Proposer’s submission of a proposal constitutes acknowledgment of the process and consent to such investigation.

14. DISTRICT’S RIGHT TO TAKE ACTIONS IN ITS BEST INTERESTS. The District reserves the right to reject any and all Proposals, make modifications to the work, award the contract in whole or in part with or without cause, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so.

15. RFP POSTPONEMENT/CANCELLATION/WAIVER OF IRREGULARITIES. The District may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

16. INDEMNIFICATION. To the fullest extent permitted by law, Proposer shall indemnify, hold harmless, and defend the District and its Board members, officers, directors, supervisors, staff, lawyers, managers, engineers, consultants, employees, representatives, contractors,

subcontractors, agents, successors and assigns of each and any of all of the foregoing entities and individuals (together, “**Indemnitees**”) from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, relating to the Proposal and/or this RFP and to the extent caused, in part or in whole, by the negligence, recklessness, or intentionally wrongful misconduct of the Proposer or those acting on Proposer’s behalf. In the event that any indemnification, defense or hold harmless provision of this RFP is determined to be unenforceable, the provision shall be reformed to give the provision the maximum effect allowed by Florida law and for the benefit of the Indemnitees.

17. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District’s limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

18. PUBLIC RECORDS AND PROPRIETARY INFORMATION. Responses to this RFP, upon receipt by the District, become public records subject to the provisions of Chapter 119, Florida Statutes, Florida’s Public Records Law. To the extent permitted by law, all documents pertaining to this RFP shall be kept confidential until the proposal evaluation is complete, and a contract is awarded. No information about any submission of proposals shall be released to anyone until the process is complete, except to the appropriate District staff and Board of Supervisors. If Proposer(s) believe that any portion of its response is exempt from Florida Public Records Law, Proposer(s) should clearly identify the specific documents for which confidentiality is claimed and provide specific legal authority of the asserted exemption. It is also strongly recommended that those specific materials that you assert qualify for exemption from Chapter 119, Florida Statutes, be submitted in a separate envelope and clearly identified as “TRADE SECRETS EXCEPTION,” with your firm’s name and the proposal number marked on the outside. Please also note that details of proposals, including alleged trade secrets, with the exception of a company’s financial statements, may be disclosed at a public meeting.

In the event the District determines that any materials claimed to be exempt as trade secrets do not qualify as such, the Proposer will be contacted and will have the opportunity to rescind their proposal or waive their claim to confidentiality. Please be aware that the designation of an item as a trade secret by Proposer, and the refusal to disclose any materials submitted to the District, may be challenged in court by any person. By Proposer’s designation of material in its proposal as a “trade secret” Proposer(s) agree to hold harmless the District for any award to a plaintiff for damages, costs or attorneys’ fees and for costs and attorneys’ fees incurred by the District by reason of any legal action challenging Proposer’s claim, and the District’s refusal to disclose.

Please be aware that public meetings will be required through the approval process for the chosen project, and that the designation of financial or other information as a trade secret does not preclude this subject matter from discussion during a public meeting. In the event that a claim of any kind is filed challenging the confidentiality of the Proposer’s information, the District may require the Proposer to indemnify, defend and hold harmless the Indemnitees from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, relating to the claim.

19. MANDATORY AND PERMISSIVE REQUIREMENTS. The only mandatory requirements contained within this RFP are that: (i) an interested firm must hold all required local, state and federal licenses in good standing, and (ii) be authorized to do business in Lake County and the State of Florida. All of the requirements or provisions set forth in the Project Manual shall be deemed “permissive,” in that a Proposer’s failure to meet any requirement described in mandatory terms such as “shall,” “will,” “mandatory,” or similar language does not automatically disqualify the Proposer’s Proposal, but instead may be taken into account in the evaluation and scoring of the Proposal.

20. PROTESTS. There are no protest rights afforded to any proposer through this Request for Proposal process.

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PART I.C. EVALUATION CRITERIA

Evaluation Criteria	Points
Proposer’s qualifications, experience, and past performance of the firm/team	35 points
Business concept	35 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	30 points

