

**MINUTES OF MEETING ARLINGTON RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Arlington Ridge Community Development District was held on Thursday, **December 16, 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:

Bill Middlemiss	Chairman
Claire Murphy	Vice Chairman
Jim Piersall	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Lindsay Whelan	District Counsel
Emily Roslin-Grimes	GMS Community Director
Jasmine Angeles	GMS Resident Services Coordinator
Kelly St. Cyr	GMS Activities & Communications Director
Justin Fox	Indigo Golf Partners
Dan Zimmer	Troon Golf
Residents (Present and on Zoom)	

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Adams called the meeting to order at 2:00 p.m. and called the roll. A quorum was present.

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

The Pledge of Allegiance was recited.

Ms. Murphy: Tricia If I could before we start, I have a few comments that I would like to make. I am still very upset at the situation that we are in at this point and I would just like to share my thoughts on the recent resignations that happened on our Board and with our management staff. In the past several weeks, Supervisor Piersall made two public verbal attacks on another Board Member during a Board meeting which resulted in his resignation. Mr. Piersall's verbal attacks on our management staff on several occasions at public Board Meetings, added to an increasingly hostile environment in which the staff found it increasingly difficult in which to work. This resulted in the resignation of our management company and we now find ourselves in a position to find a new management company before the end of January. The snowball effect of Mr. Piersall's actions then led to the resignation of the Chairman of the Board and our engineering company, who was also called out publicly at the last meeting. We've lost two Board Members, a management company that has dedicated more than five years of excellent service to this community and an

engineering company. We may also have vendors that we'll no longer provide services to this community and will no longer bid on project work because of Mr. Piersall's actions. We are now basically selecting two new Board Members, management company and an engineering company to keep in compliance with the Chapter 190 laws that govern our community, in part due to the actions of one Board Member. Mr. Piersall, because of your actions over the last couple of meetings, I strongly suggest that you consider resigning from this Board. We need Board Members who will be civil to each other, our management staff and vendors. We're in a very difficult position and this community needs Board Members who will conduct themselves in a professional and appropriate manner and are respectful to each other, respectful to staff and respectful to residents. I think I'm going to leave it at that.

THIRD ORDER OF BUSINESS

Public Comment Period

Ms. Adams: Alright. The next item on the agenda is the public comment period. This Board adopted policies that govern public comments. We do ask that any resident who would like to make a public comment to please come up to the podium. This meeting is being recorded. State your name and your address for the record. We also ask the speakers to limit their remarks to three minutes. We will open up the floor for comments first here in the Ballroom and we also have some members of the public who are attending via Zoom. So, we will also be taking Zoom comments. This first public comment period is generally considered for items that are on the agenda. However, if you have an item that you would like to bring up that is not on the agenda, there's an opportunity to do so. So, are there any members of the public who would like to make a comment?

Resident (Michael Citro, Lot 212): I agree with Ms. Murphy.

Resident (Jerry Weber, White Plains Way): I request that the Board to review the RV Storage Policy. I was put on the list and I received a lot in April of this year, but I was told this fall that I had to move my motorcycle trailer as it wasn't listed as an item on the approved RV Policy, I guess. To me, a motorcycle is a recreational vehicle. If a boat is a recreational vehicle and a camping trailer is a recreational vehicle, then I think a motorcycle is a recreational vehicle. I think that the storage lot should include motorcycle trailers. In all of the neighborhoods that I've looked around when driving this area, they all have motorcycle trailers in their storage lots. So, I would just request that the Board to review that policy and see if we can change that.

Ms. Adams: Are there any other members of the public who would like to make a comment?

Resident (James Hilton, Lot 358): I have got two questions that hopefully you can answer here or let me know how I can find out the information. The first one is, what's the approximate amount left on the bonds? The second one is how many months or years are left to pay off the bonds?

Ms. Adams: Board Members, this is generally not a question-and-answer period. This is really a time for members of the public to make a statement to the Board, but staff will follow up with this gentleman outside of the meeting and make sure his questions have been answered.

James Hilton: Thank you.

Resident (Roy Craddock, Lot 48): I am the ex-Vice Chairman as of a month ago. Claire, thank you for your comments. I appreciate that. I wish we were in a better situation than we are now. You know why I left. There is a reason why I left. Actually, I would be willing to withdraw my resignation and come back and fill out that last term for next year, if the Board should so desire, if Mr. Piersall steps down. If that doesn't come to pass, I do have something that I would like to speak to the Board about. I come before you today at a time when our community is in dire need, but we all know that. We have recently lost two members of our CDD Board through resignation, our management company has terminated their contract at the end of next month. Our Engineering Consultant, Keith Riddle, has terminated his contract with Arlington Ridge. To put it in plain terms, we are in a world of turmoil. What this Board must do is address the difficult position that they have been given. This Board is in the unenviable position of having to deal with these difficult decisions and how to essentially save our community. I'm not using that word, "Save" lightly. I'm serious. Save this community. This requires leadership far beyond than what's has been required in recent times. I believe that clearly, the answer to this leadership debacle is with the election of Ms. Claire Murphy to assume the leadership role of Chairperson of the Arlington Ridge CDD Board of Supervisors. Claire is a senior member of the current Board and is well versed in how to best lead our community. Claire is a level-headed professional and her background in accounting is what this Board requires with a firm understanding of the community's financials and how to plan for the future. In summary, I ask this Board to choose Claire as your Chairperson. Choose Claire as the best candidate to lead this community forward. Thank you.

Ms. Adams: If there's anyone on Zoom who would like to make a public comment, please raise your hand and indicate your wish to speak or enable controls to allow audio. I'm seeing none, but an audience member would like to speak.

Resident (Jack Davis, Lot 731): I attended the last meeting because I was concerned about the bond. I really didn't want to go to the bond. It would have cost 81% of us a lot of money. It was clear to me and clear to the people that were here that day that this Board was going to approve the bond. The people in the audience were not in favor of it and it wasn't until Mr. Jim Piersall spoke up and turned things around. Claire, you mentioned that it was difficult to change the

position because we had already gone a long way down the road, but I would like to thank Jim for that. I'm not trying to excuse what happened with Roy or anything like that, but Jim is the reason why we don't have the bond. I think we all appreciate that. I do. Thanks, Jim.

Ms. Adams: Are there any other members of the public who would like to make a comment?
Seeing none,

FOURTH ORDER OF BUSINESS Organizational Matters

A. Consideration of Resolution 2022-10 Electing Officers

B. Acceptance of Resignation of Terry Snell

C. Acceptance of Resignation of Roy Craddock

Ms. Adams: There are some organizational matters to take care of and we have a few things that are laid out in the agenda. Ultimately, Board members will have a lot of discretion regarding approaching certain matters in terms of the composition of the Board. One thing to consider at this point the resignation from the Chairman as well as the Vice Chairman. The Election of Officers is something that this Board will need to consider, appointing a Chairman as well as a Vice Chairman. Typically, the other Board Members serve as Assistant Secretaries. We do have staff who serve as Assistant Secretaries in order to attest the Chairman's signature, and also Treasurer and Assistant Treasurer. Right now, the focus is on the consideration of Chairman and Vice Chairman for this Board. Some Boards like to consider a slate of officers, nominating a Chairman and a Vice Chairman. Some Boards like to take the officers one at a time. What is the pleasure of this Board?

Ms. Murphy: I'm not sure if want to do this now or if we want to go ahead with the process of seating the two additional members so that we have a full Board to actually discuss the slate of officers. I don't have a preference either way. I think if we do it now, once we seat the two members, we may want to have another slate of officers at that time.

Ms. Adams: Board Members, before we continue on with the discussion regarding appointments to the Board, I just want to make sure that the Board understands all of your options. This Board can function as a three-member Board and wait until the General Election for those two seats to be filled or this Board can make appointments to those seats. This Board is not bound by the procedures that the previous Board has taken, meaning in the past for the more recent appointments, this Board has solicited for resumes and letters of interests, has put out information regarding being a qualified elector and then interacted with each candidate. That was the process the previous Board chose. This Board can certainly do that same process, but you're not bound by that. So, I just wanted to make sure that you understand all of your options. District Counsel is here this afternoon. You're correct, if there are appointments to the Board, there's typically an

Election of Officers. Alternatively, new Board Members can be appointed as Assistant Secretaries.

Ms. Murphy: I have one question, which kind of goes hand in hand with this. It's about seating the two members. Once we decide on the interview process and go through and try and decide which residents we would like to choose, is it possible for us three members to have an executive session for five or ten minutes?

Ms. Adams: No. I'm so sorry. I'm sure that District Counsel will opine on this further, but there's a lot of restrictions with the Sunshine Laws. The only time that you can go into private session or closed session is for security matters or with active litigation. I think District Counsel may have some comments as well.

Mr. Middlemiss: Well, before we seek the two members, we have to address the issue of the two resignations and either accept or not accept them. So, I think we should probably move on with that. I know it's just a formality, but I think we should go on the record on that and accept those resignations of Mr. Terry Snell and Mr. Roy Craddock.

Ms. Adams: Board Members included in your agenda packet is under Tab Bis the letter from Mr. Terry Snell. Then under Tab C is the letter from Mr. Roy Craddock. So, by motion would the Board like to take these as a slate and accept both resignations from the Chairman and Vice Chairman as one motion.

Mr. Middlemiss: I see no reason why we couldn't make that as a motion.

Mr. Middlemiss MOVED to accept the resignations of Terry Snell and Roy Craddock, and Ms. Murphy seconded the motion.

Ms. Adams: Is there any further discussion?

On VOICE VOTE with all in favor the resignations of Terry Snell and Roy Craddock were accepted.

Ms. Adams: Board Members, in an effort to be proactive, there was some information that went out to residents to advise residents that there were currently two vacancies on the Board of Supervisors. As a result of that, we did receive several resumes, which have been included in the agenda packet. Subsequent to the publication of the agenda packet, we received communications from Mr. Ron Worrich who has just asked that the Board and staff withdraw his resume from consideration to be appointed to the Board. In addition to that, one thing that was not on the information that went out to the residents was the few things that are required to be a qualified elector. So, we do want to make sure that anyone who is considering being appointed to the Board

of Supervisors, they do need to be a registered voter, a resident of the Arlington Ridge (AR) CDD and the State of Florida and over 18 years old. So that age qualification, I think they are aware of it, but we do need to make sure that they are registered to vote and live in Arlington Ridge.

Mr. Middlemiss: So, Claire, do you have any preferences on the procedures that we would follow? In the past we sat and listened to ten resumes.

Ms. Murphy: I narrowed it down to my top four and I would like to see if you and Jim have done the same thing and limit our interviews to those that are at the top of our list. I really don't see a need to interview all 10, if we have an agreement on who our top 2, 3, or 4 or even 5 might be. It will streamline the process a little bit. Similar, to any company that's interviewing, if they get 100 applications, they don't interview 100 people.

Mr. Middlemiss: Correct.

Ms. Murphy: They choose the top few and then start there. Then they whittle their way down to the maybes. Then usually before that, they find something they want to accept. So, I would really like to follow that procedure to see who our top 3 and 4 are and see if we can come to an agreement with that.

Mr. Piersall: I can concur with that. I was thinking along the lines that we would appoint a Chairman and Vice Chairman. I was going to nominate Mr. Middlemiss for Chairman, and you for Vice Chairman. I obviously don't have the demeanor for that. I'm more of a foot soldier than a platoon leader and I admitted that publicly. When we interviewed candidates in October, I sat here and acknowledged the commitment that some of these residents have that I lack. I've been always about accountability and I come across sometimes pretty hard. And I'm sorry for that, but that's just where I came from and how I was raised. I've always been about accountability. Everything in my life has been about accountability. I sit here today and anything I've ever done, I'm accountable for. I am in agreement. I have three or four top candidates and I have spent time with many of those that reached out to me wanting to meet with me. I spent hours with several residents individually. Others that did not reach out to me, I did not reach out to them because I thought that wouldn't be right. If I had reached out to people that I didn't get a chance to talk to, it would look like a jaded process. So, anyone that reached out to me, I opened up and sat with them. I think it would be important that we get a Chair and Vice Chair. Claire I would like very much for you to take on that responsibility. I think Mr. Bill Middlemiss with his career as the Fire Chief and running that budget for the City of Lexington, Massachusetts, and all his years and the 79 guys he had under him is a good fit for this. I don't mean that disrespectfully towards you. If you go back to

when I was seated in November of 2020, it was you that I asked to be seated because I thought at that time with the Board that was enforced, you with your organizational skills were the best fit at that moment. Okay? If you recall, it was then that we seated Terry, but I wanted you at that point. But now at this moment and this time, I think Bill has the credentials, the capability, the foresight and the level headedness to straighten things out here. I look at this as an opportunity in many ways. But I will concur with your comment about picking your top 3 or 4 candidates, but I would like to elect the Chairman and Vice Chairman. I think that will help the scope of the meetings. Another thing I would like to see at that this meeting is to continue this meeting and not adjourn and get through this Old Testament of an agenda because there's probably 400 pages. If we can continue on, we can get through this before it's actually the new year. Thank you.

Ms. Murphy: I guess if you want to do that Jim, you will have to put that in the form of a motion.

