

**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, January 19, 2023, 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
Meredith Hammock	Attorney: KE Law
David Hamstra	Engineer: Pegasus Engineering
Frank Bruno	General Manager: Golf, Food & Beverage
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**

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**

Mr. Hoover led the *Pledge of Allegiance*.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

A Resident (Lot 731) commented on fiscal responsibility, projects and maintaining aging infrastructure, sales center, and taking care of priorities first.

A Resident commented on the agenda, time to discuss items, berm repair, Heritage Trail, and no need to spend money on a yield sign.

A Resident commented on support for the restaurant, golf course, and Veteran's memorial.

A Resident (Lot 48) commented on classifying the restaurant as an amenity and what that means.

A Resident (Lot 174) commented on the restaurant as an amenity and suggested residents receive a discount at the restaurant.

A Resident (Lot 114) commented on using the golf course to support the restaurant.

**FOURTH ORDER OF BUSINESS                      Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. Engineer**

**i. Monthly Report**

Discussion ensued regarding construction plans for six stormwater improvement projects, first two listed are the most critical, soliciting bids for all six projects or just the first two, and estimated \$75,000 for the first two projects.

Mr. Piersall made a MOTION to approve directing the engineer to solicit bids for the first two projects, and a bid alternate for all six projects.  
Mr. Middlemiss seconded the motion.

Discussion ensued regarding support for moving forward with the projects, and the priority of projects.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to direct the engineer to solicit bids for the first two projects, and a bid alternate for all six projects.

**ii. Hole #6 Depression**

Discussion ensued regarding hole #6 depression, contractors that declined and one was late, proposal delayed for hole #6 depression repairs, made aware of the issue in November, and proposals to be provided in two weeks.

**C. District Manager**

Discussion ensued regarding process for events, weekly updates provided, and contacting staff for updates or questions.

**D. Field Manager**

**i. Monthly Report**

Discussion ensued regarding the monthly report, trash removal, and various tasks staff performs.

**ii. Ratification of SŌLitude Lake Management Addendum**

Discussion ensued regarding the addendum for aquatic services for the canal, extent of services to be provided, requirements from other governmental entities, clearing invasive plants, potential situations for property damage, and current services provided.

Mr. Middlemiss made a MOTION to ratify the addendum with SŌLitude Lake Management to provide aquatic services for the canal, in the amount of \$475.00 monthly, or an annual total of \$5,700.

Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify the addendum with SŌLitude Lake Management to provide aquatic services for the canal, in the amount of \$475.00 monthly, or an annual total of \$5,700.

**iii. Field Proposals**

**a. Sidewalk Grinding Proposal**

Discussion ensued regarding the number of grinds, oak trees continuing to lift sidewalks on residential properties, ability to seek remedies from recurring damages caused by residents, and grinding versus replacement criteria.

Mr. Middlemiss made a MOTION to approve the proposal from Inframark to grind sidewalks, in the amount of \$5,463.75.

Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Inframark to grind sidewalks, in the amount of \$5,463.75.

**b. Roadway and Parking Lot Striping Proposal**

Discussion ensued regarding scope of services for the proposal, Inframark can provide latex portion but not thermoplastic, budget compared to estimate, suggestion to defer the last two items until next fiscal year, bifurcating the work, and priority of items.

Mr. Middlemiss made a MOTION to bifurcate the striping work and direct staff to provide proposals to stripe (1) Arlington Ridge Boulevard and stop bars and (2) all parking lots.

Mr. Hoover seconded the motion.

Discussion ensued regarding tabling this work effort until after budget discussions, support to proceed with obtaining proposals, and waiting to consider this item until a proposal received from Inframark for parking lots.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to bifurcate the striping work and direct staff to provide proposals to stripe (1) Arlington Ridge Boulevard and stop bars and (2) all parking lots.

**c. Discussion of Pool Proposals**

- 1. Beach Pool**
- 2. Lap Pool**
- 3. Spa**

Discussion ensued regarding budget for capital projects, desire to consider beach pool and spa now and lap pool in the future, priorities, \$67,500 available after other projects, funded from reserves, dollars available, qualities of other proposals, length of time the resurfacing should last, warranty period, reviews from residents who are knowledgeable in the industry, differences among the proposals, and services provided in each.

Mr. Middlemiss made a MOTION to approve the proposals from Vermana for the beach pool and the spa for resurfacing, in a total amount of \$93,320, paid from capital projects funds.  
Mr. Hoover seconded the motion.

Further discussion ensued regarding waiting to consider the proposals until other financial issues are addressed, other projects, providing projects and services for the residents, using capital project dollars, conservative approach to spending dollars, corrections for the coding of utility invoices for more accurate financial statements, accounting processes, Ms. Montagna and Ms. Murphy to meet with accounting staff, and recommendation to defer acceptance of financial statements until next month to work through details and the process.

Upon VOICE VOTE, with Mr. Middlemiss, Mr. Hoover, and Ms. Murphy in favor and Mr. Piersall and Mr. Kostich opposed, approval was given (by a margin of 3-2) to the proposals from Vermana for the beach pool and the spa for resurfacing, in a total amount of \$93,320, paid from capital projects funds.

