

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

The regular meeting of the Board of Supervisors of the Arlington Ridge Community Development District was held Thursday, August 18, 2022, at 2:00 p.m. at Fairfax Hall, 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

Present and constituting a quorum were the following:

Bill Middlemiss	Chairman
Claire Murphy	Vice Chairman
Stephen Braun	Assistant Secretary
Robert Hoover	Assistant Secretary
James Piersall	Assistant Secretary

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

Angel Montagna	Manager: Inframark, Management Services
Jennifer Kilinski	Attorney: KE Law
David Hamstra	Engineer: Pegasus Engineering
Brenda Burgess	Inframark, Management Services
Brett Perez	Inframark, Management Services
Kadem Ramirez	Inframark, Accounting Services
Robert Sardinas	Inframark, Management Services
Donise Streit	Community Association Manager
Frank Bruno	General Manager: Golf, Food & Beverage
Residents and Members of the Public	

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

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

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

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

SECOND ORDER OF BUSINESS **Pledge of Allegiance**

Mr. Middlemiss led the *Pledge of Allegiance*.

THIRD ORDER OF BUSINESS **Audience Comments**

Ms. Montagna indicated three opportunities for audience members to speak: audience comments for any item, during the hearings related to the budget and assessments, and at the end for agenda items. All attendees must be respectful during all audience comments., three minutes are permitted per speaker, people speaking on the same topic can be received at one time, and sign-up sheets are on the podium. Comments about the sales

center will be at the end of the meeting, which the Board authorized to move forward, with the closing anticipated on September 26,

A Resident representing kickboxing requested classes again in Fairfax Hall. This item is on the agenda and will be further discussed at that time.

Ms. Murphy made a MOTION to table agenda items 6B, 6C, 6D, 6E, and 6F until the September meeting.
Mr. Braun seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to table agenda items 6B, 6C, 6D, 6E, and 6F until the September meeting.

Ms. Murphy withdrew the MOTION, upon advice of legal counsel, in the June 16, 2022, minutes related to the amenity suspension hearing.
Mr. Piersall withdrew the second.

FOURTH ORDER OF BUSINESS **Consent Agenda**

A. Minutes from the Regular Meeting of June 16, 2022

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

Mr. Piersall requested more detailed minutes and summation of the June meeting.

B. Financial Statements

The financials were included in the agenda package, available for review in the local records office and the District Office during normal business hours.

C. Invoices and Check Register

The invoices and check register were included in the agenda package, available for review in the local records office and the District Office during normal business hours.

Ms. Murphy made a MOTION to approve the consent agenda, as presented.
Mr. Braun seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given to approve the consent agenda, as presented.

FIFTH ORDER OF BUSINESS **Public Hearings**

A. Resolution 2022-22, Amending the Budget Hearing Date

Ms. Montagna read Resolution 2022-22 into the record by title.

Ms. Murphy made a MOTION to approve Resolution 2022-22, amending the budget hearing date.
Mr. Braun seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Resolution 2022-22, amending the budget hearing date.

B. Adoption of the Fiscal Year 2023 Budget

i. Fiscal Year 2023 Budget

Ms. Montagna discussed the budget hearing process, which is to receive Board comments and changes, then open the public hearing for public comments.

Mr. Braun expressed concern over the assessment increase, and wanted clarity on the option using reserve funds for the sales center purchase price.

Ms. Murphy requested fund transfer out for sales center of \$87,500 be eliminated, add \$200,000 into reserves annually for long-term savings, take sales center purchase and renovations from emergency reserves, and take \$87,500 out of \$200,000 for two years to reduce assessments to a 15.8% increase.

Mr. Hoover prefers to show transfers in and out for the sales center purchase.

Mr. Braun discussed reserve ending balance year-to-date actuals which Ms. Ramirez explained, future projects for roadwork, and anticipated ending fund balance.

Ms. Murphy made a MOTION to remove other financing sources in the general fund interfund transfer out for the sales center in the amount of \$87,500, thereby reducing assessments to \$81.00 per residence.
Mr. Braun seconded the motion.

