

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

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

Robert Hoover	Chairman
Ted Kostich	Vice Chairman
Bill Middlemiss	Assistant Secretary
Claire Murphy	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
Sean Israel	Manager: Inframark, Management Services
Meredith Hammock	Attorney: KE Law
David Hamstra	Engineer: Pegasus Engineering
Brenda Burgess	Inframark, Management Services
Jackeline Garcia	Inframark, Management Services
Brett Perez	Inframark, Management Services
Robert Sardinias	Inframark, Management Services
Donise Streit	Community Association Manager
Dan Zimmer	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 2:04 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**

A Resident (Lot 469) thanked Board members, and requested a change in leadership with Mr. Hoover as Chairman.

A Resident (Lot 600) discussed general election results, and requested Chairman and Vice Chair be replaced.

A Resident (Lot 433) thanked the Board members, requested reappointing Chairman and Vice Chair for consistency and continued leadership, and outlined their contributions to the community.

A Resident thanked the Board members for serving during challenging times, and suggested current officers retain their positions for continued leadership experience.

A Resident thanked the Board members, suggested changing leadership periodically, and commented on the sales center.

A Resident (Lot 731) thanked the Board members, commented on sales center purchase, and commented on election results.

A Resident thanked the Board members, expressed support for Chairman to continue in his officer role, and discussed reasons for such continuity.

A Resident (Lot 539) discussed the golf course, feasibility study, day-to-day operations, upgrades, shortfalls, restaurant, funding operational losses, and suggested the Board adopt a formal policy regarding shortfalls.

A Resident (Lot 86) thanked the Board members, suggested new leadership, expressed financial concerns, and recommended Mr. Hoover as Chairman and Mr. Piersall as Vice Chairman.

A Resident (Lot 276) discussed history of officers and management over the past year, and recommended keeping current officers.

A Resident speaking on behalf of the HOA and requested retaining Mr. Middlemiss as Chairman, discussed relationship between the HOA and the District with his leadership, and discussed experience and expertise of Mr. Middlemiss and his contributions to the community.

A Resident (Lot 303) requested the Board retain Mr. Middlemiss as Chairman for continuity and consistency, and reviewed his experience.

A Resident (Lot 503) thanked the Board members, discussed issues over past year, and requested continuity of current Board officers.

A Resident (Lot 86) suggested improvement still has not occurred with the management company, commented on parking stickers, expressed disappointment with Inframark's performance, and suggested it is time for a change.

A Resident (Lot 48) welcomed Mr. Kostich, and requested the Chairman and Vice Chair remain in their officer positions.

A Resident (Lot 246) discussed golf course and restaurant budgets, and requested information be made available.

A Resident suggested the Chairman and Vice Chair remain in their officer positions.

A Resident thanked the Board members and staff, and requested maintaining continuity with the current Chairman and Vice Chair.

A Resident (Lot 65) mentioned the contributions of Mr. Middlemiss and Ms. Murphy, requested consistency, and requested maintaining current officers.

A Resident (Lot 196) discussed the RV storage lot, fee beginning January 1, 2023, requested advanced notice of the fees and indicated this was the first notification he received regarding fees, and recommended separation of RV fee revenue and not included in general budget.

**FOURTH ORDER OF BUSINESS                      Administrative Matters**

**A. Oath of Office for Mr. Kostich, Mr. Hoover, and Mr. Middlemiss**

Ms. Montagna administered the oaths of office.

Mr. Kostich elected to receive compensation.

Mr. Hoover elected to receive compensation.

Mr. Middlemiss elected to receive compensation.

Ms. Murphy congratulated the Supervisors on the results of the election.

**B. Resolution 2023-04, Designation of Officers of the District**

Ms. Montagna read Resolution 2023-04 into the record by title.

Ms. Murphy made a MOTION to approve Resolution 2023-04, keeping the current slate of offices and adding Mr. Kostich as Assistant Secretary.  
Mr. Middlemiss seconded the motion.

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

Mr. Piersall made a MOTION to appoint Mr. Hoover to serve as Chairman.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with Mr. Hoover, Mr. Kostich, and Mr. Piersall in favor and Ms. Murphy and Mr. Middlemiss opposed, approval was given (by a margin of 3-2) to appoint Mr. Hoover to serve as Chairman.

Mr. Piersall made a MOTION to appoint Mr. Kostich to serve as Vice Chairman.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with Mr. Hoover, Mr. Kostich, and Mr. Piersall in favor and Ms. Murphy and Mr. Middlemiss opposed, approval was given (by a margin of 3-2) to appoint Mr. Kostich to serve as Vice Chairman.