Mr. Piersall MOVED to elect Bill Middlemiss as Chairman and Claire Murphy as Vice Chairperson and Ms. Murphy seconded the motion.

Ms. Adams: Is there any further discussion on this matter? Hearing none,

On VOICE VOTE with all in favor electing Bill Middlemiss as Chairman and Claire Murphy as Vice Chairperson was approved.

D. Discussion of Resumes and Letters of Interest
E. Discussion of Individual to Fulfill the Board Vacancies

Ms. Adams: Would the Board like to consider the resumes and letters of interest that were submitted in the agenda packet?

Mr. Middlemiss: I've remained quiet here being the new person on the block. I just want to thank Claire and Jim for their attentiveness in what we're doing here. I think Claire's ideas about discussing three or four individuals is probably the best way to streamline our process and go forward here. Is there any other discussion on that?

Ms. Murphy: Other than that process.

Mr. Piersall: Alright. Do we want to discuss it and seek new Board Members today?

Ms. Murphy: The only thing we could do, if you wanted to, is we can do the interview process today and then take it home, look it over, bring it back and do the seating at the next meeting. It will give us a chance to really think about what was said instead of making a major reaction in 15 minutes as to who we would like to seat.

Mr. Middlemiss: We could do that. Could we continue the meeting to sometime later this month?

Ms. Adams: Yes. As long as we have a quorum of three members we can continue the meeting.

Mr. Middlemiss: Then that way when we resume our meetings next month with dealing with the process of the new management company, at least then we have already seated the Board.

Ms. Murphy: The only caveat on that is that I would strongly encourage all Board Members not to contact these people in between this meeting today and the next meeting.

Mr. Middlemiss: Absolutely.

Ms. Murphy: So that we can think about it on our own and then come up with additional questions that we can ask them in front of the residents at that time and not have personal interviews in between this meeting and the next meeting.

Mr. Piersall: I think that's a very good suggestion. I will say that I have spoken with every single one of these candidates and spent time with everyone. The only one that I hadn't received a call back from was Ron, but I have spoken with every single one of them.

Mr. Middlemiss: Jim, you want to start off with your top three or four if you have it?

Mr. Piersall: Well, for my top two, there was a lady that I was very interested in and unfortunately, she never ended up submitting her resume. We spoke at length for hours. I don't know if I should say her name publicly or not.

Mr. Middlemiss: There's no need to.

Mr. Piersall: She had to withdraw for personal reasons. Mr. Steve Braun is an attorney. I had lengthy discussions with him. He is not going to chime in from a legal aspect, but he's well versed. He served on the Maryland legislature. He's a good guy. He's taking care of his 95 and 92- year-old parents. Currently, his wife was hospitalized last night and yet he sits here today with us. He's a Leesburg native, grew up here. For some crazy reason he decided to come back here and retire. I'm not sure why but he did. He would be one of my top candidates and then Mr. Hoover, over on Heritage Trail. I found him to be very engaging and very informative. I have seen him at meetings. So, if you ask me my top two, that's where I would be at.

Ms. Murphy: I agree with Mr. Stephen Braun. He was definitely one of my top two. I think Mr. Ted Kostich interviewed very well the last time we went through this. I had a lengthy conversation with him as well and I would put him in the top. My last one would be Mr. Greg Hemphill. He has a lot of experience sitting on Boards and also updating a city's 10-year plan, which might be very helpful to us in the future. I think the last person that I would have on my list would be Mr. Raymond Wildhaber. He has a lot of accounting background, and it might be nice

to have another person on the Board that also has an extensive accounting background.

Mr. Middlemiss: My top ones would be Mr. Steve Braun followed by Mr. Ted Kostich and Mr. Robert Hoover, which were tied.

Mr. Piersall: Should Mr. Hoover and Mr. Kostich flip a coin?

Ms. Murphy: No, I think should probably interview the three.

Mr. Middlemiss: I think we have three that we would be interviewing. Does anybody have a suggestion for a date, time, and place? We know the place, I guess.

Ms. Murphy: I would like to ask some preliminary questions today.

Mr. Middlemiss: Absolutely.

Ms. Murphy: Then, once we get to the end of that, we can probably look at when we would want to have a follow-up.

Mr. Middlemiss: Based on this, I'd say, Mr. Steve Braun, come on down.

Mr. Braun: I am Mr. Steve Braun, Lot 793.

Mr. Middlemiss: The first question I have for you is are you a registered voter?

Mr. Braun: Yes, sir.

Mr. Middlemiss: Okay. Thank you. Claire?

Ms. Murphy: Steve, what do you see as our most critical challenge at this point? We have a lot of challenges ahead of us, with the position that we're in right now, but what do you see as our most critical?

Mr. Braun: Getting your financials in order and making sure that you differentiate between what is maintenance and what is capital improvements that should be part of the Reserve Fund. Basically, I don't agree with using reserve funds in a manner that is just common maintenance. That's what I'm saying.

Ms. Murphy: I know that two members of this Board have had same feelings. As a retired attorney, how do you feel that you can enhance the Board? What qualities do you have as a retired attorney that will really help us?

Mr. Braun: Well, the first thing I want to say is, I want to assure everybody here that just because I'm a retired attorney, I would NEVER give a legal opinion to the Board. There is only one attorney that represents the Board. That's the attorney the Board of Supervisors hire. Now, that doesn't mean that I can divorce myself from looking at things based on my experiences as an attorney. Certainly, I'm going to have questions, but I would address those questions to the District Attorney hired by the Board. I've represented Homeowners Associations (HOAs) before. I've represented Condominium Associations (CAs) in Florida. I've served on HOAs in Florida. I served

on the Board of CAs in Florida. I think I understand the role that someone representing a community plays and the need for a Board to act in the interest of the entire community.

Ms. Murphy: I'm sure that yes is the answer, but I'm going to ask this last question anyway. Are you familiar with Florida Chapter 190?

Mr. Braun: I've read it three or four times in the last week. So, yes, I am familiar with it.

Ms. Murphy: Jim?

Mr. Piersall: Getting back to the financial status that we're currently in, the bond did not go through. The bond was supposedly going to put project funds into capital reserve for us. Are you able to look residents in the eye and tell them what's the hardest thing is that they don't want to hear, which is it costs money and that next year coming around tax time, there's got to be an assessment, we cannot run on empty?

Mr. Braun: As I said, I'm willing to make whatever decisions I believe are in the best interests of the entire community. It's hard for me to stand here today and say what I would or would not do it in the future. Because as I said in my resume, the first thing you do is you listen and you listen carefully. The second thing you do, is you investigate. You do your homework. You look at the facts. The third thing you do, is you look at all the options, not just one option, all of the options. Then you exercise the best judgment and what is best for the community. So, all I can say is that's what I do.

Mr. Piersall: Good answer. Go ahead, Bill.

Mr. Middlemiss: Steve, when we sat down had our chat, it was impromptu as a matter of fact, if I remember right. We sat over here and we just spoke one-on-one. There were a lot of interesting things that you brought up concerning you've done research on the properties here. You've done research on the potential sale of our Sales Office. Not our Sales Office, but the Sales Office. Was there anything that struck you in all of that research that you did that you know that we may not know?

Mr. Braun: I spoke with the three of you and I was told that the Sales Office was not part of the Planned Unit Development (PUD). When you have a PUD, you have an Ordinance that sets out what's permitted and not permitted in the PUD. I was perplexed a little bit why we would have a parcel of property right in the center of the PUD if it was not part of the PUD. I did some research on that in the form of talking to a planner at the City of Leesburg and they seem to have a lot of questions about whether it is subject to the PUD Ordinance or not because it's located within the PUD. I have not seen the plat to know whether it was taken out of the PUD, but if it was taken out of the PUD, my understanding is it has to be specifically set forth in the plat. So, I've just did some

preliminary research because it struck me as odd that you could have a parcel of property so prominent to the Town Center that may or may not be subject to the PUD requirements.

Mr. Middlemiss: Thank you. I actually asked that question because it just showed that you took the initiative to go out and do something that we ourselves hadn't done and that's important. I think we want somebody that's going to take initiative on the Board. I don't have any other questions.

Mr. Braun: I would say to the District Attorney, the City Planner seems to be somewhat perplexed about this issue. I was told they were going to seek an opinion from the City Attorney, but unfortunately, he died of a heart attack the week before they could do that. So, they are kind of lost. I guess they're waiting for a new City Attorney.

Mr. Middlemiss: Thank you. I don't have any more questions. Thanks.

Mr. Braun: Thank you.

Mr. Middlemiss: Mr. Robert Hoover, come on down.

Mr. Hoover: Hi everybody, I'm Mr. Robert Hoover.

Mr. Middlemiss: Claire?

Ms. Murphy: I did not have an opportunity to speak with you before today. I spoke with the others, but I didn't have the opportunity to speak with you. I guess the first thing I want to ask is can you tell us how your experiences would best serve our community? You have a long and really exciting career starting at the very bottom and ending at the very top. Your resume is very, very impressive. What are the experiences that you have learned along the way that would best serve our Board and our community?

Mr. Hoover: I'm not a politician. I looked it up in the dictionary before I came here. I pretty much had the fortune to work from reading meters for an electric company and ending up as senior management. From there I've gone into the corporate world. For those that know PricewaterhouseCoopers (PwC), I was a Senior Director for them. I've gone into companies with trouble and basically given them ways to fix it. I am not an accountant, but I have a very robust financial understanding and experience. I've put together budgets over a billion dollars. I've led teams and worked with teams into the historical analysis, restructuring what capital and operation and maintenance (O&M) is. So, I've got the financing down. It's not that much fun building something. I have a good understanding of contracts. In Vermont, basically we had a \$1.25 billion project that people said couldn't be done. The way that we got it done, besides a lot of hard work and talented people, is our contracts were written really well. Safety motivates people, but a contractor is motivated by money. If you don't give them any back doors, they really want to get it done on time. Basically, we were looking at the State of Vermont going into rolling brownouts

if we weren't done by specific time. So, with contracts, I can immerse myself in them. It is important on how they are written and it has to be fair to both parties. I'll say this, it's a non-tangible, but today it seems tangible in this room. I've worked at numerous places. As a matter of fact, when I worked for Exelon, a utility business up north, I was put in a role of the person that would go into different districts, ranging in between 500 to 2,000 people that were having problems. They were having problems with productivity, efficiency, but mainly with morale, conflicts and conflict management. I've taken numerous instructions on how to work in hostile and change a hostile environment. Unfortunately, every time I got them performing good, they put me in the next one. So, for the last 10 years, I never really got to work in a nice environment, but I did a lot of good for the company. I'm a good communicator. I think I can get away without pontificating, but I get to the point quickly, depending on what's appropriate. I know I'm supposed to be talking to the Board, I apologize, but I would like to work for these people. Basically, I've done everything that I can imagine with the exception of the campaign.

Ms. Murphy: Are you familiar with Chapter 190?

Mr. Hoover: I have been through it one and a half times. I don't see how you all get anything done.

Ms. Murphy: Jim?

Mr. Piersall: Thank you. Your accounting and financial background goes along way. On a Board like this, 85% if not more of everything we deal with is about money. How do we get it? How do we spend it? Who do we give it to? Who's entitled to it? What do you see currently as our greatest need in this time of calamity and where we are? Do you look at this as maybe like a fresh start in many ways?

Mr. Hoover: I look at it as a fresh start with a big bonfire underneath your feet. I agree with the fact as far as the accounting, what is capital, what is an expense, O&M. That's the backbone of your spending. You want to be clear in what monies are intended for. Looking forward, I put together 15-year strategies as far as what needs to be done over a 15-year period. One thing that is guaranteed is it's wrong, but it's better than nothing. A match in a dark room is better than walking without any light. Part of that is a prioritization model. I talked to several Board Members about how we prioritize things here. That is just so critical. These things all put together will create your ability to not only create but to forecast, to identify maybe where we can save some money and basically get your bang for the buck out of what you need. My philosophy has always been no surprises. You can have jobs and go south. You always do, but bad news early is always the key. If you have a game plan, such as your budget written down, no offense to what I see in this meeting

or what I see for a budget, it doesn't tell me anything. But what I would need is in your position, would be something that I can look at and actually tell what's being spent, how much has been spent, how much is left to spend, and where we're headed, not to mention those unforeseen expenses that do come up. As a Project Manager, I hate them, but they are a part of life. You can call it an emergency fund. You could call it a Contingency Fund. That's an important thing to have. Our total revenue here for Arlington Ridge, we will just say from the residents, is well over \$1 million. Is that correct? I'm not trying to put anybody on the spot.

Mr. Piersall: I think \$1.78 million is the budget for this fiscal year well. We are in our fiscal year now starting October 1st.

Mr. Hoover: It's, excuse the phrase, not that much money, but that just makes it all the more important to know where every dollar is and where it's going. Anyway, I would like to take a really good look at how you do things financially.

Mr. Piersall: Thank you. I give you a lot of credit for being willing to jump into this fire.

Mr. Middlemiss: Bob, are you registered to vote?

Mr. Hoover: Yes, sir. Since I was 18. Mr. Middlemiss: In Lake County?