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Subsection 5H

Blue Ridge Activity Center Space Use Designation Proposal

BRAC

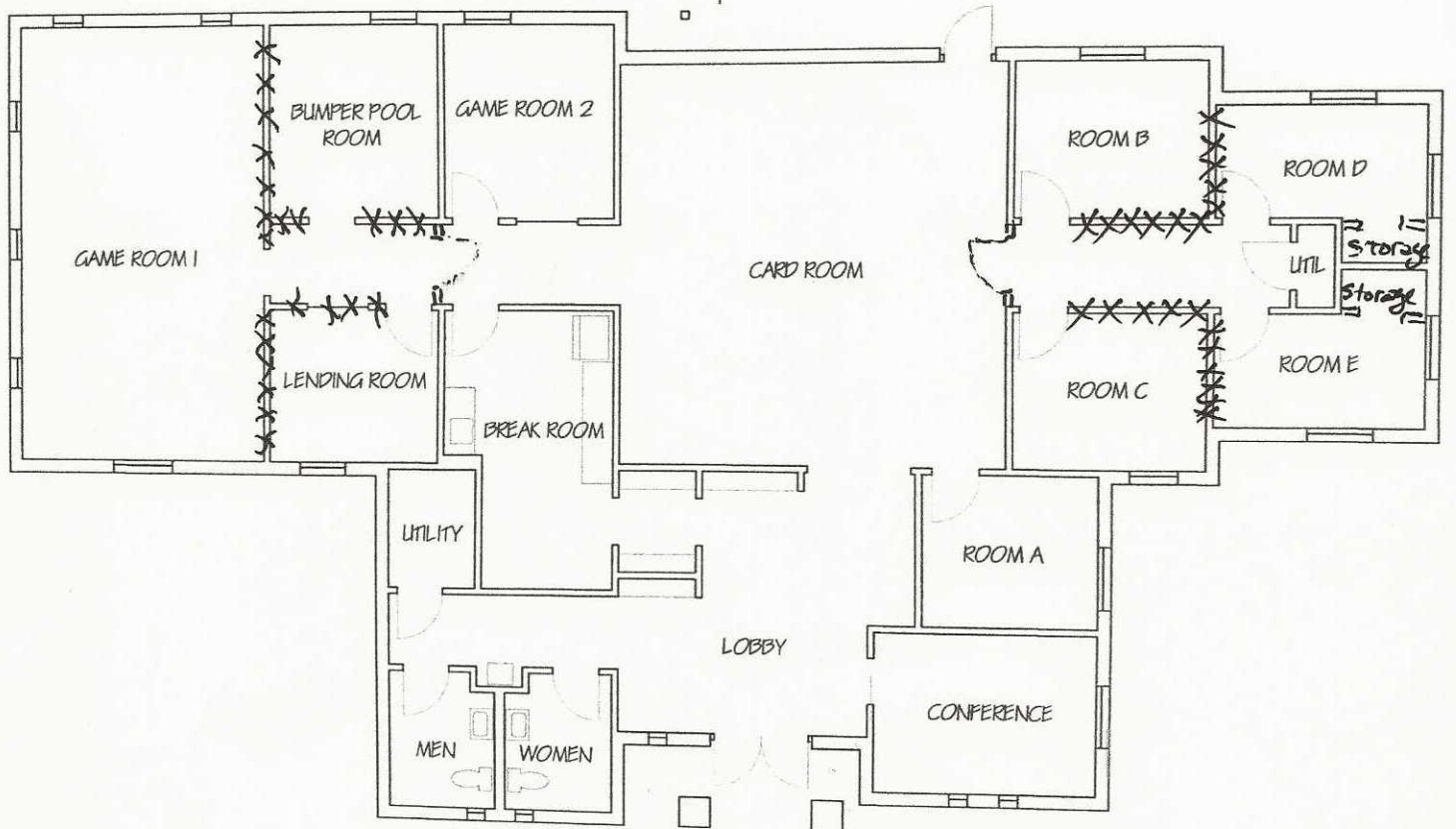
The BRAC Committee recommends the following changes to the BRAC based on current reevaluated use of the space.

1. Remove the walls between the Ping Pong room and two adjoining offices and hallway. Relocate the door to hallway just outside of the kitchen area. Raise the hallway ceiling to match the height of the office ceilings. Creating one large open space for the table games e.g. ping pong, bumper pool, shuffleboard. Replace all the flooring in this area with luxury vinyl planks.
2. Remove the walls between the four offices and hallway on the west side of the BRAC to create one large room. Raise the hallway ceiling to match the height of the office ceilings. Add a door to the new large room in the current hallway opening. Creating an additional area for meetings and other activities. Replace the flooring in this area with luxury vinyl planks.
3. Extend the golf cart parking to behind the building to accommodate the additional residents using the BRAC by adding stripping. Add lighting to illuminate the area for safety

We do not expect to exceed the \$50,000 budgeted amount.

Have BOS vote to approve the use of the unfinished space in BRAC

Additional Golf Cart
PARKING



Section 9

Consent Agenda

Subsection 9A

Meeting Minutes

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, October 19, 2023, at 2:00 p.m. at Fairfax Hall,
6 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

7
8 Present and constituting a quorum were the following:

9 Robert Hoover Chairman
10 Ted Kostich Vice Chairman
11 Bill Middlemiss Assistant Secretary
12 Claire Murphy Assistant Secretary
13 Jim Piersall Assistant Secretary

14
15 Also present, either in person or via Zoom Video Communications, were the following:

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

25
26 *This is not a certified or verbatim transcript but rather represents the context and summary*
27 *of the meeting. The full meeting is available in audio format upon request. Contact the*
28 *District Office for any related costs for an audio copy.*

29
30 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

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

32 Mr. Hoover called the roll and indicated a quorum was present for the meeting.

33
34 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

35 Mr. Hoover led the *Pledge of Allegiance*.

36
37 **THIRD ORDER OF BUSINESS** **Audience Comments**

38 Ms. Murphy read a letter regarding Supervisor and resident conduct into the record,
39 which is attached to the minutes of the meeting.