Discussion ensued regarding Inframark managing the project, previous removal of liaison roles, and Mr. Hoover's willingness to participate as liaison for the project with staff with no objection from the Board.

**iv. Irrigation Proposals for Entrance to the Greens**

Discussion ensued regarding proposals provided under separate cover, code enforcement indicating permits are required to repair the broken water line, removal of asphalt, and repair activities required.

Mr. Hoover made a MOTION to approve the proposal from Utility Technicians for the 3-inch irrigation line replacement and asphalt, in the amount of \$9,922; and if necessary, to proposal #4991 from Floralawn for irrigation repair, at no additional cost.  
Mr. Middlemiss seconded the motion.

Further discussion ensued regarding details of the repair, how the damage was caused and determined, and responsibility of the contractor.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Utility Technicians for the 3-inch irrigation line replacement and asphalt, in the amount of \$9,922; and if necessary, to proposal #4991 from Floralawn for irrigation repair, at no additional cost.

**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 budget versus expenses, future projects, restaurant trends, special events, survey to residents, residential requests, and staffing issues.

**ii. Discussion of Golf Cart Lease**

Discussion ensued regarding staff recommendation to renew the lease at fair market value, age of the golf carts, maintenance provided, comparison of rental fees to other communities, lease expires October 2023, ability of staff to solicit proposals without Board approval, Roanoke berm, and access cards.

Lease proposals will be provided at a future meeting.

**FIFTH ORDER OF BUSINESS**                      **Business Items**

**A. Discussion of RV Utility and Motorcycle Trailer in the RV Lot**

Discussion ensued regarding current policies on leasing a space and storing vehicles, process management follows, priority uses, trailers and motorcycles not included in the current policy, Board’s discretion, consistency, waiting list, and previous situations.

The Board gave consensus to maintain the current policy as is.

**B. Discussion of RV Storage Space** (*Revenues and Types of Vehicles Allowed*)

Discussion ensued regarding revenues for storage spaces, policy when rental fees are late or unpaid, experience in other districts and associated fees for spaces, number of spaces that have not been paid, how revenues are currently handled, suggestion the RV lot is not an amenity, cameras and other upgrades, excess revenues recommended to go into the general fund, and obtaining a proposal for solar lighting.

*The meeting recessed at 4:20 p.m.*

*The meeting reconvened at 4:30 p.m.*

**C. Discussion of Benches** (*Memorial Policy*)

Discussion ensued regarding purchase of plaques and benches, bricks should be standard, “general manager” should be changed to “community director,” existing resolution related to benches, benches previously purchased for \$10,060 but not all are in use, sales price of \$2,500 per bench, providing use of benches in the community, designation where revenues will be coded, bricks placed annually or semi-annually by a contractor for consistency, result of the policy for the District not to incur any costs, and suggestion to table for the next meeting.

This item will be on the February agenda.

**D. Veterans Group Request for Memorial Site**

Discussion ensued regarding Mr. Kostich abstaining from voting due to his involvement in the Veterans group, request for a piece of land, no costs will be incurred by the District, and two preferred locations.

<p>Mr. Middlemiss made a MOTION to designate memorial property between the movie theater and Fairfax Hall. Ms. Murphy seconded the motion.</p>
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<p>Upon VOICE VOTE, with all in favor and Mr. Kostich abstaining, unanimous approval was given (by a margin of 4-0) to designate memorial property between the movie theater and Fairfax Hall.</p>
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**E. Discussion of Garden Club Request**

Discussion ensued regarding fundraising efforts for selling bricks, and location of proposed memorial to the right of the sales center.

Ms. Murphy made a MOTION to allow the garden club to use property to the right of the sales center for a memorial garden.

Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to allow the garden club to use property to the right of the sales center for a memorial garden.

Discussion ensued regarding private uses of governmental property, using a license agreement for maintenance, direction for Veterans group and garden club to confer with counsel related to use of District-owned property, wait for the policy to be established prior to the garden club selling bricks, explanation of the garden design, suggestion to defer this portion of the request until the policy has been implemented, clarification no costs to the District, garden club will maintain the garden, question of who will be constructing the garden, request for sod revised, proposal required for sod installation, and request for the District to provide the sod.

**F. Discussion of Softball Team Request**

Discussion ensued regarding reimbursement for use of a field in the City of Leesburg since no fields exist in Arlington Ridge, suggestion to wait until the budget process before consideration, and desire to follow current policies.

This item will be deferred until discussions of fiscal year 2024 budget.

**G. Consideration to Replace Stop Sign at Heritage Trail and Hopewell Pass with a Yield Sign**

Discussion ensued regarding pedestrian and safety issues at the intersection, traffic, and disregard for the existing stop sign.

**H. Discussion of Golf Funds Allocation**

Discussion ensued regarding tabling this item until next month, review of previous years' financials, desire for full analysis of previous financials before considering, Board's previous motion for transfers and reserve fund have not been made, preference for the golf course retaining its profits, desire to repair what happened last year, and request for further analysis.

