

MINTUES OF MEETING  
ARLINGTON RIDGE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Arlington Ridge Community Development District was held on Thursday, January 21, 2021 at 2:00 p.m., at Fairfax Hall, 4475 Arlington Ridge Boulevard, Leesburg, Florida and via Zoom video conferencing.

Present and constituting a quorum were:

Terry Snell	Chairman
Roy Craddock	Vice Chairman
Bill Bishop	Assistant Secretary
Claire Murphy	Assistant Secretary
Jim Piersall	Assistant Secretary

Also present were:

Tricia Adams	Assistant District Manager
Jasmine Angeles	GMS
Lindsay Whelan	District Counsel via Zoom
Keith Riddle	District Engineer via Zoom
Emily Roslin-Grimes	Community Director
Kelly St. Cyr	Activities Director
Chris Semko	Floralawn
Jacob Bloodworth	Floralawn
Dan Zimmer	Indigo Golf Partners
Justin Fox	Indigo Golf Partners
Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order at 2:00 p.m. and called the roll. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams: I will note that we have members of the audience physically present. We also have a number of residents who joined via Zoom who are listening to the meeting today.

Mr. Snell: I would like to know how many people are by Zoom.

Ms. Adams: 32.

Mr. Snell: With Zoom and the people in this room that is about how many was at our average meeting a year ago. At this meeting we will have two opportunities to provide comments. Those in the audience are required to submit written comments before the meeting. People on Zoom can raise their hand and comment. If someone wants to provide their comment to me, I will gladly read it. The ones submitted beforehand, will be read by Tricia.

Ms. Adams: Thank you Mr. Chairman. For the record, the first comment is from Linda Hardin. *“Dear Community Director, District Manager and Chairman. My name is Linda Hardin, Lot 587, 4308 Heritage Trail. Paul and I bought here in June 2019 after wintering in Florida for 11 years and ‘watching’ Arlington Ridge develop for five years. We love the community. We became pet parents to Ellie, our six-month-old Cavalier King Charles Spaniel, in September. It has been 15 years since we had a dog and we have not paid much attention to amenities such as dog parks. Now with Ellie, we realize what a benefit it would be to us and probably many other dog parents in Arlington Ridge. Puppies need to run, and many pet owners of our age group do not/cannot run. With the restriction banning backyard fencing (which I understand due to landscaping requirement), and requirement for dogs to be kept on leashes outside (also a necessary requirement) there is no good option for letting a dog run. My question is this; has, or can the CDD consider providing a small dog park for the residents of Arlington Ridge as many other communities have? Paul and I have owned homes in HOA communities, but this is our first CDD community, so I do not completely understand the various functions of the CDD versus the HOA. I also do not have knowledge of the construction or maintenance of a dog park, but I would like to know if this is something that you can have, or can consider. Thank you for your attention.”*

The next comment was received via electronic mail regarding the RV storage lot fees. It is addressed to the District Manager. *“Due to extremely demanding work obligations, I am unable to attend in person, or virtual Board Meetings. It appears that the Board is considering user fees for the RV lot during the upcoming meeting. I would like to respectfully express my strongest objection to this as an HOA Member and RV lot holder. I thoroughly appreciate the community here and like it for all it has to offer. We moved here because of the amenities it provides like*

*cable, Wi-Fi, lawn care and RV storage. I was a bit shocked when a survey came around concerning upgrades to the RV lot. They all sounded nice, but I expressed my concern that the cost of such upgrades would surely come at a price that would jeopardize a relatively low overhead storage facility. I understand that there is expense involved in everything. But I feel like and I feared that this might happen. I am hoping that it is not a sign of other losses to amenities and the balance of costs that make Arlington Ridge so separate from the rest, and, so desirable. I know that this is not the first time for this objection and I thank you for your time in hearing it! Please ask that the Board reconsider adopting this rule as you continue to balance the priorities for this community. Thank you. Respectfully, Daniel Parsell, Lot 508."*

Mr. Craddock: Let me just comment this item is on the agenda and we are going to discuss the RV lot later in the meeting.

Mr. Snell: We will take public comments when we get to this item. If someone in the audience wants to write a note to management I am willing to open it up to allow you to do that. Also, when we get to the minutes, the November minutes were full of misquotes. Tricia and I talked about that and I believe it was because we were wearing masks and our voices were muffled and garbled. So last month Supervisors were comfortable with their masks off. If Board Members are comfortable at this meeting leaving masks off please do that, but I ask that the audience please keep their masks on. Thank you.

Ms. Adams: Mr. Chairman, would you like to take comments from Zoom attendees at this time?

Mr. Snell: Please.

Ms. Adams: Anyone who is attending via Zoom has an opportunity to comment. Please raise your hand indicating a desire to speak. Do we have anyone with their hand raised? We have four people with raised hands. Mike Ryan is first.

Mr. Mike Ryan (Lot 397): Good afternoon everyone. I have a quick comment. First of all, I would like to thank the Board and staff for bringing back Zoom. It is very much appreciated. Secondly, for the last two months, November and December, there have been no financials for the golf course or food and beverage (F&B). I was wondering what that reason was.

Mr. Snell: Mike, please send a text with your question to one of us and we will read it, since we cannot clearly hear you. In the meantime, we will move on to someone else.

Ms. Roslin-Grimes: Next is Steve McKelvy.

Mr. Steven McKelvy (Lot 601): With respect to the movies, I have been a volunteer. I go almost every week, but I was wondering why the weekend ones were discontinued. I did go ahead this week and reserve it and planned to show up at the regular time. I was told there weren't enough volunteers, but I have been contacted by at least four other couples that said they would like to volunteer and help us out. So, I'm asking the Board to reinstate the weekend movies.

Mr. Snell: I will comment on that. Kelly and I had a conversation about it. That program does not work without volunteers. Kelly is not coming back on Saturday night to start up the movies. Actually, two more volunteers were added today because Mary and I went back to volunteering. It takes volunteers. I recall, we had over 400 new residents since January 2019 and the number of volunteers for January 2019 was 26. The number of volunteers as of this January is still 26. I would think and hope that some of the people moving in would volunteer to show the movies, but people are not responding to Kelly when she puts out the call. I will tell you I am guilty of not responding because I wasn't going to show the movies. But we decided today we would come back in and support. So, we need volunteers. That's all there is too it. Kelly and I also talked about if Steve McKelvy wants to show a movie every Saturday night, he's welcome to do that, but you are going to get tired of it. But, it is not right to depend on Steve to show a movie every Saturday night. Kelly put a lot of effort into it and when people don't respond, a decision is going to be made to not show it. The worst thing that happens is we schedule the movie and the volunteer doesn't show up. Then everybody gets mad at Kelly and that is not right either. I'm not going to put up with that and I don't think any other Board Member will either. So, without the volunteers, I don't think we can schedule it, but later on in the meeting, we have Supervisor requests. We can open it up and have a vote if we want to do that.

Mr. McKelvy (Lot 601): I would appreciate that. I'm just having trouble coordinating because several people said that they didn't think there was a request for volunteers. I have a list of volunteers and I can get with Kelly.

Mr. Snell: The request for volunteers has gone out in several email blasts to the community. I believe it is in the *Ridge Line* every month as well and I am aware of Facebook. Kelly has been trying to get people to reach out to her and that is what it is going to take.

Mr. McKelvy (Lot 601): I have one other quick item. I received a lot of comments that residents would like to have the Wednesday movies at 2:00 p.m. instead of in the morning. Thank you.

Mr. Snell: Thank you, Steve. I appreciate your effort to keep that program going. It's a program we set up to allow social distancing. I think it's a good program.

Ms. Adams: Next is Cookie and Chuck Davis.

Mr. Snell: We cannot hear Cookie and Chuck and will wait until they get through.

Ms. Adams: Go ahead, Sue.

Mr. Snell: While Sue is coming on, Cookie, if you can hear me, you have my phone number. Send me a text and I will read your question.

Ms. Sue Kekel (Lot 283): The only thing I wanted to say is that lady at the other end of the table was speaking and I cannot understand one word being said through these face masks. So, if you want to have Zoom meetings, the people that are talking are going to have to talk without a mask on or we can't hear. Sometimes it is muffled when Terry is talking because of the microphone. So, keep that in mind.

Mr. Snell: Okay folks we are doing the best we can here, but we are going to have to work through some issues over time. Unfortunately, we cannot have just a Zoom meeting and when we did have Zoom meetings there have been complaints about that. So, we are going to keep working at this until we either determine that it isn't feasible or until we figure out the issues. At least the majority of people are satisfied. Please refrain from making comments about it because comments are not going to help.

Ms. Roslin-Grimes: We have Cookie Davis back on the line. Do you want to hear from them?

Mr. Snell: Yes, please. We can't hear her, so let's move on. I am reading Mike Ryan's comments: For the last two months, November and December, there have been no financials for the golf course or F&B and we would like to know why. Justin, could you please address that please, although we did address it last month and the month before that.

Mr. Fox: The November financials are in the agenda package. We are still working to get the December ones. We moved the meeting date to the third Thursday. Our requirements are to get the financials by the 20<sup>th</sup> of the month in order to get the financials into the current month's agenda package. However, with the new structure and the transition to the new company, we are still working to get the current financials into the appropriate agenda. I think the October financials were sent under separate cover.

Mr. Craddock: Justin, do you have an expectation of when we will have that information in a timely fashion?

Mr. Zimmer: Our process is to get the financials by the 20<sup>th</sup>. We are working very hard to adjust our schedule with our accounting team to get those a little earlier. We've had challenges. A lot of our golf courses follow the calendar year, so the December year end process is still ongoing over the last couple of months. We are working hard so we can get them in by the 11<sup>th</sup> or 12<sup>th</sup> of each month so we can include them in the agenda packages. So, we are meeting the requirements of our management agreement and are working very hard to get them in earlier and adjusting our process to get them to you by the 11<sup>th</sup> or 12<sup>th</sup>.

Mr. Bishop: With that being said, from an internal standpoint, we are now past the 20<sup>th</sup>. December's statements were furnished to the CDD, correct?

Mr. Zimmer: I think they were sent on the 19<sup>th</sup> of this month. The Board does have the December financials. They just not in the agenda package. We are working towards the timing so we are on the same month.

Mr. Bishop: In the interim, you can send them to the Board when they are received. That way we have the information. Thank you.

Ms. Murphy: Are the financials that you send to Hannah in the same format that we see?

Mr. Zimmer: The format we use is a little different than the ones you are used to. I will look into the turnaround time.

Ms. Adams: What would be distributed to the Board are the financials by Indigo Golf in a spreadsheet format. It would have all of the standard balance sheets as well as the net income statements for the golf club. So, although it is in a different format, it has the same numbers and the same bottom line. We can try forwarding that to the Board Members. We can see if that is helpful information to receive as interim information in between published agenda packets.

Mr. Zimmer: Hopefully next month, this will be a moot point. I think we provided them at least seven days or eight days prior to get it converted and into the agenda package, which is sent out a week before the meeting. So that is the timing we are trying to work on.

Mr. Snell: Next month's meeting date is the 18<sup>th</sup>.

Mr. Zimmer: We will work on getting them by the 10<sup>th</sup>.

Ms. Adams: If there is anyone on the phone who would like to make a public comment, press \*9 to raise your hand. Mr. Chairman, no other Zoom attendees indicated a desire to speak at this time.

Mr. Snell: Does anyone in the audience want to speak? Hearing none, we will move on to the next item.

**FOURTH ORDER OF BUSINESS**

**Business Administration**

**A. Approval of Minutes of November 19, 2020 and December 17, 2020 Meetings**

Ms. Adams: In addition to the substantive changes that I received from you, I also received comments from Ms. Murphy and Mr. Craddock, I also received written changes from legal staff. So, any approval would be subject to verification of the audio and incorporation of all of the changes provided by Board Members and staff.

Mr. Snell: I hate to do this because we are running late on approving the minutes, but there were many changes, especially to the November minutes. There is a big difference between November and December. Tricia and I had a long conversation about it and I went through a lot of my comments. I think the major difference was in November we all wore masks and everybody said it was hard to understand what was being said. I'm sure the audio was really bad. In December we took the masks off so it wasn't as much. Until I see another run through they should be tabled. For one, there were a lot of misquotes where Jim said one thing and a word was left out, which totally changed his meaning.

On MOTION by Mr. Bishop seconded by Mr. Piersall with all in favor the Minutes of the November 19, 2020 and December 17, 2020 Meetings were tabled.