40 A Resident (Lot 174) requested more meeting details in the meeting minutes.

41 A Resident (Lot 851) thanked the Board of Supervisors for looking into the banking
42 situation for the District.

43 A Resident (Lot 1038) asked the Board of Supervisors to look at the other sidewalk
44 locations besides Hopewell Pass and Heritage Trail.

45 A Resident (Lot 565) questioned about renewing the social golf memberships, asking
46 why they are done in the restaurant and not in the pro shop.

47

48 **FOURTH ORDER OF BUSINESS**

Staff Reports

49

A. District Engineer

50

**1. Consideration of Element Environment Stormwater Drainage Erosion
51 Project**

52

Mr. Hamstra sent an email with the drainage report. He will review with Mr. Graffius
53 and Mr. Hayes which of the 16 items in his drainage report that Inframark can complete.
54 He will contact Element to get a proposal to complete the remaining items identified in the
55 drainage report. Mr. Hamstra stated that the maintenance items are not a high priority. He
56 does recommend backfilling and resod and a proposal from Element for the two
57 depressions identified in the report.

58

59

Mr. Middlemiss made a MOTION to approve the proposal
60 from Element Environment for repairs for the two
61 depressions, in an amount not to exceed \$5,000.00.
62 Mr. Hoover seconded the motion.

63

64

Upon VOICE VOTE, with all in favor, unanimous approval
65 was given (by a margin of 5-0) to the proposal from Element
66 Environment for repairs for the two depressions, in an
67 amount not to exceed \$5,000.00.

68

69 **FIFTH ORDER OF BUSINESS**

Business Items

70

A. Consideration of Fitness Services Proposals

71

The Board reviewed the proposals and instructed Mr. Graffius to get a revised quote to
72 include a new versus a refurbished upright cycle and to have Fitness Services of Florida
73 complete the maintenance items on the second quote but took no action on them.

74

B. Consideration of Recreational Facilities Use Policy Amendments Draft

75

The Board reviewed the recreational facilities use policy amendments draft.

76

77

Ms. Murphy made a MOTION to approve the recreational
78 facilities use policy amendments draft with the Board
79 revisions made at this October 19, 2023, Arlington Ridge
80 Community Development Distinct meeting, as presented.
81 Mr. Kostich seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the recreational facilities use policy amendments draft with the Board revisions made at this October 19, 2023, Arlington Ridge Community Development Distinct meeting as presented.

C. Consideration of Revised Installation of Sidewalk at Heritage Trail and Hopewell Pass Proposal

The Board reviewed the sidewalk proposal.

Mr. Kostich made a MOTION to approve the proposal from Atlantic South to extend the sidewalk from Hopewell Pass to Heritage Trail, in an amount not to exceed \$2,000.00, fiscal year 2024 budget.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with Mr. Kostich, Mr. Hoover, and Ms. Murphy in favor and Mr. Middlemiss and Mr. Piersall opposed, approval was given (by a margin of 3-2) to the proposal from Atlantic South to extend the sidewalk from Hopewell Pass to Heritage Trail, in an amount not to exceed \$2,000.00,

D. Consideration of Lap Pool Refurbishment Project Proposals

This item was discussed during the capital project selection discussion.

E. Discussion Regarding RV Lot Revenue

The Board held a brief discussion regarding items 2.0 and 2.3 in the draft document.

Ms. Murphy made a MOTION to approve the RV lot reserve guidelines, amending item 2.3 to \$75,000.00.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the RV lot reserve guidelines, amending item 2.3 to \$75,000.00.

F. Discussion Regarding 2024 Capital Project Selection

Mr. Hoover explained the lap pool refurbishment project proposals were held until this discussion item to help rank the capital projects by priority.

The Board reviewed the proposals and discussed the capital project rankings.

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Mr. Middlemiss made a MOTION to approve proposal #911341 from Vermana to resurface the lap pool, for \$74,810.00, with an added 15% contingency cost, subject to counsel preparing the final form agreement and authorizing the Chairman to execute the agreement.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to proposal #911341 from Vermana to resurface the lap pool, for \$74,810.00, with an added 15% contingency cost, subject to counsel preparing the final form agreement and authorizing the Chairman to execute the agreement.

Mr. Middlemiss made a MOTION to approve the following capital projects: complete the cart barn power panel, and lap pool resurfacing with heaters, and repay the storm drain expenses of \$36,000.00 back to capital reserves.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the following capital projects: complete the cart barn power panel, lap pool with heaters, and repay the storm drain expenses of \$36,000.00 back to capital reserves.

SIXTH ORDER OF BUSINESS **Break**

The meeting recessed for ten minutes and was then called back to order.

SEVENTH ORDER OF BUSINESS **Staff Reports (Part 2)**

A. District Counsel

Ms. Hammock informed the Board they must complete the four-hour ethics training requirement. She reviewed the Kilinski | Van Wyk law firm memorandum. The Board of Supervisors can complete the training as a workshop conducted by Ms. Hammock or complete the training online at <https://ethics.state.fl.us/training/training.aspx>. The Board held a brief discussion about the process and procedure to contact Ms. Hammock.

Mr. Middlemiss made a MOTION that no Board member contact legal counsel without going through the Ms. Montagna first.
Ms. Murphy seconded the motion.