Mr. Hoover: Since I was 62.

Mr. Middlemiss: Okay. Who is the Board's most valuable or important stakeholder in your mind?

Mr. Hoover: The residents of Arlington Ridge including myself.

Mr. Middlemiss: I'm done. Thank you.

Mr. Hoover: Thank you.

Mr. Middlemiss: Mr. Ted Kostich. You had the longest resume.

Mr. Kostich: I'll be brief. Thank you. Mr. Ted Kostich, Lot 604, Heritage Trail. Yes, I'm registered to vote.

Ms. Murphy: I love that you're familiar with Chapter 190. I think with the situation that we find ourselves in now, how do you feel that you can best contribute to the Board?

Mr. Kostich: I think my communications and leveraging the talent that's here in the community and also on the Board. The Board has a lot of skills, but after looking at those resumes like all of you did, there's a warehouse of knowledge out there in the community that's available to be tapped if we leverage their skills and communicate appropriately. As was previously mentioned, we serve the residents. So, asking them to give us their thoughts, their wisdom, their direction, I think will go a long way to assisting whatever we are offsetting in the future.

Ms. Murphy: I'll ask you the same. What do you feel is our most important challenge? We

have a lot of challenges, but what you feel is the most important?

Mr. Kostich: I said this at the previous interview and I stand by it. I believe that's communications. We sometimes are behind the power curve on communications. As I read the minutes, look at the previous meetings, in my humble opinion, the Board has made a vast majority of very correct decisions. What we may have been less successful at doing is articulating that decision and why it is the way it is for residents. The residents are very knowledgeable people and robust people and they'll understand the facts that are given to them. So, I think timely communications to the residents, succinct communications that they can digest as opposed to the more detail, that's a good read, but I don't know how many people our age read 260, 270 pages of Board minutes. I do, but that doesn't mean it's the right course of action.

Ms. Murphy: My last question is can you expand a little bit on your fiscal assessment and budget formulation that you've listed in your resume?

Mr. Kostich: First off, our budget is capped, at least the way we do a budget. Based on the assessment per homes, we capped, let's say at \$1.8 million, but I'm not sure what the priorities are that the Board establishes for that budget. I'm not sure if it's first in, first up, biggest bill first, contractual bills. So, establish the priorities and attack what was appropriate because not everything is fully enforced. There will be some things that won't get done as you folks well know because you've deferred decisions in the past due to funding. But at some point in time, if the residents and the Board understand the priorities and the priorities are published and we say, "Here is what we're going to do and why we are going to do it," then the road map is out there to guide all of those actions that you take.

Ms. Murphy: Thanks, Ted. Jim?

Mr. Piersall: Thank you, Ted. First off, whether you know it or not, you are responsible for the summation that's come out. After when you spoke last month in November, the following day or two days later, the summation of this meeting was in print. So, we credit you for that. You've already had an immediate impact not even being on the Board. I am in total agreement with you about the warehouse of knowledge within this community. A lot of these residents feel they are shut out. They talk about resident advisories and it's kind of being shut down. You have to have a CDD member, a Board Member in it and there's so much red tape it seems that gets tagged along. I think now we're on the precipice of maybe changing our attitude about that and getting a lot more resident involvement. For one thing, when we look for a new management company, the office will be open all day. There are different things residents want that residents are going to receive and residents are going to get with all of this. The communication you speak of is paramount. So,

I just thank you for being here and thank you for your military service. If it weren't for you, we wouldn't be sitting here today. I pass him on to Bill.

Mr. Middlemiss: Ted, when you and I spoke and I ask this question to everyone, but one of the things that I've said was, if you're not selected to be on the Board, what do you see is your contribution to Arlington Ridge? What do you see? What would you like to do?

Mr. Kostich: I'd like to be a volunteer for whatever the Board opts as a requirement or need to serve the Board and the residents. As we've talked yesterday, it's very, very easy to pass judgment on decisions or pass judgment on the Board or on the residents or on Facebook or anything else. But it is very difficult to come forward and offer a solution to what the potential shortcoming is. I'm a glass-half-full kind of person. I look for solutions, not to give more problems to the Board or the residents. We all have enough problems. So, for any solutions and getting out in the community, tapping that vast amount of knowledge of will and energy that's out there, you can look at all the various organizations. There's a lot of spirit in the Arlington community that I think the Board could tap into.

Mr. Middlemiss: Thank you.

Mr. Kostich: Thank you.

Mr. Middlemiss: Mr. Greg Hemphill.

Mr. Hemphill: Greg Hemphill, Lot 961.

Ms. Murphy: I guess I will start. Are you familiar with Chapter 190?

Mr. Hemphill: Yes, I have read it.

Ms. Murphy: Can you expand a little bit on your program management experience?

Mr. Hemphill: Sure. As a Program Manager, I was responsible for \$300 million for systems development and construction contracts. Most of our work was either in engineering services or systems development. I was a part of the design and function requirements for the systems. That directly matches up with the requirements here just in management and budget numbers.

Ms. Murphy: I think I'm good for now. Jim? I may go back to you.

Mr. Piersall: No, go ahead. I have his resume here. Could you go ahead, and then come back to me?

Ms. Murphy: Okay. The CDD meetings at Arlington Ridge and the Board meetings that you had in Leominster, how do you think that they differ? Have you attended a lot of CDD meetings here and how do they differ from the Board meetings you had in Leominster?

Mr. Hemphill: Most of the Board meetings I attend was private session and public session. They were very similar anywhere from five to 15 members, where we worked to develop a consensus. Each Board Member had a sub-specialty, if you will. It was their responsibility to go

out and determine the requirements and bring the feedback back to the Board.

Ms. Murphy: Okay. Bill?

Mr. Middlemiss: What type of program management? You've got a lot of program management, but specifically, do you have experience that would apply to what we're going to be doing here at Arlington Ridge?

Mr. Hemphill: It would be primarily in the budget area, especially profit-loss management. Most contracts require a minimum of three to five-year budgeting, fine tuning the language. They were pretty much firmed up to comply with the five-year budgeting.

Mr. Middlemiss: As you speak of budget and budgeting, were you involved with any municipal budgets up in Leominster?

Mr. Hemphill: No.

Mr. Middlemiss: Okay. You are a registered voter?

Mr. Hemphill: I'm a registered voter. I've voted in every election.

Mr. Middlemiss: Thank you. Jim?

Mr. Piersall: Greg, first off, thank you for your 24 years in the Navy service. With your high-tech background, what do you see we are lacking, where tech could help this community? It's like certain events, we go online for and other events, we get in line for. How could you incorporate tech to improve what's right here before us as it is now?

Mr. Hemphill: The biggest issue I see with the technology here is in the communications area. I have to look at your website. The last time you updated portions of that was in 2015. There's no single spot you can go to the site to determine what's going on in the community. The majority of residents rely on Facebook. Social media is not much of an environment to be in. I think we could do with an enhanced system here for communication information.

Mr. Piersall: Do you think that could make a pretty big difference as the systems we currently have are somewhat antiquated?

Mr. Hemphill: I do. I think that, obviously, the knowledge exists with residents as far as the bond and recent issues. There are probably 150 different views as to what is being done there. It's difficult to find documents. I find that the communication system here as far as web-based is certainly antiquated.

Mr. Piersall: Thank you.

Mr. Middlemiss: Anything further, Claire?

Ms. Murphy: No, I'm good.

Mr. Middlemiss: Thank you.

Mr. Hemphill: Thank you.

Mr. Middlemiss: So, what's the pleasure of the Board? How do you want to proceed?

Ms. Murphy: I think we need to think about this a little bit and try to pick our top 2 out of the four. I think everyone interviewed very well. Everybody has their own experiences to bring to the Board. I think we have really good candidates to choose from and I would like to see us come back as soon as we can and make a decision so we can seat a full Board.

Mr. Piersall: Can we have a continuation of this meeting, so we do not have to wait until the January meeting because we have a lot of business at hand? I think we should expedite this as quickly as we can.

Ms. Murphy: Exactly.

Mr. Piersall: Get these new members seated and get them up to speed the best that we can or they can. Do you want to chime in?

Ms. Whelan: Yeah, we can either do that or also continue the meeting. One thing that I'm going to discuss is that you all consider moving up your regular scheduled January meeting to either January 10th or 11th. We just need about 10 days in advance. I'm not sure if that changes your desire to hold a continued meeting just for the purpose of seating the Board Members or do you want to wait until the now early January meeting. Obviously, it's the decision of the Board.

Ms. Murphy: I think if we wait until January 10th to seat the Board, they will not have had the opportunity to see any responses we get to the Request for Proposals (RFP) process. It's very difficult to get the RFPs in front of you in two minutes and try to make heads and tails with them. So, I would really love to see us seat the Board prior to January 10th, so that the new Board Members can also have an opportunity to review the RFPs prior to the meeting.

Mr. Middlemiss: Jim?

Mr. Piersall: I would definitely go along with that. I think the sooner the better. Do we have any idea how many RFPs we can be expecting?

Ms. Whelan: No. I have reached out to District management companies just to let them know given the holiday and the short amount of time that the RFP is forthcoming. So, we have a list together. Today, we'll move forward with the RFP and the form that you suggested, so that I can text back to the office to release the RFP and get it off to you guys just to give you another 24 to 48 hours to allow them to respond, but at this time, we don't know for sure how people will respond.

Mr. Piersall: Have you gotten any sense of interests and no interests?

Ms. Whelan: It's been a mixed bag. We will take a look at the scope. Obviously, you guys have had District management companies in here before. GMS has been here. Rizzetta was here

previously as was Wrathell. So, you have a number of District management companies that already worked with the District previously. So, it's been a mixed bag. Some of them are interested in submitting proposals.

Mr. Middlemiss: Claire, do you have any suggestions on when we would like to proceed?

Ms. Murphy: I can do this as early as next week and get it done before Christmas.

Mr. Piersall: Are you available the 22nd or the 23rd?

Ms. Adams: Would the Board like to entertain the consideration of December 20th or 21st. I'm available the 21st in the afternoon. Lindsay, I don't know what your schedule is.

Mr. Middlemiss: The 21st is not going to be good for me. The 20th would be fine.

Ms. Adams: I have a 10:00 a.m. meeting that I can reschedule. The ballroom is available until 6:15 PM.

Mr. Middlemiss: I don't expect that we will be here until 6:15 PM.

Mr. Middlemiss: Jim?

Mr. Piersall: Yes, I'm available on December 20th.

Mr. Middlemiss: Claire?

Ms. Murphy: I'm good on Monday.

Mr. Middlemiss: At what time? Why don't we say 1:00 p.m. and we can get out of here?

Ms. Adams: It's up to the Board.

Mr. Middlemiss: If we start it earlier can we get more business done? Can we get through? I know we're not going to be able to get through a vast majority of this.

Ms. Adams: I think we can accomplish a lot today.

Mr. Middlemiss: So, we'll say the 20th at 1:00 p.m.

Ms. Whelan: This is also something that could wait until the end meeting to see how much we accomplish and then set the meeting time then. Instead of a motion to adjourn, we will have a motion to continue to the date and time on the record. So, if it makes sense to other Board Members, perhaps we hold on selecting the time until we get through the agenda and see how much we can accomplish today.

Mr. Middlemiss: Is everybody in agreement?

Ms. Murphy: Yes.

Mr. Piersall: Yes.

FOURTH ORDER OF BUSINESS

Business Items

A. Acceptance of Resignation of Governmental Management Services - Central Florida

Mr. Middlemiss: The next item is accepting the resignation of GMS of Central Florida.

Ms. Murphy MOVED to accept the resignation of Governmental Management Services effective December 1, 2021, and fully effective January 31, 2022, and Mr. Piersall seconded the motion.

Ms. Adams: Is there any further discussion?

Ms. Murphy: I would like to thank GMS and all of the staff for their years of service to our community. They sit in a very precarious position where a lot of residents are happy with what's going on and they hear very little of when residents are unhappy about something. That goes to the GMS office. That is the first place it goes. So, I would like to thank them for their years of service to us and everything that they've done to keep us on the straight and narrow and being a part of this community that is a great community to live in. So, thank you to all of you.

Mr. Middlemiss: I'd like to second that. In addition, I was negligent earlier on and didn't thank Terry and Roy for their time on the Board for giving their blood, sweat and tears over the years.

On VOICE VOTE with all in favor the resignation of Governmental Management Services effective December 1, 2021, and fully effective January 31, 2022, was approved.

B. Acceptance of Resignation of District Engineer

Mr. Middlemiss: The next item is the acceptance of the resignation of the District Engineer.

Ms. Murphy MOVED to accept the resignation of the District Engineer and Mr. Piersall seconded the motion.

Mr. Middlemiss: Is there any discussion? Hearing none,

On VOICE VOTE with all in favor the resignation of the District Engineer was accepted.

C. Requests for Proposals for District Management, Amenity Management, Field Management, Maintenance Services and Dissemination Agent Services

Mr. Middlemiss: Item C is the RFP for District management, amenity management, field management, maintenance services and dissemination agents.

