

**ARLINGTON RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

Thursday, January 18, 2024

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
 Jeanie Johnson, District Manager
 Jennifer Kilinski, District Counsel
 Meredith Hammock, District Counsel
 David Hamstra, District Engineer
 Lee Graffius, Community Director
 John Barnett, Facilities Manager
 Jason DeWildt, General Manager
 Dan Zimmer, VP Operations, Troon

Meeting Agenda

Thursday, January 18, 2024 – 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.

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments on Agenda Items – Three- (3) Minute Time Limit 2:10 to 2:30**
- 4. Staff Reports**
 - A. District Counsel 2:30 to 2:40
 - i. RFPs for Golf Course and Food and Beverage Operations..... Page 6 2:40 to 3:00
 - B. District Engineer 3:00 to 3:05
 - i. Drainage Maintenance Repairs Report..... Page 59 3:05 to 3:15
 - ii. Proposal From Element Environmental, Areas #4 and #5 Page 75 3:15 to 3:25
 - C. District Manager
 - D. Floralawn
 - E. Community Director: Regular Report Page 80 3:25 to 3:30
 - F. General Manager: Golf, Food & Beverage: Regular Report Page 83 3:30 to 3:40
- 5. BREAK..... 3:40 to 3:50**
- 6. Business Items**
 - A. Proposals for Tree Removals and Stump Grinding Page 87 3:50 to 4:00
 - B. Ratification of Proposal from Florida Aqua Group for Spa Heater ... Page 94 4:00 to 4:05
 - C. Ratification of Proposal from Floralawn for Irrigation Repair Page 96 4:05 to 4:10
 - D. Ratification of White Plains Mainline Repair..... Page 99 4:10 to 4:15
- 7. Consent Agenda**
 - A. Minutes: December 21, 2023, Meeting; January 10, 2024, Workshop Page 106 4:15 to 4:20
 - B. Financial Statements (*December*)..... Page 123 4:15 to 4:20
 - C. Check Register (*December*)..... Page 159 4:15 to 4:20
- 8. Other Business 4:20 to 4:25**
- 9. Supervisor Requests 4:25 to 4:45**
- 10. Audience Comments – Three- (3) Minute Time Limit..... 4:45 to 5:00**
- 11. Adjournment**

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

Section 4

Staff Reports

Subsection 4A

District Counsel

Section 4A(i)

RFPs for Golf Course and Food and Beverage



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**

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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~~ shopgolf 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@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 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~~ [golf 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.
- Provide a forecast of profit / loss generating operation for the District and Management team
- Maintenance of golf course [and equipment](#) and identified facilities to preserve and enhance the District’s investment.
- Proposers will provide their proposed management fee and/or profit and loss sharing mechanism to be mutually agreed between the successful Proposer and the District.
- Provide a business development plan to attract residents, groups, and other businesses from within and external to the District.

- Operate and manage the ~~pro shop~~ golf 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~~ to be effective on 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~~ golf 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~~ golf 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~~ September 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~~ Boulevard, Leesburg, FL- 34748, just off State Road 27 and County Road 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 Golf 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	(\$3,921)	\$11,697
Total Revenue	\$1,203,534	\$1,271,126	\$1,566,728

*Trail fees were eliminated following the end of FY 2020.

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).**

- A. Respondents submitting proposals for the golf course management services shall, at a minimum, include the following in their responses:
 - i. Letter of interest describing legal composition of the entity; and
 - ii. Business plan to include:
 - a. description of the business from an ownership, organizational, historical, and structural perspective; and
 - b. 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
 - c. expected market for its product and its marketing plan to include growth of membership base; management plan, including operational and financial issues; and

- d. projected schedule for expansion or initiation of operations; and critical risks and perceived problems or obstacles.
- iii. Operator Experience/Project Team(s) Qualifications, [requisite certifications, and](#) ~~Financial~~ Capability; and
- iv. Resumes of key management staff; and
- v. Turf management plan and capital improvement plan overview; and
- vi. References: four (4) verifiable references of which two (2) must be letters of reference; and
- vii. Financial capability:
 - a. Proposer should have a demonstrated record of financial responsibility commensurate with the obligations contemplated under this RFP.
 - b. 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.
- viii. Duration and renewal options; and
- ix. Managerial fee structure, license fee, any proposed gross revenue [and/or profit and loss](#) sharing proposal; and
- x. Be prepared to discuss and project budgets for capital improvements and operational budgets in compliance with governmental accounting procedures; and
- xi. 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-five (5)~~ days after month's end.

B. Golf Course Operations

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

- i. **Basic Responsibilities, Policies and Procedures**
 - a. 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.
 - b. The course shall be operated as a public facility in a nondiscriminatory manner.
 - c. The operator will employ experienced and qualified personnel to operate, manage and supervise the ~~Pro-Shop~~[Golf shop](#), ~~Pro-Shop~~[Golf shop](#) employees, and to plan and implement tournaments, outings, merchandise selection and sales, and the golf instruction programs.
 - d. The operator will employ [an accredited agronomist to provide](#) 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**”).
 - e. The operator will employ a golf course superintendent that is experienced and qualified.

- f. 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).
- g. 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.
- h. The operator will be responsible for maintenance and daily custodial cleaning of golf course related facilities, including the ~~pro shop~~ golf shop and the on-course restrooms, to quality standards.
- i. The operator will be responsible for maintaining and cleaning the maintenance facilities that include the maintenance shop, equipment and storage, and offices.
- j. 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.
- k. The operator will be required to cooperate with the District during special events and other unanticipated eventualities.
- l. 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.
- ~~m. 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.~~
- ~~n.m.~~ n.m. Smoking in any building is strictly prohibited. The operator will be required to adhere to and enforce this policy and Florida law.
- ~~o.n.~~ o.n. In the District's discretion, ~~T~~the operator ~~will~~ may 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.

ii. **Operations and Programming**

- a. The District expects the operator to create and maintain a high-quality golfing experience for members, the public and the Arlington Ridge community.
- b. The District expects the operator to increase ~~annual and seasonal~~ golf club membership and revenues by marketing membership opportunities to residents and to the general public. Proposers should provide an explanation of how they plan to increase memberships and revenues (ex. membership drives, etc.).
- c. 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.

- d. In addition to general operation and management staff, the operator will provide course marshals and starters.
- e. The operator is expected to implement innovative and effective player development programs.
- f. 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.
- g. 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.
- h. The operator is strongly encouraged ~~to support 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.
- i. 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.
- ~~j. 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.~~
- ~~k.~~^{j.} The operator will be responsible for proposing innovative options and/or solutions to increase course quality, play efficiency, and overall profitability.

iii. **Management of Operating Revenues and Expenses**

- a. 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-five (5) days' after month's end-or at a time established by the District]~~.
- b. 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.
- c. 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.

- d. 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.

iv. **Pro-Shop Golf Shop**

- a. Proposer shall operate and manage the Pro-Shop Golf shop at quality standards, as the primary, customer friendly point of sale for course access and by providing golf merchandise for sale as appropriate.
- b. Proposers shall explain in detail plans for operating the Pro-Shop Golf 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.

v. **Beverage Cart**

- a. Proposer shall submit its proposed hours for operating a beverage cart during course hours and the successful Proposer shall work with the Food and Beverage provider for pricing efficiencies, as this operation operates under a separate liquor license.

vi. **Capital Improvements**

- a. 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 shopgolf 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.

vii. **Fuel Storage**

- a. 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.
- b. The vendor will have staff on-site with required training and certifications for the operation of these tanks.
- c. Any changes, removals, or additions of tanks must be preapproved by the District and in accordance with regulations.
- d. The vendor will be required to maintain valid and sufficient pollution control liability insurance and any other required insurance coverage for the tanks.

viii. **Golf Course and Clubhouse Security**

- a. 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.

ix. **Compliance with Laws**

- a. The operator shall comply with all District, State, and Federal requirements to provide safe and accessible recreational opportunities for everyone, including persons with disabilities.
- b. 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.

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:

- i. Formulating and implementing business plans, maintenance, and operating programs, and budgets to be submitted to the Board for approval for each year.
- ii. 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.
- iii. ~~Procuring (at District expense) and maintaining all equipment used in operation of the golf facility, including maintenance vehicles and equipment.~~
- iv. Purchasing of all supplies, consumables, etc. for use in the operation of the golf course.
- v. 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.
- vi. 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.
- vii. Presenting monthly reports for both maintenance and expense/revenue reports to the District by the ~~10th~~-5th day of each month to allow inclusion into pre-Board meeting informational packets for Board Supervisors.
- viii. 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).
- ix. The successful Proposer(s) must conduct quarterly golf membership meetings to provide an interface between the successful Proposer(s), District residents, and golf and social members.
- x. The successful Proposer(s), as a rule, must schedule the use of Fairfax Hall through the District Activities Director a minimum of ~~[x]-weeks~~30 days 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).

- ~~x~~.xi. In accordance with District policy, in the event that catering services are desired for a function at Fairfax Hall, the Chesapeake Bay Grille shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grille may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grille requires a separate agreement with the restaurant.
- xi.xii. 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 specify whether they are proposing a Management Fee and, if so, include a proposed; annual management fee (ex. fixed, incentive-based, or a hybrid thereof), and/or a proposed incentive fee with their proposals, if any is being proposed. If gross revenues and/or profits 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~~ no later than October 1, 2024, and shall end on the last day of the month preceding the ~~fifth~~ third anniversary of the start date unless terminated by the District prior to that date. The contract may be renewed for one (1) ~~year terms for up to additional fivetwo~~ (25) year periods additional renewals at the District's sole discretion.

G. 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.

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:

- i. Consistent inability to maintain economic performance of the District's golf facility;
- ii. Persistent or repeated failure to meet the performance standards for the facility;
- iii. Persistent or repeated disregard of laws, ordinances, rules, regulations or orders of a public authority having jurisdiction;

- iv. Persistent or repeated failure to supply properly skilled workers that results in performance impairments;
- v. Breach of fiduciary obligations under the Agreement;
- vi. 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;
- vii. Discontinuance of its business or activities at the facility; or
- viii. 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 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:

- i. **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-five (5) days following month's end~~ for days prior to the District's Board of Supervisor's meeting.
- ii. **Annual Accounting.** The successful Proposer(s) shall submit to District, no later than ~~sixty forty-five (6045)~~ 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.
- iii. **Point of Sales System.** The successful Proposer(s) may be required to use the District's Point of Sales System ("POS") and provide the District POS reports upon request.
- iv. **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.
- v. **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.

- vi. **Bank Deposits.** The successful Proposer(s) shall maintain a separate District bank account ~~the~~ operations 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.

K. Minimum Qualifications Criteria

- i. Five years’ experience, by the firm, managing and maintaining a regulation 18-hole public golf course(s), preferably district/municipally owned facilities.
- ii. Firm shall provide three golf industry references and three credit references.
- iii. 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.
- iv. 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.

- E. Proposer certifies, by submitting a proposal in response to this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provision of section 287.133(2)(a), *Florida Statutes*.
- F. Proposer certifies, by submitting a proposal in response to this RFP, that neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, *Florida Statutes*, and in the event such status changes, Proposer shall immediately notify the District.
- D-G. Proposer agrees that, if awarded an agreement at the conclusion of the District's solicitation of services pursuant to this RFP, Proposer shall comply with and perform all applicable provisions of section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, the successful Proposer shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the agreement with the successful Proposer immediately for cause if there is a good faith belief that the successful Proposer has knowingly violated section 448.091, *Florida Statutes*. By submitting a proposal in response to this RFP, Proposer represents that no public employer has terminated a contract with the Proposer under section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of Proposer's submission of its response to this RFP.

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:

- i. The desire of the District to have Arlington Ridge Golf Course maintained and operated in a top-quality manner.
- ii. Firm’s demonstrated ability to manage, operate and /or maintain an 18-hole public golf course, preferably district/municipally owned facility.
- iii. Firm’s plan for the physical maintenance of the golf course.
- iv. 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.
- v. Firm’s plan for the use and application of chemicals to be applied to the golf course.
- vi. Firm’s plan to furnish the [pro-shop/golf shop](#), provide maintenance to equipment for the golf course operation.
- vii. Firm’s plan to staff the maintenance and /or operation of the golf course.
- viii. 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.
- ix. Firm’s plan to make any improvements to the golf course and buildings beyond required maintenance, and how they would propose funding these improvements.
- x. 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.
- xi. 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.
- xii. 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, as proposed in response to this RFP	305 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	350 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, as proposed in response to this RFP	30 35 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	35 30 points

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Attachment A

Golf Course Minimum 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~~ **Proposer may submit proposals containing alternate guidelines as long as they alternatives ensure 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 3/4".
- 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:

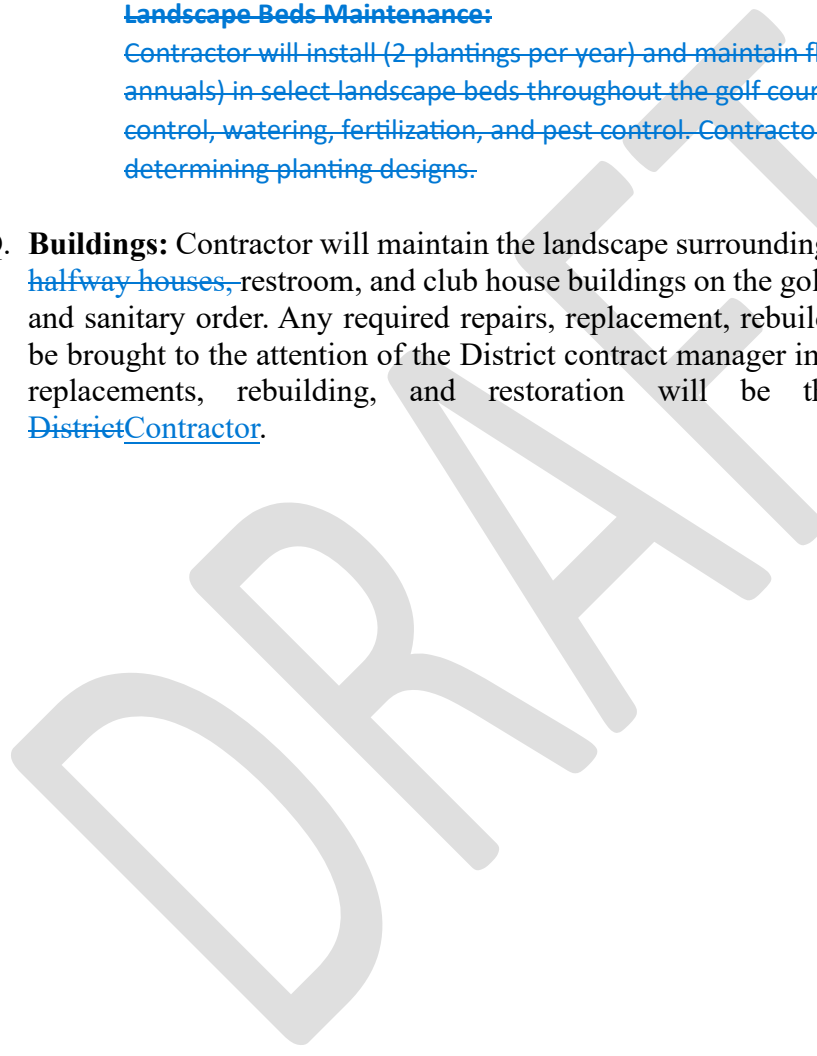
~~i. All aquatic weed control is the responsibility of the District.~~ Contractor personnel will remove litter and trash from the water bodies on a regular basis.

~~i. _____~~

~~Landscape Beds Maintenance:~~

~~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.~~

Q. 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~~Contractor.



Attachment B

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

The District realizes there are many different philosophies in building maintenance. Therefore, Proposer may submit proposals containing alternate guidelines as long as they alternatives ensure optimum maintenance of the District's facilities. The alternate guidelines must be submitted in writing on a separate sheet(s) attached to the proposal.

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-xxvii.~~ 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-ii.~~ Clean interior and glass surface.
- ~~iv-iii.~~ Spot clean walls and cubicle partitions.
- ~~v-iv.~~ Heavy sweep all loose soil, rocks, debris, etc. from patio areas and walkways around the ~~pro shop~~ golf shop.
- ~~vi-v.~~ 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.



Arlington Ridge Community Development District

REQUEST FOR PROPOSALS
FOR
FOOD AND BEVERAGE OPERATIONS SERVICES

[RFP Issuance Date]

DRAFT

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

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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 [lease or](#) 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 lease or 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**”) food and beverage facilities 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 to be~~ effective on 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

~~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 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 lease or management contract structure. **Proposers shall outline their proposed terms, monthly lease and/or management fee, structure, approach and final terms will be negotiated with the successful firm.**

- A. Proposers submitting proposals for the Restaurant operation shall, at a minimum, include the following in their responses:
 - i. Letter of interest describing legal composition of the entity; and
 - ii. Business plan to address the following:
 - a. description of the business from an ownership, organizational, historical, and structural perspective; and
 - b. 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
 - c. expected market for its product and its marketing plan to include growth of membership-customer base; management plan, including operational and financial issues; and
 - d. projected schedule for expansion or initiation of operations; and critical risks and perceived problems or obstacles.