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Upon VOICE VOTE, with all in favor and ~~except~~ Mr. Piersall opposed, approval was given (by a margin of 4-1) that no Board member contact legal counsel without going through the Ms. Montagna first.

Mr. Middlemiss made a MOTION to have separate draft requests for proposals for the golf course and food and beverage in the November, agenda package.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to have separate draft RFP request for proposals for the golf course and food and beverage in the November agenda package.

B. Community Director

Mr. Graffius reviewed the community events and maintenance items completed. He informed the Board that he is sending out the letter to the resident for reimbursement of damages to the District property.

C. General Manager: Golf, Food and Beverage

1. Review of the Monthly Report

Mr. Bruno reviewed his report. There is a projection of a \$97,500.00 profit from the golf course and a \$159,000.00 loss from the restaurant. September started to slow, as it does typically. September 2023 financials are not complete.

Mr. DeWildt introduced himself to the Board and community. He provided an update on the golf course sod project.

D. District Manager

Ms. Montagna reminded the Board the next meeting will be held on November 16, 2023, at 2:00 p.m. She gave a brief overview of things expected to be on the next agenda.

Ms. Montagna informed the Board starting October 2023, the Inframark and Troon financials will be combined. The budget amendment must be a part of the November agenda to amend the fiscal year 2023 budget.

Ms. Montagna handed out and reviewed the Inframark memorandum with the Board. The memorandum confirms the closing of the bank account, shared operating funds, checking, reserved funds, money market, and treasury bills investment options.

Mr. Kostich requested a trend summary current budget for fiscal year 2024.

210 **B. Financial Statements**

211 **C. Check Register**

212 The Board held a brief discussion about the total revenues versus the total expenditures
213 and fund balance of \$250,000.00 carried over from the last year and \$128,615 balance sheet
214 prepaid items.

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Mr. Kostich made a MOTION to approve the consent
agenda.

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Mr. Piersall seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval
was given (by a margin of 5-0) to the consent agenda.

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NINTH ORDER OF BUSINESS

Supervisor Requests

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Ms. Murphy would like Ms. Montagna’s version of the Board action summary list sent
out with Friday’s update email blast. She would like no exercise classes in Fairfax Hall.

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She would like them to use the exercise room. Ms. Murphy would like Ms. Montagna to

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provide her with the details for the \$128,615 balance sheet prepaid items.

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Mr. Piersall would like discussions on the pool deck and tree removal on the November
agenda.

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Mr. Kostich requested two pool table recovering proposals be in the November agenda
package.

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Mr. Middlemiss commented that things that are installed on District property must be
approved by the Board. He also mentioned the garden club mulch request and made

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comments about parking on the streets.

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Mr. Hoover made a MOTION to approve the bocce court
flag and pole to remain.

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Ms. Murphy seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval
was given (by a margin of 5-0) for the bocce court flag and
pole to remain.

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TENTH ORDER OF BUSINESS

Audience Comments

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Dominic Setro commented on where to bill the pro shop door project.

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A Resident (Lot 1016) stated the online Zoom meeting audio cannot hear anything
unless the speaker is at the podium with the microphone. He also mentioned the location

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to pay for the golf social membership is in the pro shop and the restaurant.

249 A Resident (Lot 469) requested the District rent a room, if possible, with waivers. Ms.
250 Hammock explained liability factors, and the Board took no action.

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252 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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254 On MOTION by Mr. Kostich, seconded by Mr. Hoover,
255 with all in favor, the meeting was adjourned at 6:00 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

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Talking Points Regarding Supervisor and Resident Conduct

In light of the letter we received from Inframark at the last Board meeting, I am concerned that we are very close to receiving another 60 day resignation letter from our management company in less than 2 years.

I am concerned that we are heading down the same path as two years ago when our former engineer, two board supervisors, our former attorney and our former management company resigned all within a few weeks. In addition to these resignations, two critical management company employees resigned leaving us without office staff during the former management company's notice period. It took several months to dig this community out of the hole left by these resignations.

The atmosphere in board meetings over the past few months with Supervisors and residents yelling at management staff, discrediting staff, and digging up dirt on anyone and everyone to discredit a person or vendor has become toxic. This has to stop. Once the board meeting is over, residents then take to FB and then the rumor mill starts. Misinformation or incomplete information in a lot of cases only serves to blow a situation out of proportion.

One thing that is very troublesome to me is that one or more Board members appear to be leaking sensitive/confidential HR information to residents which ultimately ends up on FB or presented to the community during Board meeting comment periods. All board members were specifically instructed by council to keep HR issues confidential. Leaks of this nature only serve to increase the level of noise and cause more conflict and discord within the community.

Personal attacks by residents towards Board supervisors or staff members in the form of sarcastic or hateful remarks about supervisors or disrespectful remarks made to or about a staff person serves no purpose. It is insulting to say the least when a supervisor receives an email from a resident stating "DO YOUR JOB!" in capital letters just because we did not vote the way the resident wanted us to vote. Personal attacks on Inframark on FB the past few weeks were completely uncalled for. Their Texas operation has no bearing on our operation in Florida. Additionally, the comments towards Inframark staff were not completely accurate and were made to discredit Inframark employees and our management company.