Ms. Whelan: Included in your agenda package is the form of the RFP for the services that Supervisor Middlemiss just referenced. To be proactive, we started putting that together. Again, like I said earlier, I contacted District management and amenity management companies to let them know that this week we would have an RFP on the street. The way that we structured the RFP was to set it up where a company could pay for all of the services or just one or more services. It's very likely that from some companies, you will see pricing for all services or a pricing adjustment for just amenity management or just District management. We felt that was the best

way to provide flexibility to encourage member responses. But obviously to the extent that you want to limit responses to just one company to provide all responses, we can certainly make that a requirement.

Ms. Murphy: Lindsay, in your experience, if somebody submits for all of the sections and then we decide to go with just the overall supervision or management, what's your experience as far as them saying, *"Well, we'd rather not, if we can't do it all, we don't want to do any of them."*

Ms. Whelan: I have not had that happen, but my next question is going to be in regard to presentations, whether you're going to require presentations of proposals. Then I suspect yes, but I wanted to confirm that before we actually submit the RFP to them. I think that the appropriate question to ask them too. It's pretty clear in the RFP package that the District reserves the right to award only portions of their proposal. They are separately being awarded.

Mr. Piersall: In my conversations with Justin, Indigo/Troon golf have interests in portions of amenity management. Justin can speak for that. I think it's only fair that Indigo/Troon get a slice of this pie. Because they went through COVID. They have been here through thick and thin. Through the heights of COVID, they were providing eggs and toilet paper to residents who couldn't get out of the house. They have been lean. They have been nimble and they have been proactive all along since they got here. In all fairness to them, there was a good year and a half that COVID has really impacted their bottom line. Now they're coming out of it and they're really posting some good numbers. I think that we really need to give Troon/Indigo every opportunity to see what pieces they're willing to pick up and let into the incoming proposers, whoever that may be, know that they don't have to come in and take it all on right now. Maybe slowly incrementally, if Justin takes on some amenity and it's not the best fit for them, they can then work that in.

Ms. Whelan: On the first point, to the extent that Indigo would like to be included on our distribution, that makes lot of sense and we're happy to do that. On the second piece, absolutely, we can always select a company for just District management services and we want to add a scope or amenity later at a future date, they can certainly do that. That is what we did with the GMS contract. The opposite is true, you can select a company that handles all of the services and if you realize it's not working out, we can go back and approve just amenity services or field services. So, that is an option.

Mr. Piersall: Yeah. I think it's only fair and I think it's a good thing for them. Justin, anything you want to speak on that or Dan?

Mr. Zimmer: Yeah. I appreciate that. I'm Dan Zimmer with Indigo Golf. We do amenities management for other communities as well as golf course. So, it's something that we've reviewed the draft RFP and it is certainly something that we may be interested in. We appreciate the

opportunity to do so and hopefully that leads to additional compensation.

Mr. Piersall: Okay. Thank you.

Ms. Murphy: Lindsay, I had one question. This RFP is very, very detailed. If anybody in the community wants to know what GMS did here, they can read these half a dozen pages that list every single thing that they were responsible for. Once we select a management company, can we then refine from the RFP and maybe take some things out?

Ms. Whelan: Yes, although there will have to be a discussion obviously with the management companies. If there's something significant now that we know this is not how we want to do it in the future, I think it's helpful to revise that now. So, when these companies are bidding, they are bidding on an appropriate scope of work, that's the biggest thing. Right? Nail down the accurate scope so that they can bid the contract correctly. If it's something similar to, if you want to add amenity management with a different company or take it out later, it's the same sort of thing. If we're six months down the road or however long down the road and realize it makes more sense for our community to have this portion of the scope dealt with by a different corporate entity, we can certainly remove that from the scope of services say from a District Manager and add to a different service provider that you desire.

Ms. Murphy: How difficult is it to have a different management company versus amenity management interfacing the financial records?

Ms. Whalen: On the financial side, I prefer a District Manager because they are the ones that really take the brunt of that integration. I would say from a non-financial perspective, just from a coordination perspective, there's obviously pros and cons. So, from the Supervisors side and from my side, it's great when you have one company managing a lot of different aspects of community operations. Because obviously if something falls into cracks, there's no finger-pointing, there's no is this in my scope or is that in our scope? It's very clear; But obviously, there's also efficiencies gained sometimes with having happened different companies. Then you get different perspective and can obviously both hold each other accountable to their specific scope. So, there's no right or wrong answer. We have communities all over the state that do it different ways. Some have everything with one company and some have them split. It really is what works best for your community.

Mr. Middlemiss: Just to be open because it's this question I asked you yesterday, do we have to do an RFP? Can you explain that?

Ms. Whalen: We've put together RFP similar to what we've done in the past because going back to the scope issue, I think it's more helpful to put together a document that a company can really know exactly what we're going to ask them to do. We've already basically negotiated the

scope and it's clear. That being said, this is not a statutory process that we're following, unlike the engineering process that we will talk about a little bit later in the meeting. So, we can really do whatever we want. To the extent that the Board had one company in mind that they wanted to work with and just wanted us to get pricing from that company and enter to contact with them tomorrow, we can certainly do that. I would say that's pretty much outside the realm of what's normal when you're transitioning District management and amenity management. Usually, Boards want a scope that they can either take a look at or know when they're getting pricing back that everything is apples-to-apples. Right? That everyone looked at the same document and have the same conversation with the District in terms of what we are looking for them to provide. So, the RFP is in my mind, the best way to do that. There's nothing preventing you from soliciting just a proposal from a vendor and going from there.

Mr. Middlemiss: Back to an earlier question, how many vendors do you think or have you identified for us?

Ms. Whelan: I don't have the exact number off on top my head, but it's probably about eight, a mix between District management and amenity management. Some provide all services and some only provide one or two, but it's probably less than 10. I would say eight is probably a rough number. It's a limited market in terms of the players in this arena that provide District management and amenity management. It's kind of a small field. So, we're reaching out to everyone that has operations in this area and even some further south that may not have operations in this area yet, but perhaps may be interested in making this as an expansion area.

Mr. Middlemiss: When we come to whatever date it is that we set, would it be proper to have residents participate in some of the selection process?

Ms. Whelan: In terms of having residents provide input in a public comment period, I think that that's always from the Board's perspective, recommended. It seems like you guys enjoy the solicitation of public comments. So, there's nothing preventing it. Ultimately the decision will be resting on the Board Members.

Mr. Middlemiss: No, I understand, but that's not what the question was. The question is, would it be possible to have a Resident Select Committee sit and just have some discussion with them and then have the comments. The five of us would still make the decision.

Ms. Whelan: You can do that, but it would have to be in a noticed meeting because they would be essentially getting information, shortlisting, things like that. So, you could do that if you wanted.

Mr. Middlemiss: Okay.

Mr. Piersall: So, to be clear, residents could put a committee together, let's say a three or five people and they come up with questions that they want to ask directly to the potential

administrative team that we're looking to bring on. Correct?

Ms. Whelan: Correct. But I would strongly suggest that those questions then go back to the Board for consideration, discussion, and approval. Candidly, I worry about the timing just because as you know we have a very short timeline to get this company in place. So, I just want to be cognizant that we're not considering not creating an extra step that may slow us down, but I would want comments taken back to the Board for consideration and approval if you were delegating authority.

Mr. Piersall: I understand what you're saying, but we want the residents to be happy.

Mr. Middlemiss: We want total transparency.

Ms. Murphy: Would it be better because of having to send out a public notice, which will delay us probably another week or two and then another week or two, for a group of residents to get together on their own and then come back with questions that we should ask when they make their presentations? So that we would have the resident input to the Board. Then we could ask the questions on behalf of the residents.

Ms. Whelan: To your point, there is nothing prohibiting a resident from emailing any of you and saying, "*I would really like to know XYZ.*"

Mr. Piersall: So, if I made a motion, we let's just ask Ms. Arlington Ridge, Ms. Joanne Lasko, a woman who's integrated into this community in so many different ways, if she would be willing to get three or four of her compadres together and come up with some valid questions to reach out to our prospective administrator.

Ms. Whelan: Yes. That would legally be permissible.

Mr. Piersall: Okay.

Mr. Middlemiss: So, everybody understands, what I would suggest if we were doing this or asking a Resident Participation Group, is that each of the five Board Members have the ability to select or request somebody to sit in there. As far as I'm concerned, pull it out of the hat. For somebody to sit and just be able to actually have and not to make a decision, but to help in making the decision. We still have to make the decision. But the residents, you guys, and I'm very happy to see how many are here, have to feel comfortable with who we select. The more that you get to participate in the process, the more open that process is. I believe that is probably more beneficial to everybody in the long run. I could be totally wrong.

Ms. Whelan: May I make a suggestion, Mr. Chairman? At the beginning of every meeting we open up for a public comment period where obviously members of the public can speak for several minutes about items on the agenda. Perhaps in the interest of soliciting additional feedback after presentations from these proposers have been conducted and questions answered by the Board,

that we provide an additional separate public feedback, public comment period before the Board makes its decision and has discussions. So that we can, at that time, solicit additional questions from the public. The proposers will already be here, so if you guys have additional follow-up questions based on resident comment, you can just ask them at that time.

Mr. Middlemiss: That's getting close to what I'm talking about. Yes.

Ms. Whelan: Okay.

Ms. Murphy: Is Ms. Eileen Heughins here? I see her husband. Eileen requested to have a resident meeting just to share ideas on what the residents might like to see. Because of this upheaval, she was starting to put together a plan to have an open resident meeting where everybody would be invited so anybody in the community could come to the meeting. Then she would bring back a summary of that meeting with proposals that they came up with that they would like to see, no holds barred. I spoke with her last week and one of the things that I was going to do today was ask that if she were to have it in Fairfax Hall, if we could waive the fee for Fairfax Hall. Because it is an all-resident meeting and I think it's a big enough place that anybody that wanted to come could come. She wouldn't have to come up and charge everybody \$5 apiece to pay for the fee to rent the hall which would be, in my mind, kind of ridiculous. During that meeting she turned she asked me if I would go to the meeting and be a part of it and I told her no, because I think that having Board Members there would inhibit some of the input. I think that the residents really need to be able to speak freely and have her come to us with a synopsis of what they came up with. I would like to see us have Eileen, if she can as quickly as she can. I don't believe that we have to have a public notice for that.

Ms. Whelan: That's correct. That just an organization of the residents.

Ms. Murphy: So that we could set something up fairly quickly and get it out there to all residents. Then we can stick to our early January meeting to go through the RFPs.

Mr. Middlemiss: Claire, that's similar to what we do with the safety and the security thing. We ran meetings and charging for that meeting would be ridiculous.

Ms. Murphy: I told Eileen that the one thing that I would hate to have happen is to have it turn into a compliant session. That she needs to organize that meeting and run the meeting on a positive note. Because we need to look at where we're going from now on in a positive way. If we don't, we're going to be in deep trouble. We're already in deep trouble. We would be in deeper trouble if we don't look at everything that we had to look at in a real positive way. She assured me that she would keep it on a positive note. So, I really think that's probably the way we should go. We probably could do it more quickly than having a public notice go out.

Mr. Middlemiss: That's a good idea. Actually, you accomplish similar to what we're talking

about.

Ms. Murphy: Eileen, I'll talk to you at the meeting or tomorrow depending on how late we are here.

Resident (Eileen Heughins, Lot 673): Okay.

Mr. Middlemiss: Alright, as far as the RFP is concerned, are there any comments on it?

Ms. Murphy: I've already asked all of my questions.

Ms. Whelan: As I said before, I really would suggest that, to the extent that we're able, we try to move up your January meeting which, obviously, will affect dates in the RFP. Your meeting is on the 20th, so I would say either the afternoon of the 10th or perhaps even the morning of the 11th, to the extent that that works with the District management company as well as your schedules. I think that would give us another week and a half of time and we can devote a great chunk of that time to presentations from the District management companies and event management companies and making a decision.

Mr. Middlemiss: I would suggest that we probably devote that entire day for that purpose and be back for our regular meeting later on in the month, if that's alright.

Ms. Murphy: I'm good on the 10th.

Mr. Middlemiss: I'm good on the 10th.

Mr. Piersall: That's fine.

Resident (Eileen Heughins, Lot 673): Excuse me. Our resident meeting is on January 10th.

Ms. Murphy: You might have to move it up. Because of the situation, Eileen, we may have to move that meeting up because we want your input before that meeting on the 10th.

Resident (Eileen Heughins, Lot 673): Well, I'll get back to you on Fairfax Hall. Maybe we can have it on the 3rd.

Ms. Murphy: I'll work with you after this meeting is over. Is the 11th good?

Mr. Middlemiss: The 11th is fine with me. Jim?

Mr. Piersall: Yeah.

Ms. Whelan: The only thing on the 11th is that I would have to leave here probably by about 12:00 p.m. But we can start earlier in the morning.

Mr. Middlemiss: Okay.

Ms. Adams: What about the 10th?

Ms. Whelan: Justin isn't able to be here. I'm free on the 10th from 1:00 p.m. through the evening.

Ms. Murphy: So, do you want to start at 8:00 a.m. or 9:00 a.m.?

Mr. Middlemiss: Why don't we do the 10th and that gives us an entire day.