**B. Approval of Check Register**

Ms. Adams: Included in your agenda package is the Check Register from December 1 through December 31, 2020 in the total amount of \$120,454.49. It includes the checks as well as the ACH Debits. There is a detailed check run and detail, and payables were provided to the Board under separate cover. If there are any questions, this would be the time for discussion. Otherwise, staff would be seeking a motion to approve the Check Register through December 31, 2020.

Ms. Murphy: I do. On December 15<sup>th</sup>, we purchased mats for \$40 and then on December 18<sup>th</sup> we purchased mats for \$50.50. Where were these mats used?

Ms. Adams: That was a mat exchange service. For example, the mats in front of Fairfax Hall are exchanged out weekly as well as the mats around the Lexington Spa water fountain and at certain entrances. It is a service to change out those mats.

Ms. Murphy: Under the mat approvals, it shows \$54.04 of mat purchases, but there was a \$11 credit, which comes to \$42.80, but we paid \$55.50. So, could you look at the invoice from Unifirst Corporation for December 18<sup>th</sup>?

Ms. Roslin-Grimes: I can get you that information. To answer your question regarding the differences, they originally charged us taxes for the refund and the payment is without taxes.

Ms. Murphy: It still doesn't add up to \$50.50.

Ms. Roslin-Grimes: I'll look into it.

Ms. Murphy: Thank you.

Ms. Adams: Yes, staff will do that.

Mr. Piersall: When we have a COVID case and close for a deep cleaning, what is the cost?

Ms. Adams: It depends on the space. If it is the restaurant, that would be a different price than the Fitness Center.

Ms. Roslin-Grimes: The price is per square footage. I would have to get the exact amount based on square footage.

Mr. Piersall: I'm just curious.

Mr. Snell: There is a check on December 15<sup>th</sup> to Don Rousseau and a second on December 31<sup>st</sup>. I thought that Don did not do the Santa Brunch.

Ms. Roslin-Grimes: he did do the Santa brunch. The difference in the two checks is in the amount of hours. Originally, it was cut in advance of the event for the amount of hours that he would be providing. Then we issued a check for the actual amount of hours.

Mr. Snell: I was under the impression that he was not at the event.

Ms. Roslin-Grimes: He was there.

Mr. Snell: Does anyone have anything else?

On MOTION by Mr. Bishop seconded by Mr. Craddock with all in favor the Check Register for December 1 through December 31, 2020 in the total amount of \$120,454.49 were approved.

**C. Balance Sheet and Income Statement**

Ms. Adams: Included in your agenda package are the November Financial Statements. They are unaudited and include the golf club information. Historically, this Board approves the financials that include the golf club information. So that would be an action item for the Board. The next set of financial statements are preliminary. They were provided for informational purposes only.

Mr. Snell: Are there any questions from the Board?

Mr. Craddock: On Page 8 are the combined F&B for the golf course. We are looking at a deficit of \$59,071. I'm just expressing concern for it. We are very much into Fiscal Year 2021 and are already in the negative by \$60,000.

Mr. Fox: Yes. We are actually behind budget by \$22,000. In November, we had a hurricane that slowed down play quite a bit as well as a COVID closure. There always seems to be ripple effects with the COVID closures that last for three to five days if not longer – especially at the restaurant. It is certainly something that we are keeping an eye on and doing what we can to keep the restaurant and golf course on track.

Mr. Craddock: I am just trying to stay on top of it so we understand where our losses are and how we are planning to recoup those losses.

Mr. Fox: Yes. We are currently re-forecasting the rest of the season to make sure that we are as close to budget as possible, if not beating budget. We are going through the rest of the year month by month re-forecasting guest revenues to make sure that we are competitive with our budget.

Mr. Craddock: Good. Thank you.

Mr. Snell: I am going to say it again, for the restaurant-- and golf club -- it takes patrons. People going down there and eating. Too often, Mary and I have been in the restaurant when there is no one else in the place. Without patrons, it will never make it.

On MOTION by Mr. Bishop seconded by Mr. Craddock with all in favor the Unaudited Financials for November were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Snell: Is Lindsay on the phone?

Ms. Whelan: I am on the line. I do not have anything specific to report.

**B. District Engineer****i. Presentation of Pavement Management Report**

Mr. Riddle: Are they looking at the Pavement Management Plan (PMP) on the screen?

Ms. Roslin-Grimes: The PMP is included in their agenda package.

Mr. Riddle: If you go to Page 185, which is Figure 6 in the report, I will give you a brief rundown. I am not the author of the report, but obviously I read it. Essentially, what the testing lab did is they broke the entire development into sections. Within each section they identified the conditions of the roadways. They broke them down into good, satisfactory, fair, poor and failed. There are no roads in the community that are considered failed at this point. If you look at Figure 6, which is on the screen, it shows the condition of the development today at the time of their inspection. Most of them are in the dark green and light green colors, which means they are good and satisfactory. We have a few areas that are in yellow, which are considered fair. Then we have a few smaller roads that are considered poor at this time. The report went on to identify five levels of maintenance and repair suggestions. They define them as: Level 1 – do nothing, leave it the way it is. The next level is a stop gap measure, which is where we go into areas and repair potholes, do some patching and that's it. It is just a cosmetic fix to stop it from getting worse. The next level is more of a localized preventative maintenance. That is where we have a contractor come in to seal the cracks. They might do some larger patching. They might do a seal coat over certain areas. It is preventative maintenance, but it is on a spotty localized basis. The next level would be more of a globalized maintenance and repair where they do different levels of sealing or overlay. It might be on the entire road or 1,000 feet of road. That is more of a global repair and maintenance (R&M). Then the last level, which we don't have any recommendations for at this time, is a major overhaul, which basically means reconstructing a road. If it failed, we might have to reconstruct it from scratch. In talking to the guys that wrote the report, they said if we follow the recommendations within the report, they don't see that we will ever need to actually have to do that. None of them needs it now and they said if we start a maintenance program, the model predicts that in 10 years, we still won't have to reconstruct any roads. Like I said, Figure 6 shows the way it is now. Figure 7 shows what it would be like 10 years from now if we did nothing, if we just let it go as is and let things deteriorate as they do. The rest of the report basically breaks it down into areas that need different levels of stop gap or localized or global repairs. Then they come up with a summary of estimated costs, which is in Table 4 on Page 178 of the agenda package. It gives you an idea of the

amount of money you would need to budget each year to implement this program. Like I mentioned earlier, if we were to implement this program and every year do a certain amount of repairs, like Table 4 shows, at the end of 10 years, we wouldn't have to reconstruct any roads. They wouldn't have gotten to the point where we now have to spend four or five times the amount of money. If you read the report, there is a section that talks about it. If you do preventative maintenance it costs one amount, but if you wait until it starts failing and you get to the end of the life, the cost can go up four and five times that amount. So, with that being said, I'll open it up if you have any questions. If we do this, I recommend budgeting the money. Each year we would need to develop a scope of work based on the report for the roadways that need certain levels of maintenance. Some of them might only need the stop gap measure. Some of them might need the localized preventative maintenance and some might need more, but we would have to develop a plan and a scope of work each year and get with a contractor to get some pricing. There are a couple of ways that can be handled. We could select a contractor that we know is local and would do a good job and walk the development with him, documenting exactly what is needed on every roadway and let him give us a price. That is probably the least expensive from the standpoint of design and all of that. If we want to put it out for bid and get two, three or four different bids, then we will have to develop a fairly detailed plan where we would have to identify each road and identify the areas that need each level of work. Of course, we could present that plan to the potential bidders and bid it out that way. We can talk about that when we get to Year 1 and how we want to handle it, but there are a couple of different ways to go. Are there any questions?

Mr. Craddock: Keith, I see the overall average Pavement Condition Index (PCI) of 76 which is pretty good. I'm looking at the 10-year forecast. If you break that down per year, it looks like we need to budget approximately \$37,950 per year for the next 10 years to maintain what we already have. Is that correct?

Mr. Riddle: Yes. You are a little bit muffled, but Table 4 shows much you need to budget each year. It starts out at a little over \$28,000 for the first year and works its way up to a little over \$40,000 in the tenth year. I didn't hear which table or which section of the report.

Mr. Craddock: I was looking at the total for 10 years, \$379,500. I just used simple math and divided it by 10, which is \$37,950 per year on average.

Mr. Riddle: Yes. That is correct.

Mr. Craddock: Like I said, we need to plan forward. We need to have a contractor. We have to have a bid. Whatever we do, we need to have a plan.

Mr. Riddle: That is correct. If the Board allocates money for Year 1, we need to get together with Andreyev Engineering, Inc. (AEI), because they have more detail that's not in the report. If they included everything they developed in the report, it would probably be unreadable. We would work with them to develop a scope of work for Year 1. Like I said, we would either work with a contractor or develop a plan that we can bid out to multiple contractors.

Mr. Craddock: In your humble opinion, I think what you are saying is that we would be better dealing with recommendations that Riddle Engineering would bring to us as opposed to a multiple bidder scenario?

Mr. Riddle: If I did that, it would obviously be somebody local that I dealt with for many years and I trust, but I understand when you are dealing with an entity like the CDD, sometimes you are required and other times it just makes sense to put it out for bid just so everybody is comfortable and we are getting a fair price. It will mean there is more work on the front end for the engineer to develop a plan that identifies everything that needs to be done. Because when you are walking down the road, you notice cracks, a pothole, a section that needs sealing. It would be a lot of work developing it, but it could definitely be done.

Mr. Craddock: I have a question in that regard. Is it unrealistic to bring three bidders in together and you all walk down the road together to discuss what needs to be repaired and then they would go a different way and bid the job?

Mr. Riddle: That is possible. It would be a fairly extensive meeting. Of course, they would all have to understand that they would invest that time. It could take as much as a whole day to walk the entire development and identify all of the roadways. So, we would need to get people that were willing to dedicate that time with the understanding that they have a one in three or one in four or one in five chance of getting the job, but that is definitely an option.

Mr. Craddock: I would not extend it beyond three bidders, I think that is time well spent. Then everyone clearly understands the definition of the scope. Everyone is bidding for the same scope.

Mr. Riddle: I understand. Yes.

Mr. Piersall: So, the study that you've done is based upon the current condition of our roads. That being said, once construction is completed, looking ahead will not the longevity of our

road be increased, due to no more heavy construction traffic? That will not be as much stress on the roads. Is that possible?

Mr. Riddle: I'm not sure that I totally understood your question. Not because of the way it was worded, but because I didn't hear it all.

Mr. Piersall: Basically, what I'm asking is if we don't have concrete trucks up and down the roads every day, will the longevity of the roads increase? Right now, we have a 10-year life expectancy, but could that stretch the longevity out 13 and 14 years? If Justin booked 60 rounds of golf a day as opposed to 200 rounds, the golf course would be in better shape, if there were only 60 rounds.

Mr. Riddle: Yes, that's a true statement.

Mr. Piersall: So, looking ahead, once we address these issues, we could expect the roads to last longer due to the fact that we are not going to have front end loaders, dump trucks and concrete trucks on a daily basis. Is that true?

Mr. Riddle: Yes, I believe that's true.

Mr. Bishop: I had some comments to make. In my opinion, we already got the first step in this process done by the analysis that we are all looking at right now. So, I'm not sure why you would come out with one contractor or three, whatever it is and walk it, it needs to be the entire property. That walk through has already happened and we have that report in front of us. So why couldn't you walk the core areas? The areas we are zeroing in on need to have work done during Year 1. To me that's where the eyeball needs to be placed to get a bid for work that we are going to do this year.

Mr. Riddle: You are correct. I probably misspoke earlier. We would not necessarily have to work the entire development. We would walk just the roadways that need work in Year 1 to identify exactly what needs to be done on that particular roadway or section. So, you are right, we wouldn't have to walk every road in the development.

Mr. Bishop: Okay. With that being said, I would like to propose, because we didn't have reserve funds in the bank, \$515,000 or whatever that amount is, plus adding another \$120,000 this year and implement a plan with Mr. Riddle to go ahead with what is identified in this report as fair and poor areas or whatever needs to be done in Year 1 in this report and proceed with that. Next year, we do what this report says needs to be done in Year 2. We have a blueprint in front of us.

Mr. Bishop MOVED to accept the Pavement Management Report and implement a plan with the District Engineer to proceed with what is identified in the report that needs to be completed in Year 1 and Mr. Craddock seconded the motion.

Mr. Craddock: I want to comment on what Bill said. I don't think we have to just do one year at a time. I think we can make it clear what we want to do in the first year and what we want to do in the second year. No more than three years out. We would only do one year at a time.

Mr. Snell: He wants you to amend your motion to say for this first round would look at a three-year period instead of just one year to tie the contractor to a three-year contract.

Mr. Craddock: If you look at it from a different perspective, for them to come out and bid, three years is a lot more reasonable than just one year at a time. So, I suggest that we approve three years. If we do it for a year, we have to rebid and go through this process again.