The information on these FB posts in my mind mimic comments made by a Board Supervisor prior to and subsequent to the last CDD Board meeting. If our vendors are not doing their jobs, it is up to us, as Board members to address issues with them and ask our vendors for corrective action. If results are not forthcoming, we as a Board then need to consider going out to bid for a new vendor.

Board Supervisors and residents need to stop and think of the ramifications of their actions and comments. Does it make you feel good to destroy a person's self-esteem? Turn the situation around and think about how you would feel if the negative comments were directed at you, your spouse, your son or daughter.

I have no problem with a supervisor or resident taking an opposite stand on an issue but when the comments take on a personal nature it only leads to more discord. Argue the issue without verbally attacking or singling out a particular person.

We as board members took a position in which we are supposed work together for the betterment of the community. We cannot continue to allow personal grudges and personal differences to interfere with Board business. We need to get back to a Board that acts professionally and courteously to each other, vendors, staff and residents.

Both Board members and residents need to get back to respecting each other and treating each other with a little kindness. Let's get back to working together to make this community a great place to live.

We have a lot of work ahead of us in the next fiscal year and we cannot afford, at this time, to lose another management company. We have to stop putting out fires and concentrate on the business at hand. We are not perfect by any means. We are human and we may make mistakes but you can be assured that we as a Board try to make decisions that will be good for the community.

Mr. Chairman, thank you for giving me the opportunity to address the Board and the residents. In closing I would like to add that a buffer zone between the Board and residents may be what is needed at this time to bring an end to some of the animosity and may help alleviate some of the discord we have in the community.

Last year, this Board adopted revised rules of procedure that address Board meetings from preparing the agenda, meeting materials, and Supervisor input to effectively conduct meetings. I would ask our District Manager to provide each Board member with a copy of those revised rules to help refresh our memories.

Subsection 9B

Check Register

ARLINGTON RIDGE

Community Development District

**Payment Register by Fund
For the Period from 10/01/23 to 10/31/23
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
GENERAL FUND - 001								
CHECK # 3276								
001	10/03/23	CA FLORIDA HOLDINGS, LLC	0005815907	NOTICE OF MEETING FY 2023/24 BUDGET	NOTICE OF FY 2023/24 BUDGET	548002-51302	\$546.64	
							Check Total	<u>\$546.64</u>
CHECK # 3277								
001	10/03/23	DYNAFIRE INC	SO148117	QUARTERLY SPRINKLER TEST & INSPECTION	Fire alarm & sprinkler test inspections	546156-53948	\$109.10	
							Check Total	<u>\$109.10</u>
CHECK # 3278								
001	10/03/23	FITNESS SERVICES OF FLORIDA INC	27459	SEPT 2023 PREVENTATIVE MAINT SVCS	Bi-Monthly PM inspection	546156-57258	\$290.00	
							Check Total	<u>\$290.00</u>
CHECK # 3279								
001	10/03/23	FLORALAWN INC	20650	AUG 2023 IRR REPAIR FROM INSPECTION	ROANOKE BERM IRR REPAIRS	546179-57221	\$2,377.15	
001	10/03/23	FLORALAWN INC	20391	SEPT 2023 LAWN MAINT AND ADDITIONAL CDD AREAS	LANDSCAPE MAINT	546300-57221	\$26,237.00	
							Check Total	<u>\$28,614.15</u>
CHECK # 3280								
001	10/03/23	FLORIDA AQUA GROUP LLC	INV-000300	10/01/23 POOL CLEANING	Pool Maintenance	531034-57258	\$5,700.00	
							Check Total	<u>\$5,700.00</u>
CHECK # 3281								
001	10/03/23	INFRAMARK, LLC	101154	MGMT SVCS SEP 2023	MGMNT FEES	531093-51302	\$4,458.33	
001	10/03/23	INFRAMARK, LLC	101154	MGMT SVCS SEP 2023	ONSITE MGMNT	534210-53948	\$22,235.17	
							Check Total	<u>\$26,693.50</u>
CHECK # 3282								
001	10/03/23	KILINSKI VAN WYK, PLLC	7333	GENERAL COUNSEL AUG 2023	Attorney Fees	531058-51302	\$11,385.71	
001	10/03/23	KILINSKI VAN WYK, PLLC	7334	EMPLOYMENT RESEARCH AUG 2023	Attorney Fees	531058-51302	\$945.00	
							Check Total	<u>\$12,330.71</u>
CHECK # 3283								
001	10/03/23	LISA M SCHATTIE	1138	GROUP FITNESS	Fitness Instructors	534112-57258	\$80.00	
001	10/03/23	LISA M SCHATTIE	1139	GROUP FITNESS	Fitness Instructors	534112-57258	\$80.00	
							Check Total	<u>\$160.00</u>
CHECK # 3284								
001	10/03/23	RALEX BUSINESS SERVICES, INC.	37588	PRINTER/COPIER SUPPLIES	PRINTER / COPIER SUPPLIES	544025-53948	\$215.71	
							Check Total	<u>\$215.71</u>
CHECK # 3285								
001	10/03/23	SOLITUDE LAKE MANAGEMENT	PSI007072	SEPT 2023 POOL MAINT	Pond/Littoral Shelf & Wetland Mgmt	546520-57221	\$2,175.00	
							Check Total	<u>\$2,175.00</u>
CHECK # 3286								
001	10/03/23	SUSAN KAPLAN	017	FITNESS CLASS	Fitness Instructors	534112-57258	\$150.00	
001	10/03/23	SUSAN KAPLAN	019	FITNESS CLASSES 12/26/22-01/07/23	Fitness Instructors	534112-57258	\$180.00	
001	10/03/23	SUSAN KAPLAN	022	FITNESS CLASSES 2/6/23-2/18/23	Fitness Instructors	534112-57258	\$180.00	
001	10/03/23	SUSAN KAPLAN	018	FITNESS CLASSES 12/12/22-12/24/22	Fitness Instructors	534112-57258	\$180.00	
001	10/03/23	SUSAN KAPLAN	020	FITNESS CLASSES 1/9/23-1/21/23	Fitness Instructors	534112-57258	\$90.00	
001	10/03/23	SUSAN KAPLAN	021	FITNESS CLASSES 1/23/23-2/4/23	Fitness Instructors	534112-57258	\$180.00	
							Check Total	<u>\$960.00</u>
CHECK # 3287								
001	10/03/23	UNI-FIRST CORPORATION	3090064980	MATS	Janitorial Services & Supplies	534349-53948	\$112.32	
							Check Total	<u>\$112.32</u>