- iii. Operator Experience/Project Team(s) Qualifications/Financial Capability; and
- iv. Resumes of key management staff; and
- v. References: four (4) verifiable references of which two (2) must be letters of reference; and
- vi. Financial capability:
 - a. Proposer should have a demonstrated record of financial responsibility commensurate with the obligations contemplated under this RFP.
 - b. 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.
- vii. Familiarity with the District's restaurant point of sales ("POS") system or comparable system;
- viii. Duration and renewal options; and
- ix. Lease and/or Managerial fee structure, license fee, any proposed gross-net revenue profit sharing proposal; and
- x. Be prepared to discuss and project budgets for capital improvements and operational budgets in compliance with governmental accounting procedures; and
- xi. 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-five (5) 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.

B. Restaurant Operations

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

- i. **Business Plan**
 - a. Briefly state the proposer's understanding of the work to be done.
 - b. Explain why the proposer is deserving of being awarded this contract.
 - c. Proposer briefly describe their vision for the Food and Beverage operation at Arlington Ridge.
 - d. ~~Please d~~Describe your customer service philosophy.
 - e. Give a brief description of your creative ideas to provide first-rate concessions.
 - f. What will draw patrons to your services?
 - g. What will keep them coming back?

- h. What will be your specialty?
- i. Provide a staffing plan.
- j. Provide a proposed menu with prices for all items and services.
- k. Provide a statement regarding your interest and ability to provide catering for large golf outings, tournaments, league banquets and resident special events.
- ~~l.~~ ~~Provide a beverage cart plan.~~
- ~~m.~~ l. How will you monitor customer satisfaction? [How would you address customer dissatisfaction?](#)
- ~~n.~~ m. Provide a detailed schedule of the maintenance of both premises and equipment.
- ~~o.~~ n. How will you anticipate promoting and marketing the facility?
- ~~p.~~ o. Proposed annual management fee to be paid by District [and/or proposed annual lease payments to be paid to the District?](#)
- ~~q.~~ p. Address how Proposer intends to fund 100% of the annual operating costs from annual revenue.
- ~~r.~~ q. Specify Proposer's expectations of accomplishment in the first year of operation.
- ~~s.~~ r. 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.
 - (1) Plans for the future methods of operation.
 - (2) Types of uniforms used.
 - (3) Menu and food selection process.
 - (4) Schedule of hours of operation.
 - (5) Labor scheduling/staffing.
 - (6) Equipment maintenance schedule.
 - (7) Sanitation policies.
 - (8) Proposed site improvements.

ii. **Qualifications and Experience**

- a. Demonstrate a minimum of 3-5 years' experience of restaurant operation or catering.
- b. Provide information about your experience and current relationships with food & beverage suppliers.
- c. Provide 3 current clients and 3 former clients references, preferably from the last 5-10 years.
- d. 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.).
- e. Have you ever failed to complete any work awarded to you or defaulted on a contract? If so, please explain.

iii. **Background Information**

- a. Name and address of legal entity submitting the proposal.
- b. Name and address of principal officers and all owners of proposing organization.
- c. Legal status of proposing organization (i.e., corporation, partnership, sole proprietorship).
- d. 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.
- e. Please provide bank references.
- f. 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?
- g. Provide a statement of Proposer's financial stability, including information as to current or prior bankruptcy proceeding if any.
- h. Corporation registration with the Secretary of State of Florida.
- i. For out of state businesses, provide evidence of authority to do business in the state of Florida.

C. Operational Notes

i. **Enforcement of Regulations Pertaining to the Dress of Restaurant Customers**

- a. The successful firm shall be permitted to enforce only Dress Code Rules and other Regulations as determined and approved by the District for the [Arlington Ridge residents, guests, and](#) golfers using the ARGC. Appropriate attire is required for all patrons using restaurant services.

ii. **Exclusivity**

- a. 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.

iii. **Equipment**

- a. 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.
- b. The District will also furnish the following major kitchen equipment: stove(s), refrigerator(s), freezer(s), washing equipment & grill.
- c. The District will also furnish counter stools, tables and chairs.
- d. 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.
- e. 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.

- f. If the Proposer intends to provide any of 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.

iv. **Maintenance**

- a. 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.
- b. The successful firm will, at all times, maintain the Restaurant in a clean and safe manner that is acceptable to the District and other agencies having jurisdiction (i.e., Health Department) and shall be subject to regular inspection by the District in addition to any inspections conducted by other agencies having jurisdiction.
- c. 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.
- ~~e.d.~~ The successful firm will be responsible for regular pest control inspections and extermination, in compliance with all State and local regulations concerning pesticide applications.
- ~~e.e.~~ The District will be responsible for major repairs, major improvements and renovations.

v. **Compliance with Federal, State and Local Laws**

- a. ~~In~~ The successful firm shall be required to operate~~ing~~ the Restaurant, ~~the successful firm shall~~ in strict compliance~~cey~~ with applicable federal, state, and local laws, and all rules and regulations adopted by the District.

vi. **Permits**

- a. 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.

vii. **Liquor License & Insurance**

- a. 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.”

- b. All licensing shall be coordinated with the District and all servers shall be required to undertake safe server training.

viii. **Staff**

- a. 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.
- b. The Restaurant should operate as a drug free workplace and personnel should successfully pass a drug screening test prior to employment.
- c. 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.
- d. 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.

ix. **Outside Facilities**

- a. 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.

x. ~~Beverage Cart~~

- a. ~~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.~~

~~xi.~~ x. **Hours of Restaurant Operation**

- a. 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.
- b. 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.

- c. 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.

~~xii~~.xi. **Standard of Service**

- a. The successful firm shall use reasonable care and diligence, at all times, in operation of the Restaurant in order to avoid any possible accidents.
- b. 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 District, ARGC, and the District's Board of Supervisors.

D. Basic Requirements for Lease and/or 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 lease and/or management contract; discuss and clarify any issues; gain an understanding of District operations; and establish responsibilities and timeframes. The lessee and/or management company will assume responsibility for the following operations associated with the golf course food and beverage operation on an annual basis:

- i. Formulating and implementing business plans, maintenance, and operating programs, and budgets to be submitted to the Board for review and/or approval for each year.
- ii. Purchasing of all supplies, consumables, etc. for use in the operation of the Restaurant food and beverage facilities.
- iii. 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.
- iv. 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.
- v. Presenting monthly reports for both maintenance and expense/revenue reports to the District by the 10th-5th day of each month to allow inclusion into pre-Board meeting informational packets for Board Supervisors.
- vi. 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).
- vii. The successful firm, as a rule, must schedule the use of Fairfax Hall through the District Activities Director a minimum of ~~[x] weeks~~ 30 days 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.
- ~~vii~~.viii. In accordance with District policy, in the event that catering services are desired for a function at Fairfax Hall, the Chesapeake Bay Grille shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion.

Catering services provided by a vendor other than the Chesapeake Bay Grille may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grille requires a separate agreement with the restaurant.

- ~~viii~~-ix. 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.

E. Agreement Terms for Lease and/or 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.

F. Lease and/or 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 specify whether they are proposing a lease, management contract, or alternative structure, and include a proposed, annual lease amount and/or annual management fee (ex. fixed, incentive-based, or a hybrid thereof), and/or a proposed incentive fee with their proposals, if any is being proposed. If gross revenues and/or profits are to be shared, specify the plan for doing so.

G. Term of Agreement. The term of the Agreement shall begin on an agreed-upon date, which is expected to be ~~on or before~~ no later than October 1, 2024, and shall end on the last day of the month preceding the ~~fifth~~ third anniversary of the start date unless terminated by the District prior to that date. The lease and/or management contract may be renewed for one (1) year terms for up to additional fivetwo (25) year periods additional renewals at the District's sole discretion.

H. 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.

I. 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.

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

- i. Consistent inability to maintain economic performance of the District's Restaurant facilities;
- ii. Persistent or repeated failure to meet the performance standards for the Restaurant facilities;
- iii. Persistent or repeated disregard of laws, ordinances, rules, regulations or orders of a public authority having jurisdiction;

- iv. Persistent or repeated failure to supply properly skilled workers that results in performance impairments;
- v. Breach of fiduciary obligations under the Agreement;
- vi. 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;
- vii. Discontinuance of its business or activities at the Restaurant facilities; or
- viii. Any other substantial breach of the Agreement.

If the District terminates the Agreement for cause, the lessee and/or management company will not be entitled to receive any further payment. In addition, the lessee and/or management company will vacate the facility within seven (7) days, or such other time as required by Florida law, 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 lessee and/or management company under the Agreement exceeds the balance of the costs in the Agreement between the lessee and/or management company and the District, the lessee and/or management company shall be responsible for paying the difference to the District. The obligation for payment shall survive termination of the Agreement.

K. Financial Notes. Under a management contract, ~~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. Under a lease agreement, the successful firm and the District shall come to mutual agreement regarding the successful firm furnishing said reports to the District. The successful firm shall also provide the following:

- i. **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~~ five (5) days following month's end.
- ii. **Annual Accounting.** The successful firm shall submit to District, no later than ~~sixty~~ forty-five (6045) 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.
- iii. **Point of Sales System.** The successful firm ~~may~~ will be required to use the District's Point of Sales System ("POS") and provide the District POS reports upon request.
- iv. **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.

- v. **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.
- vi. **Bank Deposits.** The successful firm shall maintain a separate ~~District~~ bank account for 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, which may include requirements to name the District as an additional insured on certain policies.

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.
- E. Proposer certifies, by submitting a proposal in response to this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provision of section 287.133(2)(a), Florida Statutes.
- F. Proposer certifies, by submitting a proposal in response to this RFP, that neither it nor any of its officers, directors, executives, partners, shareholders, members, or

agents is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, and in the event such status changes, Proposer shall immediately notify the District.

D-G. Proposer agrees that, if awarded an agreement at the conclusion of the District’s solicitation of services pursuant to this RFP, Proposer shall comply with and perform all applicable provisions of section 448.095, Florida Statutes. Accordingly, to the extent required by Florida Statute, the successful Proposer shall register with and use the United States Department of Homeland Security’s E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of section 448.095, Florida Statutes, as to the use of subcontractors. The District may terminate the agreement with the successful Proposer immediately for cause if there is a good faith belief that the successful Proposer has knowingly violated section 448.091, Florida Statutes. By submitting a proposal in response to this RFP, Proposer represents that no public employer has terminated a contract with the Proposer under section 448.095(2)(c), Florida Statutes, within the year immediately preceding the date of Proposer’s submission of its response to this RFP.

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, <u>as proposed in response to this RFP</u>	30 5 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	35 0 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, as proposed in response to this RFP	30 35 points
Financial analysis, capability, proposed terms, gross revenue sharing and fees	35 30 points

DRAFT

Subsection 4B

District Engineer


Subsection 4B(i)

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 Lluberres, Inframark Services
Pegasus Project File MSC-22073

Subsection 4B(ii)

Proposal for Areas #4 and #5

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
<p>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.</p> <p>Install rip rap catch basin at the end of the outlet. Basin to be lined with geo fabric.</p> <p>Sod all disturbed areas.</p>	1	8,600.00	8,600.00
<p>Pond P-15-3 Structure C Remove and dispose of all broken concrete.</p> <p>Backfill and compact area around mitered end section.</p> <p>Install rip rap catch basin at the end of the outlet. Basin to be lined with geo fabric.</p> <p>Sod Disturbed areas with bahia sod.</p>	1	2,500.00	2,500.00
<p>Pond P-13-1 Structures B&C Remove all vegetation 5 feet around each outfall and dispose off-site. Remove excess sediment.</p> <p>Re-grade to create positive drainage into the pond.</p> <p>Sod disturbed areas with st augustine sod.</p> <p>**Any irrigation damage caused by Element along pond bank will be repaired at no cost.</p>	1	8,036.00	8,036.00
<p>Thank you and have a great day!</p>		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:
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 4E

Community Director: Regular Report



Arlington Ridge Community Development District

c/o Inframark Management Services | 313 Campus Street | Celebration, FL 34747

Community Directors Report January 2024

RV Lot

RV Lot outstanding items have been completed.

Fairfax Hall

Two AC Vendors came to review the lifting of the three units and replacement of Unit #1. Information for all three vendors related to the work will be sent out by Friday.

Dynafire performed troubleshooting for the Fire annunciator and there is a firmware discrepancy. They performed a auto learn program and believe it will fix the problem and will instruct inspectors to run the auto relearn each time they visit the site. Sent inquiry as some trouble alarm still is reporting to their system. They will be out on Friday.

Irrigation leak was completed and agreement and scheduling in progress. Notice will be sent once work commences and is completed.

Pool Update

Pool refurbishment is in progress. As of 1/9 tile and lights are installed and concrete skim coating is in progress. Reminder was sent regarding warranty issues with tile and 2 lights.

Pool heater repairs were approved and parts on order and beach pool and spa heater replacements have been approved and order and are estimated to be completed soon. Email blast will go out when work is being done and after completion.

Retention Pond Report

All work to be performed by maintenance has been reported completed. I will attempt to inspect the work completed and Supervisors will be sent my report once its completed.

Golf Shop Doors

Golf Shop doors completed and permit closed.

Cart Barn Electrical Replacement

Agreement was drafted and has been sent to be signed and scheduled. . Notice will be sent when work commences and is completed.

Hopewell Sidewalk Addition

Agreement and scheduling in progress. Notice will be sent when work commences and is completed.

Palm Tree/ Dead Pines

Updated and additional quote submitted for agenda.

Pool Table resurfacing

Sent follow up email 1/10 for expected date for resurfacing. Will update Supervisors and pool players when that date is shared.

Mulch Quote

Mulch was delivered and installed by the garden club volunteers. Requested amount to do all the Village Green area was reduced from recommendation by Florlawn of 100 sq yards to 50 sq yards so some areas are not complete and will have to be done under remainder of future work. Chairman Hoover had requested a more comprehensive review before approving the rest of the common areas. Working with Florlawn to go over this request.

Zoom Update-

Spoke with two companies and a suggested solution is in progress. Will most likely not have finalized solution until the February meeting. Projection is this should cost less than \$500.

Backflow Inspections

Backflow inspections are in progress and quotes will be obtained for any that do not pass inspection. Will be working with GC to be sure theirs are current as well. Spoke with Dunston on the valves that passed and asked and report was sent. Forwarded to

Unifirst Rug Cancellation

The rug cancellation was tabled at the previous meeting. The agreement was sent to counsel to review.

Activities

Upcoming events

Valentines- Jasmin will be presenting the Supervisors her plans for Valentines Day which would involve a dance with A live Abba Tribute band and desert table at FairFax Hall. Arrangements will include the restaurant accepting the reservations and payment for the dance. Cost estimated to be \$20 pp. Restaurant will handle any Valentines Special.

Subsection 4F

General Manager: Golf, Food & Beverage

Regular Report

1.10.24**Arlington Ridge Board Members
Monthly Update for December 2023****Financial Results:**

- Golf – 3,608 Rounds, \$126,173 Revenue, \$14,644 Net Income
- Restaurant - \$86,629 Revenue, (\$10,894) Net Income

December was another successful month in many different ways at Arlington Ridge Golf Club. We continue to grow in each department with teaching, coaching and training everyone on our “culture change”. We also continue to look at our business model and make sure it’s the correct one and what changes we need to make to ensure that we are heading in the correct direction. We look at each department and make sure we are using the correct spending models with the supplies we need, the labor we use, and making sure we are staying in line with the budget. We are very excited about the future and the strides we’ve made in such a short time and the direction we are heading in. Also, it’s great to have the support from the Troon team as well...They have been there for every question and making sure we get in the correct direction.

Department Updates:**Golf Operations:**

- December was a good month but unfortunately, we have areas we can’t control and the major one is weather.
- We had 4 days in December that we lost business due to all day rain and had to close the course the following day due to so much rain.
- We’ve done a better job of having rate integrity and getting outside groups to pay the going rates.
- We continue to push Merchandise sales and figure ways to increase this area of revenue.
- Continued success with running ad in The Village Daily Sun and seeing more and more golfers daily from this ad.
- Receiving more and more phone calls for future rounds as the word is getting out in the golfing community that Arlington Ridge Golf Club is in better condition, and they want to play here again.

Maintenance:

- Had another great month with getting tasks done on the Golf Course even with the difficult weather patterns, we had with rain and cold weather.
- We received over 6” of rain in December 2023.
- We’ve finished six (6) holes of filling in the potholes and making these areas smoother for golf cart traffic.
- The team continues to work on the weed control, and we continue to spray for the goose grass in the fairways and this process is working.

- They also continue to work on the little detailed things as well: edging cart paths, clean out cord grass areas, etc.
- We also continue to maintain the cart traffic areas with more rope and stakes to try to keep golfers out of areas they shouldn't be in.
- Continued work on the greens with the correct practices with needling tinning and top-dressing with black sand to help keep the greens warm during this cold winter.

Overall, we are making great strides in getting the golf course in the condition that we are looking for and making sure we have a great future for the property.