Mr. Bishop: As long as Mr. Riddle feels comfortable because he is going to be our liaison with these contractors. Mr. Riddle, do you feel that's something workable?

Mr. Riddle: I didn't fully understand the part about the three years. It would be nice if we got the same contractor and could work with him for several years in a row. If you are suggesting that we get him to give us prices for Years 1, 2 and 3, I'm not sure he's going to do that because he has no idea what his costs are going to be next year or the year after. When it comes to asphalt, those prices can fluctuate greatly and labor costs may also fluctuate. I don't know if that what was exactly said.

Mr. Piersall: But you could predict labor. Asphalt costs could change, because that's a petroleum-based product. You should be able to lock in labor costs for three years.

Mr. Riddle: We can try. You never know what our current government is going to do. I heard someone proposing \$23 an hour minimum wage. I doubt that will fly.

Mr. Bishop: I think my motion was to go with one year. I would like for it to be a five-year plan. We talked about doing it over a long period of time, but that's not the motion. I don't want to get bogged down involving your contracts. So, I think the volatility of the market right now will make a big problem out of something pretty simple. What's recommended in this report is for the first year. We should do that and not worry about the next year.

Mr. Riddle: I think that's a good idea. What we could do is when Year 2 comes along, we could go back to the guy that did Year 1 and if he's willing to hold his unit prices, the quantities may change for the next year, maybe we can negotiate with him for the second year and skip the

bidding process again. We can address that when Year 2 gets here and how good of a job he did in Year 1. Obviously, if he didn't do something satisfactorily, we wouldn't want him for Year 2 anyway.

Mr. Piersall: Let me ask you a question just about asphalt. Concrete has different PSI ratings. Does asphalt have the same rating scale or can you get a better asphalt? You wouldn't pour concrete for a driveway and use it structurally building a high rise. Is there a difference in asphalt?

Mr. Riddle: Well, asphalt by itself is not very strong. It's what you put under the asphalt that is just as important as the asphalt itself. You have a stabilized sub-base down there, which could be a clay sand mix and it's compacted to a certain tolerance level. Then you have a layer of lime rock that is usually at least six inches or maybe sometimes eight or ten inches depending on the roadway and that's compacted. Then on top of that is your asphalt.

Mr. Piersall: The asphalt is almost cosmetic?

Mr. Riddle: I didn't hear the question.

Ms. Roslin-Grimes: He was just stating that it is cosmetic.

Mr. Riddle: Yes.

Mr. Snell: Does anybody have any other comments?

Ms. Murphy: I believe we should focus on the first year and not go out three years. Plus, I think the prices could be significantly different in two or three years and I would rather approve the costs for this year's project only and not go out two or three years.

Mr. Craddock: I agree with you Claire. The comments convinced me.

Mr. Snell: Thank you, Claire. I have a question for Keith and it is more of a curiosity question. In figure 6, there are maybe three or four roads that are in poor condition. Those roads are not heavily travelled. Was there an explanation?

Mr. Riddle: No. There was not an explanation for that. I'm not sure it was part of their scope to identify why certain roads were in certain conditions. It was just to identify the condition of the road and then estimate its longevity considering different levels of maintenance. That might be identified in another phase of work. I think they would have to do some core borings in those roadways to know if it was failing because something was wrong with the materials or maybe the base wasn't adequate or poor compaction. It could be a number of different things.

Mr. Snell: I'm not sure we should do another study. I designed roadways with Florida DOT. Lindsay, are there any legal constraints?

Ms. Adams: She is on (Zoom). She has no comments at this time.

Mr. Snell: Thank you. Are there any other comments?

On VOICE VOTE with all in favor accepting the Pavement Management Report and implementing a plan with the District Engineer to proceed with what is identified in the report that needs to be completed in Year 1.

**ii. Consideration of Proposal for Stop Sign at Arlington Ridge & White Plains Way**

Mr. Riddle: I provided a proposal for a stop sign at Arlington Ridge (AR) Boulevard and White Plains Way. It is basically a three-way stop, but there are only two stop signs there. So, the southbound traffic on AR Boulevard could just keep going. That probably is a confusing situation. I was asked to look at the feasibility of adding a third stop sign to that intersection. I developed a quick cost estimate. I realize that seems awfully high for a stop sign and stop bar and there is an explanation for it. I spoke to the sign and striping company and for them to come out and do any kind of striping, there is a minimum \$1,500 charge. Basically, I was looking at two areas, so I split that \$1,500, with \$750 going to the White Plains Way project and the other half going to the Bedford Way project. The problem is if we only chose to do one or the other, you have to pay them \$1,500 for them to show up with their striping machine. Then we had him look at other alternatives for providing a stop bar, but this was a quick and dirty cost estimate from a legitimate contractor. The other reason it is high is because, since this is an existing development, we have to come up with a plan. We have to take it to the City and get them to approve it. I don't see a problem having that approved. Then we have to get with contractors to get some bids and oversee having it installed. So, there are some engineering costs involved there. That's the reason why a single stop sign and stop bar costs \$2,250. I don't know if you want to talk about this project or the other one first or talk about both of them together.

Mr. Snell: Both together.

**iii. Discussion of Traffic Flow Issues in Vicinity of White Plains Way and Bedford Way**

Mr. Riddle: Moving on to the other project, there was some discussion or I was asked to look at the possibility of making Bedford Way a one-way street for safety and sight distance reasons. I don't know if there were accidents or close calls, but this is what we were asked to look

at. So, I came up with a cost estimate and had to do some preliminary planning to figure out how many signs we would need and striping. So, I developed a cost estimate with some street signs. The other half of the \$1,500 striping charge is in this budget. This would be a bit more extensive plan that we would have to develop showing the exact location of the signage and type of DOT signage. Then we have to take that to the City, get it approved, go through the bidding process, get a contractor, oversee that he did it correctly, approve the pay request, etc. So, we came up with this estimate of \$6,000 for that project. I don't see a big problem getting that approved through the city, but it is something that I would have to meet with them about, show them the plan and get them to approve that change. I would think that because the development is owned by the CDD, the CDD could notify individual residents. I don't know if you want to take into account whether they want it to happen or maybe that's already been done. I don't know. I don't think the city would require we have some kind of public hearing and discussion about it, but it might be prudent for staff to talk to the people involved on that street. That's all I have if anyone has any questions.

Mr. Bishop: The only question I have is on the one-way street. How do you feel from an engineer's standpoint that the cost benefit is there in looking at it from a safety hazard and line-of-sight situation? Is it worth doing?

Mr. Riddle: What brought this to the attention of the Board?

Mr. Bishop: Actually, there are two situations. One is the intersection with Bedford Way and the other one is the curve on White Plains Way. Because that leads to the back gate, that street gets some traffic and there are many people who don't obey the speed limit. Plus, right now it is exacerbated because of construction work. So, there are a lot of factors entering into that entire scenario right now, one of which is the construction activity that will be happening soon, within six or eight months. There is no construction there right now.

Mr. Craddock: Bill, we recently cut back some vegetation on the curve. Did it improve it?

Mr. Bishop: In my view, it improved it.

Mr. Snell: Since I was the one who was yelling the most and loudest about that, I believe it has improved quite a bit. I told Bill I appreciated him doing that, There is still some construction and as long as there is construction, you are going to have a problem. I'm not seeing what you would gain by making that a one-way street.

Mr. Bishop: Well, if the problem was strictly a line-of-sight issue on Bedford Way, facing the pro shop, then this would resolve it, but it turns out that is not the only issue. My preference is

to go ahead with the stop sign in Proposal #1 and put this on hold under after construction is completed.

Mr. Snell: Is that a motion?

Mr. Bishop: Yes, but I have a comment about the first proposal.

Mr. Bishop MOVED to install a stop sign southbound at Arlington Ridge Boulevard and White Plains Way and Mr. Craddock seconded the motion.

Mr. Bishop: My question is regarding the \$1,500 minimum for the striping company. If we had them do other striping, which I believe desperately needs to be done, then we would split all of the striping and stop bar costs. I am thinking of striping of the lanes, everything from the entrance, except for the parking lot. All of the striping needs to be redone.

Mr. Riddle: That is correct. That would be a cost savings; however, it might go over \$1,500. The \$1,500 is a minimum. So, I don't know what they would charge to do what you are talking about. We would have to develop that scope and get them to price it out, but it definitely would spread that cost over a much bigger project. Instead of costing \$1,500, they would do a stop bar.

Mr. Snell: I think your thought process is absolutely what they need to be doing, but I recommend withdrawing the motion and coming back with a price next month. Is that alright with you?

Mr. Bishop: Yes. I withdraw the motion.

Mr. Snell: Keith, could you get us a price? Not the back side of the community. Everything up front needs to be looked at. Please get prices and bring it back next month.

Mr. Riddle: Yes. I may need some clarification from staff as to exactly what we are talking about. I will ride out there and make an inventory of what I think needs to be done and then we can go from there. Then I can come up with a cost estimate for that and we can look at doing these two projects at the same time.

Mr. Snell: That area is Bill's so Emily can get back with you and Bill can be involved if he wants to.

Mr. Craddock: If I understand correctly, the first part of this is on hold until next month and do them together?

Mr. Bishop: What we are going to do next month is the stop sign, which is the first thing we talked about here and the re-striping. This other one is on hold indefinitely until construction is completed.

Ms. Murphy: In the meantime, we need to cut back the vegetation.

Mr. Bishop: I have been working with Floralawn to keep it cut back.

Mr. Snell: Thank you, Bill. I worked on that for a year. The motion was withdrawn. Is that all you have, Keith?

Mr. Riddle: Yes. That's all I have.

Mr. Snell: Thank you for your time.

Mr. Riddle: Thank you.

*Mr. Riddle left the meeting.*

### **C. District Manager**

Ms. Adams: I handed out a Memorandum of Understanding from Hopping, Green & Sams regarding E-Verify. This is a new law enacted by the State of Florida that went into effect January 1, 2020. This item is primarily an administrative matter. It is tied to the recent State of Florida legislative session. The State of Florida enacted a new law requiring all Florida Governments including Special Districts like CDDs to register in the E-Verify System. This is a federal system that is tied to the Department of Homeland Security to establish immigration status. Since this item was presented to the Board, because staff is seeking a motion delegating authority to District management staff to enroll the District in the E-Verify System. Another impact the District will see is all contracts from January 1, 2021 moving forward, meaning contracts that the District enters into, vendors will be required to e-verification language. So even paving contractors and other sub-contractors are required to also register with the E-Verify System. It is actually effective January 1, 2021.

Mr. Craddock MOVED to delegate authority to District management staff to enroll the District in the E-Verify System and handle all administrative matters and Ms. Murphy seconded the motion.
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Mr. Snell: Is this retroactive with existing vendors?

Ms. Adams: No.

Mr. Snell: Are there any other questions or comments from the Board? Hearing none,

On VOICE VOTE with all in favor delegating authority to District management staff to enroll the District in the E-Verify System and handle all administrative matters was approved.

**D. Amenity Management**

- i. Community Director's Report**
- ii. Discussion of Capital Projects List**

Ms. Roslin-Grimes: I have a few updates to the Community Director's Report. Provided under separate cover is COVID-19 information from Small World Tours (Small World) indicating the COVID-19 procedures and measures that Small World is currently taking to provide residents with day trips. Additionally, the Community Director's Report mentions tennis court reconstruction and resurfacing. That was not included in this month's agenda package, but it will be included for February. The RV storage lot survey went out this month and will be provided to Supervisors so they retain a copy for their records. So, I would just ask for a consensus on the guidance of the Board for outdoor events. We have a spring marketplace and egg hunt coming up. I would like the Board's direction on how to proceed with the day trips provided by Small World.

Mr. Snell: Does the Board have any comments or questions?

Mr. Craddock: I have a question for Emily. You said 12 new stop signs were installed on January 12, 2021 throughout the community. Was this what City of Leesburg Police Department identified as needing to be replaced? I'm glad to see that happen. I also see "*Installation of the new signs is pending*" on Page 4.

Ms. Roslin-Grimes: Those are the street sign replacements that the Board approved in June for the actual street names along the Boulevard. Due to COVID, we haven't been able to get those back from the vendor, but the vendor is ready to install them once they arrive.

Mr. Bishop: I saw them today.

Ms. Roslin-Grimes: Never mind. Bill saw them working today.

Mr. Craddock: Thank you. I thought that was a stop sign.

Ms. Roslin-Grimes: That is great news.