ARLINGTON RIDGE

Community Development District

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Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # 3288								
001	10/06/23	INFRAMARK, LLC	101868	VARIABLE CHARGES FOR SEPT 2023	POSTAGE	541006-51302	\$22.68	
001	10/06/23	INFRAMARK, LLC	101868	VARIABLE CHARGES FOR SEPT 2023	WOAG4182023 CHESAPEAK BAY GRILL	551017-57259	\$3,950.00	
001	10/06/23	INFRAMARK, LLC	101868	VARIABLE CHARGES FOR SEPT 2023	WOAG07272023 CHESAPEAK BAY GRILL	551017-57259	\$3,155.00	
001	10/06/23	INFRAMARK, LLC	101868	VARIABLE CHARGES FOR SEPT 2023	DUMPSTER	546156-57221	\$472.00	
							Check Total	\$7,599.68
CHECK # 3289								
001	10/06/23	PEGASUS ENGINEERING	226773	ENGG SVCS THRU JULY 2023	Engineering Fees	531092-51302	\$3,882.50	
							Check Total	\$3,882.50
CHECK # 3290								
001	10/09/23	FLORIDA AQUA GROUP LLC	INV-000225	SPA FLOW METER REPLACEMENT	Pool Maintenance	531034-57258	\$154.12	
							Check Total	\$154.12
CHECK # 3291								
001	10/09/23	HOME DEPOT	091323-8496	AUG / SEPT PURCHASES	TRAFFIC STRIPING	546167-57221	\$158.27	
001	10/09/23	HOME DEPOT	091323-8496	AUG / SEPT PURCHASES	TOWN CENTER MAINT	546156-57221	\$132.89	
001	10/09/23	HOME DEPOT	091323-8496	AUG / SEPT PURCHASES	TRAFFIC STRIPING	546167-57221	\$135.47	
001	10/09/23	HOME DEPOT	091323-8496	AUG / SEPT PURCHASES	GENERAL MAINT COMMON AREA	546156-57221	\$86.66	
							Check Total	\$513.29
CHECK # 3294								
001	10/12/23	ATLANTIC SOUTH LLC	09122023	DOUBLE DOOR REPAIR - GOLF CLUBHOUSE	Repairs & Maintenance	546156-57221	\$475.00	
							Check Total	\$475.00
CHECK # 3297								
001	10/12/23	ACE HARDWARE	584322/5	CREDIT RET ON INV 584321/5	Operating Supplies	552025-57221	(\$1.00)	
001	10/12/23	ACE HARDWARE	583606/5	FASTENERS	Operating Supplies	552025-57255	\$15.94	
							Check Total	\$14.94
CHECK # 3298								
001	10/17/23	RALEX BUSINESS SERVICES, INC.	37876	COPIER LEASE	Rentals & Leases	544025-53948	\$217.28	
							Check Total	\$217.28
CHECK # 3299								
001	10/17/23	UNI-FIRST CORPORATION	3090066688	MATS	Janitorial Services & Supplies	534349-53948	\$112.32	
001	10/17/23	UNI-FIRST CORPORATION	3090068947	MATS	Janitorial Services & Supplies	534349-53948	\$112.32	
							Check Total	\$224.64
CHECK # 3300								
001	10/20/23	ACE HARDWARE	584384/5	OPERATING SUPPLIES	Operating Supplies	552025-57221	\$101.85	
001	10/20/23	ACE HARDWARE	584321/5	CLICK SEAL	Operating Supplies	552025-57221	\$9.99	
001	10/20/23	ACE HARDWARE	584317/5	OPERATING SUPPLIES	Operating Supplies	552025-57221	\$154.15	
							Check Total	\$265.99
CHECK # 3301								
001	10/20/23	ANAGO OF ORLANDO	72888	OCT JANITORIAL SRVCS	Janitorial Services and Supplies	534349-53948	\$7,645.00	
							Check Total	\$7,645.00
CHECK # 3303								
001	10/20/23	KILINSKI VAN WYK, PLLC	7578	GEN COUNSEL THRU SEPT 2023	Attorney Fees	531058-51302	\$7,803.45	
001	10/20/23	KILINSKI VAN WYK, PLLC	7812	GEN COUNSEL THRU SEPT WOVE	Attorney Fees	531058-51302	\$8,144.00	
							Check Total	\$15,947.45
CHECK # 3304								
001	10/20/23	NANCY WALBURN	092823	ZUMBA CLASSES 9/4-9/27/23	ZUMBA CLASSES	534112-57258	\$240.00	
							Check Total	\$240.00