F&B:

- We hired a new F&B Manager, and she has started and is getting acquainted with the facility.
- We've hired three (3) new staff members to replace the individuals that left.
- The month started off strong as we had numerous Christmas parties, and they were all successful and we've booked other events from these parties.
- Certain days we've seen a great increase in people enjoying the restaurant.
- We ran an ad in The Village Daily Sun to promote the restaurant and we've seen a significant amount of these coupons being used. Also received phone calls from the Villages for private parties as well.
- We've lowered our COGS in the month of December by 16% and got to the budgeted number we are supposed to be at, and we will continue to maintain this number.
- Our loss made improvements as we dropped this number from \$16k to \$10k.
- With the rain and the Golf Course closed this also hurts the F&B Department and no one comes in. Also, we were closed for Christmas Day and that didn't help bottom line.
- We continue to watch our labor and other spending to make sure we stay within our budgeted numbers.

Overall, we had a good month in the F&B Department and have made strides in the direction we need to be heading in. We've worked with each employee and let them know what our expectations are and the "new" direction we are heading in. We will be rolling out a new menu and new special events on the weekdays for the residents. We've also spent time working with the back of the house to have a cleaner kitchen and working with the team, so they understand as well.

We are confident that with continued work, making sure the team understands the direction we are targeting for, we can slowly continue to grow.

We are very excited in the direction we are heading and look forward to a successful January!!

Thanks,
Jason R. DeWildt

Section 6

Business Items

Subsection 6A

Proposals for Tree Removals and Stump Grinding

Andrews Tree Services
 2508 Colonial st
 Leesburg, FL 34748 US
 chris@andrewstreeservicefl.org



Estimate

ADDRESS

Arlington Ridge HOA
 4463 Arlington Ridge
 Leesburg, Fl 34748 USA

ESTIMATE # 2637eeee
DATE 01/10/2024
EXPIRATION DATE 01/10/2024

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Remove White Plains: Remove four pine trees marked with orange paint.	4	150.00	600.00
	Remove Roanoke: remove 3 pine trees marked with orange paint.	3	300.00	900.00
	Remove Hopewell: Remove 5 pine trees marked with orange paint.	5	300.00	1,500.00
	Remove Retention Pond: Remove palm against overspill.	1	400.00	400.00

Winter special -10%, HOA -5%	SUBTOTAL	3,400.00
	DISCOUNT 15%	-510.00
	TOTAL	\$2,890.00

Accepted By

Accepted Date

Andrews Tree Services
 2508 Colonial st
 Leesburg, FL 34748 US
 chris@andrewstreeservicefl.org



Estimate

ADDRESS

Arlington Ridge HOA
 4463 Arlington Ridge
 Leesburg, Fl 34748 USA

ESTIMATE # 2638eeee
DATE 01/10/2024
EXPIRATION DATE 01/10/2024

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Stump Grinding Stump grinding 0" - 10" linear \$50, 10"-15" \$100, 15"-20" \$150, and so on. For this price range the depth of grinding shall not exceed 3". If deeper grinding is required the cost will increase every 3" of depth.	1	50.00	50.00

-10% winter special, -5% HOA discounts.

SUBTOTAL	50.00
DISCOUNT 15%	-7.50
TOTAL	\$42.50

Accepted By

Accepted Date

Estimate

From Triple D Service
 P.O. Box 1086
 Altoona, FL 32702
 tripledtreeservice@gmail.com

Customer Lee Graffius
 Arlington Ridge HOA
 4463 Arlington Ridge Blvd
 Leesburg, FL 34748

Estimate Number 0482
Sent Date January 9, 2024
Expires Never

Estimate for Revision of Revisionof Tree Care For Multiple Sites w/ Palm and (1) less pine

Item	Quantity	Price	Taxable	Total
White plains Notes: Remove 4 dead pines	1	\$650.00	0.000%	\$650.00
Any stumps desired to be ground will be at a rate of 75\$ additional a piece at this location				
Clean up and haul debris				
Roanokae Notes: 3- pines/ near road	1	\$600.00	0.000%	\$600.00
\$100 per stump additional should stump grinding be desired. Stump behind bush is impractical. Please see Lee for details				
Clean up and haul debris				
Hopewell Notes: Remove 5 pines	1	\$2,500.00	0.000%	\$2,500.00
Clean up and haul debris				
If all stumps (close to 100 or more) are desired to be ground stumps will stumps grinding will be \$25 a stump				
If only stumps from our tree removal proposal around stumps will be 75\$ a piece additional				
Manassas	1	\$300.00	0.000%	\$300.00

Item	Quantity	Price	Taxable	Total
Notes: 1- dead tree/ rear				
Remove. Cut close to ground. Stump grinding would be \$100 additional for this stump				
Clean up and haul debris				
Palm near pond	1	\$350.00	0.000%	\$350.00
Notes: 1- cabbage palm/ near retention pond				
Remove. Cut as low as possible				
Clean up and haul debris				
Subtotal				\$4,400.00
Tax				\$0.00
Total				\$4,400.00

Notes

Thank you for considering Triple D Service!

Notes

Disclaimer



From: Graffius, Lee <Lee.Graffius@inframark.com>

Sent: Wednesday, January 10, 2024 6:02 PM

To: Montagna, Angel <Angel.Montagna@inframark.com>; Johnson, Jeanie <Jeanie.Johnson@inframark.com>; Goldyn, Jennifer <Jennifer.Goldyn@inframark.com>; Burgess, Brenda <brenda.burgess@inframark.com>

Cc: Bob Hoover <RHoover@arlingtonridgeccd.org>

Subject: Updated Tree Proposals for Agenda

I asked Triple D to update their proposal and remove the Palm at the pool but add the Palm at the retention pond that Pegasus recommended be removed.(I realized this was still an open issue). The stump grinding on everything is optional and we would add up the cost based on each location and approve if we want the stumps removed.

If we removed all trees on the quote and removed all stumps associated (with 100 being done at Hopewell) except the one behind the viburnum on Roanoke the total cost would be \$7,400.

All Trees on quote flush cut - \$4,400.

Stumps ground just on removed Pines:

White Plains (4)	\$300
Roanoke (2)	\$200
Hopewell (5)	\$375
Total for stump removal	
From Pines in quote	\$875
Total	\$5,275

Alternate Cost for all trees cut and all stumps removed as noted:

All Trees cut	\$4,400
White Plains (4)	\$300
Roanoke (2)	\$200
Hopewell (100)	\$2,500
Includes the 5 cut pines	
Total	\$7,400

I also met with Andrews Tree service to get a quote.

Flush Cut for 12 Pines	\$3,000
Palm at Retention Pond	\$400
Total not including Canal Tree	\$2,890 with discount -Canal tree was previously approved will get price as separate invoice if we go with Andrews.

Stump griding will require measurement of stumps to get specific cost but general estimate is the majority if not all are 10' linear or less so for 11 Pines ground plus the estimated 100 other stumps the price would be estimated at

Stump estimate	\$4,717.50
Total for everything	\$7,607.50

I asked for a separate quote for the tree behind 26605 Manassas since I forgot to take them there to get a quote. Triple D quoted \$300 so I am expected it to be between \$300 to \$500 giving an estimate of \$3,290.00. Andrews did not get me a revised quote but did agree to honor the \$400 price. I am sending what I have now and if I get the revised tomorrow morning, I will send it.

Thanks,
Lee

Subsection 6B

Ratification of Spa Heater Repair



Florida Aqua Group, LLC

PO BOX 637
 Mascotte Florida 34753
 U.S.A
 888-575-7665




ESTIMATE

Estimate# : **EST-000153**
 Estimate Date : **01-02-2024**

Bill To

Arlington Ridge CDD
 4463 Arlington Ridge Blvd
 Leesburg
 34748 Florida
 U.S.A

Subject :
 Spa gas heater replacement

#	Item & Description	Qty	Rate	Amount
1	 Raypak/Rheem LP Gas Heater 407A Series SKU : RAY-15-0294 Rheem P-M406A Digital Polymer Pool/Spa Heater; 399000 BTU, Liquid Propane, ASME Heater with Bronze Headers and Cupro-Nickel Heat Exchanger	1.00 pcs	5,660.00	5,660.00
2	 Labor Per Hour Labor is estimated on an hourly basis according to the defined scope of work. The provided labor cost is for estimation purposes only. Any additional time not covered in the initial estimate will be documented and reported to the property's chain of command.	2.00 pcs	135.00	270.00
3	 PVC Supply Cost The "PVC Supply Cost" encompasses the cost of PVC pipe, fittings, certain flanges*, adhesive, and specialized fittings, all integrated into the overall supply cost.	1.00	50.00	50.00

Items in Total 4.00

Sub Total 5,980.00
Total \$5,980.00

Terms & Conditions

A 50% retainer fee is mandatory for projects exceeding \$3,000.00 in value.

John A. Hoover
 1-4-2024

Subsection 6C

Ratification of Irrigation Repair



Proposal

Date: 1/3/2024
Work Order #9593
PO #

Customer:

Arlington Ridge CDD
 Arlington Ridge CDD
 Angel Montagna
 313 Campus Street
 Celebration, FL 34747

Property:

Arlington Ridge CDD
 Angel Montagna
 4463 Arlington Ridge Blvd
 Leesburg, FL 34748

Repair mainline without reroute on Farifax

FLORALAWN PROPOSES TO PERFORM THE FOLLOWING:

Repair the mainline without rerouting it. Floralawn is not responsible for concrete removal or replacement from side walk demolition in order to get to the pipe. Floralawn is not responsible for future damages caused by the mainline being repaired under the sidewalk.

Irrigation Repair

Irrigation Repair

Items	Quantity	Unit
Irrigation Material	1.00	ea
PVC Purple Reclaimed Pipe 3 in. x 20 ft. Schedule 40 Bell End (Sold per ft.)	10.00	FT
3M DBR-Y6 Direct Bury Splice Kit DBR/Y-6 (Bulk) 600V	10.00	ea

PROJECT TOTAL: \$2,874.50

Subsection 6D

Ratification of White Plains Mainline Repair



Proposal

Date: 1/11/2024
Work Order #9739
PO #

Customer:

Arlington Ridge CDD
 Arlington Ridge CDD
 Angel Montagna
 313 Campus Street
 Celebration, FL 34747

Property:

Arlington Ridge CDD
 Angel Montagna
 4463 Arlington Ridge Blvd
 Leesburg, FL 34748

Broken mainline in the sleeve under White Plains

FLORALAWN PROPOSES TO PERFORM THE FOLLOWING:

Run new pipe through the sleeve crossing White Plains to repair broken mainline under the road.

Irrigation Repair

Irrigation Repair

Items	Quantity	Unit	
PVC Purple Reclaimed Pipe 4 in. x 20 ft. Schedule 40 Bell End (Sold per ft.)	60.00	FT	
Irrigation Material	1.00	ea	
PROJECT TOTAL:			\$3,218.92

Terms & Conditions

Special Instructions/Remarks: Floralawn, Inc. is not responsible for any damage to driveways or walk that are in poor condition prior to start of work. Floralawn will also not be responsible for any damage to septic tanks or underground utilities that are not previously identified by the Owner or marking service.

We hereby propose to furnish labor and materials, complete in accordance with the above specifications for the sum of: ----- (\$3,218.92), with payments to be made as follows: 50% Deposit with the Remaining Balance Due Upon Completion with a signed proposal.

Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within 30 days and is void thereafter at the option of the undersigned.

By _____
Luis Islas
Date 1/11/2024

Floralawn

By _____
Date _____

Arlington Ridge CDD







Section 7

Consent Agenda

Subsection 7A

Minutes

MINUTES OF MEETING
ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Arlington Ridge Community Development District was held Thursday, December 21, 2023, at 2:00 p.m. at Fairfax Hall, 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

Present and constituting a quorum were the following:

- | | |
|-----------------|---------------------|
| Robert Hoover | Chairman |
| Ted Kostich | Vice Chairman |
| Bill Middlemiss | Assistant Secretary |
| Claire Murphy | Assistant Secretary |
| Jim Piersall | Assistant Secretary |

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

- | | |
|-------------------------------------|-------------------------------------|
| Angel Montagna | District Manager: Inframark |
| Jeanie Johnson | District Manager: Inframark |
| Meredith Hammock | Attorney: Kilinski Van Wyk |
| Jason DeWildt | Director of Golf, Troon |
| Lee Graffius | Community Director, Inframark |
| Dan Zimmer | Vice President of Operations, Troon |
| Residents and Members of the Public | |

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

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

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

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

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

Mr. Hoover led the *Pledge of Allegiance*.

Mr. Hoover wished a happy holidays to everyone.

THIRD ORDER OF BUSINESS **Audience Comments on Agenda Items**

A Resident (Lot 403) commented on Troon reports, requested profit and loss numbers at the beginning of reports, and requested approval for consideration of Beach pool heaters.

A Resident (Lot 468) commented on tree removals, ARC guidelines, and stumps pose a liability exposure.

A Resident (Lot 750) commented in support of the garden club, donations of time and materials at a savings to the District, and requested approval of the proposal for mulch.

A Resident (Lot 735) commented on lack of reserve funds, no accountability, suggestions that Troon prepare a line-item audit for the restaurant, cease all unnecessary

Arlington Ridge CDD
December 21, 2023, regular meeting

45 spending, terminate Troon and hire Mr. DeWildt as a project manager to oversee the
46 restaurant and golf course, close restaurant but keep the bar open until business model can
47 be resolved, get a reserve back for future repairs, and requested the District do its job.

48 A Resident (Lot 764) commented on the lights looking nice at the entrance, no more
49 work needs to be done at Blue Ridge Activity Center (formerly sales center), interior work
50 can be done by residents, District is spending too much money, replace heaters that are not
51 working, and rent out facilities for income.

52 A Resident (Lot 733) commented on not allowing residents to tear down walls due to
53 insurance not permitting it, discussed funding options for purchase of the Blue Ridge
54 Activity Center to be assessed over two fiscal years, and discussed contract with HOA
55 regarding “reasonable” renovations.

56 Ms. Hammock clarified the statement regarding reasonableness refers not to the HOA
57 but to the District Board of Supervisors. The Resident disagreed and indicated “Board”
58 referred to the HOA.

59 A Resident (Lot 1038) addressed the Blue Ridge Activity Center renovations to be
60 complete, activities and meetings, new groups using the facilities, better use of space, and
61 funding is available.

62 A Resident (Lot 433) commented on monies collected to renovate the Blue Ridge
63 Activity Center, renovations should be made, and spoke in favor of the garden club request.

64 A Resident (Lot 469) commented on the decorations and how nice the entrance looks,
65 spoke in favor of the garden club mulch, and suggested the unfinished rooms at the Blue
66 Ridge Activity Center are usable as is or can be updated inexpensively.

67 A Resident (Lot 113) requested the Board move past the Blue Ridge Activity Center,
68 mold, bids for materials, requested repairs be done, and suggested uses for the rooms.

69 A Resident (Lot 731) commented the community did not want the Blue Ridge Activity
70 Center, requested spending no more money on it, and the building can be used in its current
71 condition.

72 A Resident (Lot 86) commented on postponing proposed renovations, financial
73 statements, restaurant losses in the current fiscal year through October, reserve study and
74 long-term plan for repairs and replacements, and continued monitoring of the golf course
75 and restaurant.

76 Mr. DeWildt introduced Ms. Kelly Galligan as the new food and beverage manager.

Arlington Ridge CDD
December 21, 2023, regular meeting

77 **FOURTH ORDER OF BUSINESS** **Staff Reports**

78 **A. District Counsel**

79 Ms. Hammock provided an update regarding next steps for the roof, and recommended
80 Mr. Hamstra provide status report where issues may be coming from in order to provide a
81 legal analysis and which vendor or contractor to pursue.

82 Discussion ensued regarding the engineer or his subconsultant to provide a report, cost
83 of \$55,000 to replace the flat roof, preventive maintenance program for the roof drains,
84 trimming the tree, history of using roofing companies, accountability, objective to narrow
85 down the number of responsible parties, repair was installing a new roof over the existing
86 roof, previous repairs and dollars spent, scope for the engineer to provide an evaluation of
87 the roof including design and failure, suggestion to repair the roof without hiring the
88 engineer or other consultant to identify the problem, and request for preliminary cost and
89 scope to evaluate the roof.

90

91 Mr. Middlemiss made a MOTION to authorize the
92 engineer and/or his subconsultant to evaluate and diagnose
93 the roof at Fairfax Hall and provide a report with proposed
94 resolutions, in an amount not to exceed \$5,000.
95 Mr. Hoover seconded the motion.

96

97 Discussion ensued regarding preference to spend \$5,000 with Jurin Roofing to evaluate
98 the roof and go toward the repair to stop the leaks, Jurin Roofing believes replacing the air
99 conditioner will resolve the leak, and they will be onsite with an air conditioner company
100 to investigate and repair.

101

102 Mr. Middlemiss WITHDREW the motion to authorize the
103 engineer and/or his subconsultant to evaluate and diagnose
104 the roof at Fairfax Hall and provide a report with proposed
105 resolutions, in an amount not to exceed \$5,000.
106 Mr. Hoover withdrew the second.