Mr. Hoover made a MOTION to approve Resolution 2023-04, designating Mr. Hoover as Chairman; Mr. Kostich as Vice Chairman; Mr. Middlemiss, Ms. Murphy, and Mr. Piersall as Assistant Secretaries; Ms. Montagna as Secretary and Assistant Treasurer; and Mr. Stephen Bloom as Treasurer.  
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to approve Resolution 2023-04, designating Mr. Hoover as Chairman; Mr. Kostich as Vice Chairman; Mr. Middlemiss, Ms. Murphy, and Mr. Piersall as Assistant Secretaries; Ms. Montagna as Secretary and Assistant Treasurer; and Mr. Stephen Bloom as Treasurer.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Hammock reviewed Sunshine Law, public records law, disclosures, conflicts, and penalties for violations.

Mr. Piersall discussed the Sunshine Law further.

*The meeting recessed at 2:55 p.m.*

*The meeting reconvened at 3.10 p.m.*

**B. Engineer**

Mr. Hoover discussed alternatives for repairing the depression that occurred on District property, as identified in the technical memorandum provided by Geotechnical and Environmental Consultants, Inc. Ms. Montagna requested the Board direct staff to obtain pricing for both alternatives to be presented at the next meeting.

Mr. Middlemiss made a MOTION to direct staff to provide proposals for both alternative repairs for the depression to the next meeting.  
Ms. Murphy seconded the motion.

Discussion ensued regarding depth of repairs and discussions with the engineer.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to direct staff to provide proposals for both alternative repairs for the depression to the next meeting.

**C. District Manager**

**i. Discussion of Holding a Workshop**

Discussion ensued regarding holding a workshop in either January or February 2023 with potential agenda items to include the sales center surplus items, pool proposals and vendor presentations, source of funding, future budget workshops., Board preference to hold the workshop on a date different from the regular meeting, and counsel and engineer not needed to attend workshops unless required based on agenda items.

Ms. Murphy made a MOTION to waive \$200 fees paid to Supervisors for the January workshop.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to waive \$200 fees paid to Supervisors for the January workshop.

Supervisors will provide available dates in early January to Ms. Montagna by end of day on December 16, 2022.

**ii. Discussion of Groups**

**a. Pickleball**

Discussion ensued regarding resident request to have an instructor provide a pickleball class at the pickleball courts located on District property, charging fees for a professional to teach and coach on District property, current policy, non-residents attending the class, permitting the instructor to charge a fee of \$30 per person with \$25 going to the vendor and remainder for supplies, the District retaining a percentage of the fees collected, whether or not the instructor has insurance, hosting a one-time social event for 24 students for three hours, and the Board's determination that the requested pickleball class is not considered an official District event but would be on District-owned property.

Mr. Kostich made a MOTION to allow a one-time social event for a three-hour pickleball clinic on January 6, 2023.  
Ms. Murphy seconded the motion.

Discussion ensued regarding waivers and insurance.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to allow a one-time social event for a three-hour pickleball clinic on January 6, 2023.

**b. Trivia Group**

Discussion ensued regarding group's activities, offering prizes, charging admission, resident groups holding a sports trivia event in Fairfax Hall and charging \$2 per person for prizes, opening the trivia event to all residents, reserving Fairfax Hall; District policies regarding bingo and card game rules and application of the policies to trivia,; and counsel's comments regarding the distinction between trivia and gambling, such as questions to be of chance so as not to be construed as gambling.

Mr. Piersall made a MOTION to approve the trivia group utilizing Fairfax Hall for sports trivia events, as discussed.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the trivia group utilizing Fairfax Hall for sports trivia events, as discussed.

**c. Garden Club**

Discussion ensued regarding soda machine, sodas provided at the garden club's cost, and revenues from the machine being used for purchasing plants for the community.

**iii. Discussion of Indigo Contract**

**a. Update Points of Contract/Review Section 4.2(a)**

Discussion ensued regarding points of contact to Indigo to be updated in the agreement to titles rather than specific names (e.g., District Manager and Community Director), and adding Chairman and/or his designee.

Mr. Middlemiss made a MOTION to amend the contract with Indigo for Section 4.2(a) to refer to titles for District Manager and Community Director, and adding Chairman and/or his designee.  
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, approval was given (by a margin of 5-0) to amend the contract with Indigo for Section 4.2(a) to refer to titles for District Manager and Community Director, and adding Chairman and/or his designee.

Discussion ensued regarding the change will be made by addendum.