Mr. Snell: Are there any other questions or comments? I think Kelly and Emily wanted thought on the tours. I don't know if you got this in time to read it. I did have time to read it. I think their process is good. Kelly has said that the vendor will add our name to the waiver. People

want this and recommend we approve it. Kelly is willing to go. We could able table this to next month if you have not gotten the material soon enough or we can vote on it.

Mr. Craddock: Terry, I have a comment. The list includes a trip to St. Augustine. The comments that I reviewed said that they were practicing safe distancing and had everything under control. I beg to differ with that because my wife and I were there over Christmas and we looked at it and did not feel comfortable with it.

Mr. Snell; I have a follow up question Roy. Did they have their own trolley or was it part of the general trolley service in St. Augustine?

Ms. Roslin-Grimes: The trip with St. Augustine is scheduled for December 2021, so we have time to decide. I think what we are looking for at this point in time is direction from the Board to move forward, obviously understanding that it a resident's decision to participate in these day trips. We encourage every resident to do their due diligence in finding out specific COVID measures for anything that they decide to do on their own. The St. Augustine trip is for the holiday lights for 2021. So, it could be a very different scenario, hopefully, in December 2021 than January 2021.

Mr. Bishop: I think what Small World is doing as far as the buses and so on is good – the ventilation and spacing and so on. So, I don't have any concern with that. I do have a problem with certain venues. Friends of mine went to Kennedy Space Center about 10 days ago and they said there was absolutely no spacing going on. It was shoulder to shoulder cheek to cheek, but I think that Small World can do well but we are at the mercy of the venues to follow COVID procedures. So, I think it might be worth going ahead and scheduling. Like you said, it's up to the resident's discretion if they want to participate.

Ms. Roslin-Grimes: I believe that Kennedy Space Center was February's day trip. We can go ahead and cut back from our list if you would like at this time. The next event is the St. Patrick's Day trip, which was supposed to be last March and was cancelled due to COVID. That is strictly for AR residents only. So that will be comprised specifically of AR residents. We can get information provided to residents for each event and each trip going forward.

Mr. Snell: No matter what we do or say, people are going to do what they want to do regardless. I don't think we can control that they're doing it here in the community and I don't think we have any authority to control that. I think we need to open it up. Let Kelly and Emily do their job. That's Jim's area and he needs to be satisfied with what is going on.

Mr. Craddock: I agree with Terry, I think we need to open it up. What Bill and I were trying to do is point out some areas where we are uncomfortable and that staff may want to take a closer look at.

Mr. Snell: I want you to do that Roy. I think every area should be assessed individually and looked at carefully, because I don't want everyone to be doing their own thing without any control out of the venue. If they don't care about it, I wouldn't want to go there anyway.

Mr. Craddock MOVED to approve the proposal from Small World Tours day trips and Mr. Snell seconded the motion.

Mr. Snell: Are there any further comments? Hearing none,

On VOICE VOTE with all in favor the proposal from Small World Tours day trips was approved.

Ms. Roslin-Grimes: I don't have anything further unless the Board has any questions.

Mr. Craddock: I have a question about the report.

Mr. Piersall: I have a question. Emily, is there any chance that we can get someone to provide COVID-19 vaccinations for us?

Ms. Roslin-Grimes: It is something we looked into. Unfortunately, at this time both Southlake Hospital and private pharmacies such as CVS, Publix and Walgreens do not have the distribution to come into communities and vaccinate people. They are having trouble keeping up with the numbers of their own private facilities. Florida Department of Health (FDOH) will not come in here directly. We would have to go through a private pharmacy or hospital. It is something that Kelly has been researching and digging into, but at this time, no one can get the authorization to provide vaccines inside of communities.

Mr. Piersall: Lake County Health Department can't help us?

Ms. Roslin-Grimes: Correct. Lake County has to operate their current facilities. They are not willing to come into communities.

Mr. Piersall: It would be nice if we can get that going.

Ms. Roslin-Grimes: It's definitely something that Kelly has been looking into.

Mr. Piersall: Great. That is good to know.

Ms. Roslin-Grimes: Roy, did you have a question for Floralawn?

Mr. Craddock: No.

Ms. Roslin-Grimes: They don't have any comments at this time. In addition, after the Community Director's Report, is the Capital Budget discussion. The Board wanted to address that at this meeting.

Mr. Snell: Did anyone have any comment or questions on the Capital Projects List?

Mr. Craddock: I thought the beverage cart was a done deal.

Mr. Fox: We ordered it and are hoping for delivery in February. Overall, golf cart production with COVID is slow. It is ordered. It will be red. It will make you hungry. We will have it out here as soon as we can. It is scheduled to ship on January 26<sup>th</sup>.

Mr. Craddock: Good.

Mr. Snell: Are there any other questions or comments? Hearing none,

## **E. Golf and Food & Beverage**

### **i. General Manager's Report**

Mr. Fox: I just wanted to speak to some trends that we have been seeing. You can see in my report from November that we did miss rounds per the budget, despite member rounds being up dramatically. Throughout Central Florida, we haven't seen as many snowbirds coming down as anticipated. We are seeing this as well with other golf courses. Many of the resort courses in the area are not as full. We are seeing the tier one courses lower their prices. Rounds have been trending down, not just here, but around Central Florida. We are forecasting to make sure we are close to budget as possible. December bounced back and we did meet the round budget in December. We had 638 member rounds, but we are still below budget in public rounds of golf. Earlier in the meeting, we brought to your attention that we exceeded the member budget substantially. You are seeing more member rounds and less public rounds and the resulting revenue for December. In December, we had the COVID closure. We didn't have to close the golf shop per se but you will see a ripple effect in the financials, especially being closed for five days total in December. January started slow. We are seeing a nice rebound on the golf side and hope to be competitive. Some of the advertising that we have been doing in the Villages we saw come back. We had coupon days. We have been very competitive and are excited for January, February and

March. In addition, between December and January, we had some cooler weather, at least five hard frosts, which is more than last year. That's all I have. Are there any questions?

Ms. Murphy: What is the status of the pump house repairs?

Mr. Fox: They are complete and it is in working order.

Mr. Craddock: Do you have anything to speak to on the F&B operation?

Mr. Fox: We launched a new dinner and tavern menu in January. It was a soft launch and we will be doing that shortly. The social events ceased for January, but we are looking to start that back up on the 26<sup>th</sup> with trivia and karaoke night.

Mr. Craddock: I had a couple of comments and questions on the food and beverage side. Our 2020 resident survey revealed many residents felt the restaurant was in their words pricey. Now the new menu prices are significantly higher. Specifically, four entrees of the six start at \$21 for a meal and up. at a time when we are struggling to fill tables and I'm just questioning if this is a good move. Several people brought it up to me and said what are they thinking.

Mr. Fox: We will be offering a dinner menu on Friday and Saturdays. The Tavern menu will still be available with \$10 to \$16 options. Another part of the reason we felt so much confidence to introduce this menu because of feedback we received from the wine dinner event in December as well as the New Year's Eve dinner. We had to have a reservation system at less capacity because of the COVID situation. Those were \$35 plates and \$30 plates. So, we felt we were at a good price to introduce the new dinner entrees and see how people respond.

Mr. Craddock: I understand that. Thank you for that feedback Justin. I look at it as those were special events. People expect to pay more for a wine dinner than they usually do and for things like that. But for day in and day out and month to month when there is hardly anyone going out to eat, when a majority of dinners items start at \$21 I'm not sure that's what the community really is set up to pay. Residents tell me they do not want to routinely go to Antoine's Fine Dining. I want the comfort food of Cracker Barrel. I want comfort food and comparable pricing. That was the feedback I was provided with.

Mr. Piersall: I strongly disagree with that. I think the restaurant is really making a good turn. The weekend dining with table clothes and cloth napkins and leather-bound menus. And \$21 is not a lot of money for a good quality meal. I got the same feedback from residents that call me because they know it's my domain. The ones that are calling me are the people that go to The Eagles for \$1-dollar drink night and \$8 meals. Those are the ones calling me and whining. You

are never are going to please all of them. I am ecstatic that the restaurant is doing what they are doing. I think they are making the right move. There are over 2,000 people live here and I strongly disagree. People complain. You cannot find prime rib for \$22 with the service that we provide and the convenience of jumping in your golf cart and riding down the street. You will never ever be able to please all of these people, there is just no way but those that complain to me are the ones going over to The Eagle's looking for \$8 dinners and \$1 drink night on Tuesday. There is no comparison.

Mr. Craddock: I understand what you are saying, Jim. I am giving the feedback I get from other residents is what I am supposed to do here.

Mr. Piersall: I am here to defend everything that is done.

Mr. Craddock: And time will tell.

Mr. Piersall: And I think they are moving in the right direction. I think as time goes on, the ideal situation is we need more rear ends in seats. Ideally, you want to flip the dining room twice in a night.

Mr. Snell: At least.

Mr. Piersall: It would be nice to get up to be doing 60 to 70 dinners which isn't a lot of dinners if you have 2,000 residents living here. I think the time should come when we can consider a minimum. Each residence in here has to pay a minimum in that restaurant. That would change the dynamic of the restaurant and the language.

Mr. Bishop: I have mixed feelings at this point. We have to bear in mind that the dinner menu is only Friday and Saturday night. The rest of the time there is the more moderately priced menu. It's good, I know this is something Frank talked about from Day 1 but due to a lot of things including COVID it has taken a while to get to this point to try it. But the proof is in the pudding. We have to do something about the bottom line. In six weeks, if this isn't working then whole thing needs to be rethought.

Mr. Craddock: Absolutely.

Mr. Bishop: If it works, God bless them. If it doesn't then we need to go back to the drawing board.

Mr. Piersall: Six weeks is not enough time.

Mr. Bishop: It is a good indicator this time of year.

Mr. Craddock: You have to bear in mind, if they are not making money, we have to supplement that.

Mr. Piersall: I know but the word has to get out. I'm trying to get something going with Justin to start advertising in the Legacy newsletter to get people from Legacy over here because it is a hop, skip, and a jump. And they have Leland management and we have Leland. They don't have a restaurant. We need to market this restaurant and make people realize what's there. If you don't know the product that is out there, it's easy to sit at home. But when I post that I had prime rib, I hear comments, "*Well you never said how much it costs.*" Really? I just have a hard time processing this. If you go out and know what food costs. Yes, if Cracker Barrel is what you are looking for, Cracker Barrel is on 441. This is an amenity and we need to support it, just like the golf course. If they don't get rounds of golf, it's going to be hard to maintain the golf course. We need rear ends in seats. That's always my objective in that restaurant – rear ends in seats.

Ms. Murphy: One other thing we need to consider is we budget annually for Fairfax Hall, the Social Center, Spa and Pool, \$236,000 for electric, gas, maintenance issues, keeping the pool warm all of those things. These buildings are all part of the amenities and they do not produce any income. The restaurant and pro shop have to pay for electric and gas and all of the expenses that we pay for the other amenities. I think the Grille and Golf Shop are part of the amenities for residents and those types of expenses should be part of the CDD expenses. We have to maintain the building whether we have restaurant staff or golf staff. We have to keep the air conditioner going so the building doesn't deteriorate. We have to fix the roof. I don't think we should change the bookkeeping process, but I think we need to keep in mind that the budget that we spend for F&B and golf has a different impact because they are making some income. We are spending \$240,000 at a minimum for the other amenities if we don't have a major air conditioning or pool issue. So, I think we need to keep in mind that we are spending that type of money on those items and we somehow contribute towards the restaurant which would lessen the losses. I think there is some part of this that we still have to educate the community on, even if we have to allocate \$150,000 to \$200,000 a year, which is a portion of our revenue supporting those amenity buildings. Not for food or staff, but as far as maintenance issues, we should at some point, have input into that budget. That is all I'm going to say.

Mr. Piersall: Well said Claire. You articulated that very nicely. The people that are complaining to me – those are the ones who see a post and say it is too expensive - they don't go to the restaurant anyway.

Mr. Snell: I totally agree with you, Claire. I totally agree with what you just said. For a long time, I thought that and expressed that but nothing has been done about it. I'm not too sure that we shouldn't separate out some portion for the building maintenance at least, because that is something we have to do.

Ms. Murphy: Even if you don't separate it out, we should earmark certain dollars to fund those two buildings. One way or the other. Eventually, it would become our expense anyway, if the restaurant had a \$120,000 deficit at the end of the year it is a CDD expense. So, if we don't pay it upfront, you are going to be paying at the end of the year.

Mr. Bishop: If I'm not mistaken, I think we are already doing that.

Ms. Murphy: We are. There is going to be \$157,000.

Mr. Bishop: That is to offset the negative cashflow, but we do some building maintenance. If the roof leaks and needs to be replaced, the CDD replaces the roof.

Mr. Craddock: We do.