Ms. Whelan: Do you want to start about an hour earlier at 1:00 p.m. to give you an extra hour?

Mr. Middlemiss: At least by 1:00 p.m.

Ms. Adams: Proposers will be traveling here.

Mr. Middlemiss: Yeah, 1:00 p.m.

Ms. Whelan: Okay. Perfect. Thank you.

Mr. Middlemiss: Is that okay with you guys?

Mr. Piersall: Monday, January 10th at 1:00 p.m. and also Monday, December 20th at 1:00 p.m.

Mr. Middlemiss: We haven't set that time yet.

Ms. Adams: It's tentative.

Mr. Middlemiss: We've set the date but we haven't set the time. It is to be determined. Okay.

Jim, do you have any other comments on the RFP?

Mr. Piersall: No, I don't. Thank you.

<p>On MOTION by Ms. Murphy seconded by Mr. Piersall with all in favor the form of the Requests for Proposal for District Management, Amenity Management, Field Management, Maintenance Services and Dissemination Agent Services was approved.</p>

D. Request for Qualifications for Engineering Services

Ms. Whelan: I can discuss this briefly, Mr. Chairman. Unlike the RFP that we were just discussing where we have latitude in figuring out how we actually will implement the RFP, the Request for Qualifications (RFQ) is actually statutory in nature whenever you're going out for continuing engineering services. So, we have to actually publish an ad in the newspaper and then provide it. It's just as a simple one-page ad. I already asked them to send out what is called Form 330, which is like an engineering resume. What will happen is at the designated meeting, which we discussed, those proposers who have provided their Form 330, the Supervisors will go through and rank them based on their qualifications and criteria. That is also included with the RFP. So, you'll basically rank the most qualified engineer and recommended award. To the extent that you're not able to have successful negotiations with the first engineer, you have to go to the second engineer. I have to say though, in my experience, we have never not been able to successfully retain the first engineer. So, I don't foresee that being an issue. I just wanted to talk through some of the process. The advertisement that is provided indicates that we would review this at your January meeting. Candidly, I think if the word is amenable, we could also push receiving proposals and reviewing those proposals to the February issue without issue because we don't significant ongoing engineering projects right now that need attention. Justin can attempt to lighten your load

a little bit, especially in the next six or so weeks, which is going to be very heavily on District management and amenity management. I think it's completely fine to push the receipt of these proposals to February, if you all are amenable to that.

Mr. Middlemiss: Would it not make sense that whoever our amenity management team that comes in, they have relationships with engineers and contractors and have a stable of people that they deal with that we could refer to?

Ms. Whelan: The engineer and amenity management are generally not interfacing.

Mr. Middlemiss: I'm not saying that they're interfacing. I'm saying that they have contacts that they have in other projects where they worked with other engineers. So, it would be a reference, if you will.

Ms. Whelan: Right. We plan to do the same thing that we would do for District management. My office would reach out to engineers who we work with throughout the state that would be acceptable to the District. So, we would do that as well just a try to maximize the amount of responses we get.

Mr. Middlemiss: Okay. Perfect. Anything Claire?

Ms. Whelan: My only other point is a similar question with the amenity management RFP. Do you want proposers to submit their responses by your February meeting for presentation?

Ms. Murphy: Yes.

Mr. Middlemiss: That's fine.

Ms. Whelan: Thank you

Ms. Adams: So, the motion would be to approve the form of the proposal for the RFQ for consideration at the February meeting?

Ms. Murphy MOVED to accept the form of the Request for Proposal for District Engineering Services for submittal by the February meeting and Mr. Piersall seconded the motion.

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

On VOICE VOTE with all in favor the form of the Request for Proposal for District Engineering Services for submittal by the February meeting was accepted.

E. Consideration of Duke Lighting Proposal for Golf Maintenance Area

Ms. Adams: Included in the agenda packet, under Tab E, is a couple of options for the Board to consider. These would be for exterior streetlights to be provided by Duke Energy. As Board Members are aware, safety and security matters have been a priority at AR. Unfortunately, we did

have an incident in this area. While the police were investigating this area, they did suggest that streetlights may be helpful to deter theft and to make the environment as safe as possible. So, this is here for Board consideration. There are two different options. Emily has been interfacing with Duke Energy regarding installation of the streetlights. You can see that the lighting is the same type of LED lighting fixture. One is for concrete poles and one is for wood poles. The first option, which is the most expensive option, is for underground cable. This is street lighting that doesn't have the wires stretched from pole to pole. But this is a utility area, not a residential area, so the Board may want to consider a less expensive option, which are the wood poles with the overhead wire. This cost would be \$3,500. These are just the installation costs. There would be an increase to the electrical expenses in the budget moving forward, but the LED lights tend to be less expensive to operate.

Ms. Murphy: I guess one of the questions is, is this really necessary now because we're going to be doing some really intensive looking at the budget? Maybe this can be put off for a couple of months and then put on our priority list, whether it's way at the top of our list or at the bottom of our list.

Mr. Middlemiss: Justin?

Mr. Fox: The quote is good and will be beneficial down the road as far as putting in cameras as well. Excuse me. So, it's at the decision of the Board.

Ms. Adams: Yes, the Board does have the ability to defer this until a later time.

Mr. Piersall: What's there from day one when those buildings were built, are there exterior floodlights? There must be something there was from day one knowing what was going to be housed in that building. I'm sure there's got to be something there already.

Mr. Fox: There is but over time they have just gotten old.

Mr. Piersall: Are they on surface mount fixtures? What are they? They're not poles. Are they just spotlights on the side of a building or floodlights?

Ms. Adams: There's not significant lighting there right now, which is why the City of Leesburg Police Department recommended it, but again, this is a policy issue and the Board has discretion to move forward or not.

Mr. Middlemiss: I think we understand that, but I believe the question that Jim asked was what is there currently?

Ms. Roslin-Grimes: Currently, there is nothing there.

Mr. Middlemiss: That's the answer. See how simple that was? On the other side of that, when did this event occur?

Ms. Roslin-Grimes: There's been multiple break-ins. Somebody drove onto the neighboring

property, cut open the fence, stole a bunch of Floralawn equipment. I am sure you're all familiar with that. There was also a break-in during daylight hours.

Mr. Piersall: Can we go out there maybe one night, Justin, in the dark? I'll go out there with you, I'd like to see. I'm wondering if there's a way we can enhance the lighting without having to bite the whole bullet.

Mr. Fox: Sure.

Mr. Middlemiss: Do we have a motion just to table this for the time being? Ms. Adams: We don't need any motion.

Mr. Piersall: I would like to go out there as soon as we can. I'll take a look at it with you, Justin.

Mr. Middlemiss: So, we will defer it.

F. Presentation of Prompt Payment Amendment and Consideration of Resolution 2022-08 Regarding Prompt Payment Policies

Ms. Adams: Included in the agenda packet is the presentation of the Prompt Payment Amendment and consideration of Resolution 2022-08 regarding the Prompt Payment Policies. This is updating some District Policies and as a result of changes in Florida Law. This resolution was prepared by District Counsel.

Ms. Whelan: These are pretty much simple changes. Like Tricia was indicating, this is just to match your existing policy with now current law, since there were changes in the last legislative session. The first change was just a minor change to notice requirements during the dispute resolution process. The second was an increase in the floor amount of incurred interest that could be charged by contractors if the District pays construction contractors late from 1% to 2%. Again, these are statutory in nature and we required to comply with them. So, it just makes sense to match your policy to the current law.

Mr. Middlemiss: Are there any questions?

Ms. Murphy: Is this something we do for every vendor that we work with?

Ms. Whelan: It's not that something that we give to them because there's something called the Prompt Payment Act that provides the requirements by which, when the District receives illegitimate invoice for construction services, how quickly we have to pay that. So, the onus is on the District, not as much on the contractor. There were changes in the legislature maybe two or three years ago requiring the District to have a Prompt Payment Policy. We just took the terms of the statute and put it in a policy. So, again, the intent of amending the policies were just to match it to current law. It's not something that necessarily provided to contractors.

Ms. Murphy: I have no further questions

Ms. Murphy MOVED to adopt Resolution 2022-08 Regarding Prompt Payment Policies and Mr. Piersall seconded the motion.

Mr. Middlemiss: Is there any further discussion?

On VOICE VOTE with all in favor Resolution 2022-08 Regarding Prompt Payment Policies was adopted.

G. Consideration of Resolution 2022-09 to Surplus Equipment

Mr. Middlemiss: Next is the surplus equipment?

Ms. Adams: Yes. Board Members, included in your agenda packet is a resolution to surplus equipment. This is government property and it does require Board approval to surplus the list of equipment on Exhibit A that is listed for surplus. It is lost and found items that were gathered and older computer equipment as well.

Ms. Murphy MOVED to adopt Resolution 2022-09 Regarding Surplus Equipment and Mr. Piersall seconded the motion.

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

On VOICE VOTE with all in favor Resolution 2022-09 Regarding Surplus Equipment was adopted.

H. Consideration of Proposals for Pool Heater Replacement

Mr. Middlemiss: Next are the pool heaters.

Ms. Roslin-Grimes: As a part of preventative maintenance conducted annually by Kalos Services, it was found that one pool heater is not functioning properly. In your agenda package are two proposals. One is from our current chemical supplier Spies and one is for Kalos Services. Both are qualified to do the instillation. It is the recommendation by staff to go with the cheaper option as it is the exact same product and same warranty information.

Mr. Middlemiss: Let's use the term, "*Less expensive.*"

Ms. Murphy: This seems to be happening to us every month. It seems like every month we have another pool heater that has issues. I thought just a few months ago that we replaced four.

Ms. Roslin-Grimes: That was last year. Last year there were four heaters for replacement. That is when the Board looked into going to gas or continuing with electric. Ultimately, the Board decided to continue with electric and now we have another one. It is not any of the four that we recently replaced.

Ms. Murphy: The only thing that I noticed on the two estimates was that it does not include the breaker where Spies had included it in their price. They were also less expensive.

Ms. Roslin-Grimes: They didn't spell it out but they do include it. Like you said, Spies is less expensive. They are on site regularly. Both are qualified to do the work.

Mr. Middlemiss: One further thing, what happens to the unit that we pull out? Because I noticed that there was a capacitor in one of the other units that needed to be replaced and I noticed a screen in one of the other units. After speaking to a couple of people that know this equipment, they said it was a recommendation to actually hold the unit that we're getting rid of. Don't turn it in. The screen could be actually implanted in one of the others.

Ms. Roslin-Grimes: Historically, the Board has never opted for that option before. Typically, we ask the company to remove it because you don't have storage for those pieces. That would be a Board decision.

Mr. Piersall: We wouldn't need to store the whole unit. You could strip down its vital components and keep its vital components. That's a small endeavor.

Ms. Roslin-Grimes: The vendor will not hold it and I don't know that they will guarantee a product to be taken off and put down another.

Mr. Middlemiss: I understand what you're saying. I'm saying keep it. Just keep it and we will find a place for it, for now. We will just have to remember because at this particular time there were three components that we had to pay to repair; the capacitor, which was only \$150 or \$180 or something like that and the screen, which was a couple of \$100. Those are a couple of \$100 that we have we own the material for.

Ms. Adams: No problem. We will keep it onsite.

Mr. Middlemiss: Do we have a motion?

Mr. Piersall: How many heaters are there in totality?

Ms. Adams: Ten for the pools and one for the spa. Five for the lap pool and five for the beach pool.

Mr. Piersall: Now we're on that subject, it seems every other day that the spa is having issues. It's working and then it's not working. Can we hold that discussion for later? Let's stay on target.

Ms. Adams: A point of clarification, which proposal does the Board want to approve? Staff is recommending Spies because it is the same product.

Ms. Murphy MOVED to approve the proposal from Spies Pool for the pool heater replacement in the amount of \$5,592 and Mr. Piersall seconded the motion.

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

On VOICE VOTE with all in favor the proposal from Spies Pool for the pool heater replacement in the amount of \$5,591 was approved.

I. Consideration of Proposal for Sidewalk Repairs

Ms. Adams: Mr. Chairman, would you like me to start the next item?

Mr. Middlemiss: Please do.

Ms. Adams: Alright. Handed out under separate cover is a proposal from Precision Sidewalk Safety. There was a part of the proposal that was included in the agenda packet; however, it did not include some of the most important parts such as the estimated costs that you will find on Page 8 of the hand out. Staff met with Precision Sidewalk Safety. They have done an evaluation of all of the sidewalks in AR. This is a top safety issue to keep the sidewalks in good condition for pedestrians, and joggers, bikers, and dog walkers. Precision Safety Sidewalk had two different recommendations based on the tolerance for the variance. I believe that Board Members have had an opportunity to evaluate the scope. There are alternatives if the Board wants to take care of all of the areas that are one-quarter inch to two inch in tolerance variance. The best price for that would be about \$33,000 to \$35,000. Alternatively, if the Board wanted to consider taking care of areas, there are three-eighths inch tolerance, the best price on that is a little over \$16,000 to \$17,000, almost \$18,000.

Ms. Murphy: I don't want to put you on the spot but I'm going to. Why did you pull-out your proposal?

Ms. Adams: I think it was just due to the transition and the time to complete projects.