Discussion ensued regarding impacts to future budgets, amounts that should be added to reserves, belief the District has been underfunding for some years, recommendation for the higher assessment level, changes to reserves for emergencies, increasing costs and outstanding needs, previous bankruptcy and its impacts, preference to keep the assessment increase at 15.8%, reserve balances to cover emergencies, anticipated projects to include roads and storm drains and roof repairs, support to leave \$87,500 as shown, how two-year funding for the sales center will affect reserves by deducting \$87,500 for two years and then return to full \$200,000 reserve contribution, support to add more to reserves, support to keep assessments at the proposed level, suggestion to lower the

\$87,500 to \$65,000 or other number to reduce the assessment increase, explanation of sources of funds for the sales center purchase, desire to reduce new project money, requested long-term plan over three or five or ten years, and support to keep the full reserve contribution.

Upon VOICE VOTE, with Mr. Braun and Ms. Murphy in favor, and Mr. Hoover, Mr. Middlemiss, and Mr. Piersall opposed, the above motion failed (by a margin of 2-3).

Discussion ensued regarding settlements on page 86 should be zero for the proposed budget amount, resulting in fund balance of \$814,000 instead of \$1.164 million, calculation of 4% discounts and collection fees and related narratives, request to remove “capital” from reserves and projects due to inconsistencies, and comment that 2019 reserve study refers to future capital component replacements.

ii. Public Comment

Mr. Braun made a MOTION to open the public hearing for adoption of the fiscal year 2023 budget.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to open the public hearing for adoption of the fiscal year 2023 budget.

A Resident (lot 682) expressed concerns about increases with the HOA and the District, started a petition to get residential feedback regarding purchase of the sales center, recommended postponing the sale for 60 days, and potential impacts if the purchase and sales agreement for the sales center can be canceled.

A Resident (lot 68) expressed support for acquiring the sales center and opposition to fund the purchase through reserves, suggested traditional financing, commented on purposes for reserves, discussed conditions of the purchase, discussed previous Facebook survey results, and commented on current facilities and usage.

A Resident (lot 775) requested the Board listen to residents who should be permitted a vote, some cannot afford a 20% increase, and requested getting input from residents before spending money.

A Resident requested the Board consider how purchase of the sales center will affect property values compared to the assessment increase.

A Resident (lot 735) commented on unknown costs related to the sales center, questioned how high assessments might go, expressed opposition for purchase of the sales center, and requested the Board forfeit the purchase.

A Resident (lot 167) discussed controlling use of the sales center, expressed agreement but not to pay for it, suggested potential lessees, discussed current facilities being underutilized, and suggested reevaluation of sales center use after it is purchased.

A Resident (lot 600) discussed a petition and number of residents opposed to purchase of the sales center, suggested undesirable business will not be lessees, discussed money gifted from the HOA for its purchase, commented on the economy's inflation and significant cost increases, and requested purchase of the sales center be canceled.

A Resident (lot 216) thanked the Board for work on the budget, suggested forming a financial committee to review the budget before presented to the Board, and would like to discuss the budget in advance with the liaison.

A Resident (lot 247) thanked the Board, discussed road improvements that should have been handled before the builder left, requested the builder transfer properties to the District, and commented on purchase of the sales center.

A Resident (lot 86) thanked Board and management for all their work, wants to move forward after sales center decision, does not see transparency in the numbers related to remodeling and transfer of funds, discussed financials for the restaurant and golf course, discussed rental income, suggested revenue from Fairfax Hall, asked to postpone sales center purchase, and requested budget not be adopted until costs are clearly identified.

A Resident discussed restaurant and golf course financials, requested to find ways to increase revenue, and commented on the narrative.

A Resident (lot 673) discussed the sales center progression and ownership, and suggested combining events at Fairfax Hall so residents can also eat at the restaurant.

A Resident commended the Board for actions on the reserves, discussed dollars included and importance of building reserves, and supported the assessment increase.

A Resident (lot 469) thanked the Board members for their tireless work, discussed a petition of residents related to the sales center and inspection report, requested the sales center purchase be canceled, and recommended other projects be done instead.

A Resident (lot 828) requested information on the error previously mentioned regarding settlements being zero.

Ms. Murphy made a MOTION to close the public hearing.
Mr. Hoover seconded the motion.

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

iii. Consideration of Resolution 2022-23, Adopting the Fiscal Year 2023 Budget

Mr. Middlemiss read Resolution 2022-23 into the record by title.

Mr. Piersall made a MOTION to approve Resolution 2022-23, adopting the fiscal year 2023 budget, as presented.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Resolution 2022-23, adopting the fiscal year 2023 budget, as presented.

C. Imposition and Levy of Fiscal Year 2023 Non-Ad Valorem Assessments
i. Public Comment

Ms. Montagna described the assessments related to the budget just adopted by Resolution 2022-23.