Ms. Murphy: The major things comes out of the Reserve Fund yes, but the monthly electric and monthly gas bills those are paid out of the restaurant and golf course budget.

Mr. Bishop: Those are operating expenses.

Mr. Craddock: Just like the salad cooler approved last month was paid out of the Reserve Fund – we didn't expect that to come out of the restaurant fund. Any major investment. Not that it was a major investment because it wasn't that much. But anything like that we cover.

Ms. Murphy: I realize that. I'm not talking about things that we pay for out of the reserve. I'm talking about the day-to-day electric and gas bills. All of those things we pay for other buildings, the theater, the pool, the gym, the sauna, we pay out of the general CDD budget.

Mr. Snell: Okay. I think we heard everybody. Can we just let Justin have his say and then move on please?

Mr. Fox: I just want to say that I appreciate everybody's comment. I just want to be clear that the Tavern menu will still be available on Friday and Saturday nights. The dinner menu is the not the only thing that's available.

Mr. Craddock: You can eat on either side. Correct?

Mr. Fox: Correct. You can order from either menu on either side, although we will encourage people to eat from the Dinner Menu in the dining room but you can ask for the other menu.

Mr. Piersall: You should try the Tuscan potatoes – they were killer. They were introduced last weekend.

Mr. Snell: Justin, do you have anything else?

Mr. Fox: I don't.

Ms. Murphy: Mr. Chairman, I have one more point of clarification. We are in the process of getting bids for some golf course enhancements with the money that was left over from the bond purchase. Once the bids are in, we don't know does Justin have authority to choose the vendor or do those bids have to come before the Board?

Mr. Snell: I don't know the answer to that. Lindsay, can you weigh in on that please or Tricia?

Ms. Adams: The Board can delegate authority to the General Manager or they can be presented to the Board for approval. Those are designated funds that were designated when the bond was issued and they have restricted use. But in terms of the selection of the vendor, the Board has control over that process.

Mr. Snell: What do you want to do?

Mr. Craddock: I don't see any pluses.

Mr. Snell: The Board has to decide on whether it should be before the full Board or delegated to Justin and Claire and whoever else Justin needs like Dan or Frank or John.

Mr. Bishop: I think it should come to the Board.

Mr. Craddock: That's what I'm thinking, Bill. I agree with you. I think it should come to the Board.

Mr. Craddock MOVED to present golf capital projects to the Board for approval and Mr. Bishop seconded the motion.

Mr. Snell: Is there any further discussion? Hearing none,

On VOICE VOTE with all in favor presenting golf capital projects to the Board for approval was approved.

Mr. Snell: Is that it Justin?

Mr. Fox: Yes. Thank you.

Mr. Snell: I want to take a 10-minute break. Does anyone on the Board want to take a break now or wait until after the rate hearing? *There was Board consensus to proceed with the rate hearing.*

**SIXTH ORDER OF BUSINESS**

**Business Items**

**A. Rule Hearing**

- i. Consideration of Revised Amenity Policies Relating to RV Lot**
- ii. Consideration of Resolution 2021-03 Adopting the RV Storage Lot Rates, Fees & Charges**

On MOTION by Ms. Murphy seconded by Mr. Craddock with all in favor the to open the hearing to adopt RV storage lot rates, fees and charges was opened.

Ms. Adams: The first item is the consideration of the revised Amenity Policies related to the RV lot. A strikethrough version of the Amenity Policies was included in the agenda package. The concept is that some of the pertinent guidelines have been included in an agreement between each user and the District. The policies before you are now streamlined to include less language regarding the specificity for the RV storage lot.

Ms. Murphy: Is there a current agreement in place?

Ms. Adams: There is a User Agreement now that is considered an administrative item that staff administers. That agreement is updated as needed based on the policies that the Board adopts. So, if the Board adopts user fees, that agreement would be amended to incorporate the user fees or any other policies that the Board adopts.

Mr. Craddock: Does the RV Use Agreement include everything that is struck out of the Amenity Policies?

Ms. Adams: Yes.

Mr. Snell: Thank you Roy that was my question as well.

Mr. Craddock: Are we putting the cart before the horse because we don't get feedback from the RV folks as to what their needs and requests are. And we are adopting an RV usage fee. Should we look at the feedback first?

Ms. Adams: Today is a duly noticed rate hearing. It was noticed 28 or 29 days in advance per the direction of the Board of Supervisors, based on the rate that staff was directed to use and setting the rate hearing for today's date. If the Board would like to schedule a different time, the Board has the prerogative to do that, but notice is required. Lindsey is on the line and she may have some additional comments regarding the Board's ability to reschedule the rate hearing.

Mr. Bishop: If I recall, the reason we are here today, at the hearing today, these rates were based on the estimated current cost of the facility, repair of the fencing, administrative time, etc.

Mr. Craddock: I need a little more than that. There was a motion at the last meeting. Correct me if I'm wrong, but it should be the annual cost that we were bearing at a cost of \$5,400 per year or something like that. It was \$1 per linear foot that will generate more than that.

Mr. Snell: It's going to generate around \$21,000 a year.

Mr. Piersall: They came back with three or four proposals from 75 cents to \$1 per foot. We took the middle road.

Mr. Bishop: If we approve this rate, we can actually charge \$25 instead of \$45 or \$15 instead of \$30.

Ms. Adams: Yes. The Board does not have to approve the published rate. It was published at \$1 per square foot. The Board can choose to adopt a rate that is lower or higher than the published rate.

Mr. Bishop: If we adopt these rates high, we still can charge less.

Ms. Adams: Yes.

Mr. Snell: But we cannot charge more than these rates. Correct?

Ms. Adams: Correct.

Mr. Snell: The cost is \$1 per linear foot not square foot.

Ms. Adams: Yes. Linear foot.

Mr. Bishop: I have the survey, There are some things here that are capital costs. I'm not sure that the Board is ready to do any of this yet, so I think we have to take it as it is and determine what it is and charge for what it is, not what we think it might be.

Mr. Craddock: What you are proposing is to go ahead and make it the \$1 per foot for today? There should be constraints as to what we can do and what the residents are asking for in addition to annual cost.

Mr. Snell: I would like to ask Lindsay to give some input on what we can do today and if we don't do something today how that impacts us. I want to make sure that we move forward with a better understanding. So, I would like for Lindsay to give her comments, please.

Ms. Whelan: Understood. You essentially have two options. We opened the rate hearing so you can either have discussion, hold the rate hearing today and adopt Resolution 2021-03 adopting whatever rates you think are appropriate. If the Board needs more time, we can have a motion to continue the ratemaking hearing to your next February Board meeting and you can take up the item at that point and at that point you would not have to re-notice.

Mr. Snell: At that point, can we increase the dollar amount, if we felt the need?

Ms. Whelan: If you continue the ratemaking hearing and you do not adopt the resolution today, then yes, you can change the rates at the February meeting including increasing from what they are currently noticed at. If you adopt the resolution today, we cannot increase it again in the future without re-noticing if they're above a 10% cap. If you exceed that 10% cap, we will have to go back out to notice.

Mr. Snell MOVED to continue the rate hearing for rates, fees and charges for the RV storage lot to February 18, 2021 and Ms. Murphy seconded the motion.

Ms. Murphy: I agree, but I want to make sure that you all have a copy of the survey to understand what the current RV folks are looking for.

Ms. Roslin-Grimes: I can send a copy of the survey to all Supervisors. Please keep in mind that those stakeholders are not requested to turn it back in. The last date to turn it back in was February 5<sup>th</sup>, which will be around the same time as your agenda package will be prepared and distributed. Staff can get that together for the next meeting. There are a few, but it won't be a complete list until after February.

Ms. Murphy: But there are some responses now.

Mr. Craddock: I have to assume that the responders realize that everything will have a cost associated with it and they will be bearing a significant portion of that cost.

Ms. Roslin-Grimes: Correct. The survey did not indicate any fees because the Board has not adopted a fee schedule or move forward with the idea of charging RV stakeholders, but it did implicate that if there were improvements, what improvements they would like to see. There is a list of suggested improvements that staff received from several people as well as a comment

section for improvements that were not listed. There is no obligation in the survey to include anything or any indication that there will be a fee.

Mr. Bishop: There is no obligation to provide anything.

Mr. Craddock: I did not want this to turn into a Christmas issue.

Mr. Snell: Are there any other comments? Hearing none,

On VOICE VOTE with all in favor continuing the rate hearing for rates, fees and charges for the RV storage lot to February 18, 2021 was continued to February 18, 2021 at 2:00 P.M. at the same location.

Mr. Snell: That would include the amenity policy extension as well?

Ms. Adams: Yes.

Mr. Snell: Do we need a motion to close the rate hearing?

Ms. Adams: No. We are not closing, we are continuing.

*The meeting was recessed at 4:05 p.m.*

*The meeting was reconvened at 4:15 p.m.*

**B. Consideration of Bench Memorial Program**

**C. Consideration of Proposals for Community Bench**

Mr. Snell; the next item is the memorial bench program. Emily and I talked about it yesterday and I am going to ask her to introduce the item.

Ms. Roslin-Grimes: Included in your agenda package is an AR Memorial Bench Policy. Behind that is a community bench comparison for benches that were chosen based on direction from the Board, which we can talk about after the Memorial Bench Policy. The breakdown of the fees as determined by the Board of Supervisors, is also based on which bench you choose as the community look and feel. The plaques are \$150. The concrete slabs for each bench are roughly \$430 each. Of course, the cost of the bench at this point in time, based on what is included in the policy, is based on the most expensive bench. The suggested cost breakdown is to cover the cost of the bench, the cost of the concrete slab, the cost of the plaque, at the maximum amount of characters. That can also fluctuate depending on how many characters are on each plaque. It also covers any replacement costs. So, if something happens to that bench in the 10 years it's here as a memorial, that cost will go into the coverage of replacement plaques. Some options for the bench look and feel are PVC. None of the vendors are able to provide a weight limit on those benches.

Therefore, the PVC with routine usage could eventually bow and those slats will need replacing. However, it won't require replacement of the entire bench. One option is for aluminum slats. There is a wood look aluminum slat, but the durability is higher, which is why it is included in your agenda package. Another thing that Terry asked me to clarify is the look and feel. We were pricing it out for a six bench purchase at this time. That cost would be an upfront cost to the District and the memorial program would repay the District back for the purchase of those benches. The six benches would be covered by the amount charged in the Memorial Bench Policy. So, if any Board Member has any questions about that, please let me know. I also have a community bench comparison, which has prices for two different benches. They are offering free freight now through the end of February. So, the freight fee would be waived for those benches. However, the Memorial Bench Policy price includes the freight fee for each individual bench. The memorial bench fee includes the freight. Whereas, if you purchase today from Keystone, freight would be waived.

Mr. Bishop: The freight prices, believe it or not, are based on purchasing six benches.

Ms. Roslin-Grimes: Correct. It is not the total per bench.

Mr. Bishop: The only comment I have about the policy itself was under, "*Approval Criteria*," it says, "*Only one memorial per person.*" My only thought there would be if somebody wants to make it for Mr. and Mrs. Jones.

Ms. Roslin-Grimes: I believe the clarification on that is you could not purchase six benches for Bill Bishop.

Mr. Snell: I have the same question. There can be one bench for Bill Bishop and have any number of names.

Mr. Bishop: There should be one memorial bench per person.

Ms. Roslin-Grimes: We can change the verbiage.

Mr. Snell: I agree. I sent some pages to Emily. One of my comments was that the inscriptions be subject to approval by the Board of Supervisors. In the next line it will say, "*The placement will be made by District staff.*" Bill it is your area with landscaping.

Ms. Roslin-Grimes: I want to clarify Bill's concern with approval criteria. It's only one memorial bench per person meaning you as a person can purchase more than one memorial bench if you are memorializing or dedicating it to two different people, but the bench itself can only go to one person. You can't have six benches dedicated to Bill Bishop.

Mr. Bishop: I do not want any memorial benches anyway.

Mr. Piersall: Where exactly will we locate the benches? There are some along AR Boulevard. Will those need to be replaced?

Ms. Roslin-Grimes: Correct. The initial process would be to replace six benches in Village Green and then expanding to AR Boulevard. There will be additional locations for benches once the benches that are currently in the community are replaced. So, the entire community has the same look and feel. At this time, the goal is to replace the look and feel of the benches that are currently in place.

Mr. Piersall: Do you know how many benches in total there will be once they are done with the project?

Ms. Roslin-Grimes: I know that there are seven different types of benches in the community as of now. I believe there are over 20 different locations. However, those are also inclusive of benches at The Commons. At this time, those are not included in the project scope.