ARLINGTON RIDGE

Community Development District

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CHECK # 3307							
001	10/25/23	FLORALAWN INC	20970	OCT 2023 LAWN MAINT	OCT 2023 LANDSCAPE MAINT	546300-57221	\$26,237.00
							Check Total
							<u>\$26,237.00</u>
CHECK # 3308							
001	10/25/23	SUSAN KAPLAN	033	FITNESS INSTRUCTOR 7/10-7/19/23	Fitness Instructors	534112-57258	\$180.00
001	10/25/23	SUSAN KAPLAN	035	FITNESS INSTRUCTOR 8/07-8/16/23	Fitness Instructors	534112-57258	\$180.00
001	10/25/23	SUSAN KAPLAN	037	FITNESS CLASSES 9/4-9/13/23	Fitness Instructors	534112-57258	\$180.00
001	10/25/23	SUSAN KAPLAN	036	FITNESS CLASSES 8/21-8/30/23	Fitness Instructors	534112-57258	\$90.00
001	10/25/23	SUSAN KAPLAN	038	FITNESS CLASSES 9/18-9/27/23	Fitness Instructors	534112-57258	\$150.00
001	10/25/23	SUSAN KAPLAN	034	FITNESS CLASSES 7/24-8/02/23	Fitness Instructors	534112-57258	\$180.00
							Check Total
							<u>\$960.00</u>
CHECK # 3309							
001	10/25/23	UNI-FIRST CORPORATION	3090070844	MATS	Janitorial Services & Supplies	534349-53948	\$112.32
							Check Total
							<u>\$112.32</u>
CHECK # 3310							
001	10/27/23	ALLIED UNIVERSAL SECURITY SERVICES	14844978	SEC SVCS 9/1-9/30/23	Contracts-Security Services	534037-53904	\$11,890.80
							Check Total
							<u>\$11,890.80</u>
CHECK # 3311							
001	10/27/23	NANCY WALBURN	090123	ZUMBA CLASSES 8/14-9/1/23	ZUMBA CLASSES	534112-57258	\$240.00
							Check Total
							<u>\$240.00</u>
CHECK # 3312							
001	10/27/23	SOLITUDE LAKE MANAGEMENT	PSI019887	OCT 2023 MAINT PRESERVE / WETLANDS	Pond/Littoral Shelf & Wetland Mgmt	546520-57221	\$2,175.00
							Check Total
							<u>\$2,175.00</u>
CHECK # 3313							
001	10/31/23	ELECTRO MECHANIC INDUSTRIAL INC	840680	LAP POOL RESURFACE	Capital Projects	564104-53918	\$37,405.00
							Check Total
							<u>\$37,405.00</u>
CHECK # DD1183							
001	10/06/23	JAMES M PIERSALL - PAYROLL - ACH	092223-BP	BOARD PAY 9/21/23	P/R-Board of Supervisors	511001-51302	\$200.00
							Check Total
							<u>\$200.00</u>
CHECK # DD1184							
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Due from Golf	133517	\$3,105.76
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Utility - Electric	543041-53904	\$180.85
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Utility - Electric	543041-53948	\$323.28
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Utility - Electric	543041-57221	\$91.20
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Utility - Electric	543041-57245	\$2,090.26
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Utility - Electric	543041-57255	\$669.55
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Utility - Electric	543041-57258	\$3,217.16
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Utility - Electric	543041-57259	\$568.86
001	10/23/23	DUKE ENERGY	100223 ACH	SVCS PRD 08/29-09/26/23	Street Lights	543057-53904	\$8,462.75
							Check Total
							<u>\$18,709.67</u>
CHECK # DD1185							
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	LICENSE FEE	554020-51302	\$460.08
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	LICENSE FEE	554020-51302	\$105.00
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	MEMBERSHIP	554020-51302	\$139.00
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	WINDSCREENS FOR HEADSET MIC PHONE	546156-57245	\$10.95
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	LICENSE FEE	554020-51302	\$750.00
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	FUEL	546156-57221	\$20.00
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	BATTERIES	546156-53904	\$6.98

