

**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, September 15, 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
Meredith Hammock	Attorney: KE Law
David Hamstra	Engineer: Pegasus Engineering
Brenda Burgess	Inframark, Management Services
Brett Perez	Inframark, Management Services
Robert Sardinias	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**

Ms. Montagna 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**

The *Pledge of Allegiance* not being recited, the next order of business followed.

THIRD ORDER OF BUSINESS **Audience Comments**

A Resident (lot 212) spoke against purchase of the sales center and requested the vote be reconsidered and rescinded.

A Resident (lot 600) spoke against purchase of the sales center and requested the vote be reconsidered.

A Resident (lot 604) spoke in opposition to purchase of the sales center and lack of information provided.

A Resident discussed the residential petition and a majority of respondents in opposition to the purchase of the sales center, commented on agreement signatories, and availability of facilities.

A Resident (lot 690) spoke in opposition to purchase of the sales center.

A Resident (lot 503) spoke in opposition to purchase of the sales center, requested the vote be reconsidered, and commented on negative conversations and social media posts.

A Resident (lot 86) spoke in opposition to purchase of the sales center, requested the vote be reconsidered, commented on the fiscal year 2023 meeting schedule, and discussed the continuation of agenda items from the previous meeting.

FOURTH ORDER OF BUSINESS Business Items

A. Sales Center

Mr. Piersall commented on support to purchase of the sales center but not the manner in which it was done, opposition to the funding agreement comingling funds from the homeowners association (“HOA”) with the District, history of the purchase process, cost of upgrades, impact to assessments, and summary of conversations regarding uses within the planned unit development (“PUD”) with City personnel.

Discussion ensued regarding inability to reconsider a prior motion without entering a new motion, ability to discuss prior to a motion, reasons in support for purchase of the sales center, position on the purchase, the process, use of current facilities, ongoing maintenance and capital project needs, making decisions as a Supervisor, appraisal versus cost of the sales center, many discussions over 18 months, comments on the inspection reports and other information, suggestion to use Fairfax Hall, personal due diligence, suggestion to review minutes, usage requests for current facilities, review of Board discussions and motions, zoning issues, value to the community, difficult decision to make, history of the process, resident responses in favor and against the purchase, lack of available space for events and groups, inaccurate statements regarding costs and process, dollars currently spent totaling approximately \$45,000, and desire to have performed more research prior to the purchase.

i. Inspection Report for the Sales Center

Mr. Piersall discussed the inspection report received June 2022, not being able to discuss the report at a public meeting, timeline, and suggested solutions to move forward.

ii. Sales Center Sales and Purchase Agreement, and Funding Agreement

Mr. Piersall made a MOTION to rescind the vote taken on May 23, 2022, for purchase of the sales center, understanding the dollars already spent.
Mr. Hoover seconded the motion.

Discussion ensued regarding this being a polarizing topic among Board members and residents, reiteration of previous discussions and rationale for the purchase, the need to move forward, and the amount that has been expended is not trivial.

Upon VOICE VOTE, with Mr. Piersall and Mr. Hoover in favor, and Mr. Middlemiss, Ms. Murphy, and Mr. Braun against, motion did not pass (by a margin of 3-2) to rescind the vote taken on May 23, 2022, for purchase of the sales center.

Mr. Braun requested the Board establish an ad hoc resident committee, one Supervisor to chair the committee, one member of the HOA to serve, volunteers to serve, list of residents to serve selected no later than October 15, 2022, recommendations to be considered provided by residents, no decision-making authority, will report to the Board of Supervisors, and nominations to be sent to staff.

Mr. Braun made a MOTION to establish an ad hoc committee for the purpose of discussing use, name, and remodel of the sales center; committee comprised of residents, one Board member, one HOA member, and the staff facilities director; having no decision-making authority; providing all options to the Board; and presenting a report at the November meeting.
Ms. Murphy seconded the motion.