107

108 This item will be on the January agenda.

109 **B. District Engineer**

110 The engineer not being in attendance and nothing to report, the next item followed.

111 **C. District Manager**

112 **i. Acceptance of Audited Financial Statements for Fiscal Year 2022**

113 Ms. Montagna reviewed the audited financial statements for fiscal year 2022.

114

Arlington Ridge CDD
 December 21, 2023, regular meeting

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Mr. Middlemiss made a MOTION to accept the audited financial statements for fiscal year 2022 and to ratify staff's actions in filing with the appropriate State agencies.
 Mr. Hoover seconded the motion.

Discussion ensued regarding a finding that a budget amendment was not done for the golf and food/beverage budget.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to accept the audited financial statements for fiscal year 2022 and to ratify staff's actions in filing with the appropriate State agencies.

ii. Events with Vendors

Ms. Montagna reviewed an event advertised as a District event, which is incorrect.

Discussion ensued regarding booking events, no solicitations, if vendors are present then it is a solicitation, recommendation for events with vendors to be brought before the Board for approval, events are booked by residents at no rental fee but some include vendors which can be beneficial for the residents, definition and examples of solicitation, management company has to implement the rules which do not allow solicitations, and timing of receiving event requests.

Mr. Middlemiss made a MOTION to authorize management staff to approve events that include vendors and to notify the Board as they are approved.
 Mr. Hoover seconded the motion.

Discussion ensued regarding office staff to make sure food items go through the restaurant and no outside food permitted, allowing the management company to handle these kinds of items, examples of vendors that have been at events, and reiteration of the language of the rules.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to authorize management staff to approve events that include vendors and to notify the Board as they are approved.

D. Floralawn

Discussion ensued regarding new staff at Floralawn.

i. Proposal #8877 for Mulch and Pine Bark

Arlington Ridge CDD
 December 21, 2023, regular meeting

155 **ii. Proposal #9006 for Pine Bark**
 156 Discussion ensued regarding these proposals having incorrect amounts,

157 **iii. Revised Proposal from Floralawn for Mulch, with Contract Pricing**
 158 Discussion ensued regarding revised proposal being emailed today, 100 cubic yards is
 159 bagged and 275 cubic yards installed by a vendor at the main entrance and along the
 160 boulevard, original proposal for 500 cubic yards, cost of \$8.50 per cubic yard for pine
 161 straw, garden club requested 50 cubic yards not 100 cubic yards, providing inspection how
 162 much mulch is needed, and contract price of \$45 per cubic yard.

163 **iv. Fiscal Year 2023 Deficit**
 164 Discussion ensued regarding fiscal year 2023 deficit of \$154,398, can be transferred
 165 from the general fund or can wait until February when tax collector revenues are received,
 166 golf course’s need for the transfer prior to February, meeting with Mr. DeWildt and Mr.
 167 Zimmer with Ms. Montagna and Mr. Hoover to discuss further, and money can be
 168 transferred depending on urgency as authorized by the Chairman.

169
 170

Mr. Middlemiss made a MOTION to approve authorizing the Chairman, after consultation with golf course and management staff, to transfer all or part of the \$154,398 deficit from the general fund to the golf course, including the date of transfer. 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) to authorizing the Chairman, after consultation with golf course and management staff, to transfer all or part of the \$154,398 deficit from the general fund to the golf course, including the date of transfer.

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 183 **E. Community Director**
 184 **i. Regular Report**

185 Mr. Graffius reviewed the monthly report, including update on pool heaters, proposal
 186 to repair for \$1,460, and Beach pool heaters.

187
 188

Mr. Middlemiss made a MOTION to approve the proposal from Universal Heating & Air to repair the compressor on heat pump #2B, in the amount of \$1,460. Ms. Murphy seconded the motion.

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 193 Discussion ensued regarding proposals provided for pool heaters, singular proposal,
 194 and possible warranty issue.

Arlington Ridge CDD
December 21, 2023, regular meeting

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Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Universal Heating & Air to repair the compressor on heat pump #2B, in the amount of \$1,460.

Discussion ensued regarding doors being replaced, sidewalk repairs, rumble strips, County personnel, planning and zoning department, and support for the motion made in October.

Mr. Kostich made a MOTION to approve installing an ADA-compliant pad, in the amount of \$450, to be added to the proposal from October in the amount of \$1,975.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to installing an ADA-compliant pad, in the amount of \$450, to be added to the proposal from October in the amount of \$1,975.

Further discussion ensued regarding pool table coverings not the same quality so the proposal was rescinded and second vendor chosen at same price, December 5 report indicating suggested repairs for about \$5,800 for water damage and mold remediation, update on improving Zoom audio with limited or no response from vendors, other CDDs that use Zoom with no issues, and Vice Chairman for Harmony will contact Mr. Graffius to discuss further.

F. General Manager: Golf, Food and Beverage
i. Monthly Report

Mr. DeWildt reviewed the monthly report, including impacts from recent rains, turf treatments, greens, food and beverage operations, changes being made, social memberships, and cultural change.

Discussion ensued regarding failed health inspections, notification to Board members, posting of inspection notices, staff discounts on meals, update on the percentage discount to be provided at a future meeting, and appreciation for Mr. DeWildt.

FIFTH ORDER OF BUSINESS **Break**

The meeting recessed at 3:57 p.m.

The meeting reconvened at 4:10 p.m.

Arlington Ridge CDD
 December 21, 2023, regular meeting

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SIXTH ORDER OF BUSINESS

Business Items

Mr. Kostich made a MOTION to approve continue funding critical and routine items, suspend all non-critical spending until the general fund financial position improves, and reconsider capital expenses including, but not limited to, depression repairs prior to any repairs performed. Critical and necessary items include, but are not limited to, routine operational invoices, funding deficits, maintenance items, and currently planned District events. Any non-critical spending should have prior Board approval or time-critical items be approved by the Chairman and communicated to the Board.

Mr. Piersall seconded the motion.

Discussion ensued regarding reasons behind Mr. Kostich’s motion, accounting protocols, review of financials and audit, approval of expenses, spending in violation of previous motion related to Blue Ridge Activity Center, previous actions regarding specific spending activities, reserve expenditures, items being miscoded or duplicated, some statements are inaccurate because codings were done at the direction of the Board, some spendings were done by motion prior to the motion referenced, reclassing certain items at the end of the year, shuffleboard court paid with resident donations, check registers, monthly credit card statements available from the bank, support to suspend unnecessary spending, and previous approvals not included in this motion.

Upon VOICE VOTE, with all in favor except Mr. Middlemiss, approval was given (by a margin of 4-1) to continue funding critical and routine items, suspend all non-critical spending until the general fund financial position improves, and reconsider capital expenses including, but not limited to, depression repairs prior to any repairs performed. Critical and necessary items include, but are not limited to, routine operational invoices, funding deficits, maintenance items, and currently planned District events. Any non-critical spending should have prior Board approval or time-critical items be approved by the Chairman and communicated to the Board.

A. Proposals for Cart Barn Electrical Panel

Discussion ensued regarding scope of work provided to the vendors as requested by the Board, considered a capital project, meter box rusted, residents should not be performing work on District property, and considered a critical expense.

Arlington Ridge CDD
 December 21, 2023, regular meeting

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Mr. Middlemiss made a MOTION to approve the proposal from Blueprint Electric for the golf cart barn electrical panel, in the amount of \$5,495.48.
 Ms. Murphy seconded the motion.

Discussion ensued regarding standard in electrical breakers.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Blueprint Electric for the golf cart barn electrical panel, in the amount of \$5,495.48.

B. Garden Club Request for Mulch

Discussion ensued regarding 50 cubic yards to be bagged separately for the garden club included within the 375 cubic yards from the proposal from Floralawn discussed earlier.

Mr. Middlemiss made a MOTION to approve 50 cubic yards of mulch from Floralawn for the garden club, in the amount of \$2,250.
 Mr. Hoover seconded the motion.

Discussion ensued regarding delivery date the first week of January.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to 50 cubic yards of mulch from Floralawn for the garden club, in the amount of \$2,250.

C. Consideration to Cancel Unifirst Agreement for Rug Cleaning

Discussion ensued regarding five-year contract with Unifirst, early cancelation policy at a cost of \$2,423.80, scope of rug cleaning vendor as well as cleaning company vacuuming the rugs, 90-day termination provision, and this will be on the January agenda.

D. Proposals for Tree Removals

Discussion ensued regarding the proposals, palm trees, additional proposals, removal of rootballs, possible impact to pool walls, comments from the vendors’ arborists, not considered critical so could be considered at a future meeting, and tree trimming scheduled.

Mr. Hoover made a MOTION to approve proposal #0434 from Triple D Service for tree removals and stump grinding, except for the palm in the pool, in an amount of \$5,950.
 Ms. Murphy seconded the motion.

Arlington Ridge CDD
 December 21, 2023, regular meeting

317 Discussion ensued regarding if stump grinding is included, lack of proposals, difference
 318 in stump grinding prices of \$75 or \$100, and direction to put on a future agenda.

319

320 Mr. Hoover WITHDREW the motion to approve proposal
 321 #0434 from Triple D Service for tree removals and stump
 322 grinding, except for the palm in the pool, in an amount of
 323 \$5,950.
 324 Ms. Murphy withdrew the second.

325

326 **E. Proposals for Pool Heater for the Beach Pool**

327 Discussion ensued regarding one pool heater not under warranty and one unknown,
 328 future proposals to be on the January agenda, Vermana proposal included sales tax which
 329 can be removed, model of pool heater not provided on Vermana proposal, and Vermana
 330 proposal indicates the Lap Pool but is for the Beach Pool.

331

332 Mr. Middlemiss made a MOTION to approve the proposal
 333 from Florida Aqua Group to replace a pool heater at the
 334 Beach Pool, in the amount of \$6,024.70.
 335 Mr. Hoover seconded the motion.

336

337 Discussion ensued regarding labor might be less due to installing one instead of two.

338

339 Upon VOICE VOTE, with all in favor, unanimous approval
 340 was given (by a margin of 5-0) to the proposal from Florida
 341 Aqua Group to replace a pool heater at the Beach Pool, in
 342 the amount of \$6,024.70.

343

344 **F. Proposals for Flooring for the Blue Ridge Activity Center**

345 **G. Consideration of Renovations to Blue Ridge Activity Center**

346 Discussion ensued regarding previous discussions regarding renovations, prior
 347 approval for space use designation not to exceed \$50,000 depending on information
 348 provided at the December meeting, item not considered critical, can be included on the
 349 February agenda or later, proposals expire in 30 days, money is available in the reserve
 350 fund, roof a higher priority than other renovations, total about \$47,000 for flooring and
 351 renovations, appearance that counsel is guiding the Board’s decisions instead of giving
 352 advice, certain comments have to be made for the record but the Board makes the final
 353 decision, if Board wants residents to do work on District property then waivers will be
 354 required for specific work projects, liability risks, assessment collections will continue to
 355 be received primarily by the end of January, some Board members think the projects are

Arlington Ridge CDD
December 21, 2023, regular meeting

356 not critical and others think they are critical, difference of opinion that the District has met
357 its obligation under the agreement with the HOA, recommendation for the rest of the
358 building to be renovated, two-year provision in the agreement goes through September
359 2024, proposals can be resubmitted, potential litigation from the HOA, creating a reserve,
360 and consensus these items are not critical at the current time.

361 **H. Preventive Maintenance Agreement with Jurin Roofing**

362 This item was not considered.

363 **I. Change Order from Vermana for Pool Gutter**

364
365 Ms. Murphy made a MOTION to approve the change order
366 from Vermana for additional work on the lap pool, in an
367 amount not to exceed \$4,000.
368 Mr. Kostich seconded the motion.

369
370 Discussion ensued regarding scope of work to chip out the gutter and relevel, and the
371 pool gutter is rotten in many areas.

372
373 Upon VOICE VOTE, with four in favor and Mr. Middlemiss
374 opposed, approval was given (by a margin of 5-0) to the
375 change order from Vermana for additional work on the lap
376 pool, in an amount not to exceed \$4,000.

377 **SEVENTH ORDER OF BUSINESS Consent Agenda**

378 **A. Meeting Minutes from November 16, 2023**

379 The minutes were included in the agenda package and are available for review in the
380 local records office and the District Office during normal business hours.
381

382
383 Ms. Murphy made a MOTION to accept the minutes, as
384 presented.
385 Mr. Middlemiss seconded the motion.

386
387 Upon VOICE VOTE, with all in favor, unanimous approval
388 was given (by a margin of 5-0) to the minutes, as presented.

389 **B. Financial Statements**

390 The financial statements were included in the agenda package and are available for
391 review in the local records office and the District Office during normal business hours.
392

393 **C. Check Register**

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

Arlington Ridge CDD
 December 21, 2023, regular meeting

396 Discussion ensued regarding checks for water bills and golf carts, credit card company,
 397 and check for janitorial supplies. Descriptions need to be accurate. Ms. Montagna will
 398 clarify with accounting.

399

400

401

402

Ms. Murphy made a MOTION to approve the check register, pending clarifications to descriptions.
 Mr. Hoover seconded the motion.

403

404

405

Discussion ensued regarding accrual basis for financials so will not tie to total on the check register, and process for accruals.

406

407

408

409

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the check register, pending clarifications to descriptions.

410

411

EIGHTH ORDER OF BUSINESS Other Business

412

There being none, the next order of business followed.

413

414

NINTH ORDER OF BUSINESS Supervisor Requests

415

Mr. Piersall wished everyone a Merry Christmas.

416

Mr. Hoover commented Yamaha gifted the District with 20 golf carts.

417

Ms. Murphy thanked Mr. Hoover and Mr. Graffius for the decorations for Saturday's gala.

419

420

TENTH ORDER OF BUSINESS Audience Comments

421

A Resident expressed appreciation to Mr. Hoover and legal counsel for suggesting putting unused funds in the reserve account as opposed to the general reserve account, addressed Mr. Piersall's comment that litigation with the HOA would be the worst thing to happen to the community, does not advocate it, and expressed disappointment when the Board says it is going to act but does not.

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A Resident thanked the Board for approving the pool heaters, Florida Aqua Group performs general maintenance and provides timely service, complimented the Board for doing a good job even though decisions are not unanimous, requested again to know how much money the golf course made or lost, report only indicates the restaurant lost \$16,000, and Mr. DeWildt will begin providing those numbers at the beginning of his report.

431

432

A Resident expressed disappointment in comments made regarding purchase of the shuffleboard court, felt residents were treated wrongly, agrees with the motion not to spend

Arlington Ridge CDD
December 21, 2023, regular meeting

433 money but not the order when it was presented, suggested Board members keep all their
434 communications at the meeting pursuant to the Sunshine Law.

435 A Resident (Lot 433) indicated some Board members owe apologies to a resident, the
436 Board has an obligation to fulfill things that were approved or where residents donated
437 money whether they are critical or not, renovate the Blue Ridge Activity Center, and the
438 Board is not doing its job by not fulfilling what it said it will do.

439 A Resident (lot 268) agreed with previous resident comments, complimented fiscally
440 prudent approach to spending money, the timing was suspect, some items approved
441 previously were not necessarily critical, Board is doing a great job in looking at how it is
442 spending money, running the community like a business, Board owes a resident an
443 apology, projected the losses for the restaurant, and form an exploratory committee how to
444 deal with restaurant losses.

445 A Resident (Lot 503) thanked the Board members for their hard work, expressed
446 sadness over events that happened over the past month with a resident making waves and
447 sending information that the District is near bankruptcy or facing a huge assessment,
448 comments shared by Mr. Piersall and Mr. Kostich, expects the Board or management
449 company to refute incorrect information, future cash flow, and live within budget.

450 Ms. Montagna clarified inaccurate statements, the District is not near bankruptcy, and
451 information cannot be controlled nor will staff respond to comments on social media.

452 Mr. Hoover suggested residents call Supervisors with questions.

453 A Resident commented information posted on social media has come from financials
454 from the District's website.

455 Ms. Hammock reminded the audience of public conduct policies, to refrain from
456 launching personal attacks and to keep comments related to District business.

457 The Resident commented on current financial condition, the Board needs to be
458 financially responsible, \$87 assessment per household for purchase of the sales center, and
459 use of those funds.

460 A Resident (Lot 303), HOA President, requested to strike the comments made about
461 him by one of the Board members that the HOA would sue the District, until he can prove
462 in writing these facts and comments are true.

463 Mr. Middlemiss and Mr. Hoover thanked Ms. Donise Streit for her service to the
464 community, and wished her the best in her future endeavors.

Arlington Ridge CDD
December 21, 2023, regular meeting

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ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Middlemiss, seconded by Ms. Murphy, with all in favor, the meeting was adjourned at 5:46 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Arlington Ridge CDD
January 10, 2024, Workshop

45 A Resident (Lot 831) commented on historical fees, example how profit can be made,
46 and suggested a different business model.

47 A Resident (Lot 268) echoed previous comments that business model needs to be
48 changed, food and beverage RFP should indicate golf and food-and-beverage companies
49 have to work together, suggested three-year contract term with renewals instead of a five-
50 year contract, mentioned other companies available for the restaurant, questioned
51 timeframe for termination, valuable information in a point-of-sale system, and require
52 goals and how they measure success.