This item will be considered at the February meeting.

**I. Discussion of Sales Center Plans Moving Forward**

**i. Current Tenants**

Discussion ensued regarding requests from tenants to extend their use until active use or remodel of the building, they will accept a reasonable rental rate for the extension, options how to handle tenants, market rental rates \$8 to \$15 per square foot, lease expires March 2023, average monthly rental income \$600, suggestion for \$1,000 per month plus utilities, request to negotiate with them further, and a suggestion for \$1,500 rent plus utilities month-to-month with 30 days' notice to vacate.

Mr. Hoover made a MOTION to charge the current sales center tenant \$1,500 for monthly rent plus utilities on a month-to-month basis, with 30 days' notice to vacate.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to charge the current sales center tenant \$1,500 for monthly rent plus utilities on a month-to-month basis, with 30 days' notice to vacate.

**ii. Naming of the Sales Center**

Discussion ensued regarding suggested names, with a consensus for Blue Ridge Activity Center.

Mr. Middlemiss made a MOTION to name the sales center the Blue Ridge Activity Center.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor except Mr. Kostich, approval was given (by a margin of 4-1) to name the sales center the Blue Ridge Activity Center.

Discussion ensued regarding a new sign and removal of the current sign.

**iii. Building Usage**

Discussion ensued regarding options, large game room, exercise room, intent of the building, possible need for a general contractor, need for electrical plans, suggestion to maintain current configuration of the building without expending resources, current needs for minor maintenance or refurbishment, need for furniture, availability of existing chairs, and how the current configuration can be used.



Mr. Middlemiss made a MOTION to request an estimate from a general contractor for options #2 and #3 for usage of the building.  
Mr. Hoover seconded the motion.

Discussion ensued regarding \$75,000 available for renovation, preference for option #3 or options #2 and #3, need to investigate further, need to see cost estimates, priorities from the residents, and a suggestion to defer until financial issues are resolved.

Upon VOICE VOTE, with Mr. Middlemiss, Mr. Hoover, and Ms. Murphy in favor, and Mr. Piersall and Mr. Kostich opposed, approval was given (by a margin of 3-2) to request an estimate from a general contractor for options #2 and #3 for usage of the building.

**SIXTH ORDER OF BUSINESS**                      **Consent Agenda**  
**A. Minutes from the Regular Meeting on December 15, 2022, and Workshop on January 12, 2023**

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.

Acceptance of the financial statements will be deferred until staff has a meeting with the accounting department to address coding of utilities and other issues.

**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 consent agenda as presented, except for the financial statements.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor and Mr. Piersall not in attendance, unanimous approval was given (by a margin of 4-0) to approve the consent agenda as presented, except for the financial statements.

Discussion ensued regarding providing the financial statements at least two weeks prior to the meeting to allow adequate time for review.

**D. Ratification of Florida Aqua Group Invoice**

Mr. Hoover made a MOTION to ratify the invoice from Florida Aqua Group for replacement of the module filter, in the amount of \$730.00.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify the invoice from Florida Aqua Group for replacement of the module filter, in the amount of \$730.00.

**SEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next order of business followed.

**EIGHTH ORDER OF BUSINESS                      Supervisors' Requests**

Ms. Murphy discussed (1) the agenda package, eight-day deadline to provide information for the agenda package, items provided late, suggestion to provide information two weeks in advance for the agenda package, requirements for posting agendas on the website, process when the agenda is revised; and (2) thanks to the events committee, follow-up meeting to discuss events, and details of the parade.

Mr. Middlemiss discussed Board members working with vendors which is the responsibility of the management company, recommendation to drop timeframes from the agenda, and thanks to the office staff.

Mr. Piersall discussed CPR classes and AED devices, reservation process, status of the trailers to be moved by the end of February, advertising workshops as meetings instead of workshops so decisions can be made, and explanation of the difference between workshops and meetings.

Mr. Kostich discussed a project at tennis court at no cost to the District, responsibilities of the Supervisors for safety of residents and fiscal responsibility, and the need for accurate financial statements.

Mr. Hoover discussed Sunshine law, and communicating with residents and staff.

**NINTH ORDER OF BUSINESS                      Audience Comments**

A Resident (Lot 793) commented on groups not wanting to use the sales center, and other aspects of the sales center.

A Resident (Lot 245) thanked the Board for their service, concerns regarding the golf course, and nothing being done.

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A Resident (Lot 503) commented on categories of monies, the budget, capital expenditures, groups using Fairfax Hall, sales center utility bills and use of air conditioning, CPR classes already occurring, and temporary berm repair.

A Resident commented on the newly named Blue Ridge Activity Center, and lack of access card controls.

**TENTH ORDER OF BUSINESS**

**Adjournment**

- *The next meeting is scheduled for Thursday, February 16, 2023, at 2:00 p.m.*

On MOTION by Ms. Murphy, seconded by Mr. Kostich, with all in favor, the meeting was adjourned at 6:05 p.m.
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Angel Montagna, Secretary

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Robert Hoover, Chairman