**b. Discussion of Restaurant Deficit**

Discussion ensued regarding fiscal year 2022 deficit of \$229,999, budget of \$136,630 for projected losses, history of losses, breakout details of the deficit over the past year, \$16,700 net profit between restaurant losses and golf course profits; noting no transfers have been made; and clarification of the restaurant as an amenity or a for-profit entity.

Mr. Middlemiss made a MOTION to classify the restaurant as an amenity.  
Ms. Murphy seconded the motion.

Discussion ensued regarding classifying the restaurant as an amenity, budget, minimizing the cost of the restaurant, structure of the accounting, and the budget process.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to classify the restaurant as an amenity.

Discussion ensued regarding accounting practices, funds between golf course and the restaurant not being comingled, surplus golf course funds used to offset negative funds of the restaurant, historical accounting data, suggestions how to use current funds and reserve accounts, suggestion that golf course profits remain with the golf course in a reserve account and be used for golf course future projects as opposed to operation and maintenance, characteristics of the restaurant being in a community like Arlington Ridge, budgeting for restaurant losses, previous accounting practices, and moving forward.

Mr. Middlemiss made a MOTION to transfer \$82,813 from the general fund budgeted amount of \$136,630 to food and beverage to cover the fiscal year 2021 deficit, transfer the remainder of \$53,817 to a golf reserve account, and transfer fiscal year 2022 profit of \$16,700 into a golf reserve account, for a total of \$70,517 transferred into the golf reserve account.  
Ms. Murphy seconded the motion.

Discussion ensued regarding budget workshop to discuss things in totality, projected date for budget workshop in March or April or May, and preference to have numbers before voting which were sent to Board members in a memorandum.

Upon VOICE VOTE, with Mr. Middlemiss, Ms. Murphy, and Mr. Hoover in favor and Mr. Piersall and Mr. Kostich against, approval was given (by a margin of 3-2) to transfer \$82,813 from the general fund budgeted amount of \$136,630 to food and beverage to cover the fiscal year 2021 deficit, transfer the remainder of \$53,817 to a golf reserve account, and transfer fiscal year 2022 profit of \$16,700 into a golf reserve account, for a total of \$70,517 transferred into the golf reserve account.

Discussion ensued regarding how funds from the general fund can be used going forward for revenues and projected losses.

Further discussions will be tabled until the budget workshop, to be scheduled.

*The meeting recessed at 4:19 p.m.*

*The meeting reconvened at 4:29 p.m.*

**D. Field Manager**

**i. Update on HVAC Work with Del-Air**

Ms. Montagna discussed an update regarding waiting on the permit, clarification from the vendor, Mr. Piersall's involvement with the replacement, and staff will continue to monitor.

**ii. Monthly report**

The monthly and field inspection reports are included in the agenda package and are available for review in the local records office and the District Office during normal business hours.

**iii. Field Proposals**

**a. Floralawn #4467 Holiday Color Proposal**

Discussion ensued regarding budget line item coming from landscape replacement, budget of \$30,000, spent about 32% so far, and question about poinsettias.

Mr. Piersall made a MOTION to approve proposal #4467 from Floralawn to install winter annuals, in the amount of \$2,700.  
Mr. Kostich seconded the motion.

Mr. Kostich requested the budget line item ne included with future proposals.



Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to proposal #4467 from Floralawn to install winter annuals, in the amount of \$2,700.

**b. Floralawn #4481 Removal of Dead Pine Tree**

Discussion ensued regarding the budget line item being landscape replacement

Mr. Kostich made a MOTION to approve proposal #4481 from Floralawn to remove a dead pine tree, in the amount of \$395.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to proposal #4481 from Floralawn to remove a dead pine tree, in the amount of \$395.

**c. USA Seal & Stripe Proposal for Roadway and Parking Lot Striping**

Discussion ensued regarding the scope of work, will be funded from capital projects, item can be tabled, request for more proposals, four vendors approached but only one received for the agenda, requests for larger handicapped spaces, and other items for ADA compliance.

This item was tabled to be considered at the January meeting.

**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.

Discussion ensued regarding financial statements and current position, trends, tees reseeded, golf advisory group, new tavern menu launched, restaurant reopening on Mondays, and holiday hours.

**SIXTH ORDER OF BUSINESS**

**Business Items**

**A. Discussion of RV Lot Revenue**

Discussion ensued regarding previous actions regarding the RV lot and charging fees effective January 1, 2023, what to do with RV revenues, and anticipated expenses.

Mr. Piersall made a MOTION for RV revenues to go into the general fund.  
Ms. Murphy seconded the motion.