53 A Resident (Lot 735) suggested the numbers for the restaurant be available for this
54 workshop, golf RFP should use the current point-of-sale system, does not think there is any
55 accountability and Troon should not be losing money, suggested the restaurant be closed
56 and the bar be kept open until operating costs can be determined, and indicated the Board
57 should terminate Troon.

58 A Resident (Lot 337) commented on the Blue Ridge Activity Center.

59

60 **FOURTH ORDER OF BUSINESS Discussion Items**

61 No decisions will be made at today's workshop.

62 Ms. Montagna reviewed the RFP process. Today's workshop is to review the scope for
63 each RFP. The Board will approve the scope at the next meeting and authorize staff to put
64 it out, advertise, and solicit bids. At a future meeting, the Board will review bid responses.

65 Discussion ensued regarding inability for smaller business to respond with a bid,
66 consider new business model, does not include a model for a lease agreement where lessee
67 assumes loss and profits, suggest golf vendors tell the Board a model for success, suggest
68 vendors take on the risk, and use of incentives.

69 **A. RFP for Golf Course Management Services**

70 Discussion ensued regarding changes, deletions, corrections, and additions to specific
71 line items. Counsel will make changes based on the discussions and provide for the agenda
72 package for the meeting next week.

73 *The meeting recessed at 3:53 p.m.*

74 *The meeting reconvened at 4:05 p.m.*

75 **B. RFP for Food and Beverage Operations Services**

76 Discussion ensued regarding changes, deletions, corrections, and additions to specific
77 line items. Counsel will make changes based on the discussions and provide for the agenda
78 package for the meeting next week.

Arlington Ridge CDD
January 10, 2024, Workshop

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FIFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Middlemiss, seconded by Ms. Murphy, with all in favor, the meeting was adjourned at 5:30 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Subsection 7B

Financial Statements

ARLINGTON RIDGE
Community Development District

Financial Report
(Unaudited)

December 31, 2023

Prepared by



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ARLINGTON RIDGE
Community Development District

Financial Statements

(Unaudited)

December 31, 2023

ARLINGTON RIDGE
Community Development District

Governmental Funds

Balance Sheet
December 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESERVE FUND	GOLF COURSE FUND	FOOD & BEVERAGE FUND	SERIES 2006A DEBT SERVICE FUND	SERIES 2019 DEBT SERVICE FUND	SERIES 2019 CAPITAL PROJECTS FUND	TOTAL
ASSETS								
Cash - Checking Account	\$ 2,495,670	\$ 536,740	\$ 80,622	\$ -	\$ -	\$ -	\$ -	3,113,032
Cash - Payroll	-	-	-	88,377	-	-	-	88,377
Cash On Hand/Petty Cash	-	-	1,875	-	-	-	-	1,875
Cash Drawer	-	-	1,200	-	-	-	-	1,200
Accounts Receivable	-	-	(4,490)	6,137	-	-	-	1,647
Accounts Receivable - Other	-	-	31,341	1,319	-	-	-	32,660
Due from Golf	14,611	-	-	-	-	-	-	14,611
Due From General Fund	-	-	-	202,934	-	-	-	202,934
Due From Other Funds	-	-	463,887	-	176,425	48,894	-	689,206
Inventory:								
Mat'ls/Supplies	-	-	185	-	-	-	-	185
Food & Beverage	-	-	-	31,309	-	-	-	31,309
ProShop	-	-	65,653	-	-	-	-	65,653
Investments:								
Construction Fund	-	-	-	-	-	297	8,377	8,674
Fee & Expense A	-	-	-	-	8	-	-	8
Prepayment Account	-	-	-	-	-	5,144	-	5,144
Prepayment Account A	-	-	-	-	17,346	-	-	17,346
Reserve Fund	-	-	-	-	-	26,625	-	26,625
Reserve Fund A	-	-	-	-	117,986	-	-	117,986
Revenue Fund	-	-	-	-	-	35,181	-	35,181
Revenue Fund A	-	-	-	-	160,183	-	-	160,183
Prepaid Items	2,020	-	25,232	2,814	-	-	-	30,066
Deposits	-	-	19,105	-	-	-	-	19,105
Deposits - Electric	820	-	-	-	-	-	-	820
TOTAL ASSETS	\$ 2,513,121	\$ 536,740	\$ 684,610	\$ 332,890	\$ 471,948	\$ 116,141	\$ 8,377	\$ 4,663,827

ARLINGTON RIDGE
Community Development District

Governmental Funds

Balance Sheet
December 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>RESERVE FUND</u>	<u>GOLF COURSE FUND</u>	<u>FOOD & BEVERAGE FUND</u>	<u>SERIES 2006A DEBT SERVICE FUND</u>	<u>SERIES 2019 DEBT SERVICE FUND</u>	<u>SERIES 2019 CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
LIABILITIES								
Accounts Payable	\$ 19,027	\$ 6,804	\$ 38,273	\$ 15,272	\$ -	\$ -	\$ -	\$ 79,376
Accrued Expenses	87,185	-	-	-	-	-	-	87,185
Due to Golf/Restaurant	202,934	-	-	-	-	-	-	202,934
Accrued Payroll	-	-	31,431	17,972	-	-	-	49,403
Accrued Taxes Payable	122	-	-	-	-	-	-	122
Sales Tax Payable	-	-	5,733	5,041	-	-	-	10,774
Deposits	780	-	-	-	-	-	-	780
Outing Deposits	-	-	(3,622)	(11,452)	-	-	-	(15,074)
Deferred Revenue-Memberships	-	-	388,533	36,083	-	-	-	424,616
Other Current Liabilities	-	-	477	-	-	-	-	477
Gift Certificates	-	-	26,070	(2,503)	-	-	-	23,567
Allowance for Unredeemed Gift Cards	-	-	(10,002)	-	-	-	-	(10,002)
Credit Books	-	-	11,256	(6,591)	-	-	-	4,665
Charitable Donations	-	-	(18,863)	18,867	-	-	-	4
Due To Other Funds	202,732	22,587	-	463,887	-	-	-	689,206
TOTAL LIABILITIES	512,780	29,391	469,286	536,576	-	-	-	1,548,033
FUND BALANCES								
Nonspendable:								
Prepaid Items	2,020	-	25,232	2,814	-	-	-	30,066
Deposits	820	-	-	-	-	-	-	820
Restricted for:								
Debt Service	-	-	-	-	471,948	116,141	-	588,089
Capital Projects	-	-	-	-	-	-	8,377	8,377
Special Revenue	-	-	190,092	-	-	-	-	190,092
Assigned to:								
Operating Reserves	105,370	-	-	-	-	-	-	105,370
Unassigned:	1,892,131	507,349	-	(206,500)	-	-	-	2,192,980
TOTAL FUND BALANCES	\$ 2,000,341	\$ 507,349	\$ 215,324	\$ (203,686)	\$ 471,948	\$ 116,141	\$ 8,377	\$ 3,115,794
TOTAL LIABILITIES & FUND BALANCES	\$ 2,513,121	\$ 536,740	\$ 684,610	\$ 332,890	\$ 471,948	\$ 116,141	\$ 8,377	\$ 4,663,827

ARLINGTON RIDGE

Community Development District

General Fund

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
REVENUES				
Interest - Investments	\$ 100	\$ 6	6.00%	\$ -
Lexington Spa	3,000	855	28.50%	-
Rental Income- Fairfax Hall	2,500	-	0.00%	-
Special Assmnts- Tax Collector	2,454,451	2,283,095	93.02%	1,793,305
Other Miscellaneous Revenues	-	257	0.00%	-
Access Cards	-	5	0.00%	-
RV Parking Lot Revenue	36,000	3,141	8.73%	-
TOTAL REVENUES	2,496,051	2,287,359	91.64%	1,793,305
EXPENDITURES				
Administration				
P/R-Board of Supervisors	15,000	3,000	20.00%	1,000
FICA Taxes	5,126	184	3.59%	61
Workers' Compensation	850	850	100.00%	-
ProfServ-Arbitrage Rebate	600	600	100.00%	600
ProfServ-Dissemination Agent	5,000	-	0.00%	5,000
ProfServ-Trustee Fees	10,000	6,869	68.69%	-
Attorney Fees	90,000	21,620	24.02%	10,102
Engineering Fees	75,000	8,893	11.86%	8,893
Management Services	58,963	14,741	25.00%	4,914
Assessment Roll	7,500	7,500	100.00%	7,500
Auditing Services	4,500	-	0.00%	4,500
Postage and Freight	-	-	0.00%	(22)
Postage	2,000	44	2.20%	44
Insurance - Property	107,414	104,665	97.44%	-
Insurance - General Liability	10,000	9,736	97.36%	-
Public Officials Insurance	7,000	7,302	104.31%	-
Legal Advertising	5,000	136	2.72%	-
Website Administration	1,600	-	0.00%	-
Information Technology	3,000	-	0.00%	-
Miscellaneous Expenses	1,000	3,258	325.80%	3,228
Annual District Filing Fee	175	175	100.00%	-
Dues, Licenses, Subscriptions	3,250	2,442	75.14%	166
Total Administration	412,978	192,015	46.50%	45,986

ARLINGTON RIDGE

Community Development District

General Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
<u>Gatehouse</u>				
Contracts-Security Services	150,000	37,905	25.27%	12,794
Utility - Water & Sewer	600	102	17.00%	(3)
Utility - Electric	4,620	608	13.16%	199
Street Lights	118,800	26,852	22.60%	8,403
Repairs & Maintenance	2,500	32	1.28%	-
Security Enhancements	1,500	-	0.00%	-
Total Gatehouse	278,020	65,499	23.56%	21,393
<u>Capital Expenditures & Projects</u>				
Annual Projects	200,000	37,405	18.70%	-
Total Capital Expenditures & Projects	200,000	37,405	18.70%	-
<u>Towncenter Administration</u>				
Pest Control	576	-	0.00%	-
Onsite Management	274,827	68,707	25.00%	22,902
Janitorial Services & Supplies	77,645	17,694	22.79%	8,094
Utility - Water & Sewer	2,037	292	14.33%	(14)
Utility - Electric	4,400	734	16.68%	196
Rentals & Leases	4,500	711	15.80%	156
Repairs & Maintenance	32,000	1,599	5.00%	615
Special Events	5,000	-	0.00%	-
Office Supplies	4,500	336	7.47%	-
Computer Supplies/Equipment	3,500	-	0.00%	-
Total Towncenter Administration	408,985	90,073	22.02%	31,949
<u>Common Area/Recreation</u>				
Utility - Water & Sewer	9,900	568	5.74%	19
Utility - Electric	1,375	2,202	160.15%	1,396
Repairs & Maintenance	30,000	7,933	26.44%	-
Roadway Repair & Maintenance	25,000	-	0.00%	-
Irrigation Repairs & Maintenance	35,000	13,034	37.24%	10,400
Landscape - Mulch	23,675	-	0.00%	-
Landscape Maintenance	307,920	74,245	24.11%	24,004
Landscape Replacement	20,000	2,923	14.62%	2,923
Landscape- Storm Clean Up & Tree Removal	45,000	1,310	2.91%	-

ARLINGTON RIDGE

Community Development District

General Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
Pond/Littoral Shelf & Wetland Mgmt	33,475	8,205	24.51%	2,175
Sports Courts Maintenance & Supplies	3,000	3,120	104.00%	-
Holiday Decoration	5,000	1,758	35.16%	1,758
Total Common Area/Recreation	539,345	115,298	21.38%	42,675
<u>Fairfax Hall</u>				
Utility - Water & Sewer	1,516	222	14.64%	8
Utility - Electric	19,000	4,556	23.98%	765
Repairs & Maintenance	15,000	1,058	7.05%	785
Total Fairfax Hall	35,516	5,836	16.43%	1,558
<u>Social Center</u>				
Utility - Water & Sewer	1,650	138	8.36%	-
Utility - Electric	5,878	1,253	21.32%	37
Repairs & Maintenance	7,500	455	6.07%	-
Dues, Licenses, Subscriptions	-	(600)	0.00%	-
Total Social Center	15,028	1,246	8.29%	37
<u>Lexington Spa</u>				
ProfServ-Pool Maintenance	70,000	18,043	25.78%	6,575
Utility - Water & Sewer	25,000	4,182	16.73%	(923)
Utility - Electric	62,380	14,219	22.79%	4,729
Repairs & Maintenance	20,000	3,619	18.10%	1,100
Total Lexington Spa	177,380	40,063	22.59%	11,481
<u>Sales Center</u>				
Utility - Water & Sewer	3,500	814	23.26%	457
Utility - Electric	10,000	1,044	10.44%	180
Operations & Maintenance	36,000	3,130	8.69%	-
Total Sales Center	49,500	4,988	10.08%	637
<u>RV Lot</u>				
Maintenance & Repairs	15,500	-	0.00%	-
Total RV Lot	15,500	-	0.00%	-
TOTAL EXPENDITURES	2,132,252	552,423	25.91%	155,716

ARLINGTON RIDGE

Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
Excess (deficiency) of revenues				
Over (under) expenditures	363,799	1,734,936	476.89%	1,637,589
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfer Out - Capital Reserve	(200,000)	-	0.00%	-
Transfer Out - Golf Course/Food & Beverage	(76,299)	-	0.00%	-
Transfer Out- Sales Center Revenue	(87,500)	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	(363,799)	-	0.00%	-
Net change in fund balance	\$ -	\$ 1,734,936	0.00%	\$ 1,637,589
FUND BALANCE, BEGINNING (OCT 1, 2023)	265,405	265,405		
FUND BALANCE, ENDING	\$ 265,405	\$ 2,000,341		

ARLINGTON RIDGE

Community Development District

Reserve Fund

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 30	\$ 8	26.67%	\$ -
TOTAL REVENUES	30	8	26.67%	-
<u>EXPENDITURES</u>				
<u>Administration</u>				
Miscellaneous Expenses	75	-	0.00%	-
Total Administration	75	-	0.00%	-
TOTAL EXPENDITURES	75	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	(45)	8	-17.78%	-
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfer In - General Fund	200,000	-	0.00%	-
Transfer In - GF (Sales Center)	87,500	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	287,500	-	0.00%	-
Net change in fund balance	\$ 287,455	\$ 8	0.00%	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2023)	507,341	507,341		
FUND BALANCE, ENDING	\$ 794,796	\$ 507,349		

ARLINGTON RIDGE

Community Development District

Series 2006A Debt Service Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 5,818	\$ 4,133	71.04%	\$ 1,140
Special Assmnts- Tax Collector	203,740	176,425	86.59%	143,533
Special Assmnts- Prepayment	-	15,515	0.00%	15,515
TOTAL REVENUES	209,558	196,073	93.57%	160,188
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	95,000	-	0.00%	-
Principal Debt Retirement - Special Call	-	40,000	0.00%	-
Interest Expense	95,150	47,575	50.00%	-
Total Debt Service	190,150	87,575	46.06%	-
TOTAL EXPENDITURES	190,150	87,575	46.06%	-
Excess (deficiency) of revenues Over (under) expenditures	19,408	108,498	559.04%	160,188
Net change in fund balance	\$ 19,408	\$ 108,498	559.04%	\$ 160,188
FUND BALANCE, BEGINNING (OCT 1, 2023)	363,450	363,450		
FUND BALANCE, ENDING	\$ 382,858	\$ 471,948		

ARLINGTON RIDGE

Community Development District

Series 2019 Debt Service Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 1,167	\$ 991	84.92%	\$ 273
Special Assmnts- Tax Collector	56,464	48,894	86.59%	39,778
Special Assmnts- Prepayment	-	2,681	0.00%	-
TOTAL REVENUES	57,631	52,566	91.21%	40,051
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	35,000	-	0.00%	-
Principal Prepayments	-	5,000	0.00%	-
Interest Expense	20,520	10,080	49.12%	-
Total Debt Service	55,520	15,080	27.16%	-
TOTAL EXPENDITURES	55,520	15,080	27.16%	-
Excess (deficiency) of revenues Over (under) expenditures	2,111	37,486	1775.75%	40,051
Net change in fund balance	\$ 2,111	\$ 37,486	1775.75%	\$ 40,051
FUND BALANCE, BEGINNING (OCT 1, 2023)	78,655	78,655		
FUND BALANCE, ENDING	\$ 80,766	\$ 116,141		

ARLINGTON RIDGE

Community Development District

Series 2019 Capital Projects Fund

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 35	0.00%	\$ 35
TOTAL REVENUES	-	35	0.00%	35
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	-	35	0.00%	35
Net change in fund balance	\$ -	\$ 35	0.00%	\$ 35
FUND BALANCE, BEGINNING (OCT 1, 2023)	-	8,342		
FUND BALANCE, ENDING	\$ -	\$ 8,377		