Ms. Murphy: Is there a possibility that your folks could still do it and get it done before the end of January?

Ms. Adams: That decision was made at the ownership level so it's fairly rigid.

Mr. Middlemiss: So, we're looking at one proposal?

Ms. Adams: Yes. Board Members can defer this matter and request additional proposals if you're not prepared to take action today. This could be deferred to the February agenda. This proposal has a timeline of 90 days. If you look at the middle of Page 8, it says it's valid for 90 days. Also, they did an interesting thing where if the Board takes action by January 8th, it's one price, but if the action is not taken until February 22nd, it's a different price. Of course, there are other providers. It's fairly challenging right now to get vendors mobilized to come and provide proposals in this area, but there are other providers that other amenity management companies would be able to contact.

Mr. Piersall: Well, I reached out to Emily and she was kind enough to provide me the list of addresses within the scope of those 440-somewhat addresses. I looked at quite a few of them. I

know from experience that to just grind the sidewalk down is nothing more than a band-aid because the reality is the vast majority of these are root intrusion and the roots continue to grow.

Ms. Adams: Yes.

Mr. Piersall: So, the proper thing to do in my opinion would be that we table this for the moment and on this list, there were, I believe 12 most severe. Those may fall into the category of cutting the sidewalk and removing that root. Then there's a treatment that can be done to that root so it does not come back. Okay? By grinding the sidewalk down, all you're doing is diminishing the integrity of the sidewalk and yet the root will continue to grow. So regardless of grinding, you're still going to be back in another couple of years redoing it all over again. So, I think we should table it and then we can get a look at the most severe cases. Then we could get a company. The person that did the slabs in here, who was right out our back gate, did all of the concrete slabs in here. He's more than willing. I spoke to him about this. They've been doing it for 10 years over in Mission Inn. They go in and they cut out the most severe. They get enough of them formed up and come in one day with a concrete truck and they pour those. You take them in order of severity. So, I think this whole thing for this moment right now should be tabled and then we can address this.

Ms. Adams: Absolutely. We're happy to table it.

Mr. Piersall: I really appreciate Emily. This list you forwarded to me that is not in this presentation, you did a bang-up job on that. Thank you so much. The most severe are highlighted in red.

Ms. Adams: Yes. Board Members will see the map on Page 4 that is the site review of the areas. There is a copy included in the packet that was handed out.

Mr. Middlemiss: So, do we have a consensus that we're going to table this? We'll put it on the February meeting agenda.

Mr. Piersall: Emily, could you forward those addresses also to Bill and to Claire for me please?

Ms. Roslin-Grimes: Yes.

Mr. Piersall: That would be appreciated. Then they will have them in their possession. Thank you.

Mr. Middlemiss: Good.

Ms. Murphy: Tricia, you skipped over the stormwater proposal. Did you do that because we had no other estimates?

Ms. Adams: Yes. We'll have to defer that.

J. Ratification of Retention and Fee Agreement with Kutak Rock

Ms. Adams: Mr. Chairman, the next item on the agenda is the ratification of the Fee Agreement

Schedule with Kutak Rock. Board Members included in your agenda packet under Tab J, you'll see that there is an agreement that has been executed by the Chairman back in November. The fee is consistent with the Board action to hire Kutak Rock for representation as District Counsel.

Ms. Murphy: Lindsay, are these rates consistent with the rates before the changeover to Kutak Rock?

Ms. Whelan: Correct. They're identical.

Ms. Adams: It has been executed, so we're seeking a motion to ratify it.

Mr. Piersall: Back in August of 2020 when Hopping Green & Sam's asked for a rate increase, they made a notation. That was actually August 27, 2020. They made notation in there that they were with us through the bankruptcy and they have not asked for an increase since 2012. In here it states that the hourly rate of Ms. Lindsay Whalen, the associate most likely to provide services to the District, will adjust from \$220 to \$270. Is that current?

Ms. Whelan: The current rate is \$275.

Mr. Piersall: Okay.

Ms. Whalen: The terms of that letter allowed for that.

Mr. Piersall: Your Junior Associate is Ms. Sarah Sandy. Is she considered a junior to you?

Ms. Whelan: No, we are both actually partners, but her rate I believe is actually a little bit higher even though she's a little bit behind me. Because again, we held rates for you for so long while other attorneys who were not working on the matter, their rates were adjusted.

Mr. Piersall: The rate is still \$285 then for Sarah.

Ms. Whelan: Correct. That's the same rate that she would be charging for work here as a partner.

Mr. Piersall: Are we looking to extend this? Are you looking for an annual renewal here or is this just a month-to-month? What is the fee agreement? What are we looking for time-wise?

Ms. Whelan: The fee agreement is in perpetuity until either party terminates. The rates themselves are subject to annual review just like they were at Hopping, Green & Sams.

Mr. Piersall: What are the terms of severance if you wanted to sever with us or vice versa?

Ms. Whelan: We would just be sending a bill for the work that we've completed today.

Mr. Piersall: Because I was a little bit shocked quite honestly when on October 13th, we were told, "*Come with us or we're leaving. Where do you want us to send your stuff?*" When you guys had your corporate mutiny and they all went to Kutak Rock, it was to put to us that at our October meeting on the 21st, we had to immediately make a decision on whether we were with you or not. Let it be known that as of November 15th, you would cease and desist. That put us in a pretty precarious position.

Ms. Whelan: Yeah. Jim I'm sorry that you felt that way, but from our perspective, we didn't feel that it was problematic for the Board considering we're providing the exact same services, by the exact same staff at the exact same price.

Mr. Piersall: Could there have been more forewarning? How long did you know in advance that this was going to dissolve?

Ms. Whelan: We signed our contracts I think 24 hours before sending notice to our clients. I feel that's timely.

Mr. Middlemiss: Claire, do you have any comments?

Ms. Murphy: I don't

On MOTION by Ms. Murphy seconded by Mr. Middlemiss with Mr. Middlemiss and Ms. Murphy in favor and Mr. Piersall dissenting, the Retention and Fee Agreement with Kutak rock was ratified. (Motion Passed 2-1)

K. Consideration of Resolution 2022-11 Adopting an Amended General Fund Budget of Fiscal Year 2020/2021

Ms. Adams: Board Members, included in your agenda packet is Resolution 2022-11. The Florida Statutes require that Special Districts adopt a budget amendment at the end of the year if there's variance in the budget of a certain percentage. You'll see, as you move through Exhibit A, under your expenditures, the way that the ARCDD has been budgeting your capital expenses, you've been budgeting at zero as a spending amount. You got it off of a specific project list or specific amounts, so your budgeted amount was zero. Your actual spending in that area was \$279,830. That's what is triggering this amendment. Again, this is required for statutory process and is something that our auditors will want to see adopted by the Board within 90 days at the end of your fiscal year. I don't know if District Counsel has any comments on this. It's a very standard matter for CDDs. I'm happy to answer any questions.

Mr. Middlemiss: Claire?

Ms. Murphy: When I looked at this, I was totally confused. I had no idea where these numbers came from and I couldn't go back into the budget process and find where these numbers came from.

Ms. Adams: If you look at your budget that was adopted for Fiscal Year 2021, you'll see that the capital outlay was budgeted at zero. At the end of the year, the actual spending is \$279,830. This is also recognizing the carry forward surplus that was not budgeted at the end of the year, but it is recognized.

Ms. Murphy: So, this carry forward surplus is not in here.

Ms. Adams: You budgeted zero carry forward surplus. So, when the budget was presented to you, it was presented as a balanced budget without recognizing any carry forward surplus. However, there was \$174,304 in carry forward surplus and this budget amendment does recognize the carry forward surplus.

Mr. Middlemiss: Where did the carry forward surplus originate from?

Ms. Adams: That's what money is available in your General Fund at the end of the year. Typically, the CDDs, you want to have about three months of operating expenses in your budget identified as carry forward because your tax revenues don't start to come in until November or December, whereas your budget starts on October 1. Usually, it's a sign of good financial health that the Board wants to see a balanced budget without needing to recognize the carry forward in order to balance. I think that's the way the budget has been presented for the past couple of years, a balanced budget.

Mr. Middlemiss: So, when we balance the budget, we put a zero in and then deficit spend that account.

Ms. Adams: What's driving this is the zero on the capital expenditures, needing to recognize that because there was spending in that category. Again, it's just a statutory compliance issue. It doesn't change the numbers in terms of the actual spending. This is identifying the actual spending.

Mr. Middlemiss: I get that.

Mr. Murphy: The only thing missing from this budget amendment is our carry forward. That doesn't show on there at all.

Ms. Adams: If you look at the revenue in the third line down, when you were presented the budget and the budget was adopted, there was no carry forward surplus that was recognized. So, the budget was adopted with zero carry forward surplus, but your actual carry forward surplus was \$174,304. That's what was used the first three months.

Ms. Murphy: This is on the budget. This is not the actual statement of revenues and expenditures.

Ms. Adams: No. This ties into the variance between what was budgeted and your actuals. So, this is reflective of your actuals.

Mr. Middlemiss: Okay.

Ms. Adams: Every once in a while, this Board has been faced with a resolution for a budget amendment. It's just one of those procedural things that we are required as a Statute to adopt a budget amendment. If you are spending, there is a certain threshold outside of your actuals and what really drove this, is that there was zero dollars budgeted for capital outlay only because this Board didn't designate a certain amount or a certain number of projects. You'll have the same issue

at the end of this fiscal year because the budget was set up the same way, without identifying a designated amount for spending in your Capital Projects Fund. So, we just need a motion to approve Resolution 2022-11 amending the General Fund Budget for Fiscal Year 2021. The only things that are changed are those that are listed on the exhibit for your capital outlay.

Mr. Middlemiss: Do you have any more comments?

Ms. Murphy: No.

Ms. Murphy MOVED to adopt Resolution 2022-11 Adopting an Amended General Fund Budget of Fiscal Year 2020/2021 and Mr. Piersall seconded the motion.

Mr. Middlemiss: Is there any further discussion?

Ms. Murphy: The only thing I would like to ask at this point is in the October financial reports, is this budget amendment reflected or does it not reflect until we approve it and then it will show in the financials?

Ms. Adams: This budget analysis is for Fiscal Year 2021. Your October financials are for Fiscal Year 2022. So, this amendment is being put in place for your annual independent audit report. The Board recently improved your annual independent audit and the budget amendment is being prepared and will be transmitted to the Auditor. You will see your annual independent audit in the first half of the calendar year.

Mr. Middlemiss: I think we'll have a little bit more discussion on this in a few minutes.

On VOICE VOTE with all in favor Resolution 2022-11 Adopting an Amended General Fund Budget of Fiscal Year 2020/2021 was adopted.

L. Consideration of Guidelines for Access Control Placement

Ms. Adams: Mr. Chairman and Board Members included in your agenda packet are some manufacturer's guidelines for applying decals to vehicles for access through the automatic gates. At Arlington Ridge, we have two places where these decals are useful; the front gate for the resident side as well as the back gate to go in and out. The manufacturer has certain recommendations and has cautioned that installing the decals outside of those recommendations could damage a vehicle. At any rate, amenity staff has been following the manufacturer guidelines, however, now that the back gate is closed during the day, residents are requesting the decals to be installed on vehicles in other areas, so if there is an unusually large vehicle, for example, a recreational vehicle, the placement on this vehicle would be against the manufacturer's guidelines. So, in an abundance of caution, we brought this to the Board. I think that the recommendation

would be if the Board wants to authorize the placement of decals outside of the manufacturer's recommendation, then there would be some type of damage waiver that residents would be required to sign that perhaps District Counsel could create. Then amenity staff would utilize that if there was a placement on areas that could damage vehicles, the residents would be required to sign a damage waiver. This is ready for Board discussion.

Mr. Middlemiss: I'm willing to discuss it because it was made privy to this earlier on. It's not against the manufacturer's recommendations. If you read the manufacturer's guidelines, they do put a caution on there that says, "*If placed on a vehicle other than glass, it can be difficult to remove the decal without damaging the surface.*" They put their caution on there.

Ms. Adams: Yes.

Mr. Middlemiss: It does not say, "*Don't do this,*" which would be against their recommendations. So, there's an interpretation value here. Just as a matter of interest, earlier on when I was contacted about this, I have on my coach one of these decals and it works fine. It was put there in 2016. It was my decision to put it on my paint and I don't disagree with the waiver. What I disagree with is the way that this came about if there was a decision made that we're not doing this. That's what I disagree with.

Ms. Adams: I think it was really a matter of an abundance of caution knowing how much residents value motor coaches. There has been an incident where a motor coach was damaged by an outside vendor, which was an awareness issue for amenity management staff. There was no intention to make people angry or to not serve as residents to the best extent possible. It is being brought to the Board so that the Board, if this is the direction the Board wants, that we will just have an additional liability waiver for damages.

Mr. Middlemiss: I don't disagree with the idea of the waiver. I just disagree with how it came about.

On MOTION by Ms. Murphy seconded by Mr. Piersall with all in favor approving the access control procedures and directing District Counsel to proceed with a waiver for damages was approved.