Ms. Kilinski clarified these are two separate hearings; the assessment hearing is to approve appropriations for the budget just adopted, and the assessment level will be based on the adopted budget.

Ms. Murphy made a MOTION to open the public hearing for imposition and levy for the assessments for fiscal year 2023.
Mr. Hoover seconded the motion.

The blank lines in Resolution 2022-24 will be filled in based on the budget that was adopted, and a final version will be sent to the Board.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to open the public hearing for imposition and levy for the assessments for fiscal year 2023.

The record will reflect there were no public comments.

Ms. Murphy made a MOTION to close the public hearing.
Mr. Hoover seconded the motion.

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

ii. Consideration of Resolution 2022-24, Imposing and Levying the Fiscal Year 2023 Assessments

Mr. Middlemiss read Resolution 2022-24 into the record by title.

Ms. Murphy made a MOTION to approve Resolution 2022-24, imposing and levying the assessments for fiscal year 2023.
Mr. Braun seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Resolution 2022-24, imposing and levying the assessments for fiscal year 2023.

The Board recessed the meeting at 3:41 p.m.

The Board reconvened the meeting at 3:55 p.m.

SIXTH ORDER OF BUSINESS Business Items

A. Ratification of Floralawn Proposal #2902 for Storm Damage

Mr. Perez reviewed the proposal to remove an oak tree that fell in July during a storm and will provide the location of the tree to the Board. The work was already performed.

Ms. Murphy made a MOTION to ratify proposal #2902 from Floralawn to remove a damaged tree, in the amount of \$3,500.
Mr. Piersall seconded the motion.

Discussion ensued regarding other tree issues and bundling proposals for a better price. This proposal was separate because the work was already performed.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify proposal #2902 from Floralawn to remove a damaged tree, in the amount of \$3,500.

B. Discussion of Revising Pool Rules/Adding Monitors

This item having been tabled until September, the next item followed.

C. Discussion of Non-Resident User Fee

This item having been tabled until September, the next item followed.

D. Discussion of RV/Storage Lot Fees

This item having been tabled until September, the next item followed.

E. Discussion of Security Cameras

This item having been tabled until September, the next item followed.

F. Discussion of Reinstating Kickboxing in Fairfax Hall

This item having been tabled until September, the next item followed.

G. Consideration of Resolution 2022-21, Registered Agent

Mr. Middlemiss read Resolution 2022-21 into the record by title.

Mr. Braun made a MOTION to approve Resolution 2022-21, naming Ms. Montagna as the District's registered agent and Inframark as the District's registered office.

Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to Resolution 2022-21, naming Ms. Montagna as the District's registered agent and Inframark as the District's registered office.

H. Approval of Fiscal Year 2023 Meeting Schedule

Discussion ensued regarding revised schedule to be able to have current financials from all entities, potential meeting dates, and preference to keep the same schedule.

This item will be on the September agenda.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Discussion ensued regarding utilization of buildings not as set forth in the policy, potential liability if injuries occur, procuring waivers from participants, insurance company's process for insuring the District, counsel believes the District is protected, and current policies indicate residents knowingly assume risk in utilizing facilities.

B. District Manager

Discussion ensued regarding reallocating budget line items at a future meeting, Mr. Perez will be onsite one day a week, Ms. Montagna will be onsite two of the four days a week and is facilitating community director emails while Ms. Julie Yevich is out on medical leave, action lists will be included in each agenda package, and items to be included should be sent to Ms. Montagna.

C. Engineer

Discussion ensued regarding costs for pending projects to be done by the landscape company or Inframark, and the annual inspection program forwarded to the Board.

D. Community Director

i. Monthly report

The monthly report was included in the agenda package and is available for review in the local records office and the District Office during normal business hours.

Discussion ensued regarding a request for proposals for carpet cleaning included on the list of projects, full audit of what is done and what is outstanding, the craft room requested a small television which Mr. Braun will donate, invoice where a guest broke the door sent to resident to pay for damages, suggestion to table bulletin boards, billiard room is an action item for September, and pool railing covers were installed.

ii. Deans Services Increase

Discussion ensued regarding the budget that will accommodate this but will be tight.

Ms. Murphy made a MOTION to approve the 6% increase from Deans Services, as provided.
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to the 6% increase from Deans Services, as provided.

iii. Awning Proposals

Discussion ensued regarding being added to the action item list, dollar amount falls within the purview of the manager to approve, permits required from the City of DeBary, desire not to use vinyl which dries and tears, and preference for sunbrella fabric.