ARLINGTON RIDGE

Community Development District

Golf Course Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
REVENUES				
Green Fees-GS	\$ 718,741	\$ 149,978	20.87%	\$ 57,125
Green Fees-Outings-GS	178,478	48,646	27.26%	11,786
Green Fees-Members-GS	23,700	9,871	41.65%	2,976
PS-Other Income-GS	-	17	0.00%	17
Cart Fees-GS	965	248	25.70%	65
Cart Fees-Outings-GS	2,579	794	30.79%	47
Range-GS	27,181	7,231	26.60%	2,624
Instruction-Individual -INST	1,200	75	6.25%	75
Gratuity-Outings-F&B	-	(342)	0.00%	(244)
Range-Members-GS	15,050	3,720	24.72%	1,747
Membership Dues - monthly	585,940	125,015	21.34%	38,314
Golf Ball Sales	26,400	7,893	29.90%	2,254
Glove Sales	9,675	2,286	23.63%	849
Headwear Sales	7,449	2,187	29.36%	482
Ladies' Wear Sales	9,250	2,977	32.18%	995
Men's Wear Sales	25,500	3,420	13.41%	1,939
Club Sales	21,250	348	1.64%	-
Rental Clubs Sales	1,094	659	60.24%	421
Bag Sales	4,222	1,109	26.27%	654
General Merchandise Sales	12,300	1,804	14.67%	627
Outerwear Sales	600	59	9.83%	-
Footwear Sales	13,950	1,641	11.76%	626
Handicap Fee Sales	2,746	2,183	79.50%	336
Tobacco	1,675	395	23.58%	199
Other Miscellaneous Revenues	1,200	3,750	312.50%	2,259
TOTAL REVENUES	1,691,145	375,964	22.23%	126,173

COST OF SALES

COS - Golf Balls	18,084	2,078	11.49%	362
COS - Gloves	6,627	1,277	19.27%	491
COS - Headwear	5,102	1,500	29.40%	341
COS - Ladies' Wear	6,336	-	0.00%	-
COS - Men's Wear	17,468	5,077	29.06%	2,335
COS - Miscellaneous	-	1,341	0.00%	461
COS - Clubs	14,556	262	1.80%	-
COS - Outerwear	411	-	0.00%	-
COS - Bags	2,892	929	32.12%	543
COS - Tobacco	1,147	-	0.00%	-

ARLINGTON RIDGE

Community Development District

Golf Course Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
COS - Footwear	9,556	1,291	13.51%	488
COS - Inventory General	8,426	-	0.00%	-
Total Cost of Sales	90,605	13,755	15.18%	5,021
GROSS PROFIT	1,600,540	362,209	22.63%	121,152

EXPENDITURES**General & Administrative**

Payroll-Hourly	6,000	-	0.00%	-
Payroll-Benefits	40,320	6,557	16.26%	1,873
Payroll-Managers	31,150	17,064	54.78%	12,980
Payroll-Processing Fee	11,520	2,745	23.83%	877
Payroll - Bonus	3,115	-	0.00%	-
Payroll Taxes	50,067	1,882	3.76%	811
401(K) Plan	-	532	0.00%	532
Legal/Accounting/Professional	313	-	0.00%	-
BCG Management	69,153	17,288	25.00%	5,763
Contracts-Pest Control	324	88	27.16%	-
IT Support	2,918	706	24.19%	235
Travel and Per Diem	2,112	707	33.48%	195
Communication - Telephone	1,728	432	25.00%	144
Communication - Mobile	576	96	16.67%	-
Postage	429	71	16.55%	31
Fed-Ex/Courier	-	24	0.00%	24
Utility - Water & Sewer	808	65	8.04%	-
Garbage Removal	1,020	98	9.61%	19
Utility - Electric	3,920	1,033	26.35%	292
Golf Cart Equip Leases	62,196	7,226	11.62%	3,613
Insurance-P&C	30,810	5,733	18.61%	2,115
Insurance-Workmans Comp	12,401	3,235	26.09%	976
Printing and Binding	528	-	0.00%	-
Marketing	5,625	(102)	-1.81%	-
Help Wanted Ads	896	-	0.00%	-
Promotions	990	-	0.00%	-
Graphic Design	2,376	594	25.00%	198
Membership Programs	792	305	38.51%	-
Advertising (Print)	2,970	511	17.21%	511
Advertising (Electronic)	681	-	0.00%	-
Misc-Employee Meals	5,226	871	16.67%	436
Misc-Credit Card Fees	31,523	7,958	25.25%	2,490

ARLINGTON RIDGE

Community Development District

Golf Course Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
Internet Access	3,120	459	14.71%	83
TV/Cable or Dish	320	24	7.50%	12
Employee Testing-Hiring	48	-	0.00%	-
Bank Fees	192	774	403.13%	83
POS System Hardware	-	3,560	0.00%	1,103
Misc-Security	407	-	0.00%	-
Website & Newsletter	6,930	1,733	25.01%	578
Misc.-Personal Property Taxes	8,553	1,575	18.41%	473
Office Supplies	1,470	508	34.56%	162
Cleaning Supplies	714	17	2.38%	-
Computer Supplies/Equipment	-	926	0.00%	-
Operating Supplies	504	-	0.00%	-
Clubhouse Cleaning Service G&A	2,820	-	0.00%	-
Software	1,277	561	43.93%	136
Chamber / Organization Dues	250	-	0.00%	-
Total General & Administrative	409,092	85,856	20.99%	36,745
<u>Maintenance and Landscaping</u>				
Payroll-Hourly	170,026	67,457	39.67%	17,365
Payroll-Managers	84,792	20,220	23.85%	6,813
Payroll - Bonus	4,240	-	0.00%	-
Payroll Taxes	-	6,809	0.00%	1,912
Outside Services	3,372	452	13.40%	31
Oil/Lube	-	545	0.00%	-
Aerification	8,500	-	0.00%	-
Gas Diesel	26,600	6,507	24.46%	1,036
Communication - Mobile	900	150	16.67%	-
Utility - Irrigation	35,880	7,534	21.00%	-
Electricity - Irrigation	27,600	9,668	35.03%	2,585
Garbage Removal	1,596	361	22.62%	-
Utility - Electric	7,025	1,760	25.05%	460
Equipment Rental	-	3,218	0.00%	-
R&M-Buildings	1,200	226	18.83%	-
R&M-Irrigation	16,200	7,213	44.52%	2,497
R&M-Pumps	3,000	1,062	35.40%	67
Equip Maint/Repair-Fix-AGRO	36,000	14,266	39.63%	6,428
Sod/Sprigs	5,000	28,694	573.88%	-

ARLINGTON RIDGE

Community Development District

Golf Course Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
Misc-Employee Meals	-	19	0.00%	-
Misc-Licenses & Permits	450	-	0.00%	-
Mileage Reimbursement	-	39	0.00%	-
Supplies-Landscape	4,500	-	0.00%	-
Supplies-Course	7,000	2,634	37.63%	332
Supplies-Shop	1,500	693	46.20%	235
Pre-Emergents	25,000	-	0.00%	-
Sand-Top Dressing greens/tees	11,500	4,165	36.22%	3,163
Op Supplies - Uniforms	1,300	-	0.00%	-
General Chemicals	3,000	-	0.00%	-
Chemicals-Fungicides	14,040	586	4.17%	-
Chemicals-Herbicides	12,000	3,689	30.74%	743
Chemicals-Insecticides	35,000	-	0.00%	-
Chemicals-Growth Regulators	1,000	-	0.00%	-
Chemicals-Wetting Agents	3,996	415	10.39%	415
Fertilizers-Fairways / Roughs	35,000	8,241	23.55%	2,658
Fertilizers-Greens	28,800	1,342	4.66%	611
Supplies-AGRO	-	28	0.00%	-
Supplies - Seeds	60,000	-	0.00%	-
Small Equipment/Hand Tools	1,000	34	3.40%	-
Waste Removal-Green Waste-AGRO	1,650	2,500	151.52%	-
Chamber / Organization Dues	550	-	0.00%	-
Total Maintenance and Landscaping	679,217	200,527	29.52%	47,351
<u>Golf Operations</u>				
Payroll-Salaries	42,500	8,753	20.60%	3,462
Payroll-Hourly	102,015	33,231	32.57%	9,559
Payroll - Manager-Director of Golf	85,000	18,681	21.98%	-
Payroll Taxes	-	3,850	0.00%	1,068
Training/Staff Development	200	-	0.00%	-
Communication - Mobile	720	195	27.08%	75
Utility - Water & Sewer	444	47	10.59%	-
Utility - Electric	7,664	1,852	24.16%	691
Equipment Rental	3,900	-	0.00%	-
R&M-Buildings	1,200	-	0.00%	-

ARLINGTON RIDGE

Community Development District

Golf Course Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
R&M-Golf Cart	900	-	0.00%	-
Equip Maint/Repair-Fix	-	275	0.00%	-
Misc-Handicap Fees	4,600	213	4.63%	213
Misc-Security	-	81	0.00%	81
Mileage Reimbursement	-	68	0.00%	58
Supplies-Scorecards and Pencil	2,000	-	0.00%	-
Operating Supplies	4,600	-	0.00%	-
Op Supplies - Uniforms	2,000	-	0.00%	-
Driving Range Supplies	8,500	5,055	59.47%	-
Chamber / Organization Dues	600	-	0.00%	-
Total Golf Operations	266,843	72,301	27.09%	15,207
<u>Debt Service</u>				
Principal-Capital Lease	92,958	26,919	28.96%	7,024
Interest-Capital Lease	4,431	603	13.61%	181
Total Debt Service	97,389	27,522	28.26%	7,205
TOTAL EXPENDITURES	1,452,541	386,206	26.59%	106,508
Excess (deficiency) of revenues Over (under) expenditures	147,999	(23,997)	-16.21%	14,644
Net change in fund balance	\$ 147,999	\$ (23,997)	-16.21%	\$ 14,644
FUND BALANCE, BEGINNING (OCT 1, 2023)	239,321	239,321		
FUND BALANCE, ENDING	\$ 387,320	\$ 215,324		

ARLINGTON RIDGE

Community Development District

Food and Beverage Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
<u>REVENUES</u>				
Food Sales-On Course-F&B	\$ 7,683	\$ 1,004	13.07%	\$ 317
Food Sales-Banquets-F&B	177,425	49,101	27.67%	22,202
Food Sales-Clubhouse-F&B	503,500	105,202	20.89%	33,028
Non-Alcoholic-Banquets-F&B	8,675	201	2.32%	46
Non-Alcoholic-Clubhouse-F&B	15,563	11,856	76.18%	3,670
Alc Sales (Beer)-Banquets-F&B	26,025	829	3.19%	293
Alc Sales (Beer)-Clubhouse-F&B	106,845	24,663	23.08%	8,043
Alc Sales (Wine)-Banquets-F&B	17,350	400	2.31%	190
Alc Sales (Wine)-Clubhouse-F&B	23,500	10,959	46.63%	4,052
Alc Sales (Liquor)-Banquet-F&B	26,025	1,421	5.46%	497
Alc Sales (Liquor)-Clubhouse-F&B	86,253	22,570	26.17%	7,777
Gratuity-Outings-F&B	-	(56)	0.00%	244
Gratuity-Banquets-F&B	-	2,738	0.00%	894
Gratuity-Clubhouse-F&B	-	(8)	0.00%	(8)
Room Charge-Banquets-F&B	1,400	-	0.00%	-
Room Charge-Clubhouse-F&B	-	150	0.00%	-
Service Charge-Banquets-F&B	4,599	-	0.00%	-
Entertainment-Clubhouse-F&B	-	17	0.00%	6
Food Sales-Outings	-	639	0.00%	9
Non-Alcoholic-On Course-F&B	24,990	3,082	12.33%	918
Alc Sales (Beer)-On Course-F&B	37,253	6,494	17.43%	1,911
Alc Sales (Liquor)-On Course-F&B	8,752	1,344	15.36%	273
Alc Sales (Wine)-On Course-F&B	378	12	3.17%	4
Membership Dues - monthly	29,900	9,983	33.39%	4,147
Food Sales-Snac-Pool-Dflt	28,250	-	0.00%	-
Bev Sales-Snack-Pool-Dflt	2,825	-	0.00%	-
Other Miscellaneous Revenues	3,601	(5,744)	-159.51%	(1,883)
TOTAL REVENUES	1,140,792	246,857	21.64%	86,630
<u>COST OF SALES</u>				
COS - Golf Balls	-	1,901	0.00%	-
COS - Beverage - Alch	91,856	19,653	21.40%	6,477
COS - Beverage - Non Alch	19,780	7,813	39.50%	2,897
COS - Food Sales	272,406	65,260	23.96%	18,468
Total Cost of Sales	384,042	94,627	24.64%	27,842
GROSS PROFIT	756,750	152,230	20.12%	58,788

ARLINGTON RIDGE

Community Development District

Food and Beverage Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
<u>EXPENDITURES</u>				
<u>General & Administrative</u>				
Payroll-Hourly	6,000	-	0.00%	-
Payroll-Benefits	22,680	291	1.28%	212
Payroll-Managers	57,850	11,912	20.59%	4,327
Payroll-Processing Fee	6,480	1,544	23.83%	494
Payroll - Bonus	5,785	-	0.00%	-
Payroll Taxes	37,128	847	2.28%	270
401(K) Plan	-	287	0.00%	287
Legal/Accounting/Professional	176	-	0.00%	-
BCG Management	38,898	9,724	25.00%	3,241
Contracts-Pest Control	1,296	350	27.01%	-
IT Support	1,642	397	24.18%	132
Travel and Per Diem	1,188	397	33.42%	109
Communication - Telephone	972	243	25.00%	81
Communication - Mobile	324	54	16.67%	-
Postage	231	38	16.45%	17
Fed-Ex/Courier	-	13	0.00%	13
Utility - Water & Sewer	5,927	476	8.03%	-
Garbage Removal	4,080	392	9.61%	75
Utility - Electric	28,744	7,573	26.35%	2,140
Insurance-P&C	16,590	3,087	18.61%	1,139
Insurance-Workmans Comp	6,976	1,820	26.09%	549
Printing and Binding	272	-	0.00%	-
Marketing	16,875	(305)	-1.81%	-
Help Wanted Ads	504	-	0.00%	-
Promotions	510	-	0.00%	-
Graphic Design	1,224	306	25.00%	102
Membership Programs	408	157	38.48%	-
Advertising (Print)	1,530	263	17.19%	263
Advertising (Electronic)	351	-	0.00%	-
Misc-Employee Meals	3,774	1,379	36.54%	314
Misc-Credit Card Fees	25,116	4,476	17.82%	1,401
Internet Access	1,680	247	14.70%	45
TV/Cable or Dish	6,080	458	7.53%	229
Employee Testing-Hiring	27	-	0.00%	-
Bank Fees	108	435	402.78%	47
POS System Hardware	-	2,091	0.00%	648
Misc-Security	229	-	0.00%	-
Website & Newsletter	3,570	893	25.01%	298

ARLINGTON RIDGE

Community Development District

Food and Beverage Fund**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
Office Supplies	3,780	1,306	34.55%	417
Cleaning Supplies	1,836	44	2.40%	-
Computer Supplies/Equipment	-	521	0.00%	-
Operating Supplies	1,296	-	0.00%	-
Clubhouse Cleaning Service G&A	11,280	-	0.00%	-
Software	688	302	43.90%	73
Chamber / Organization Dues	135	-	0.00%	-
Total General & Administrative	324,240	52,018	16.04%	16,923
<u>Food and Beverages</u>				
Payroll-Hourly	257,950	90,778	35.19%	37,681
Payroll-Managers	55,000	23,983	43.61%	6,399
Commission-Banquet Sales	13,075	-	0.00%	-
Payroll Taxes	-	10,887	0.00%	3,891
Outside Services	4,300	1,452	33.77%	-
Linen/Laundry	20,000	3,622	18.11%	1,147
Grease Removal	700	-	0.00%	-
Training/Staff Development	1,500	365	24.33%	-
Communication - Mobile	720	-	0.00%	-
Utility - Gas	14,536	675	4.64%	-
Equipment Rental	6,900	1,344	19.48%	-
R&M-Buildings	3,600	145	4.03%	-
Equip Maint/Repair-Fix	3,000	1,305	43.50%	(1,853)
Equip Maint/Repair-Prevent	5,560	1,999	35.95%	1,217
Miscellaneous Services	-	27	0.00%	27
Misc-Entertainment	10,800	2,332	21.59%	2,100
Misc-Security	-	240	0.00%	240
Decorations	925	-	0.00%	-
Glassware/China/Silver	1,876	-	0.00%	-
Supplies-Paper and Plastic	17,750	7,482	42.15%	1,670
Supplies-Banquet	1,400	379	27.07%	-
Supplies-Kitchen	3,100	157	5.06%	-
Op Supplies - Uniforms	2,000	-	0.00%	-
General Chemicals	7,818	2,333	29.84%	237
Total Food and Beverages	432,510	149,505	34.57%	52,756

ARLINGTON RIDGE

Community Development District

Food and Beverage Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-23 ACTUAL
TOTAL EXPENDITURES	756,750	201,523	26.63%	69,679
Excess (deficiency) of revenues				
Over (under) expenditures	-	(49,293)	0.00%	(10,891)
Net change in fund balance	\$ -	\$ (49,293)	0.00%	\$ (10,891)
FUND BALANCE, BEGINNING (OCT 1, 2023)	(154,393)	(154,393)		
FUND BALANCE, ENDING	\$ (154,393)	\$ (203,686)		

ARLINGTON RIDGE
Community Development District

Supporting Schedules

December 31, 2023

Arlington Ridge

Community Development District

Non-Ad Valorem Special Assessments (Monthly Assessment Collection Distributions) For the Fiscal Year Ending September 30, 2024