Further discussion ensued regarding desire to move forward.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to establish an ad hoc committee for the purpose of discussing use, name, and remodel of the sales center; committee comprised of residents, one Board member, one HOA member, and the staff facilities director; having no decision-making authority; providing all options to the Board; and presenting a report at the November meeting.

The meeting recessed at 3:17 p.m.

The meeting resumed at 3:31 p.m.

B. Approval of the Fiscal Year 2023 Meeting Schedule

Discussion ensued regarding meeting dates and starting times, with current financial statements able to be provided.

Ms. Murphy made a MOTION to approve the fiscal year 2023 meeting schedule, as presented
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the fiscal year 2023 meeting schedule, as presented

C. Discussion of Rules of Procedure

Ms. Montagna reviewed the proposed amendment to the current administrative rules of procedure.

Discussion ensued regarding deadlines, ability to amend an agenda, ability to call special meetings or workshops, additional costs for professional staff associated with extra meetings, current rules and procedures, suggested workshop exclusively for engineering issues, providing information in advance, restructuring the agenda to list the engineer's report earlier, rules will be adopted in the interim until adopted at the rulemaking hearing, and advertising requirements.

Mr. Braun made a MOTION to set a rulemaking hearing for amending the administrative rules of procedure.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to set a rulemaking hearing for amending the administrative rules of procedure.

Ms. Montagna discussed preparation of summary minutes, more detail included for certain topics, preference for summary minutes, and audio recordings available.

D. Consideration of Resolution 2022-25, Setting a Public Hearing for Rulemaking

Mr. Middlemiss read Resolution 2022-25 into the record by title.

Discussion ensued regarding RV rate options, rulemaking hearing required if changing rates, rates can be adopted as policy until the rulemaking hearing, hearing date suggested for November 17 due to advertising requirements, previous rates suspended,

suggestion of new rates, budgeted revenue items for fiscal year 2023, and desire to charge RV fees in accordance with the adopted budget until and unless changed at the rulemaking hearing.

Mr. Braun made a MOTION to charge RV fees in accordance with the adopted budget for fiscal year 2023.

Discussion ensued regarding the District currently not collecting RV fees, rate has to be advertised prior to the hearing, currently charging \$1.00 per foot, adopted budget anticipates \$1.50 per foot, and effective date of October 1, 2022.

Mr. Braun withdrew the MOTION to charge RV fees in accordance with the adopted budget for fiscal year 2023.

Mr. Piersall made a MOTION to charge \$1.50 per linear foot for the RV lot, effective October 1, 2022.
Mr. Braun seconded the motion.

Mr. Middlemiss has an RV in the lot and will recuse himself from the vote.

Discussion ensued regarding fees being charged monthly versus annually, suggestion to charge the fee monthly until the public hearing date, and recommendation to charge RV fees after the public hearing.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0 with Mr. Middlemiss recusing himself) to charge \$1.50 per linear foot for the RV lot, effective October 1, 2022, with billing to begin after the public hearing.

Mr. Braun made a MOTION to approve Resolution 2022-25 setting a rulemaking hearing to adopt rates for Thursday, November 17, 2022, at Fairfax Hall at 2:00 p.m.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Resolution 2022-25 setting a rulemaking hearing to adopt rates for Thursday, November 17, 2022, at 2:00 p.m.

Ms. Montagna reviewed the non-resident user fees, which will also be part of the rulemaking hearing on November 17, 2022, previous amount was \$2,500 annually, staff

has no record of any non-resident memberships, current use of facilities by non-residents, passes issued for non-resident memberships, staff's recommendation for non-resident fees, samples of other non-resident user fees, automatic deactivation after a year for non-resident passes, request for sign at the pool related to new fees, need for a higher fee, highest assessment paid in fiscal year 2023 is \$3,457, and staff's recommendation for that amount plus at least \$500.

Mr. Braun made a MOTION to establish the non-resident user fee at \$4,000 annually.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to establish the non-resident user fee at \$4,000 annually.