Ms. Murphy made a MOTION to approve the proposal from Awning Recover Specialist to install an awning at Chesapeake Bay Grille, in the amount of \$1,150.
Mr. Braun seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to the proposal from Awning Recover Specialist to install an awning at Chesapeake Bay Grille, in the amount of \$1,150.

iv. Bulletin Board Request

This item having been tabled, the next item followed.

E. Field Manager

i. Monthly report

The monthly report was included in the agenda package and is available for review in the local records office and the District Office during normal business hours.

Discussion ensued regarding services provided once a month, irrigation issues and inspections, responsibility for repairs, specifics of the system, and wiring issues.

Mr. Hoover made a MOTION to approve the purchase of five battery-operated timers at \$250 each plus labor, in an amount not to exceed \$1,500.
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to the purchase of five battery-operated timers at \$250 each plus labor, in an amount not to exceed \$1,500.

ii. Floralawn Addendum for Bush Hogging on Bent Creek Lane

Discussion ensued regarding the Bent Creek Lane condition and current maintenance, proposal includes 30 mows, area to be maintained, liability of residents maintaining that area, District-owned property, amount will be added to the contract, and amount will be offset through the savings in annual rotations in the current fiscal year.

Mr. Hoover made a MOTION to approve the addendum from Floralawn for Bent Creek Lane maintenance, in the annual amount of \$3,144, as discussed.
Mr. Braun seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to the addendum from Floralawn for Bent Creek Lane maintenance, in the annual amount of \$3,144, as discussed.

iii. Floralawn Proposals

Discussion ensued regarding having only three annual change-outs per year, disregard proposal #2589 for flower changes outs, and recommendation for proposal #2807.

Mr. Hoover made a MOTION to approve proposal #2807 from Floralawn for summer annuals, in the amount of \$2,700.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to proposal #2807 from Floralawn for summer annuals, in the amount of \$2,700.

Discussion ensued regarding proposal #2711 for sod replacement in the amount of \$2,700, request to table, irrigation is working, clarification of irrigation repairs at +/-20%, and Floralawn having sod available due to being in the area for another repair.

Mr. Hoover made a MOTION to table proposal #2711 from Floralawn for sod repair.
Ms. Murphy seconded the motion.

Discussion ensued regarding maintenance of St. Augustine turf and irrigation needs.

The Board had no objections to tabling proposal #2711 from Floralawn for sod repair.

Discussed ensued regarding proposal #2809 for tree removal in the amount of \$4,900, home owner is in favor of removal, comparison to BrightView proposal #413690 in the amount of \$3,900, liability issues of dead trees, discussion of proposal #3001 to remove pine trees in the amount of \$2,730 compared to BrightView's proposal #424730 in the amount of \$1,600, and Floralawn will match BrightView's price for both proposals.

Mr. Middlemiss discussed a resident who fell and broke her hip recently and thanked one of the crew members for helping her.

Mr. Hoover made a MOTION to approve proposal #2809 from Floralawn for tree removal by the tennis court, in the reduced amount of \$3,900, and proposal #3001 from Floralawn for pine tree removal, in the reduced amount of \$1,600, for a total of \$5,500
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to proposal #2809 from Floralawn for tree removal by the tennis court, in the reduced amount of \$3,900, and proposal #3001 from Floralawn for pine tree removal, in the reduced amount of \$1,600, for a total of \$5,500

Discussion ensued regarding BrightView's proposal #424045 in the amount of \$11,450 to remove five southern live oak trees, one 18-inch tree in front of the arts and

crafts room is a priority in the amount of \$2,300, grinding sidewalk panels, options to make the area into shrub bed, damages to doorframes, priority to remove tree and address stump removal at a later date, dollar amount within the manager's purview to approve, and Floralawn willing to match the price to perform the work.

Mr. Braun made a MOTION to approve Floralawn removing an 18-inch southern live oak at the arts and crafts building, in an amount not to exceed \$2,500.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to Floralawn removing an 18-inch southern live oak at the arts and crafts building, in an amount not to exceed \$2,500.

iv. Brightview Proposals

These having been considered with the Floralawn proposals, the next item followed.

v. Miscellaneous

Discussion ensued regarding cleaning, trailers, and if the trailers are of interest to the City of DeBary.