Date Received	Net Amount Received	Discounts/ Commissions Amount	Gross Amount	Allocation by Funds		
				General Fund	Series 2006 Debt Service	Series 2019 Debt Service
Assessments Levied FY 2024			\$ 2,714,665	\$ 2,454,451	\$ 203,740	\$ 56,464
Allocation%			100%	90%	8%	2%
11/01/23	\$ 20	\$ 0	\$ 20	\$ 20	\$ -	\$ -
11/01/23	2		2	-	2	1
11/01/23	7,066	144	7,210	7,066	-	-
11/01/23	834	17	851	-	653	181
11/20/23	43,534	888	44,422	43,534	-	-
11/20/23	3,653	75	3,727	-	2,860	793
11/29/23	439,172	8,963	448,134	439,172	-	-
11/29/23	37,519	766	38,284	-	29,377	8,142
12/11/23	443,869	9,059	452,927	443,869	-	-
12/11/23	34,263	299	34,562	-	26,828	7,435
12/13/23	1,216,529	24,827	1,241,356	1,216,529	-	-
12/13/23	135,518	2,766	138,284	-	106,111	29,407
12/28/23	132,907	2,712	135,619	132,907	-	-
12/28/23	13,531	276	13,807	-	10,595	2,936
			-	-	-	-
TOTAL	\$ 2,508,415	\$ 50,792	\$ 2,559,206	\$ 2,283,095	\$ 176,425	\$ 48,894
TOTAL OUTSTANDING			\$ 155,459	\$ 171,356	\$ 27,315	\$ 7,570
% COLLECTED TO DATE			94.27%	93.02%	86.59%	86.59%

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
Revenues				
Interest - Investments	\$ 3	\$ 2	\$ -	\$ 6
Lexington Spa	409	446	-	855
Special Assmnts- Tax Collector	-	489,791	1,793,305	2,283,095
Other Miscellaneous Revenues	-	257	-	257
Access Cards	5	-	-	5
RV Parking Lot Revenue	1,330	1,811	-	3,141
Total Revenues	1,747	492,307	1,793,305	2,287,359
Expenditures				
<u>Administrative</u>				
P/R-Board of Supervisors	1,000	1,000	1,000	3,000
FICA Taxes	61	61	61	184
Workers' Compensation	850	-	-	850
ProfServ-Arbitrage Rebate	-	-	600	600
ProfServ-Dissemination Agent	(5,000)	-	5,000	-
ProfServ-Trustee Fees	6,869	-	-	6,869
Attorney Fees	-	11,517	10,102	21,620
Engineering Fees	-	-	8,893	8,893
Management Services	4,914	4,914	4,914	14,741
Assessment Roll	-	-	7,500	7,500
Auditing Services	(4,500)	-	4,500	-
Postage and Freight	-	22	(22)	-
Postage	-	-	44	44
Insurance - Property	104,665	-	-	104,665
Insurance - General Liability	9,736	-	-	9,736
Public Officials Insurance	7,302	-	-	7,302
Legal Advertising	-	136	-	136
Miscellaneous Expenses	15	15	3,228	3,258
Annual District Filing Fee	-	175	-	175
Dues, Licenses, Subscriptions	446	1,830	166	2,442
Total Administrative	126,358	19,670	45,986	192,015
<u>Gatehouse</u>				
Contracts-Security Services	12,638	12,473	12,794	37,905
Utility - Water & Sewer	57	48	(3)	102
Utility - Electric	207	202	199	608
Street Lights	9,336	9,113	8,403	26,852
Repairs & Maintenance	-	32	-	32
Total Gatehouse	22,238	21,868	21,393	65,499
<u>Capital Expenditures & Projects</u>				
Annual Projects	37,405	-	-	37,405
Total Capital Expenditures & Projects	37,405	-	-	37,405

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
<u>Towncenter Administration</u>				
Pest Control	-	-	-	-
Onsite Management	22,902	22,902	22,902	68,707
Janitorial Services & Supplies	225	9,375	8,094	17,694
Utility - Water & Sewer	146	160	(14)	292
Utility - Electric	274	264	196	734
Rentals & Leases	403	151	156	711
Repairs & Maintenance	-	984	615	1,599
Office Supplies	38	297	-	336
Computer Supplies/Equipment	(38)	38	-	-
Total Towncenter Administration	23,950	34,171	31,949	90,073
<u>Common Area/Recreation</u>				
Utility - Water & Sewer	316	233	19	568
Utility - Electric	117	689	1,396	2,202
Repairs & Maintenance	-	7,933	-	7,933
Irrigation Repairs & Maintenance	-	2,633	10,400	13,034
Landscape Maintenance	26,237	24,004	24,004	74,245
Landscape Replacement	-	-	2,923	2,923
Landscape- Storm Clean Up & Tree Removal	-	1,310	-	1,310
Pond/Littoral Shelf & Wetland Mgmt	2,175	3,855	2,175	8,205
Sports Courts Maintenance & Supplies	-	3,120	-	3,120
Holiday Decoration	-	-	1,758	1,758
Total Common Area/Recreation	28,845	43,777	42,675	115,298
<u>Fairfax Hall</u>				
Utility - Water & Sewer	108	106	8	222
Utility - Electric	1,928	1,864	765	4,556
Repairs & Maintenance	-	273	785	1,058
Total Fairfax Hall	2,036	2,243	1,558	5,836
<u>Social Center</u>				
Utility - Water & Sewer	-	138	-	138
Utility - Electric	620	597	37	1,253
Repairs & Maintenance	-	455	-	455
Dues, Licenses, Subscriptions	(446)	(154)	-	(600)
Total Social Center	174	1,036	37	1,246
<u>Lexington Spa</u>				
ProfServ-Pool Maintenance	11,400	68	6,575	18,043
Utility - Water & Sewer	2,621	2,484	(923)	4,182
Utility - Electric	4,789	4,702	4,729	14,219
Repairs & Maintenance	-	2,519	1,100	3,619
Total Lexington Spa	18,810	9,773	11,481	40,063

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
<u>Sales Center</u>				
Utility - Water & Sewer	-	357	457	814
Utility - Electric	437	427	180	1,044
Operations & Maintenance	-	3,130	-	3,130
Total Sales Center	437	3,914	637	4,988
Total Expenditures	260,253	136,452	155,716	552,423
Excess (deficiency) of revenues Over (under) expenditures	(258,506)	355,855	1,637,589	1,734,936
Net change in fund balance	\$ (258,506)	\$ 355,855	\$ 1,637,589	\$ 1,734,936
Fund Balance, Beginning (Oct 1, 2023)				265,405
Fund Balance, Ending				\$ 2,000,341

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
Revenues				
Green Fees-GS	42,779	50,074	57,125	149,978
Green Fees-Outings-GS	16,549	20,310	11,786	48,646
Green Fees-Members-GS	3,499	3,396	2,976	9,871
PS-Other Income-GS	-	-	17	17
Cart Fees-GS	89	93	65	248
Cart Fees-Outings-GS	654	93	47	794
Range-GS	2,131	2,477	2,624	7,231
Instruction-Individual -INST	-	-	75	75
Gratuity-Outings-F&B	-	(99)	(244)	(342)
Range-Members-GS	860	1,113	1,747	3,720
Membership Dues - monthly	48,423	38,277	38,314	125,015
Golf Ball Sales	2,182	3,458	2,254	7,893
Glove Sales	536	900	849	2,286
Headwear Sales	423	1,282	482	2,187
Ladies' Wear Sales	849	1,133	995	2,977
Men's Wear Sales	848	633	1,939	3,420
Club Sales	-	348	-	348
Rental Clubs Sales	70	168	421	659
Bag Sales	-	455	654	1,109
General Merchandise Sales	573	603	627	1,804
Outerwear Sales	-	59	-	59
Footwear Sales	558	457	626	1,641
Handicap Fee Sales	165	1,682	336	2,183
Tobacco	83	113	199	395
Other Miscellaneous Revenues	(1,189)	2,680	2,259	3,750
Total Revenues	120,082	129,705	126,173	375,964
Expenditures				
Administrative				
Payroll-Benefits	2,143	2,541	1,873	6,557
Payroll-Managers	2,630	1,455	12,980	17,064
Payroll-Processing Fee	924	943	877	2,745
Payroll Taxes	342	729	811	1,882
401(K) Plan	-	-	532	532
BCG Management	5,595	5,930	5,763	17,288
Contracts-Pest Control	18	70	-	88
IT Support	235	235	235	706
Travel and Per Diem	221	291	195	707
Communication - Telephone	144	144	144	432
Communication - Mobile	48	48	-	96
Postage	28	12	31	71
Fed-Ex/Courier	-	-	24	24
Utility - Water & Sewer	65	-	-	65
Garbage Removal	79	-	19	98

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
Utility - Electric	395	346	292	1,033
Golf Cart Equip Leases	-	3,613	3,613	7,226
Insurance-P&C	1,809	1,809	2,115	5,733
Insurance-Workmans Comp	1,099	1,160	976	3,235
Marketing	(102)	-	-	(102)
Graphic Design	198	198	198	594
Membership Programs	206	99	-	305
Advertising (Print)	-	-	511	511
Misc-Employee Meals	436	-	436	871
Misc-Credit Card Fees	2,471	2,996	2,490	7,958
Internet Access	293	83	83	459
TV/Cable or Dish	12	-	12	24
Bank Fees	458	233	83	774
POS System Hardware	1,355	1,103	1,103	3,560
Website & Newsletter	578	578	578	1,733
Misc.-Personal Property Taxes	628	473	473	1,575
Office Supplies	237	109	162	508
Cleaning Supplies	-	17	-	17
Computer Supplies/Equipment	-	926	-	926
Software	293	131	136	561
Total Administrative	22,838	26,272	36,745	85,856
<u>Maintenance and Landscaping</u>				
Payroll-Hourly	26,166	23,926	17,365	67,457
Payroll-Managers	6,813	6,593	6,813	20,220
Payroll Taxes	2,562	2,335	1,912	6,809
Outside Services	103	318	31	452
Oil/Lube	-	545	-	545
Gas Diesel	3,479	1,993	1,036	6,507
Communication - Mobile	75	75	-	150
Utility - Irrigation	13,220	(5,686)	-	7,534
Electricity - Irrigation	3,106	3,977	2,585	9,668
Garbage Removal	361	-	-	361
Utility - Electric	111	1,189	460	1,760
Equipment Rental	-	3,218	-	3,218
R&M-Buildings	226	-	-	226
R&M-Irrigation	2,956	1,759	2,497	7,213
R&M-Pumps	996	-	67	1,062
Equip Maint/Repair-Fix-AGRO	4,295	3,543	6,428	14,266
Sod/Sprigs	28,694	-	-	28,694
Misc-Employee Meals	-	19	-	19
Mileage Reimbursement	39	-	-	39
Supplies-Course	957	1,345	332	2,634
Supplies-Shop	261	197	235	693
Sand-Top Dressing greens/tees	1,001	-	3,163	4,165
Chemicals-Fungicides	-	586	-	586

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
Chemicals-Herbicides	1,153	1,793	743	3,689
Chemicals-Wetting Agents	-	-	415	415
Fertilizers-Fairways / Roughs	4,320	1,263	2,658	8,241
Fertilizers-Greens	-	730	611	1,342
Supplies-AGRO	-	28	-	28
Small Equipment/Hand Tools	-	34	-	34
Waste Removal-Green Waste-AGRO	2,500	-	-	2,500
Total Maintenance and Landscaping	103,394	49,780	47,351	200,527
<u>Golf Operations</u>				
Payroll-Salaries	-	5,291	3,462	8,753
Payroll-Hourly	15,829	7,843	9,559	33,231
Payroll - Manager-Director of Golf	9,107	9,574	-	18,681
Payroll Taxes	1,294	1,488	1,068	3,850
Communication - Mobile	60	60	75	195
Utility - Water & Sewer	47	-	-	47
Utility - Electric	-	1,162	691	1,852
Equip Maint/Repair-Fix	275	-	-	275
Misc-Handicap Fees	-	-	213	213
Misc-Security	-	-	81	81
Mileage Reimbursement	10	-	58	68
Driving Range Supplies	5,055	-	-	5,055
COS - Golf Balls	1,497	219	362	2,078
COS - Gloves	280	507	491	1,277
COS - Headwear	267	892	341	1,500
COS - Men's Wear	1,525	1,218	2,335	5,077
COS - Miscellaneous	449	430	461	1,341
COS - Clubs	-	262	-	262
COS - Bags	-	385	543	929
COS - Footwear	475	329	488	1,291
Total Golf Operations	36,170	29,660	20,228	86,056
<u>Debt Service</u>				
Principal-Capital Lease	9,561	10,334	7,024	26,919
Interest-Capital Lease	225	197	181	603
Total Debt Service	9,786	10,531	7,205	27,522
Total Expenditures	172,188	116,243	111,529	399,961
Excess (deficiency) of revenues Over (under) expenditures	(52,106)	13,462	14,644	(23,997)
Net change in fund balance	\$ (52,106)	\$ 13,462	\$ 14,644	\$ (23,997)
Fund Balance, Beginning (Oct 1, 2023)				239,321
Fund Balance, Ending				\$ 215,324

ARLINGTON RIDGE
Community Development District

Trend Report - Food Beverage Fund

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
Revenues				
Food Sales-On Course-F&B	418	269	317	1,004
Food Sales-Banquets-F&B	5,837	21,063	22,202	49,101
Food Sales-Clubhouse-F&B	38,390	33,783	33,028	105,202
Non-Alcoholic-Banquets-F&B	51	104	46	201
Non-Alcoholic-Clubhouse-F&B	4,079	4,108	3,670	11,856
Alc Sales (Beer)-Banquets-F&B	210	326	293	829
Alc Sales (Beer)-Clubhouse-F&B	8,207	8,413	8,043	24,663
Alc Sales (Wine)-Banquets-F&B	44	166	190	400
Alc Sales (Wine)-Clubhouse-F&B	3,475	3,433	4,052	10,959
Alc Sales (Liquor)-Banquet-F&B	534	390	497	1,421
Alc Sales (Liquor)-Clubhouse-F&B	7,198	7,596	7,777	22,570
Gratuities-Outings-F&B	-	(299)	244	(56)
Gratuities-Banquets-F&B	(418)	2,262	894	2,738
Gratuities-Clubhouse-F&B	-	-	(8)	(8)
Room Charge-Clubhouse-F&B	75	75	-	150
Entertainment-Clubhouse-F&B	-	11	6	17
Food Sales-Outings	481	149	9	639
Non-Alcoholic-On Course-F&B	1,206	957	918	3,082
Alc Sales (Beer)-On Course-F&B	1,980	2,603	1,911	6,494
Alc Sales (Liquor)-On Course-F&B	456	615	273	1,344
Alc Sales (Wine)-On Course-F&B	8	-	4	12
Membership Dues - monthly	1,815	4,022	4,147	9,983
Other Miscellaneous Revenues	(1,348)	(2,513)	(1,883)	(5,744)
Total Revenues	72,698	87,533	86,630	246,857
Expenditures				
Administrative				
Payroll-Benefits	-	79	212	291
Payroll-Managers	4,884	2,702	4,327	11,912
Payroll-Processing Fee	520	531	494	1,544
Payroll Taxes	184	392	270	847
401(K) Plan	-	-	287	287
BCG Management	3,147	3,336	3,241	9,724
Contracts-Pest Control	71	279	-	350
IT Support	132	132	132	397
Travel and Per Diem	124	164	109	397
Communication - Telephone	81	81	81	243
Communication - Mobile	27	27	-	54
Postage	15	7	17	38
Fed-Ex/Courier	-	-	13	13
Utility - Water & Sewer	476	-	-	476
Garbage Removal	317	-	75	392
Utility - Electric	2,896	2,536	2,140	7,573
Insurance-P&C	974	974	1,139	3,087

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
Insurance-Workmans Comp	618	652	549	1,820
Marketing	(305)	-	-	(305)
Graphic Design	102	102	102	306
Membership Programs	106	51	-	157
Advertising (Print)	-	-	263	263
Misc-Employee Meals	314	750	314	1,379
Misc-Credit Card Fees	1,390	1,685	1,401	4,476
Internet Access	158	45	45	247
TV/Cable or Dish	229	-	229	458
Bank Fees	257	131	47	435
POS System Hardware	796	648	648	2,091
Website & Newsletter	298	298	298	893
Office Supplies	608	280	417	1,306
Cleaning Supplies	-	44	-	44
Computer Supplies/Equipment	-	521	-	521
Software	158	71	73	302
Total Administrative	18,577	16,518	16,923	52,018
<u>Golf Operations</u>				
COS - Golf Balls	-	1,901	-	1,901
Total Golf Operations	-	1,901	-	1,901
<u>Food and Beverages</u>				
Payroll-Hourly	33,027	20,069	37,681	90,778
Payroll-Managers	4,549	13,034	6,399	23,983
Payroll Taxes	4,057	2,939	3,891	10,887
Outside Services	-	1,452	-	1,452
Linen/Laundry	717	1,758	1,147	3,622
Training/Staff Development	365	-	-	365
Utility - Gas	675	-	-	675
Equipment Rental	775	569	-	1,344
R&M-Buildings	-	145	-	145
Equip Maint/Repair-Fix	626	2,532	(1,853)	1,305
Equip Maint/Repair-Prevent	245	536	1,217	1,999
Miscellaneous Services	-	-	27	27
Misc-Entertainment	232	-	2,100	2,332
Misc-Security	-	-	240	240
Supplies-Paper and Plastic	2,064	3,747	1,670	7,482
Supplies-Banquet	-	379	-	379
Supplies-Kitchen	157	-	-	157
General Chemicals	1,201	894	237	2,333
COS - Beverage - Alch	6,300	6,876	6,477	19,653
COS - Beverage - Non Alch	2,139	2,777	2,897	7,813
COS - Food Sales	19,294	27,497	18,468	65,260
Total Food and Beverages	76,423	85,204	80,598	242,231

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

Account Description	Oct	Nov	Dec	TOTAL
	Actual	Actual	Actual	Actual Thru 12/31/2023
Total Expenditures	95,000	103,623	97,521	296,150
Excess (deficiency) of revenues Over (under) expenditures	(22,302)	(16,090)	(10,891)	(49,293)
Net change in fund balance	\$ (22,302)	\$ (16,090)	\$ (10,891)	\$ (49,293)
Fund Balance, Beginning (Oct 1, 2023)				(154,393)
Fund Balance, Ending				\$ (203,686)

Arlington Ridge

Community Development District

General Fund

Notes to the Financial Statements
Budget Analysis and Significant Variances

For the Period ending December 31st, 2023.