Ms. Whelan: Is that something that you want me to bring back to the next Board Meeting or do you want us to just to draft it and provide it to amenity staff?

Mr. Middlemiss: Just draft it.

Mr. Piersall: So, residents have an option.

M. Discussion of Increasing Seat Capacity at Chesapeake Bay Grille

Mr. Piersall: I make a motion to defer this matter.

Ms. Adams: We don't need a motion. We can just defer this item. It was a Supervisor request

and you have the ability to defer it.

N. Consideration of Establishment of Five-Year Capital Plan

Mr. Middlemiss: I proposed this a couple of months ago. The reason that I proposed it was because in the communities that I worked in, you actually had to plan. The plan created the budget so we didn't have a zero. We actually would be able to determine the needs of the community and how we were going to proceed with it over time. The Five-Year Capital Plan would require staff involvement. It would require Board involvement and would require resident involvement in order to properly proceed. The other item with it is when we develop a budget and we put a zero in capital and initially start deficit spending, that money is coming out of reserves. We shouldn't be just deciding that we're going to start spending the reserves. We should be planning where we're going. That's what this is all about. It's only here for discussion purposes right now. We can move on. Claire, do you got anything to add to it?

Ms. Murphy: Just a couple of things. I had talked about this before you were actually seated onto the Board. I used my preliminary review. I used the full Reserve Study that was prepared in 2019. When I first looked at it, I realized that there were two years of items listed in that review that we hadn't taken the intention to. So, we are already two years behind.

Mr. Middlemiss: Right.

Ms. Murphy: I think we need to do something like this. I think we need to have a three to five-year plan at a minimum and start there. I think this is the perfect time to do something like this.

Mr. Middlemiss: Jim?

Mr. Piersall: Yes. I'm all for it. We need to have a plan moving forward. We can't just nilly willy it. Projects that are two years down the road, have already been addressed. We need to get serious about our fiduciary responsibility here.

Ms. Murphy: I think the only thing that I might draw on is to put some kind of caveat saying, "*This is a CDD project and not anything that has to do with the HOA,* " because there are going to be some that submit things that will most probably have HOA responsibility. That would be my comment.

Mr. Middlemiss: The form I stole from another community that shall remain nameless right now, but basically, is here for our discussion. If you want to make amendments to it. If you want to change it. When we get further into a stable environment, then we can solidify this, but before the next budget season would be my recommendation.

Ms. Murphy: I am on Board with that. I would like to have our full Board seated as well.

Mr. Middlemiss: Yes.

Mr. Piersall: Teddy Roosevelt once wrote, "*The more you know about the past the better*

prepared you are for the future. "

Mr. Middlemiss: This is a good time to take a 10-minute break.

The meeting was recessed at 4:19 p.m. The meeting was reconvened at 4:30 p.m.

SIXTH ORDER OF BUSINESS

Business Administration

A. Approval of Amended Minutes of the October 5, 2021 Continued Meeting, October 21, 2021 Meeting and November 18, 2021 Meeting

Ms. Adams: Board Members, we're ready to reconvene the meeting. The next item on the agenda is under Business Administration, we have approval of the minutes from the October 5, October 21 and November 18 meetings. A draft of the meeting minutes is included in the agenda packet and drafts for the October meetings were circulated to the Board Members for comments and corrections before publication in the agenda packet. I'm happy to take any additional comments or corrections, otherwise we would be seeking a motion to approve. We can take these in one motion.

Ms. Murphy: I've read through them and sent my comments to staff.

Ms. Murphy MOVED to approve the Amended Minutes of the October 5, 2021, Continued Meeting, October 21, 2021, Meeting, and November 18, 2021, Meeting as amended and Mr. Piersall seconded the motion.

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

On VOICE VOTE with all in favor the Amended Minutes of the October 5, 2021, Continued Meeting, October 21, 2021, Meeting, and November 18, 2021, Meeting were approved as amended

B. Approval of Check Register

Ms. Adams: The next thing in the agenda packet that is included for Board consideration is under Tab B. This is your Check Register from October 1 through October 31, 2021. The first page is an overview. It does show that there's \$239,329.61 in your General Fund in the capital reserve. We also have the ACH debit for the utilities in the amount of \$16,573. The total register and ACH debit is \$255,902.97. The detailed Check Run Summary is included in the agenda packet and copies of individual invoices have been transmitted to Board Members for review via Dropbox. I'm happy to take any questions that Board Members may have.

Ms. Murphy: I have one. On October 20th, there is a check for security services for Allied Universal for \$10,317.12, but if you look at the actual on the October budget, it's only \$10,587. There might be another small invoice in here somewhere, but I couldn't find it.

Ms. Adams: Okay. I'll be happy to look at the full extent of the actuals for security and send

that to Board Members under separate cover.

Ms. Murphy: Is it possible to get a breakdown of the \$63,105 on the Egis Insurance Advisors invoice?

Ms. Adams: Yeah, but just be aware, that includes all of your property insurance, public officials' liability insurance, all of the insurance for the year that's billed once a year. I'm happy to provide the premium. It's also all accounted for the budget, partially under administration, partially under field and partially under recreation.

Ms. Murphy: It helps to have an itemized bill. The bill just had the total amount.

Ms. Adams: I can send the insurance binder to all the Board Members if you'd like to see it.

Ms. Murphy: I think just the breakdown is fine.

Ms. Adams: Okay. I'll send you the binders by PDF. The first few pages provide the most salient breakdown between liability and property and public officials liability.

Ms. Murphy: Okay, and then the other thing that I have is, on October 29th, we had a check made out to Hopping Green & Sams for \$3,706, but if you look at the budget, it's \$18,757.

Ms. Adams: Hopping Green and Sams billed for services through November in order to close out their account. I'll be happy to run a detail on that, and review that with the Board Members.

Ms. Murphy: Because there were no invoices attached. The only invoice was for the \$3,706.

Ms. Adams: Okay.

Mr. Piersall: I have a couple. The first one was Admiral for re-slinging of the chairs. There was \$400 in freight to go to Ocala.

Ms. Adams: They came and picked them up here.

Mr. Piersall: Ocala is like 35 miles. They charged us \$400 to pick them up?

Ms. Adams: To pick them up and take them back.

Mr. Piersall: Who authorized that because those chairs are probably worth about that price to re-purchase them? Who authorized that work to re-sling those chairs?

Ms. Adams: Amenities staff did that as part of maintenance.

Mr. Piersall: So, there's nothing that would have been brought to us to approve?

Ms. Adams: It was not considered a capital purchase. It was considered maintenance. The frames are evaluated and if the frames are in good condition, it's cheaper to re-sling versus re-purchasing a new chair. Any capital purchase would be brought to the Board for consideration.

Mr. Piersall: It's just a lot of money, \$2,400 plus for 16 chairs. In reality, those chairs are very dangerous. If you ever sit on the end of one of those chaise lounges, they flip right up, so at some point in the future down the road, we are going to need to address that.

Ms. Adams: I'm happy to discuss any concerns.

Mr. Piersall: The other question I have was on the billing practices of our former engineer. There are four invoices here. There is no date for what project. It's just the date of an invoice of November 1st.

Ms. Adams: That was the pavement management project that was presented to the Board for consideration. Ultimately, that project was deferred, but the District Engineer did complete the bid documents, the scope, solicited for the proposals, analyzed the proposals, communicated with vendors and then presented that information.

Mr. Piersall: Is that when Andreyev Engineering came back?

Ms. Adams: Andreyev Engineering did the initial pavement analysis. What they provide was a list of priority areas. So, they provide the list for Year 1, Year 2 and Year 3, the areas that they recommended for pavement management. Then the District Engineer actually detailed out the scope based on the report that Andreyev prepared, but also requested the Board had in terms of resurfacing parking lots, certain areas for striping and certain intersection improvements with additional stop signs. All of that information was synthesized into that bid document.

Mr. Piersall: Well, my point is that these invoices that he submits are really pretty vague. It would be nice if there is more clarity to them as far as the dates and what he was working on. Because all this generally is engineering so many hours. They're as vague as vague could be.

Ms. Adams: Sure.

Mr. Piersall: The other question I have concerns an invoice for Hopping Green & Sams on September 9th, where I guess Sarah confirmed with staff on a public record's request from Morgan & Morgan. As soon as I hear that, I think, "*Uh-oh, what happened? Are we in a suit? Are we being sued?*" Why are we conferring with Morgan & Morgan?

Ms. Adams: Typically, with a public record's request, if it's anything regarding potential litigation, oftentimes, I'll copy District Counsel so they're made aware of the request. I also copy our insurance provider. They are the ones that will be involved with the active litigation if there was litigation as a result of an injury.

Mr. Piersall: So, is Morgan & Morgan pursuing litigation against us?

Ms. Adams: I don't believe that we've been served to my knowledge.

Mr. Piersall: Are you expecting to be served?

Ms. Adams: There's no way to predict that. I'm sorry.

Mr. Piersall: Well, you wouldn't be the one to defend it if we are in a suit and we have to defend against the suit. You guys wouldn't represent us, right?

Ms. Whelan: Well, depending on the nature of the suit, it sounds like it may have resulted from a slip and fall incident.

Mr. Piersall: I think we're familiar with which one it is.

Ms. Whelan: Okay, so that would have been turned over to your insurance carrier.

Mr. Piersall: Okay. I just thought we should be brought up to speed if there's a suit pending or the possibility that we, as the Board, should be made aware of.

Ms. Adams: We just have been in receipt of the public record's request. The insurance company is aware of the matter. District Counsel is aware of the matter.

Mr. Piersall: Okay. That's all. Thank you.

Mr. Middlemiss: I have a couple of items out of the capital reserve. We have an invoice for FIS Outdoor for \$1,909, \$6,803 for Harrows, \$2,121 for Agri-Enterprises and \$1,398 for Howard Fertilizer. I believe these are golf course-related items.

Mr. Fox: Correct.

Mr. Middlemiss: My question is, those are not capital items. What are they doing coming out of the reserve?

Ms. Adams: This is actually pass-through. I don't know If you had a chance to look at the actual invoices in the cover sheet that was included. These are invoices that will be paid out of the project funds from the golf course bond. There was a pass-through on the capital insurance in order to expedite payment on these products so that the golf course can continue to order their chemicals in an efficient manner. These will not ultimately be shown in capital. They will ultimately be shown as a bond expenditure. The detailed invoice on the bottom of each of these have noted that detail.

Mr. Middlemiss: Well, I'm looking and it says the invoice is being refunded by Golf Sculptors International or whatever. There are a few other comments like that. Why is it coming out? Is it because this happens to be an account that has money in it, so we're going to use it?

Ms. Adams: No. If I'm getting the sequence correct, I believe that there was one check paid out of the Capital Projects Fund to Golf Sculptors, but it should have been paid to all of these different vendors. So, while that money was being transmitted back in an effort not to slow down keeping these accounts current, they were paid out of capital. I believe that the accounts have been settled now. Did I get that right, Justin?

Mr. Fox: They are all associated with the golf course renovation. It's all part of bond and the vendor golf course, Golf Sculptors, was initially paid by mistake. So that was refunded and then all of the invoices were paid separately. It was all associated with the growing for the tee boxes.

Mr. Middlemiss: I understand that, but here is my concern. There's money here, so we're just going to pay bills out of that pot. It's not a capital number. It should never have been even attributed to the Capital Fund.

Ms. Adams: Yes. The timing on this, the funding for the District does not start to come in until the end of November, beginning of December. So, their accounting staff was probably being conservative with their cash balance in their General Fund.

Mr. Middlemiss: No, they're not being conservative. They are being very liberal with that cash balance and utilizing our money in a way that it was never intended.

Ms. Murphy: As far as the Capital Reserve Account is concerned, I think we need to set parameters, a certain dollar amount or a certain type of expenditure that needs to come out of it. Right now, we have none. The second thing about capital reserves, is I think the Board needs to determine this is a capital reserve expenditure and not somebody in accounting.

Mr. Middlemiss: I totally agree.

Mr. Piersall: Yes, I concur.

Ms. Adams: So, ultimately, the Board will not see these as expenditures in your capital reserve because it is a pass-through expense. You will see that the amount is taken out of the project funds for the bond issue that was associated with the golf course.

Mr. Middlemiss: I think you're missing the point.

Ms. Adams: I just wanted to just state that for the record, but I absolutely understand.

Mr. Middlemiss: I understand, but there are too many free hands. That account has diminished. There was so much time and we've gone back and looked at some of those numbers. I looked at them and there are numbers in there, \$785 coming out of the capital reserve that should be out of a maintenance account and should not be out of capital reserve. That's the problem. That's why we have gone from \$900,000 down to \$300,000. There are just too many fingers in the pot and not enough people paying attention to what's going on. So, thank you.

Ms. Adams: The Check Register does require Board action. I'm happy to answer any more questions, otherwise, we seek a motion to approve.

Ms. Murphy MOVED to approve the October and November Check Registers and Mr. Piersall seconded the motion.