Discussion ensued regarding historic revenues, benefits of access to the storage lot, security or maintenance upgrades, previous survey, accessibility for RV lot compared to the golf course, monies should be earmarked for the RV lot, access to District amenities, and other property available outside the District.

Upon VOICE VOTE, with none in favor, the motion was unanimously denied (by a margin of 5-0) for RV revenues to go into the general fund.

Discussion ensued regarding residents' questions, budget line item for revenues, and revenues will be received beginning January 1, 2023, until directed otherwise by the Board.

This item was tabled.

**B. Discussion of Softball Team**

Discussion ensued regarding the request for a softball team, availability of fields in the City of Leesburg, residents have to pay for access to fields in Spanish Village, the community does not have its own fields, tabling this item, number of residents who are softball players, manager for the women's team and the need for a field on Saturdays, anticipated cost of \$300 per team or \$900 per year for three teams, written proposal from the softball players.

This item was tabled to be considered at the January meeting.

**C. Ratification of Pressure and Flow #1545 for an Emergency Repair**

Discussion ensued regarding the emergency repair.

Ms. Murphy made a MOTION to ratify invoice #1545 from Pressure and Flow for an emergency repair of the variable frequency drive, in the amount of \$10,490, which does not include sales tax.  
Mr. Hoover seconded the motion.

Discussion ensued regarding confirmation sales tax was not paid, fund to pay the invoice can be golf course maintenance, and monies can be reclassified if necessary.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify invoice #1545 from Pressure and Flow for an emergency repair of the variable frequency drive, in the amount of \$10,490, which does not include sales tax.

**D. Discussion of Garden Club Request**

Discussion ensued regarding the memorial garden proposal, garden club's desire to start fund raising for it, suggestion to delay pending Board determination of actions for the sales center property, requested approval to begin fund raising through the sale of memorial bricks, memorial benches, price per bench, number of benches that are spoken for, and the suggestion to reevaluate in January with a process provided by legal counsel and more details provided by the applicant.

**SEVENTH ORDER OF BUSINESS**                      **Consent Agenda**

**A. Minutes from the Regular Meeting on November 17, 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.

Ms. Murphy requested financial statements be broken out, invoice double paid last month, staff working on reimbursement for double payment, reviewed errors, and the Board is not comfortable with accepting the financial statements. Staff is reviewing.

**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.

Discussion ensued regarding utility bills, and the Board is not comfortable approving the invoices and check register.

**D. Assigning Roof Monies**

Discussion ensued regarding monies received from insurance.

<p>Ms. Murphy made a MOTION to approve the minutes and assignment of roof monies. Mr. Kostich seconded the motion.</p>
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<p>Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to approve the minutes and assignment of roof monies.</p>
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**EIGHTH ORDER OF BUSINESS**                      **Other Business**

Mr. Middlemiss reviewed the covid reimbursement from FEMA, and the dollar amount to be confirmed, which is approximately \$26,000.

Mr. Piersall reviewed water leaks and repairs. Discussion ensued regarding staff working with Floralawn on irrigation repairs, and considering additional contractors to perform repairs.

Ms. Murphy reviewed the need for updated reservation forms, procedure, had previously requested this discussion be on today's agenda, only Ms. Murphy's revisions have been submitted to management, and revised forms can be implemented upon review and approval by counsel. The Board had no objection.

**NINTH ORDER OF BUSINESS**                      **Supervisors' Requests**

Mr. Middlemiss thanked the community for participation in the election.

Mr. Piersall discussed election results, and complimented Board members for serving and putting in their hard work on challenging topics.

Mr. Kostich requested invoices and checks be tied to a budget line item, or ledger-based accounting system, which chart of account numbers are already shown on the check register. The chart of accounts will be provided to the Board. Staff will look into cloud-based sharing of invoices.

Mr. Hoover commented on the strength of the Board.

**TENTH ORDER OF BUSINESS**                      **Audience Comments**

A Resident thanked the Board, suggested ways to work together, and offered his assistance.

A Resident (Lot 764) discussed possible veteran's memorial, and Mr. Kostich will resubmit proposal to management for a future agenda.

**ELEVENTH ORDER OF BUSINESS**                      **Adjournment**

- *The next meeting is scheduled for Thursday, January 19, 2023, at 2:00 p.m.*

On MOTION by Mr. Kostich, seconded by Ms. Murphy, with all in favor, the meeting was adjourned at 5:45 p.m.
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Angel Montagna, Secretary

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Robert Hoover, Chairman