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
REVENUES				
Special Assmnts - Tax Collector	\$ 2,454,451	\$ 2,283,095	93.0%	Assessments collections received through December 2023.
RV Parking Lot Revenue	\$ 36,000	\$ 3,141	8.7%	RV Lot rental received through December 2023.
EXPENDITURES				
<u>Administration</u>				
P/R-Board of Supervisors	\$ 15,000	\$ 3,000	20%	Board Members payroll.
Attorney Fees	\$ 90,000	\$ 21,620	24%	Attorney fees thru December 2023.
Engineering Fees	\$ 75,000	\$ 8,893	12%	Engineering fees thru December 2023.
Management Services	\$ 58,963	\$ 14,741	25%	Inframark Services through December 2023.
Insurance Property	\$ 113,784	\$ 104,665	92%	Egis policy for FY2024.
Insurance General Liability	\$ 10,630	\$ 9,736	92%	Egis policy for FY2024.
Public Officials Insurance	\$ 7,000	\$ 7,302	104%	Egis policy for FY2024.
<u>Gatehouse</u>				
Security Services	\$ 150,000	\$ 37,905	25%	Contract with Allied Universal Security Services through December 2023.
Street Lights	\$ 118,800	\$ 26,852	23%	Energy bill for Streetlighting.
<u>Capital Expenditures & Projects</u>				
Annual Projects	\$ 200,000	\$ 37,405	19%	Pool Resurfacte work paid to Vermana.
<u>Towncenter Administration</u>				
Onsite Management	\$ 274,827	\$ 68,707	25%	Inframark services through December, 2023.
Janitorial Supplies	\$ 77,645	\$ 17,694	23%	Supplies through December 2023.
<u>Common Area/Recreation</u>				
Repairs & Maintenance	\$ 30,000	\$ 7,933	26%	Repairs done through December 2023.
Irrigation Repairs & Maintenance	\$ 35,000	\$ 13,034	37%	Repairs done through December 2023.

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

Arlington Ridge

Community Development District

General Fund

Notes to the Financial Statements
Budget Analysis and Significant Variances

For the Period ending December 31st, 2023.

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Landscape Maintenance	\$ 307,920	\$ 74,245	24%	Services through December 2023.
Pond/Littoral Shelf & Wetland Mgmt.	\$ 33,475	\$ 8,205	25%	Services through December 2023.
Holiday Decoration	\$ 5,000	\$ 1,758	35%	Purchases through December 2023.
<u>Fairfax Hall</u>				
Utility-Water & Sewer	\$ 1,516	\$ 222	15%	Water and Sewer services through December 2023.
Utility-Electric	\$ 19,000	\$ 4,556	24%	Electric services through December 2023.
<u>Social Center</u>				
Utility-Electric	\$ 5,878	\$ 1,253	21%	Electric services through December 2023.
<u>Lexington Spa</u>				
Prof. Services Pool Maintenance	\$ 70,000	\$ 18,043	26%	Maintenance service through December 2023.
Utility-Water & Sewer	\$ 25,000	\$ 4,182	17%	Water and Sewer services through December 2023.
Utility-Electric	\$ 62,380	\$ 14,219	23%	Electric services through December 2023.
<u>Sales Center</u>				
Utility-Electric	\$ 10,000	\$ 1,044	10%	Electric services through December 2023.
Operation & Maintenance	\$ 36,000	\$ 3,130	9%	Services through December 2023.

Subsection 7C

Check Register

ARLINGTON RIDGE

Community Development District

**Payment Register by Fund
For the Period from 12/01/23 to 12/31/23
(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 # 3339								
001	12/07/23	A-LINE FIRE & SAFETY, INC	77600	11/9/23-11/10/24 ANNUAL FIRE EXT CERTIFICATION	SPA	546156-53948	\$278.05	
001	12/07/23	A-LINE FIRE & SAFETY, INC	77601	11/9/23-11/10/24 ANNUAL FIRE EXT CERTIFICATON	SPA	546156-53948	\$573.00	
							Check Total	<u>\$851.05</u>
CHECK # 3340								
001	12/07/23	ANAGO OF ORLANDO	73474	DEC 2023 JANITORIAL SVCS	Janitorial Services and Supplies	534349-53948	\$7,645.00	
							Check Total	<u>\$7,645.00</u>
CHECK # 3341								
001	12/07/23	ATLANTIC SOUTH LLC	111323	LABOR WORK TO LAY WATER FILLED BUMPERS TO DIVERT R	Repairs & Maintenance	546156-57245	\$400.00	
							Check Total	<u>\$400.00</u>
CHECK # 3342								
001	12/07/23	FITNESS SERVICES OF FLORIDA INC	27741	NOV 2023 PREVENTATIVE MAINT SVCS	Bi-Monthly PM inspection	546156-57258	\$300.00	
							Check Total	<u>\$300.00</u>
CHECK # 3343								
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-57221	\$308.87	
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-53904	\$32.35	
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-57221	\$47.86	
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-57221	\$161.28	
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-57221	\$143.25	
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-57221	\$234.79	
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-57221	\$79.45	
001	12/07/23	HOME DEPOT	101323-8496	SEPT/OCT PURCHASES	Repairs & Maintenance	546156-57221	\$261.44	
001	12/07/23	HOME DEPOT	111323-8496	OCT/NOV PURCHASES	Repairs & Maintenance	546156-57221	\$262.45	
001	12/07/23	HOME DEPOT	111323-8496	OCT/NOV PURCHASES	Repairs & Maintenance	546156-57221	\$442.54	
001	12/07/23	HOME DEPOT	111323-8496	OCT/NOV PURCHASES	Repairs & Maintenance	546156-57245	\$46.12	
001	12/07/23	HOME DEPOT	111323-8496	OCT/NOV PURCHASES	Repairs & Maintenance	546156-57221	\$97.80	
001	12/07/23	HOME DEPOT	111323-8496	OCT/NOV PURCHASES	Operations & Maintenance	551017-57259	\$184.20	
							Check Total	<u>\$2,302.40</u>
CHECK # 3344								
001	12/07/23	KILINSKI VAN WYK, PLLC	7812	GEN COUNSEL THRU SEPT W0WE	Attorney Fees	531058-51302	\$8,144.00	
001	12/07/23	KILINSKI VAN WYK, PLLC	8023	GEN COUNSEL THRU OCT 2023	Attorney Fees	531058-51302	\$10,322.80	
001	12/07/23	KILINSKI VAN WYK, PLLC	7831	HOA DEMAND ON SALES CENTER THRU OCT 2023	Attorney Fees	531058-51302	\$1,194.50	
							Check Total	<u>\$19,661.30</u>
CHECK # 3345								
001	12/07/23	UNI-FIRST CORPORATION	3090080205	MATS	Janitorial Services & Supplies	534349-53948	\$112.32	
001	12/07/23	UNI-FIRST CORPORATION	3090082071	MATS	Janitorial Services & Supplies	534349-53948	\$112.32	
001	12/07/23	UNI-FIRST CORPORATION	3090084051	JANITORIAL MATS	MATS	534349-53948	\$112.32	
							Check Total	<u>\$336.96</u>
CHECK # 3346								
001	12/18/23	A-LINE FIRE & SAFETY, INC	12450480	ANNUAL MAINT	SPA	546156-53948	\$505.95	
							Check Total	<u>\$505.95</u>

ARLINGTON RIDGE

Community Development District

**Payment Register by Fund
For the Period from 12/01/23 to 12/31/23
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 3347							
001	12/18/23	DAVID W. JORDAN	00000-120423	NON AD VALOREM ASSESSMENTS 2023	Miscellaneous Expenses	549999-51302	\$2,625.02
001	12/18/23	DAVID W. JORDAN	120423-00501	NON AD VALOREM ASSESSMENTS	Miscellaneous Expenses	549999-51302	\$277.73
001	12/18/23	DAVID W. JORDAN	120423-00000	NON AD VALOREM ASSESSMENTS	Miscellaneous Expenses	549999-51302	\$91.93
001	12/18/23	DAVID W. JORDAN	120423-600000	NON AD VALOREM ASSESSMENTS	Miscellaneous Expenses	549999-51302	\$111.05
Check Total							\$3,105.73
CHECK # 3348							
001	12/18/23	FLORALAWN INC	21646	OCT 23 IRR RPRS	Irrigation Repairs & Maintenance	546179-57221	\$2,879.56
001	12/18/23	FLORALAWN INC	21851	ORLANDO ENHANCEMENT ESTIMATE	Landscape Replacement	546338-57221	\$2,923.03
001	12/18/23	FLORALAWN INC	21887	DEC 2023 LAWN MAINT	Landscape Maintenance	546300-57221	\$16,533.80
001	12/18/23	FLORALAWN INC	21887	DEC 2023 LAWN MAINT	Irrigation Repairs & Maintenance	546179-57221	\$2,233.10
001	12/18/23	FLORALAWN INC	21887	DEC 2023 LAWN MAINT	Landscape Maintenance	546300-57221	\$6,833.10
001	12/18/23	FLORALAWN INC	21887	DEC 2023 LAWN MAINT	Landscape Maintenance	546300-57221	\$375.00
001	12/18/23	FLORALAWN INC	21887	DEC 2023 LAWN MAINT	Landscape Maintenance	546300-57221	\$262.00
Check Total							\$32,039.59
CHECK # 3349							
001	12/18/23	FLORIDA AQUA GROUP LLC	INV-000383	12/01/23 POOL CLEANING	Pool Maintenance	531034-57258	\$5,700.00
Check Total							\$5,700.00
CHECK # 3350							
001	12/18/23	GRAU AND ASSOCIATES	24940	ARBITRAGE SERVICES	ProfServ-Arbitrage Rebate	531002-51302	\$600.00
Check Total							\$600.00
CHECK # 3351							
001	12/18/23	INFRAMARK, LLC	104795	NOV 2023 MGMT FEES	Management Services	531093-51302	\$4,913.58
001	12/18/23	INFRAMARK, LLC	104795	NOV 2023 MGMT FEES	Onsite Management	534210-53948	\$22,902.25
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	POSTAGE AND FREIGHT	541006-51302	\$8.19
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	ProfServ-Dissemination Agent	531012-51302	\$5,000.00
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	MICROSOFT SUBSCRIPTIONS	554020-51302	\$54.00
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	MICROSOFT SUBSCRIPTIONS	554020-51302	\$54.00
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	CANVA SUBSCRIPTION	554020-51302	\$12.99
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	CANVA SUBSCRIPTION	554020-51302	\$12.99
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	NETFLIX	554020-51302	\$15.99
001	12/18/23	INFRAMARK, LLC	104947	OCT 2023 VARIABLE CHARGES	NETFLIX	554020-51302	\$15.99
001	12/18/23	INFRAMARK, LLC	105359	NOV 2023 VARIABLE CHARGES	POSTAGE AND FREIGHT	541006-51302	\$22.05
Check Total							\$33,012.03
CHECK # 3352							
001	12/18/23	RALEX BUSINESS SERVICES, INC.	38581	COPIER LEASE	Rentals & Leases	544025-53948	\$156.44
Check Total							\$156.44
CHECK # 3353							
001	12/18/23	UNI-FIRST CORPORATION	3090087830	MATS	Janitorial Services & Supplies	534349-53948	\$112.32
Check Total							\$112.32
CHECK # 3354							
001	12/18/23	DYNAFIRE INC	SO157491	QUARTERLY SPRINKLER TEST & INSPECTION	Fire alarm & sprinkler test inspections	546156-53948	\$109.10
Check Total							\$109.10

ARLINGTON RIDGE

Community Development District

**Payment Register by Fund
For the Period from 12/01/23 to 12/31/23
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # 3357								
001	12/20/23	ALLIED UNIVERSAL SECURITY SERVICES	15065688	SEC SVCS 11/01-11/30/2023	Contracts-Security Services	534037-53904	\$12,472.93	
							Check Total	\$12,472.93
CHECK # 3358								
001	12/20/23	DYNAFIRE INC	SO157915	MECHANICAL TEE INSTALLMENT	Repairs & Maintenance	546156-57245	\$385.03	
							Check Total	\$385.03
CHECK # DD1203								
001	12/01/23	FL DEPT OF ECONOMIC OPPORTNUNITY	88856	DISTRICT FILING FEES	ANNUAL DISTRICT FILING FEE	554007-51300	\$175.00	
							Check Total	\$175.00
CHECK # DD1204								
001	12/01/23	THE CITY OF LEESBURG - ACH	1108023 ACH	BILL PRD 9/29-10/31/23	Due from Golf	133517	\$3,044.68	
							Check Total	\$3,044.68
CHECK # DD1205								
001	12/01/23	THE CITY OF LEESBURG - ACH	110823 ACH	SRVC PRD 9/29-11/1	Utility - Water & Sewer	543021-53904	\$56.81	
001	12/01/23	THE CITY OF LEESBURG - ACH	110823 ACH	SRVC PRD 9/29-11/1	Utility - Water & Sewer	543021-53948	\$146.04	
001	12/01/23	THE CITY OF LEESBURG - ACH	110823 ACH	SRVC PRD 9/29-11/1	Utility - Water & Sewer	543021-57221	\$316.23	
001	12/01/23	THE CITY OF LEESBURG - ACH	110823 ACH	SRVC PRD 9/29-11/1	Utility - Water & Sewer	543021-57245	\$108.34	
001	12/01/23	THE CITY OF LEESBURG - ACH	110823 ACH	SRVC PRD 9/29-11/1	Utility - Water & Sewer	543021-57258	\$2,621.27	
001	12/01/23	THE CITY OF LEESBURG - ACH	110823 ACH	SRVC PRD 9/29-11/1	Utility - Water & Sewer	543021-57259	\$406.94	
							Check Total	\$3,655.63
CHECK # DD1206								
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Utility - Electric	543041-53904	\$176.74	
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Utility - Electric	543041-53948	\$208.58	
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Utility - Electric	543041-57221	\$744.89	
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Utility - Electric	543041-57245	\$1,443.91	
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Utility - Electric	543041-57255	\$320.83	
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Utility - Electric	543041-57258	\$5,294.91	
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Utility - Electric	543041-57259	\$325.74	
001	12/26/23	DUKE ENERGY	120423 ACH	SERV PRD 10/31-11/30/23	Street Lights	543057-53904	\$8,432.98	
							Check Total	\$16,948.58
CHECK # DD1207								
001	12/23/23	SECO ENERGY	120823 ACH	SRVC PRD 11/-12/6/23	Electric gate house	543041-53904	\$42.00	
001	12/23/23	SECO ENERGY	120823 ACH	SRVC PRD 11/-12/6/23	Common area lights	543057-53904	\$873.01	
							Check Total	\$915.01
CHECK # 3360								
001	12/29/23	ROBERT A. HOOVER	PAYROLL	December 29, 2023 Payroll Posting			\$184.70	
							Check Total	\$184.70
CHECK # 3361								
001	12/29/23	TED O. KOSTICH	PAYROLL	December 29, 2023 Payroll Posting			\$184.70	
							Check Total	\$184.70
CHECK # DD1210								
001	12/29/23	WILLIAM V. MIDDLEMISS	PAYROLL	December 29, 2023 Payroll Posting			\$184.70	
							Check Total	\$184.70

ARLINGTON RIDGE

Community Development District

**Payment Register by Fund
For the Period from 12/01/23 to 12/31/23
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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CHECK # DD1211

001	12/29/23	CLAIRE I. MURPHY	PAYROLL	December 29, 2023 Payroll Posting			\$184.70
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Check Total \$184.70

Fund Total \$145,173.53

Total Checks Paid	\$145,173.53
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