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

On VOICE VOTE with all in favor the October and November Check Registers were approved

Ms. Adams: Board Members, included in your agenda packet is your unaudited financial statement through the end of October. This does include the golf club expenses. This is your first look at your current budget. On Page 1 of the Combined Balance Sheet, you'll see your balance

for your General Fund. You will also see your balance for your Capital Reserve Fund, as well as the Debt Service Fund managed by the Trustee. Also, you will see the capital projects. That next line is actually your project funds for your golf course bond. The next balance line is your golf course food and beverage (F&B), which has a nice healthy balance due to collecting golf club memberships early on in the fiscal year. The next page, Page 2, you start to see your actual spending. Again, these are unaudited. We may have some invoices that still trickle in, but these are your unaudited financials through the end of October. You see your pro-rated budget in the second column and then you can see your actuals. You can see that for October, we have not yet been in receipt of any of the revenues for O&M fees. That's that top line. When you see your November financials, that's where you start to see those come towards the end of November. Then it's based on payments made to Lake County and then when Lake County transfers that to the District.

Ms. Murphy: I have a question about capital reserves.

Ms. Adams: Sure.

Ms. Murphy: Is it possible that this late date to do adjusting entry if we go through what was charged to capital reserves last year and move those items into the maintenance area where they most probably belong?

Ms. Adams: Let me check on that with accounting. I'm not as familiar with how long we have at the end of the fiscal year to go back and make any adjustments. The one thing that could be different now is we're getting within that 90-day threshold where we need to have any budget amendments. So, I'm happy to check on that. Alternatively, Board Members can make a bigger transfer out to your capital reserve from your O&M Fund.

Ms. Murphy: Do you know when our audit is going to be done?

Ms. Adams: Your audit is due to be filed by June 30th each year. I know that all of that information is being transmitted to the auditors so they can access records, but I'm happy to find out what that timeline is. I do want to just note for the record that capital projects are presented to the Board Members for consideration and approval. Ultimately, it is a policy decision. The Board has the discretion to assign expenses for capital and maintenance items. That's absolutely 100% up to the Board. I will note healthy revenues for the golf club. One thing that Board Members requested is a comparison from the previous year to the current year. You will see that is included. There are actually 25 pages of financials that are prepared for AR. Some of these pages is a result of special Board Member requests. Page 25 is your prior year revenue comparisons. You can see that the golf course and F&B are performing very well in Fiscal Year 2022. They are definitely bringing back from COVID pandemic numbers. No action is required. Historically, the Board

accepted the financials for the purpose of public comment, but it's absolutely up to the Board. I'm happy to answer any questions. If the Board Members would like to memorize acceptance of them in the form of a motion, that's fine too.

Ms. Murphy MOVED to approve the October Unaudited Financials and Mr. Piersall seconded the motion.

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

On VOICE VOTE with all in favor the October Unaudited Financials were approved

SEVENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

Ms. Adams: District Counsel is first and Lindsay is here this afternoon.

Ms. Whelan: I don't have anything further to report, but I'm happy to answer any questions from the Board.

B. District Engineer

Ms. Adams: We don't have the District Engineer in attendance, but I will just mention a couple of things that are ongoing at this point. Board Members will recall that earlier this year when you were presented with a legal memorandum regarding a new state law that requires Florida Special Districts, including Community Development Districts, to analyze the current stormwater needs and file a report with the county. That's going to be due by June 30th. So that will be a project that your new District Engineer will be taking on. Also, we've been notified of a drainage issue on a private residential lot. Ultimately, the homeowner may be requesting that there is a drain line that extends to a nearby stormwater pond. If it looks like we can get that wrapped up in the next couple of weeks, we'll work with our current District Engineer. Alternatively, if the Board Members would prefer, we defer this item. We're not in a rainy time of year, so staff can wait until the new District Engineer comes on board to address this matter. It's really up to the Board. I just wanted to get some direction on that given the transition in services.

Mr. Middlemiss: What is the issue?

Ms. Adams: The issue is they don't have proper drainage from their yard. They are attributing that to a private residential construction issue. It's been reviewed by city utility staff and they've recommended a drain. We have not accumulated any staff billable hours for engineering on this until I got Board direction. Ultimately, if the District wants to allow for a drain line to go through District property to a nearby stormwater pond there would need to be a legal agreement in place regarding who maintains it and providing access, etc. Then typically we would want District

Engineer's input that there would be no negative impact to the nearby property.

Ms. Murphy: Can something like this go back to the builder to see when the home is built?

Ms. Adams: I don't know who the builder is, but this resident felt like they had exhausted their options. Justin, do you recall any specific conversation with the builder?

Mr. Fox: No.

Ms. Adams: The nearby property is actually golf course property. This is a serious matter because the resident wants good drainage in their lot and doesn't want to be threatened by water intrusion in their home, but we are not in a rainy time of the year. So, it's not an urgent matter. It is important, but it's not urgent.

Mr. Middlemiss: When did you become aware of this?

Ms. Adams: I got an email maybe 10 days ago. I'm not quite certain.

Mr. Piersall: What is the address of this property?

Ms. Adams: I don't have that off the top of my head, but I'd be happy to send that out to the Board.

Mr. Piersall: Do you know what area of AR it is roughly?

Ms. Adams: I don't recall. Do you?

Mr. Fox: Number 11.

Ms. Whelan: Somewhere near #11. Just to make sure that it's clear. My understanding was the resident was not asking us to pay for this drainage.

Ms. Adams: Right.

Ms. Whelan: They were asking for the right to access. I just want to make sure that was clear, but obviously I can certainly prepare the document as long as the Board is okay, but we need an engineer to say that there are going to be no adverse effects.

Mr. Piersall: There are a lot of drainage issues in AR due to the developer. Where I live, the water between the houses when those lawnmowers come through with 35 to 100 pounds, it looks like four wheelers have gone through there. So, there are many, many issues with drainage in here. The people that screamed the loudest where I live, were able to get them to put a couple of basic area drains in the backyards that they then ran out to the street to end up into the culvert. But they had to fight and kick to get those. I don't see a problem if the resident isn't looking for us to absorb the cost.

Ms. Adams: The cost of the District will be incurred by staff hours for the preparation of legal documents and analysis by the District Engineer to ensure that there's no problem with what they are proposing. But they will pay for the construction costs.

Mr. Piersall: Why wouldn't the resident, if they want to pursue this, be able to get a contractor,

go to the city get a permit by that contractor and let them just do the work?

Ms. Adams: I don't think the city will give a permit to an individual resident to make an improvement on CDD property.

Mr. Middlemiss: Yeah. I believe the issue is the damaging of the property.

Ms. Murphy: I don't think we have enough information today. So, can we table this to our next meeting, if you can get more information on who, where, what, when, and why and our potential liability?

Ms. Adams: Yes.

Ms. Murphy: Is there a possibility for us to pitch in or not? How much work should we do and how involved should we get?

Ms. Adams: Does the Board want to defer this matter until a different District Engineer is in place?

Ms. Murphy: No. I think right now, we just need a little more information. We may defer until we have a new District Engineer, but right now we don't know the cost and we don't know what the problem is.

Mr. Middlemiss: We need more information.

Mr. Piersall: Could we solicit the city for just general 411? They are out here working on the whole drainage issue, adjacent to the driving range. Maybe they would come by and just provide some professional courtesy, a little advice or a little counsel.

Mr. Middlemiss: If I recall their engineer was the same as our engineer.

Mr. Piersall: The City of Leesburg?

Mr. Middlemiss: Yes.

Mr. Piersall: Well, I'm sure they've got other avenues.

Mr. Middlemiss: I'm just saying that was the person that they were using, if I recall.

Ms. Murphy: Yes. That's correct.

Mr. Middlemiss: So, we will table this and just come back with complete information.

Ms. Adams: I just want a direction if the Board wanted to accrue any more cost with the current District Engineer. But I'm getting a no on that.

Mr. Piersall: No, we don't.

Ms. Murphy: It's not time sensitive.

Mr. Middlemiss: Just get back to us with complete information.

C. District Manager

There being none, the next item followed.

D. Amenity Management

i. Community Director's Report

Ms. Murphy: I have a question. There was a green sign. Emily, do you have an update? It was random green and yellow, but there was no content.

Ms. Roslin-Grimes: I have a bunch of updates for you, including the electronic sign. Attached in your agenda is the Community Director's Report. That was one of the things that was planning to update. Everything in our report is to date. There are a few updates. The electronic sign is not fixed, although it was showing some display today. There's a programming issue. We did have a part come in. That will be installed. There's a programming issue on the manufacturer's end and we are hopeful. They are supposed to be back with us tomorrow with some sort of solution. They are testing it out there, but the part has been replaced. It's an ongoing programming issue at this point because everything seems to be working on our end. The hot tub was closed earlier in the week. It is now reopened. The vendor actually fixed it quickly. The resident gate that was down this morning, has been fixed. A new motor has been put in as well as batteries. The pothole at the front of the community has been filled in as of yesterday. A small billboard at the front that the Board directed staff to remove has been removed as of yesterday. The small fence, I believe, Bill, alluded to that. There's a small fence that was completed today. This small fence closes off the back gate into in property to the wall of the neighboring property. It's a small black chain link fence. It matches the same as before. However, it does not allow access into the community, so it is now sealed at that entry point, at the Board's direction. The sauna is intermittently working. The part was ordered and was shipped. We are just waiting for it to arrive to replace it and fix it. It is circling on and off. We are able to reset it when it does go off and then it functions then it turns off again.

Ms. Murphy: I have one more question. What is the status of the Ridgeline?

Ms. Roslin-Grimes: That's the next item. If nobody else has questions on the Community Director's Report, we will move on to that.

Mr. Middlemiss: I have a couple of quick ones. The Coke machine in the theater has been disconnected from power. I've been requested to ask about that and the guts of the popcorn machine.

Ms. Roslin-Grimes: What's your question about power supply being disconnected from the Coke machine?

Mr. Fox: It was unplugged.

Mr. Middlemiss: People are complaining about the Coke machine. It just needs to be plugged in and it's operable?

Ms. Roslin-Grimes: No. The request at the Board meetings was the Coke machine be

disconnected from power because it's not being supplied with any Coke. So, staff disconnected it from power as of the last Board meeting as requested.

Ms. Murphy: Is there a problem with that machine being just unplugged and sitting there?

Ms. Roslin-Grimes: There's nothing wrong with it.

Ms. Murphy: There's no circulation in that machine. Is there a potential threat for it to grow mold?

Ms. Roslin-Grimes: No. It's just like if you unplug your refrigerator. We've called Coke to ask them to remove it. We just haven't had any success with them coming out and getting it. So, we can restock it if you want. Previously, we had a resident who actually restocked it. We purchased the Coke directly from a Coke dealer. However, the prices that are indicated on the machine, there is no revenue collected from that. We actually lose revenue by having a Coke machine.

Mr. Middlemiss: What about the popcorn machine? What does it take to get popcorn because people love popcorn?

Ms. Roslin-Grimes: The reason why that popcorn machine was disconnected was because of COVID. The popcorn machine was not properly cleaned or sanitized by resident volunteers. That would be up to the Board if you wanted to establish something. At the time it was removed, because we didn't want anybody going in there, especially during COVID, popping their own popcorn, not sanitizing the machine and not cleaning the machine.

Mr. Middlemiss: Understood.

Ms. Roslin-Grimes: There is not the proper sanitization or cleaning areas to clean that popcorn machine. If that's something that the Board wants to look into, we can look into and how that needs to be done and who is going to do it.

Mr. Middlemiss: So, it is functioning and operable should we have proper protocols to keep it clean and someone wanted to take charge. Okay. Great. Thank you.

Ms. Roslin-Grimes: We're working on that, the theater issue and the popcorn machine.

Mr. Middlemiss: Well done. Very good. What's the status of the insurance claims on the roof?

Ms. Roslin-Grimes: They sent me a Proof of Loss to approve for the roof. We are just waiting for the final amounts to come back in. Then have indicated at this point it will be covered with the roofing vendor who did Fairfax Hall. I submitted the quotes to the insurance company and it's been approved.

Mr. Middlemiss: What is the deductible?

Ms. Adams: The deductible is usually a percentage of the building value. That will be on the Statement of Loss.

Mr. Middlemiss: I have another question. I know there was some discussion, which was a

heated discussion at one point, maybe not here regarding the pathway off of Bull Run and the removal of that.

*** END OF RECORDING***

***Due to a technical issue with the audio, the remainder of the meeting was summarized utilizing District Manager's notes.

ii. Consideration of Ridge Line Publication and Agreements after January 2022

Ms. Roslin-Grimes recommended discontinuing The Ridgeline effective January 2022. There would be reimbursements for paid advertising. *There was Board consensus.*

iii. Consideration of Pickleball Club Application

Ms. Adams received a Resident Club application from the Pickleball Club.

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

E. Golf and Food & Beverage

i. General Manager's Report

Mr. Fox presented the Operations Manager Report, which was included in the agenda package.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Supervisor Requests

None.

Audience Comments

Resident (Eileen Heughins, Lot 673) addressed the Coke and popcorn machines, keys for the equipment, stock of supplies and volunteers willing to run the popcorn machine.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Piersall seconded by Ms. Murphy with all in favor the meeting was continued to December 20, 2021, at 1:00 p.m. at this location.

Secretary/Assistant Secretary

Chairman/Vice Chairman