Mr. Bishop: If we are replacing existing benches there would already be concrete there. Why are we charging \$400 for new concrete slabs to replace existing benches?

Ms. Roslin-Grimes: There were a lot of places where they were not installed on concrete around the Village Green area as well as along the Boulevard. There were no concrete slabs; however, the concrete slabs proposed meet the ADA requirement for concrete slabs for park benches.

Mr. Craddock: On the comparison sheet, Keystone Ridge's documentation says, "*KEYSHIELD® aluminum slats and frame.*" I can't find an aluminum frame and slats. I see cast iron frame with aluminum slats.

Ms. Roslin-Grimes: KEYSHIELD® is the powder coating that Keystone Ridge does. So, it is a cast iron frame, but KEYSHIELD® is the only wood in slats. So, KEYSHIELD® is the coating on both the frame and slats. You will notice the second one says, "*Recycled plastic slats and KEYSHIELD® frame.*" It is a cast iron frame; however, it is coated in their powder coating, which is included.

Mr. Craddock: When I'm reading the spreadsheet, it says "*KEYSHIELD® aluminum slats and frame.*" I thought you meant it was all aluminum.

Ms. Roslin-Grimes: No. The frame itself is cast iron on all three benches.

Mr. Snell: I see that now. The problem is the English language, In the policy, why does the Board meeting have to be at least 21 days afterwards? Is that the review time that you need? I don't disagree with this. I just don't understand it.

Ms. Roslin-Grimes: I think that is in the event there are any questions from the Board if you want it brought before the Board for any approval process. It allows us a three-week time frame. It also allows us to ensure that the bench can be purchased and installed in that timeframe.

Mr. Snell: Well, I didn't read it as a bench being installed that quickly. The bench would not be installed until after the Board approved it. There is not really a time limit on that, but I do get what he said about adding time to review it and answer questions.

Ms. Roslin-Grimes: Correct. It would allow us to go back to the Board with any questions. We would have the plaque information and we would get with the vendor for pricing if there are any issues.

Mr. Snell: You saw my minor change in 5?

Ms. Roslin-Grimes: Correct.

Mr. Snell: I didn't have any other comments?

Ms. Adams: Chairman Snell, this language was boiler plated from other Districts that have memorial programs. I think we can probably dispense with some of the language under point 2 regarding requiring 21 days required to review the application and can change that to "*the next upcoming Board meeting*" because we can get information on memorial benches quickly compared to other more complex memorial programs.

Mr. Snell: I don't have a problem with the 21 days.

Ms. Adams: We may not want to be bound to wait a certain number of days when we can instead present it at the next upcoming Board meeting.

Mr. Snell: Okay. I can go along with that.

Mr. Craddock: One thing that I would like to see is some assurance that this is a standard unit. If I order six or seven now and we want three more next year and five more the year after, I want it to be the same product, structurally, cosmetically, materials and construction.

Ms. Roslin-Grimes: All three benches are some of the highest quality from each company. All companies have been in business for a duration in time. We don't foresee that would be an issue, but I can certainly reach out to our contacts and verify that if we go with this option in 10 years, this is still going to be an option, hopefully. We are obviously pending the inevitable.

Mr. Craddock: This came up at the last meeting.

Mr. Piersall: Jon Hennessey stood up and spoke on this matter. He had a lot of knowledge, I believe these were the benches he spoke of.

Ms. Roslin-Grimes: He didn't mention a specific bench. He just mentioned that in his community in Minnesota they do memorial benches.

Ms. Murphy: His comments were about the plaque. He said the entire ball team got a plaque and when they died they got a star.

Mr. Snell: I don't think you are going to get an iron clad that the bench style isn't going to change, especially one that is 10 years old.

Mr. Craddock: I agree, but there should at least be a similar project that is available.

Mr. Snell: That is reasonable.

Ms. Murphy: I don't know if this idea was brought up by a Board Member or resident and I was just wondering if any Board Members have been approached by a resident that would like to have a memorial bench?

Mr. Snell: I have. Fairfax Players approached me regarding Arleen Imus. People have expressed an interest in other ways.

Ms. Murphy: I was just curious.

Mr. Craddock: I think there are a lot people out there that expressed interest in this program. I think people were asking about benches before we started talking about it. I think there is a need for benches. We can purchase them and someone can retrofit it if someone want to make it a memorial bench.

Ms. Roslin-Grimes: Correct. There's been a strong need and request for additional benches along the Boulevard, subsequent to the ones that are currently in place. There was also the mention of clubs and groups wishing to do some sort of memorial program. This is something that would benefit the entire community in one specific way as opposed to a memorial wall in a specific location. This alone would be a program that the Board would adopt for a proper way to memorialize residents in the community.

Mr. Bishop: I think we have two different issues. We need to approve the policy and then the proposal.

Ms. Adams: Mr. Chairman and Supervisor Bishop before we bring any motion approving the memorial benches. If the Board chooses to move forward with this program, eventually the

Board would be required to go through a rulemaking hearing to adopt a fee for a memorial bench. So, any approval of the policy would be subject to having that rulemaking hearing.

Mr. Bishop: The final wording can be done at that time.

Ms. Adams: On the application?

Mr. Bishop: Right. Or the policy.

Mr. Snell: We can buy the benches now.

Mr. Bishop: If we are going to start this process, we need to make a motion and set up a rule hearing on it.

Ms. Adams: Yes. The Board can approve the cost today and we can start to take applications on the program, but we need to finalize we need to schedule a rulemaking hearing.

Mr. Snell: There are two motions; one is to purchase six benches and the other is to set a rate hearing.

Mr. Bishop MOVED to purchase six Renaissance benches with aluminum cast slats and Mr. Craddock seconded the motion.

Mr. Craddock: Is that the one that is \$1,716.90?

Mr. Bishop: No, it's the one that is \$992.

Ms. Roslin-Grimes: I'm sorry. For clarification, the Belson Outdoors Renaissance Bench comes with recycled plastic slates. It does not come with aluminum slats. It comes with a cast iron frame. The only one that comes with an aluminum slat and a cast iron frame is the Rosedale bench.

Mr. Bishop: My motion is to purchase the Renaissance Bench, which with freight is \$1,220 each which is less than the other ones.

Mr. Snell: That is only \$50 difference.

Mr. Bishop: No, \$1,220 each.

Mr. Snell: Sorry I was looking at the freight charge.

Ms. Roslin-Grimes: Correct. The price at the top is per bench.

Mr. Piersall: I think Rosedale is the one to buy because that's the only one with aluminum slats. The other have plastic slats and frames. Surviving the summer in plastic isn't going to make it. So, you going to get what we paid for.

On MOTION by Mr. Bishop seconded by Mr. Craddock with all in favor purchasing six Rosedale benches with aluminum cast slats was approved.

Mr. Snell: Now we need a motion for a rate hearing.

Ms. Adams: Correct.

On MOTION by Mr. Bishop seconded by Mr. Craddock with all in favor scheduling a rate hearing and publishing the notice for the March meeting to adopt a fee for a memorial bench was approved.

Mr. Piersall: So just in summation, the \$2,500 will cover the cost of a concrete slab, the bench, etc. and we will break even?

Ms. Roslin-Grimes: Correct. The cost currently proposed in the Memorial Bench Policy is to cover the cost of a Rosedale bench because that was the best quality bench.

Mr. Piersall: Good.

Ms. Roslin-Grimes: It also includes some wiggle room for replacement slats if needed or cast-iron repainting or any repairs.

**D. Consideration of Proposals for Sales Center Appraisal**

Mr. Snell: I think Emily received some questions from me yesterday. Are you prepared to present them?

Ms. Roslin-Grimes: I do have some answers regarding the second proposal from Pinel & Carpenter (P&C). It is somewhat confusing on the backside regarding the fee. It states that there is a total cost of \$4,500 for the appraisal fee. Then there is a retainer amount and a Phase 2 fee. I did get clarification from P&C and they stated that the retainer and the fees are a combined \$3,500 and for Phase 2, there is a \$1,350 charge for a total of \$4,500. I believe Lindsay had some comments based on her experience with other CDDs.

Ms. Adams: Lindsay is on the line. She would want for the Board to know that any motion to approve would be subject to adding a legal addendum to the appraisal services.

Ms. Whelan: I agree. I would focus on the delivery timeline and price. We will prepare our own standalone form of agreement for the vendor selected by the Board.

Ms. Adams: There were two appraisals to be considered. One appraisal was from Southeast Appraisal Associates (Southeast) in the amount of \$3,500 and the other was from P&C in the total amount of \$4,500.

Mr. Snell: One of my other questions was the availability of Items 1 through 5 in P&C's proposal. Southeast didn't ask for that, but I'm sure they would need something for them to start. Did we find out any more information since yesterday?

Ms. Roslin-Grimes: No. I did not receive a response back from Southeast on specifics pertaining to what is in P&C's request for information, but I believe that the items in the P&C request would be obtainable for either appraisal company. Correct, Lindsay?

Ms. Whelan: Yes.

Mr. Bishop: Lindsay, have you used either one or both of these firms in the past?

Ms. Whelan: Not me personally; however, I reached out to the real estate partner at my firm who does real estate work and I asked him for his recommendations. He provided three names; two of which are the companies that are included in your agenda package. My understanding is the other either failed to respond or couldn't provide a timely response. So my firm has worked with both of these and recommended that either would be fine, but I personally have not worked with them though.

Mr. Bishop: Thank you. My observation is they are both high rated appraisers.

On MOTION by Mr. Bishop seconded by Mr. Craddock with all in favor the proposal from Southeast Appraisal Associates for a Sales Center appraisal in the amount of \$3,500 was approved.

**E. Consideration of Resolution 2021-04 Declaring the Series 2006A Project Complete**

Ms. Adams: Back in 2006 when the bonds were issued, part of the requirements was to have an Engineer's Report prepared by the District Engineer. That Engineer's Report defines all of eligible improvements that the bond funds could be used on. Over the years, as those funds are expended, there is a trustee who manages the construction account. At the end of the project, in order to close out that construction account, there is a document required called the Certificate of Completion and this is what was included in your agenda packet – the Certificate of Completion for the 2006 project.

Mr. Bishop: Is this for the entire project?

Ms. Adams: Yes.

Mr. Bishop: I'm wondering if there was any specification regarding the Phase 3 street signs.

Ms. Adams: I recently sent the 2006 Engineer's Report to Keith Riddle to aid in the preparation of this document that was prepared by Legal Counsel. I can get back to the Board on that.

Mr. Bishop: The reason I ask is all of the street signs in Phase 3 was the less expensive posts compared to the black ornate posts that are everywhere else. That is why I'm raising it.

Ms. Adams: Supervisor Bishop, for the sake of clarification, let me go back and review them and I will report back to the Board the area that 2006A covers as well as the signage specifications.

Mr. Bishop: Thank you.

Ms. Adams: This document was reviewed by District Counsel to the District Engineer. The form of the document was provided by District Counsel and it is a staff recommendation that you approve it.

Mr. Bishop: My concern is, if we close the books on this and there is something in the requirements for the signage, we are not getting it done.

Ms. Adams: It's likely that some of this may have been discussed when the property was turned over to the District when there was the conveyance of the property to the District. I believe that process has been done. Lindsay, do you recall?

Ms. Whelan: I don't, but keep in mind that this is just a record keeping matter to say to the Trustee, *"Even though you are the one that holds the construction account and you can see that the dollar amount in the account is zero for the 2006 project, because we used all of that money on qualified infrastructure, this is your authorization by the indenture to close that account."* This is required by the indenture. You were required to declare your project complete when you expended the bond funds. Candidly we expended the bond funds many years ago. So, this is really just a cleanup item at this time. It doesn't impact the ability to complete future improvements within the 2006 project. It obviously doesn't affect any of your warranty claims should you have them or should they still be able to be exercised against any contractors. This is purely a recordkeeping close the construction account direction to the trustee, which is required by your bond indenture.

Mr. Snell: So, to paraphrase what I heard, if we approve this resolution and there should've been different street signposts, we can recoup that from the contractor at least theoretically.

Ms. Adams: It's irrelevant.

Ms. Whelan: If there's a contractual right to do so, yes, closing the construction account has nothing to do with any warranty or defect or other claims you could have against contractors.

Mr. Snell: As Tricia just said, this resolution is irrelevant to recouping funds from the contractor.

Ms. Whelan: I agree completely.

Mr. Bishop: So, if we are closing the construction account, is there money in that account?

Ms. Whelan: Generally, there are just a few dollars, like \$5. That's why it is important to get it closed because it will continue to earn interest. Those amounts will be sent to the Bond Redemption Fund and used to prepay bonds. Again, in terms of order of magnitude, we are talking about less than \$20 in that account, if there is anything. Sometimes they are completely zeroed out.