ARLINGTON RIDGE

Community Development District

**Payment Register by Fund
For the Period from 10/01/23 to 10/31/23
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	SUBSCRIPTION	554020-51302	\$35.00
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	VACCUUM	546156-53948	\$63.13
001	10/17/23	ELAN FINANCIAL SERVICES	091923-0909 ACH	AUG/SEPT PURCHASES	FUEL	546156-57221	\$20.00
Check Total							\$1,610.14
CHECK # DD1188							
001	10/02/23	THE CITY OF LEESBURG - ACH	090823 ACH	BILL PRD 7/31-8/31/23	Due from Golf	133517	\$9,189.91
001	10/02/23	THE CITY OF LEESBURG - ACH	090823 ACH	BILL PRD 7/31-8/31/23	Due from Golf	133517	\$20.37
001	10/02/23	THE CITY OF LEESBURG - ACH	090823 ACH	BILL PRD 7/31-8/31/23	Due from Golf	133517	\$177.17
001	10/02/23	THE CITY OF LEESBURG - ACH	090823 ACH	BILL PRD 7/31-8/31/23	Due from Golf	133517	\$44.27
001	10/02/23	THE CITY OF LEESBURG - ACH	090823 ACH	BILL PRD 7/31-8/31/23	Due from Golf	133517	\$39.08
001	10/02/23	THE CITY OF LEESBURG - ACH	090823 ACH	BILL PRD 7/31-8/31/23	Due from Golf	133517	\$1,227.72
Check Total							\$10,698.52
CHECK # DD1189							
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-53948	\$144.32
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-53904	\$54.62
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-57245	\$106.01
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-57258	\$1,029.35
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-57258	\$159.76
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-57221	\$18.78
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-57221	\$6.39
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-57221	\$202.71
001	10/02/23	THE CITY OF LEESBURG - ACH	090923 ACH	SRV PRD 7/31-8/31/23	Utility - Water & Sewer	543021-57259	\$335.40
Check Total							\$2,057.34
CHECK # DD1191							
001	10/26/23	SECO ENERGY	101123 ACH	SRV PRD 9/7-10/9/23	G00003712	543041-53904	\$46.00
001	10/26/23	SECO ENERGY	101123 ACH	SRV PRD 9/7-10/9/23	LIGHTING	543057-53904	\$963.82
Check Total							\$1,009.82
CHECK # DD1192							
001	10/10/23	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC - AUTOPAY	3106264730 ACH	LEASE 10/10/23-01/09/24	Rentals & Leases	544025-53948	\$186.00
Check Total							\$186.00
CHECK # DD1193							
001	10/02/23	TRUIST BANK - ACH	091523-9326 ACH	PURCHASE AUG 3023	Email & APSS	554020-51302	\$35.00
001	10/02/23	TRUIST BANK - ACH	091523-9326 ACH	PURCHASE AUG 3023	REPAIRS/MAINT	546156-53948	\$30.76
001	10/02/23	TRUIST BANK - ACH	091523-9326 ACH	PURCHASE AUG 3023	CONFERENCE MICROPHONE	549999-51302	\$204.00
001	10/02/23	TRUIST BANK - ACH	091523-9326 ACH	PURCHASE AUG 3023	PRIME MEMBERSHIP FEES	554020-51302	\$14.99
001	10/02/23	TRUIST BANK - ACH	091523-9326 ACH	PURCHASE AUG 3023	POSTAGE	541006-51302	\$8.56
001	10/02/23	TRUIST BANK - ACH	091523-9326 ACH	PURCHASE AUG 3023	PRIMEMBER MEMBERSHIP FEES CREDIT	554020-51302	(\$14.99)
001	10/02/23	TRUIST BANK - ACH	091523-9326 ACH	PURCHASE AUG 3023	COPY PAPER	551002-53948	\$39.99
Check Total							\$318.31
CHECK # 3305							
001	10/24/23	ROBERT A. HOOVER	PAYROLL	October 24, 2023 Payroll Posting			\$184.70
Check Total							\$184.70
CHECK # 3306							
001	10/24/23	TED O. KOSTICH	PAYROLL	October 24, 2023 Payroll Posting			\$159.70
Check Total							\$159.70

ARLINGTON RIDGE

Community Development District

Payment Register by Fund
For the Period from 10/01/23 to 10/31/23
(Sorted by Check / ACH No.)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # DD1186								
001	10/24/23	WILLIAM V. MIDDLEMISS	PAYROLL	October 24, 2023 Payroll Posting			\$184.70	
							<i>Check Total</i>	\$184.70
CHECK # DD1187								
001	10/24/23	CLAIRE I. MURPHY	PAYROLL	October 24, 2023 Payroll Posting			\$184.70	
							<i>Check Total</i>	\$184.70
							Fund Total	\$229,610.74

CAPITAL RESERVE FUND - 002

CHECK # 3302								
002	10/20/23	FLORALAWN INC	20120	ROANOKE BERM IRR REPAIR	ROANOKE BERM IRR REPAIRS	546900-57221	\$2,907.19	
							<i>Check Total</i>	\$2,907.19
							Fund Total	\$2,907.19

Total Checks Paid	\$232,517.93
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