E. Ratification of Florida Aqua Group #10146

Mr. Perez reviewed proposal #10146 from Florida Aqua Group for a new filter replacement. Pavers to watch your step have been ordered and will be installed once received. Work has been complete with the except of the pavers.

Ms. Murphy made a MOTION to ratify proposal #10146 from Florida Aqua Group for the filter and pavers, in the amount of \$537.98.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify proposal #10146 from Florida Aqua Group for the filter and pavers, in the amount of \$537.98.

Discussion ensued regarding the option of flower pots in that location, which option was not recommended by the insurance company.

F. Ratification of Global Industry Proposal #6671775

Mr. Perez reviewed proposal #6671775 from Global Industry for four benches at the bocce ball court, in the amount of \$1,462.79, which have been installed.

Ms. Murphy made a MOTION to ratify proposal #6671775 from Global Industry for four benches at the bocce ball court, in the amount of \$1,462.79.
Mr. Braun seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify proposal #6671775 from Global Industry for four benches at the bocce ball court, in the amount of \$1,462.79.

The Board expressed its appreciation for the Bocce Boys installing and securing the benches.

G. Discussion of Maintenance of Pump Houses

Discussion ensued regarding the annual maintenance schedule for the pump houses, annual and daily inspections, and request of the Board to be notified of problems early.

H. Discussion of Fairfax Hall Roof Leak

Discussion ensued regarding the roof repair and inspection, condition of the roof and causes for the leak, proposals received for repairs and replacements, insurance adjuster's inspection, temporary repairs preventing any leaking currently, history of proposals received and the award made 2021, the insurance company seeking warranty relief, ability to have the roof re-inspected, Del-Air to provide a proposal for repair related to the air conditioner, and review of the July 2021 motion to engage an engineering firm up to 10% to inspect the roof installation.

FIFTH ORDER OF BUSINESS

Consent Agenda

A. Minutes from the Regular Meeting of August 18, 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.

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.

Questions asked by Ms. Murphy and Mr. Hoover were answered prior to the meeting.

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.

Mr. Hoover made a MOTION to approve the consent agenda, as presented.
Mr. Piersall seconded the motion.

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

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski introduced Ms. Hammock. Time for attendance at the meeting will be billed for only one attorney.

B. District Manager

i. Action Item List

Discussion ensued regarding the action item list, with completed items to be noted, and the list to be provided in each agenda package.

Discussion ensued regarding additional capital projects, with new items to be forwarded to Ms. Montagna. Mr. Piersall added furniture for the restaurant, pool environment (e.g., pavers or resurfacing), and sail cover for pergolas. An updated list will be provided in agenda packages.

C. Engineer

Staff's recommendation is to hold a workshop prior to the next Board meeting to discuss engineering issues.

Discussion ensued regarding engineering activities and mapping provided, request for workshop to discuss stormwater, golf course, and roadways. The District has nine miles of pipes, some starting to separate and cause damage; 42 ponds with 60 pipes going to the ponds; two projects that are high priority but cannot get anyone to provide a bid due to lower dollar amount; recommendation to bundle projects to perhaps be able to receive bids; 95 deficiencies (e.g., stop signs, curb and gutter, erosion); coordination for making repairs; and other items to be discussed at the workshop scheduled for 12:30 p.m. on October 20, 2022.

D. Field Manager

i. Monthly report

The monthly report and field inspection reports 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 irrigation inspection reports, annuals installed today, tree removals will begin next week, trees removed by residents were previously discussed to be moved to the golf course but staff waiting for locations to be discussed with the residents, direction for staff to determine locations with Indigo, replacement to be the same species as what was removed, and staff to confirm dollar amount and get the proposal executed.

E. 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.

SEVENTH ORDER OF BUSINESS Other Business

Mr. Braun discussed the bocce ball league, repair the courts before the season, and the estimate should be less than \$4,000.