On MOTION by Ms. Murphy seconded by Mr. Piersall with all in favor Resolution 2021-04 Declaring the Series 2006A Project Complete was adopted.

**F. Consideration of Resolution 2021-05 Declaring Surplus Tangible Property**

Ms. Roslin-Grimes: Attached in your agenda package is Surplus List. Justin and I can answer any questions.

On MOTION by Mr. Craddock seconded by Ms. Murphy with all in favor Resolution 2021-05 Declaring Surplus Tangible Property was adopted.

**G. Consideration of Resident Club Applications**

- i. Quilt Till You Wilt**
- ii. Women's 3.0 and Up Pickleball**
- iii. Dance Exercises**

Ms. Roslin-Grimes: There are three applications for resident clubs. Provided under separate cover and email are applications that were revised to include the 2020 revised version of the application.

Mr. Craddock: I just had one question. On the Women's 3.0 and up pickleball, I don't know if the 3.0 defines proficiency, because on the second page of the application it says, "*Men and women, some are beginners.*"

Ms. Roslin-Grimes: I think the purpose of the club is that it is a more advanced pickleball league; however, it is also those who are working on their skills and currently on a 2.0 or a 2.5.

Mr. Snell: The 2.0 and 2.5 is an existing club. The question is what distinguishes your club? The answer to that is there are clubs out there that are mixed men and women and some are beginner but it is distinguished by the fact that some are 3.0 players.

Mr. Craddock: Who determines whether they are a 2.0 or 3.0?

Ms. Roslin-Grimes: I assume the club leaders do.

Mr. Craddock: I just wanted clarification.

Mr. Bishop: My question on the same application is they are requesting Monday, Wednesday and Sunday from 4:00 p.m. to 6:00 p.m. Are these slots that they are currently using available?

Ms. Roslin-Grimes: They are all available at this time. Prior to submitting an application, the special events and communications coordinator determines the availability of those times before it comes to the Board.

Mr. Craddock: The only question I had was on the exercise dance class. It says that they are going to use it for CD players. Is that something that we are going to be able to provide?

Ms. Adams: There is one already included in the aerobics room for our classes. There are two televisions and a DVD player as well as a VHS player, I believe.

On MOTION by Mr. Bishop seconded by Ms. Murphy with all in favor the Resident Club applications as stated above was approved.

#### **H. Discussion of Purchasing Policies**

Mr. Snell: I will let Tricia explain this, please.

Ms. Adams: Board members, included in your agenda package is a draft of an updated policy statement for staff spending guidelines. This is being brought to the Board as a recent discussion regarding how to handle vendors who revise bids after the agenda packet has been published. In the course of updating this policy document, there were quite a few formatting changes. The strikethrough version in your agenda packet is somewhat confusing. Therefore, I provided a clean version of your existing policy. That is what was handed out in advance of today's Board meeting. So, a clean version of your policy is before you. If you are looking at your agenda package, I am going to walk you through the pertinent changes. They are not formatting changes.

On Page 1, the first substantive change is regarding the cost of construction. It is not germane to this District any longer, but this is the statutory threshold that's set. The threshold before when this policy adopted was from \$325,000. It is now \$388,260. On Page 2, the statement regarding proposers altering proposals, that is the new line added to say, "*Proposers may alter a proposal at any time and that altered proposal can be considered by the District's Board of Supervisors.*" Oftentimes, you will find that an altered proposal is in the benefit of the District and we wouldn't want for the District to not be able to consider any of these changes. So that change was added as a result of that conversation, memorializing that the Board could consider proposals that are altered at any time. There are some spending thresholds articulated here. The Board may feel that these thresholds need to be a little higher now to meet today's economy. The standard utility bill is running \$15,000 in some cases. This is ready for Board discussion.

Mr. Bishop: Did any of the thresholds change?

Mr. Snell: I don't think so.

Ms. Adams: Staff wanted the feedback from the Board regarding thresholds before any changes were made. There is a process where there is discussion with the District Manager and Chairman for urgent repairs. Terry has been accustomed to this process because we reach out to the Chairman for urgent repairs. For example, if a pump breaks down, that's an urgent repair because we cannot water the golf course and common areas. We consulted with Terry and selected the proposal. I will also note as part of the process, if you look at Page 3 it says, "*The ratification of all expenses by the Board at a subsequent meeting.*" When the Chairman makes the decision and the completed purchase is presented to the Board for ratification, that would be something that all Board Members should vote on. I think in the past, some Board members did something different such as "Present" but Board Members are required to vote. It protects the District and it protects the Chairman of the Board. So, we anticipate when there are emergency expenses those are then are brought to the Board for ratification.

Mr. Snell: So, Board Members are only allowed to not vote if there is a financial conflict.

Ms. Adams: Correct. If there is a financial conflict then a Board member can abstain from a vote but a form is required to be completed and filed if that is the case.

Mr. Craddock: Like a Conflict of Interest.

Mr. Snell: Yes. So, I added, "*All Board Members must vote yea or nay.*"

Ms. Adams: Yes. I just wanted to clarify that because sometimes the ratification is looked at as “*why we are approving something that’s already been done?*” but it is part of the process and part of the policies that the Board has approved.

Mr. Bishop: The change you made on Page 1, the \$388,260, is that statutory?

Ms. Adams: Yes. It is statutory threshold in the Florida Statutes. It is a specific amount.

Mr. Craddock: I don’t see making a change in the document. What I request, if something comes up of an emergency nature and another Board Member would like would be better qualified in making that decision, they have Options A, B or C. We have to do something. Would that be delegated to best representative of this Board?

Mr. Snell: I would ask Lindsey or Tricia to give thought on that.

Mr. Craddock: If it turns out that there’s an emergency and we need to repair the roof, we will delegate it to the person assigned to deal with those kinds of issues.

Ms. Whelan: I think ultimately, it’s a question of the Board. The only thing we need to be cautious of is that if we are going to designate which Supervisor is going to get which purchasing matter in an emergency situation, that it is adhered to, so multiple Supervisors do not receive the same proposal to review and approve, just to make sure we are not running afoul of the Sunshine Law. If we want to segment it by anything related to the golf course going to Supervisor 1 and everything related to the restaurant going to Supervisor 2, we can do that. We just have to make sure to make that clear in the policy and stick with it.

Mr. Snell: I have no objection to that,

Ms. Adams: In terms of the procedure, the way that it is set up now is quite straightforward. The Chairman of the Board is the person that staff turns to regarding urgent situations, emergencies and unexpected matters like sinkholes and COVID pandemics. I would say there is simplicity in the Chairman being the one, but whatever the Board wants we can accommodate.

Mr. Bishop: In the case of the well pump situation that we had, that was under my purview. I was aware of the situation and aware of the cost, but I thought that was my approval authority so I deferred that to management and then Terry approved it, which I had no problem with because it needs to be done. So, I have no problem with what it was, the cost and everything and I had no problem with Terry approving it.

Mr. Snell: As far as qualification of knowing about pumps and irrigation systems, I was involved with the design of the largest wastewater spray irrigation system operating in this county.

I designed large and small irrigation systems in my time. I designed large and small pump stations. I am fully aware of how irrigation systems work on golf courses. I would defer to Roy, even though I'm a civil engineer you have more expertise in HVAC as a mechanical engineer. So, if we want to lay out some specific things like HVAC, the problem I have with that, is we need to leave all of that out and amend it again if we want to include it. So, the rest of the Board needs to weigh in on this.

Mr. Piersall: Doesn't a good General always consult with their Lieutenants?

Mr. Snell: I cannot consult with Roy in an emergency situation.

Mr. Piersall: That's an isolated incident, but moving forward it's a general question we are talking about. Right?

Mr. Bishop: Just a general question.

Mr. Piersall: My comment would be a good General always reaches out to their Lieutenants and Sergeants.

Mr. Snell: If it is something that we can vote on, I can't reach out to you and talk to you about it because of the Sunshine Law. I won't do it because I don't want to pay a fine.

Mr. Piersall: If a case came up, could we have an emergency meeting? I don't know.

Ms. Murphy: Can we make this simple? If the Chairman feels whatever the problem is, is above his paygrade, he could have the authority to say, *"Okay, I need to back off and give it to Roy because he has more expertise in that area."* It's simple.

Ms. Adams: I have two comments, Mr. Chairman. May I?

Mr. Snell: You may.

Ms. Adams: One comment is from an operational perspective, Bill mentioned that he was appraised regarding the pump report because of his interaction and his responsibilities regarding common area maintenance. Likewise, Claire was appraised of a situation because of her role with golf club activities. So, staff is in the habit of making Board Members aware of critical repairs and advising that we are working with the Chairman of the Board regarding the approval process. So, we are in the habit of informing Board Members who related to that area, but also letting the Board Member know about following policies and not sharing information back and forth regarding their opinions about the repair. Secondly, should the Board want to be able to have the flexibility that the Chairman may defer to another Board Member, we can certainly change the language of this policy. I feel like I'm running on empty a little bit, but if I am thinking clearly it would read

something like “*The Chairman or his or her designee on the Board*” that way the Chairman can designate someone else to make the decision. Lindsay, would that language work in this policy that *emergency repairs require approval of the Chairman or his or her designee on the Board*?

Mr. Whelan: Yes. I think that makes a lot of sense.

Mr. Snell: That keeps us in line with the Sunshine Law. Right, Lindsay?

Ms. Whelan: That is correct.

Mr. Snell: I’m in favor of that.

Ms. Adams: We can just insert that language.

On MOTION by Mr. Snell seconded by Mr. Craddock with all in favor the Purchasing Policies as amended was approved.

#### **I. Floralawn Presentation Landscape Master Plan Theming and Conceptualization**

Mr. Bloodworth: Good evening. A few months ago, we were asked to gather some ideas for concept and theme that would work well with the climate conditions, being farther north than some other areas. So, we spoke to staff and Supervisors to come up with something would be unique for Arlington Ridge. What you see before you is our current selection of plant material. For the purpose of this presentation, this is the current plan of each individual area. The follow pages are all open for adjustment and tweaks both in location, size and variety of plants. What we are seeking today is approval allowing us a target to shoot for with a general concept and idea. We started at the entry and moved our way into the community along the Boulevard. This is not property-wide phasing that we are looking for at this time. It is simply an introductory theming concept.

Mr. Craddock: Are any of these annuals?

Mr. Bloodworth: This is a concept, so there may be areas where there are no longer any flowers. All of that is available to be tweaked and revised as we go through the process. So, as we get into it, we are proposing getting proposals for each individual area. This is simply the concept and theme, not what we would eventually select. Beginning on Page 3, we have mature plant material, both in age, variety, species, climate and watering needs. It’s a little bit of everything. What you see in a Japanese Blueberry. In the front you have a large annual bed and some tropical plants. One thing in particular that we wanted to transition away from is from some of those tropical plants. We wanted to use something that was a little heartier that was a little better suited

for this specific environment. You will see a complete need to change the perspective. Historically what we have done is replace one with one. One of the reasons that we want to move away from this is we are looking to do a master concept and something unique. I also want to mention the inspiration for the concept is our communication with Supervisor Bishop. We also had our Landscape Architect tour surrounding areas and focusing on Disney's Wilderness Lodge. This is a unique property so the landscaping that you see when you walk the property it is completely different. That is the natural kind of idea and concept that we want to bring here for AR. We are also using the concept of stone and naturally maintained plant material. What is being missed around the property is flow. So, we need to have a hedge plant type, in particular Viburnum or Pendulum that you see around the Boulevard. When you have a nice breezy day, I'm sure that you will see that wind and breeze in the flag, but you won't see that anywhere else. So, with some of this plant material, you will see that wind effect. The entryway will have Cypresses and Junipers. One thing that we will be looking at doing is replacing plant material on an as needed basis. We are not looking to completely gut the property and start fresh. For example, where you have good healthy plant material, in particular Ligustrums and Magnolias, these are plants that are thriving. There is no need for us to just completely move away from that and give you something completely different. We want to minimize or remove the annual beds selectively. Currently the District is spending a fair amount of money for that seasonal presentation. We can still use annuals selectively here and there, particularly at the entrance. The beds can be removed or it can be minimized. This is just a concept and idea. It would be well suited to minimize the annuals.

Mr. Craddock: I agree. How large will those trees get?

Mr. Bloodworth: Each variety would be a little different. If we need something a little smaller and tighter, we can do that. If you wanted to let it just grow completely naturally, we can do that too. That is more of a maintenance discussion.

Mr. Craddock: A lot of homes in AR have trees that were planted too close to the house and they get bigger than expected.