F. General Manager: Golf, and Food & Beverage

i. Monthly report

The monthly report was included in the agenda package and is available for review in the local records office and the District Office during normal business hours.

Discussion ensued regarding the restaurant's budget to date of \$11,000, no transfers from the general fund to subsidize the restaurant or the golf course, and year-to-date actuals for both.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next order of business followed.

NINTH ORDER OF BUSINESS

Supervisors' Requests

Ms. Murphy indicated residents can continue to sign up for the District's email service so as not to use the HOA for District-related issues, emails will be sent beginning next week, and forms may be emailed or delivered to the office.

Mr. Braun requested residents reach out to him, he will meet with anyone anywhere anytime, and suggested residents not rely on Facebook information which is generally incorrect.

Ms. Montagna reviewed requests Mr. Piersall submitted that the District does not qualify for, sidewalk repairs submitted to Egis for reimbursement, and a grant program for risk mitigation.

Mr. Braun discussed decision-making authority, the sunshine law, front gate budget of \$150,000 for labor and \$170,000 in parts, look at all options to automate a one-time cost, and cost of \$14 per hour for a gate attendant.

Mr. Hoover discussed issues with swimming pools where one is closed, walkway access at the railing is a trip hazard. Ms. Montagna indicated staff and Egis investigated, they do not recommend changing the design, options include a planter or tiles but not a railing or paint, and staff procuring proposals for tile.

Mr. Hoover discussed a maintenance contract to maintain irrigation and requested proposals, appreciated ventilation system repair in the pool house, benches by the bocce ball courts, access to change thermostat for comfort of residents, equipment for the pool, internet system to monitor chemicals, laser not functioning at entrance sign, and suggested street signs to stop at crosswalks and stickers are required.

Mr. Piersall requested an update regarding the transfer of documents. Ms. Montagna responded some are still outstanding, hard copies are onsite, Inframark still working with Governmental Management Services (“GMS”), information included on the website, statutory requirements for the website, page number limitations, and the GMS server is still available to be searched.

Mr. Piersall discussed the pool start date was August 1, contract delayed and will begin September 1, termination to current pool company effective August 31, requested draft agenda in advance to be able to add items, requested sales center be on the September agenda, and GMS’s process of providing agenda to all Supervisors for items to be added by a deadline. Ms. Montagna clarified staff follows the current policy and rules where manager prepares agenda and provides to counsel and Chairman, protocol for most districts to have one point of contact, and the Board can amend its current policy. Ms. Kilinski described the agenda procedure. Mr. Piersall wants to be able to add items to the agenda as he communicates with residents. He requested September agenda include rules of procedure, sales center inspection report, building deficiency report, and detailed minutes, and asked the manager to provide meeting summaries again.

Mr. Braun commented on rules of procedure,

Mr. Hoover commented on a positive agenda process with Ms. Montagna.

Ms. Murphy reviewed upcoming events, and weekly email blasts will start on Thursdays highlighting activities.

Mr. Middlemiss discussed Ms. Jackeline Garcia pulling double duty and expressed his thanks, and the lap pool will be closed for cleaning tomorrow.

TENTH ORDER OF BUSINESS Audience Comments

A Resident (lot 468) discussed the soda machine in theater lobby not operational, homeless man at guardhouse walking his dog, office hours for staff and suggested revising wording on the sign, and questioned counsel regarding a lawsuit for pending litigation. Ms. Kilinski represents the Board, not individual members, and cannot opine.

A Resident (lot 680) commented Arlington Ridge Boulevard needs power washing on sidewalks on the south side where the houses start.

A Resident (lot 263) discussed contract for sales center and the owner's ability to stay on the property for six months. Discussion ensued regarding restricted use to one room, the District has access of the rest of the building, and this item will be on the September agenda. The Resident questioned ticket sales revenue, which is not guaranteed income, and Ms. Murphy clarified other budget revenues that were adopted.

A Resident requested the Board reconsider the sales center purchase and discussed residential petition and responses.

A Resident indicated 82-2 in one neighborhood opposed to the sales center purchase.

A Resident requested information about original ownership of the land and sales office, which Florida Leisure Communities purchased undeveloped lots as part of a bankruptcy procedure.

ELEVENTH ORDER OF BUSINESS Adjournment

- *The next meeting is scheduled for Monday, September 15, 2022, at 2:00 p.m.*

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

Angel Montagna, Secretary

Bill Middlemiss, Chairman