Mr. Braun made a MOTION to repair the bocce ball courts, in an amount not to exceed \$4,000.

There being no second, the motion dies.

Discussion ensued regarding carpet replacement to be complete by October 1, fiscal year 2022 budget is tight, preference for the work to be done after October 1 to fall into fiscal year 2023, league begins September 26, qualified contractor, opposition to proceed with this cost without further evaluation, concerns about unknown conditions underneath the carpet, desire not to make a temporary fix, definitive proposals need to know what is underneath the carpet, evaluation under the carpet can be done if the carpet can go back down, staff's recommendation that residents not pull up the carpet to investigate but that the work be done by a bonded and licensed company that is insured, timeframe of investigating and soliciting proposals, direction to staff to solicit proposals, to be provided at the October meeting, and adding the project to the capital project list.

EIGHTH ORDER OF BUSINESS Supervisors' Requests

Ms. Murphy discussed the community activities group and coordinating all activities, calendar system to include all activities and events held at Fairfax Hall, and calendars sometimes change during the month.

Mr. Hoover discussed (1) Christmas decorating with Board sponsorship, consensus to appoint Mr. Hoover to serve as the sponsor, Bocce Boys and Friday Follies offered to assist; (2) community surveys to be done twice a year during fiscal year 2023; (3) fundraiser in support of veterans by collecting aluminum cans and storing them in the maintenance facility over two weeks, no objection from the Board to use the maintenance facility for temporary storage; (4) poor audio and video quality with Zoom, request to solicit professional proposals to determine problems and recommend solutions, and

direction to staff to solicit proposals for a sound technician to perform an evaluation; and (5) invoices for irrigation repairs, which question was answered.

Mr. Piersall commented he is glad the sales center issue is resolved, though disappointed with the result.

Mr. Braun discussed suggestions regarding speakers at a meeting not being very visible and recommended they be on the stage, no good way to make the Board more visible since they are projected on the screen, televising the meetings or replay videos on Channel 90 on some sort of schedule, staff's recommendation against televising District meetings which would need to be ADA compliant, request to the City of Leesburg for a minor amendment to the PUD for the District to be able to keep the billboard, previous conversations that the amendment was denied and the billboard has to be taken down, the District owns the property upon which the sign is located, which sign was supposed to be taken down now that the community is built out, amended ordinance reduced the square footage of such signs, and the District might request a variance if the size is reduced to comply with current square footage, which could be a potential revenue source. Discussion ensued regarding a question if the sign can be grandfathered in, obtain a variance to be able to keep the sign, and repurpose it for revenue sources.

NINTH ORDER OF BUSINESS

Audience Comments

A Resident expressed appreciation to be done with sales center, comments from residents regarding inefficiency of Zoom and inability to hear, need for a strategic plan, and asked about the capital projects list. Ms. Montagna responded it is disseminated to the Board and included in the agenda package, and suggested to opt in for the email blast list to receive this type of information or submit a public records request. The Resident discussed standing water at the bocce ball court and wished it had been addressed earlier, and a billboard at the turnpike which does not belong to the District.

A Resident discussed trees that were cut down near hole #15, prefers they be installed where they were originally, and some residents feel they can cut or trim whatever they want on District property near the golf course. Resident lives off hole #16. Discussion ensued that the area in question might be conservation area, staff will investigate if that property is the jurisdiction of St. John River Water Management District, letters sent previously to home owners, and staff will investigate further.

A Resident (lot 517) expressed gratitude to the Board, asked about tree removal, and the requirement from the City of Leesburg about replacement, which was answered by the HOA for the Architectural Control Committee that the tree does not have to be replaced. The difference with the other trees discussed was that they were protected oak trees on District property, not private property.

TENTH ORDER OF BUSINESS

Adjournment

- *The next meeting is scheduled for Thursday, October 20, 2022, at 2:00 p.m.*

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

Angel Montagna, Secretary

Bill Middlemiss, Chairman