Mr. Bloodworth: Floralawn would be both the provider of this master plan and the provider of landscaping services. We want to do something that is going to be mutually beneficial. So, we are not looking to propose plant material that won't work in the environment. We are not looking for plant type that is going to be extremely needy on the watering side or something that is going to be extremely needy on the maintenance side.

Mr. Craddock: Ok.

Mr. Bloodworth: Also, what is currently going on here at the property, is there is a vast variety of greens and color. There are dark green, forest green, jade green, lime green with some yellow. So, we are recommending a new palette selection. There would be green plants obviously, that have flowers and buds throughout the year. We have a rendering of Chatham, which has some Wax Lilies and ground cover of Alamander and Juniper. In Roanoke, we are recommending more Juniper trees, Alamander, Wax Lilies, Aztecs and Crotons. In the backdrop, we are still retaining these Ligustrums and some of the Japanese Blueberries. We would be looking to remove the trellises. With our current set up of maintenance services, we come around and trim on a scheduled rotation. What happens when you have an aggressive young plant and a slow growing plant, one always looks out unkempt. So, we would provide a similar growing pattern to allow for maintenance throughout the community.

Mr. Snell: I see that you have a current view and a proposed view.

Mr. Bloodworth: Yes.

Mr. Snell: I see the difference.

Mr. Bloodworth: The current view is seen right out on the Boulevard, where there is only minor removal of select plants that aren't suitable for this climate. Fortunately, they declined over the years. Their life expectancy is ending. A lot of plants along the Boulevard have been there since Day 1. In particular, some of the Loropetalum and even some Viburnum. We are conducting seasonal prunings flush back where we can, but at the end of the day, there are certain life expectancies.

Mr. Piersall: What is the life expectancy?

Mr. Bloodworth: Each plants life expectancy is slightly different, anywhere from 13 to 15 years.

Mr. Piersall: Do you do Xeriscaping?

Mr. Bloodworth: That is a big thing in South Florida. Those are plant selections that typically need zero maintenance. They are not presentable in focal areas.

Mr. Bishop: I just wanted to point out on the left side of the entry, this is a perfect example of hedge upon hedge upon hedge. The lighter green that is L-shaped, is a Variegated Ligustrum, which is trimmed as a hedge and then above it is a Schilling Hedge. Most of those are beyond their life expectancy. If you look at it closer, there are spots where there are no leaves. Then above it is

Ligustrum – hedge and hedge and hedge. If you look at the proposal for that same area, you still have a Ligustrum in the back, but it is still more of a natural look of plant material.

Mr. Bloodworth: We will still have a tiering effect. Different materials with rocks and boulders and different types of plant material Moving forward to the back section of Roanoke, once again, we removed the trellises, but we are still retaining plant material to frame and bring light to the area. There is a fence and our goal is to maintain shrubs more aggressively and lower than the specific plant likes. There is a Variegated Ligustrum behind the fence. It is declined and void in areas. Are there any questions in particular about this section? Cameron’s Run east has newer plant material such as Japanese Blueberry with some of the older plant material. Here is a completely new concept. We recommend a bottlebrush that is unique that offers color year-round. It is nowhere else on the property. It requires minimal maintenance.

Mr. Snell: Back up the slide there – I see your plan make the sky bluer too.

Mr. Bloodworth: One very interesting thing is we do not know why, but when the property was first developed, they actually installed a variety of Oak trees. These are not all the same Oak trees along the Boulevard. One thing that we want to do is selectively remove them, in particular, ones that do not look as pleasing year round. The other idea is over the last couple of months, remove trees that block the Boulevard and side streets and replace with low ground cover to provide visibility for traffic. As I mentioned before, we have landscaping that is doing very well and landscaping that has reached its life expectancy. We are looking at Cameron’s Run. In particular, ones that reached its life expectancy are the Loropetalum. We are looking to replace them. Once again, we are bringing in additional color and plant material, additional them and flow, while retaining the healthy plant material. That’s it for right now. I can open it to the Board if you have any questions or comments.

Mr. Snell: Other areas? Village Green?

Mr. Bloodworth: All of the areas are ready to start work on them. One of the items for discussion for the Master Plan is we need to have a target that we can shoot for There have been times when we met between ourselves to discussion about plant material selections. Without having that particular selection, that palette was somewhat agreed upon. It is challenging for us. So, at this particular meeting, we are looking to get insight and direction from the Board on the path you would like us to pursue.

Mr. Snell: Bill, do you have any comments?

Mr. Bishop: As Jake said, this is kind of preliminary before they do the whole thing in case the Board didn't like it. So, if this is the look that all of you are happy with, then we can pull the trigger. And, bear in mind that based on the cost, we are going to have to select some areas to start the project. What I'm getting to, is this the look that all of you are happy with or should we consider something else?

Mr. Craddock: I thought it was very nice Bill in my opinion. Do you have any preliminary costs? For the entrance?

Mr. Bloodworth: It depends on the location. Some areas need extensive rehabilitation, but others need minimal maintenance. Because of the varying aspects, it's impossible to get a set number.

Mr. Bishop: As an example, if we have an area where there are existing plant beds, but no plants or there might be a Viburnum Hedge. That is one cost to fill in plants, but in another area, we are pulling out a lot of dead plants and then replacing them. That would be almost double the cost because of the cost to pull stuff out.

Mr. Snell: Can we cut to the quick? I have done a lot of Master Plans and your approach in my opinion is the right way to do it so you don't spend time on something we are never going to agree with. Bill's involvement is absolutely key there. But without doing the Master Plan we are not going to have the total costs or be able to plan for it. Until we get enough information to know what the plan will be we should not vote on approving a plan and cost without knowing how it is going to lay out and be spent over time because we cannot do it all at one. So, we need to work on this phase so Jake is not spending money and wasting time. As a consulting engineer I worked with my clients all the way through.

Mr. Piersall: Is it possible to do it piece meal? Jake, could you give us a price and bring that back? Maybe we can start at the front. There may be other areas that are a more urgent need, but the front is the problem.

Mr. Craddock: That is the first thing you see.

Mr. Piersall: Exactly. So that being said, could you possibly do that, Jake? I like what you showed and I commend your presentation today. It was very professional.

Mr. Snell: I think you did a better job than Chris would have done – tell him that.

Mr. Piersall: Kudos to you.

Mr. Bloodworth: We appreciate that. We can move forward with a proposal for the entry area. That being said, the District is spending money on a Master Plan and I would like us to focus on the Master Plan, but throughout that process, we can still move forward on modifications. The purpose of today's presentation was so we could seek direction. Once we have that plan, I can take the next step in completing the process of the Master Plan, all the while still making the decision to make a proposal at the Board's discretion.

Mr. Piersall: Is there a number, I don't want to say square footage, but if you look at the Master Plan throughout the community, will the front entrance be 18% of the total project? Is there a number, a ballpark figure, something that we can digest? I was just curious of the number area-wise,

Mr. Bishop: What we need is direction on whether the Board is happy with this concept and then we will go forward.

Mr. Piersall: I like what you presented. I think maintenance is important and having the understanding that you don't want to have 28-foot trees. Maintenance is a big part of it moving forward.

Mr. Snell: There are two points of view here on what Roy has asked. One is that if we agree with this concept and he moves on and the Board says, "*Let's go ahead and do the front entrance,*" we are committed to the concept pretty much because if we change it and don't at some point finish it down the line we've got no better than we are now. So, recognize, in my opinion, it ties us in. Secondly, I can't think of any reason, if we like this concept and a Supervisor wants it done right now and moves to do that and it is passed by the Board, there is nothing to prevent that, in my opinion. Bill, would you weigh in on that?

Mr. Bishop: Well, I think we need to discuss what the priorities are. I'm not sure that the front entrance is the priority. Money was spent on that in the last three years and it looks a lot better than our Boulevard does right now. I would like to see some of these empty plant beds with some landscaping. In my opinion, that's the priority. Some of this old plant material that is voided looks horrible. So, I think we need to really think about what the priorities are as far as where monies need to be spent first.

Mr. Snell: I don't think you can do that until completing the Master Plan that's the priority and not starting down the road until we know what the entire picture looks like, because that is the

purpose of the plan. We have to plan for it. It doesn't mean you don't have changes which we are free to do. Jim, did you want to comment?

Mr. Piersall: I think it's a good plan. I like what I see. I would defer to the professionals. He has an eye for this that I don't have. It's like going to an art gallery. You are the one that does this day in and day out. I think it's a good look. I personally think that we should start at the front. The reason is that residents will understand what they are getting. Otherwise they will say why did they start on that street? I think we should start at the front and then move on through the community. Then the community could grasp it because as a part of this, you have to sell it to the residents. After you start at the front, then you move to other areas.

Mr. Snell: That's an approach. I have a different approach. I want them to start with the ugliest place first.

Mr. Bishop: Again, that's putting the cart before the horse.

Mr. Snell: Exactly.

Mr. Piersall: When I think about visibility, I want residents to look at it first because there are a lot of areas in this community that I don't drive through and I don't see. There are a lot of people that are coming out the back gate that have no idea what goes on at the front gate. They really don't.

Mr. Snell: Okay, can we move on. Claire, do you have any comment?

Ms. Murphy: As much as I would like to see the front gate done first, I think there are other areas that need more attention.

Mr. Craddock: I concur. That is exactly the right approach. The front entrance doesn't look bad at all. We have spent money there in the last three years.

Mr. Snell: It's late. We can talk about this all night.

Mr. Bishop: Do we have consensus?

Mr. Snell: Do we need a motion?

Ms. Adams: We can take consensus. There is Board direction to approve the concept.

Mr. Snell: So, no one disagrees with this concept. To me, that says you have consensus. Let's move on.

## **SEVENTH ORDER OF BUSINESS**

## **Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

**Audience Comments**

None.

**Supervisor Requests**

Mr. Snell: We have only one person in the audience.

Mr. Bishop: The only item that I wanted to piggyback on was the comments that were made earlier about the movies. I don't see any reason not to schedule Saturdays if he wants to do it.

Mr. Snell: My position is we have a Netflix account so it doesn't cost us anything if we show a movie. So, schedule the movies. Let people know in the *Ridge Line* and an e-blast that if a movie doesn't show, it's because no volunteers showed up it is not anybody else's fault and they shouldn't blame Kelly. They should not blame Kelly. That is not right.

Mr. Bishop: On another topic, according to the Check Register, we spent \$998 for a roof repair. Right now, I understand there a tarp on the theater roof.

Ms. Roslin-Grimes: Correct.

Mr. Bishop: Is that on the shingle or the flat part of the roof?

Ms. Roslin-Grimes: It's on the shingle part. The theater is actually built kind of strange. There is a wall and then another wall with a space between it. The roof repair is on the space that is part of those two walls. We do have two quotes that will be addressed at a later time. I don't know the cost at this time.

Mr. Bishop: I would like for the Board to look at it. Earlier in the year, we spent \$2,500 and \$1,500 repairing these roofs. I would like for us to get bids to replace the entire roof of the Social Center. My idea is instead of spending money on these roof repairs, we need to start replacing it.

Ms. Roslin-Grimes: I just want to make you aware that there is a roof concern on Fairfax Hall as well. Would you like for us to get a roof replacement quote for Fairfax Hall and for the social hall?

Mr. Snell: I don't think we can make an informed decision unless we have all of the information. I am requesting Fairfax. Is there any other building that needs to look at right now?

Mr. Craddock: Fairfax Hall has been a real problem in the last two years. Is there any other roof that needs to be looked at right now?

Mr. Bishop: Roy, I would like to see two separate quotes.

Mr. Craddock: We definitely need two separate prices and three quotes.

Ms. Adams: All of the roofs are the original roofs. So, replacing it will be fairly imminent regardless of if any repairs are done.

Mr. Piersall: What is the life expectancy of a commercial roof? A good residential roof could last 25 to 30 years.

Ms. Roslin-Grimes: Of the repair quotes, they estimate the life expectancy remaining on that roof is between one and three years. I can also tell you that the shingles currently installed on all of our buildings are no longer manufactured, so a replacement would have to include a new type of shingle. I don't know the life expectancy of a commercial roof, but the estimate is only between one and three years on both this building and the theater at this time.

Mr. Craddock: A shingle roof is going to last down here 15, or maybe 16 or 17 years. We are there. Why don't we get an estimate? Houses on my street are getting new roofs now.

Mr. Bishop: If you need a motion, I will make it.

Mr. Snell: We don't need a motion. That is just staff direction.

Ms. Adams: Staff can bring back proposals for repair and replacement at the next meeting.

Mr. Snell: Are there any other Supervisor requests? Hearing none, I will entertain a motion to adjourn.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Craddock seconded by Ms. Murphy with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman