

**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, February 16, 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
Jennifer Kilinski	Attorney: Kilinski Van Wyk
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	Vice President of Operations, Troon
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 commented on the sales office, previous and current annual assessments, and comparison of ad valorem taxes to non-ad valorem assessments.

A Resident (Lot 566) thanked the Board members for their service and commented on use of sales center, zumba and exercise classes in Fairfax Hall, need for larger spaces, and position on renovations.

A Resident (Lot 908) commented on the pools, need for cleaning, and not getting money's worth.

A Resident (Lot 469) commented on the Roanoke berm.

A Resident (Lot 503) commented on the Roanoke berm, access to the community, and taking care of the property.

A Resident commented on the sales center, renovations, comments from majority of residents, and suggested uses for the facility.

A Resident read a prepared statement from the attorney for the homeowners association (HOA) regarding the sales center purchase process, loan, renovations, terms, building lease, question of proper use of the building, does not approve the continued use of the sales center.

A Resident (Lot 126) commented on parking lot striping proposals, timing of spending the money for repairs, and suggestion to address all the pools at one time.

A Resident (Lot 433) commented on the meditation garden and asked questions regarding the fundraising process, willingness of the garden club to work with the Board,

A Resident (Lot 1038) commented that Board members represent the residents, financials for the restaurant and golf course,

A Resident (Lot 796) commented on exercise classes and sales center, requests from Zumba class, and requested the Board members' opinions on the Zumba class.

A Resident (Lot 212) commented on the restaurant finances and losses, suggestion to defer losses, sales office transaction, commented on his amenity suspension,

A Resident (Lot 940) commented on the Roanoke berm and requested it be repaired.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski discussed the informal request from the HOA, desire for the HOA and the District to maintain a good relationship, progress being made, the HOA's position whether or not to extend the lease at the sales center,

<p>Mr. Kostich made a MOTION to approve termination of the month-to-month lease for the sales center when it expires. Mr. Piersall seconded the motion.</p>

Discussion ensued regarding notification to the City of Leesburg regarding the use.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to terminate the month-to-month lease for the sales center when it expires.

B. Engineer

Discussion ensued regarding update on bids for projects directed at the last meeting, to be provided at the March meeting.

i. Depression at Hole #6 Proposals

Discussion ensued regarding scope of services for the proposal received.

Mr. Piersall made a MOTION to approve the proposal from Element Environmental for option 1 to repair the depression at hole #6 going down six feet, in the amount of \$8,660.
Mr. Hoover seconded the motion.

Discussion ensued regarding recommended depth for the repair, expected costs, budget for common area repair line item for storm cleanup that will be reclassified and sufficient funds for this repair, request the work be coordinated with the golf course, and request for residents to allow the contractor to do the work without interference.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Element Environmental for option 1 to repair the depression at hole #6 going down six feet, in the amount of \$8,660.

C. District Manager

i. Booking Policy

Mr. Hoover made a MOTION to approve the booking policy, as provided.
Mr. Kostich seconded the motion.

Discussion ensued regarding having the system automated with the form filled out and submitted online, available to submit via email, and limitations of the calendar on the website.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the booking policy, as provided.

D. Field Manager

i. Monthly Report

Discussion ensued regarding the monthly report, and the hold put on the irrigation mainline break repair.

ii. Floralawn Inspections and Reports

Discussion ensued regarding the reports.

iii. Parking Lot Striping Proposals

Discussion ensued regarding the proposals received for parking lots, no proposals received for Arlington Ridge Boulevard and stop bars, previous proposal for both work elements, and life expectancy of striping materials.

Mr. Kostich made a MOTION to table consideration of all striping proposals.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to table consideration of all striping proposals.

iv. Greens Sod Replacement Proposals

Discussion ensued regarding proposals provided, risks of sod replacement, scope of Floralawn proposal, issues with maintenance, activities of garden club, weeds, previous discussions of going out to bid for this area, and need to add to capital project list.

Mr. Middlemiss made a MOTION to table proposals for the Greens sod replacement.
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to table proposals for the Greens sod replacement.

v. Greens Irrigation Mainline Repair Proposals

Discussion ensued regarding scope of services and the two options presented, responsibilities of Floralawn, proposal received after the agenda package deadline, and Floralawn making connections on both ends.

Mr. Middlemiss made a MOTION to approve the revised proposal from Jimerico Construction dated February 13, 2023, in an amount not to exceed \$6,000.
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor except Mr. Kostich and Mr. Hoover, approval was given (by a margin of 3-2) to the revised proposal from Jimerico Construction dated February 13, 2023, in an amount not to exceed \$6,000.

Discussion ensued regarding reasons Mr. Kostich was not in favor of the motion, scope of the original proposal, difference between contractors' proposals, and length of time for this repair.

Mr. Middlemiss made a MOTION to rescind the motion approving the revised proposal from Jimerico Construction dated February 13, 2023.
Ms. Murphy seconded the motion.

Discussion ensued regarding direction being given to contractors by Board members instead of the manager as provided in the contracts.

Upon VOICE VOTE, with all in favor except Mr. Hoover, approval was given (by a margin of 4-1) to rescind the motion approving the revised proposal from Jimerico Construction dated February 13, 2023.

Discussion ensued regarding proposals received and work required for the repair.

Mr. Kostich made a MOTION to approve the revised proposal from Jimerico Construction dated February 13, 2023, in the amount of \$4,768 and the proposal from Floralawn to install the water line and make connections in the amount of \$2,680, in a total amount not to exceed \$8,000.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the revised proposal from Jimerico Construction dated February 13, 2023, in the amount of \$4,768 and the proposal from Floralawn to install the water line and make connections in the amount of \$2,680, in a total amount not to exceed \$8,000.

vi. Pine Tree Removal Proposals

Discussion ensued regarding the condition of the leaning pine tree and need to remove.

Mr. Kostich made a MOTION to approve the proposal from BrightView for removal of the pine tree at Heritage Trail and Hopewell Pass, in the amount of \$2,850.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from BrightView for removal of the pine tree at Heritage Trail and Hopewell Pass, in the amount of \$2,850.

E. Community Manager

i. Pest Control Proposals

Discussion ensued regarding awaiting additional proposals.

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.

ii. Golf Cart Proposals

Discussion ensued regarding proposals received from Club Car, E-Z-GO, and Yamaha for 50 carts, utilities, maintenance, battery life, comparison of lease payments, reduction in operational costs, warranties, current cart inventory, insurance, and staff's recommendation for the Yamaha proposal.

Mr. Kostich made a MOTION to approve the proposal from Yamaha to lease 50 golf carts in the amount of \$97.85 per cart per month for 60 months.
Mr. Piersall seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Yamaha to lease 50 golf carts in the amount of \$97.85 per cart per month for 60 months.

Discussion ensued regarding short-term lease information for additional carts.

FIFTH ORDER OF BUSINESS

Business Items

A. Three-Inch Irrigation Line Replacement

This item having been discussed earlier in the meeting, the next item followed.

B. Amenity Suspension Settlement Offer

Discussion ensued regarding the settlement offer received, the District's request for extension of the settlement offer, applicant's request for reinstatement of amenity privileges immediately, and original one-year suspension ends April 7, 2023.

Ms. Murphy made a MOTION to reinstate privileges to Mr. Citro for amenity suspension after February 16, 2023. Mr. Middlemiss seconded the motion.

Further discussion ensued regarding request for public apology, motion did not include receiving an apology, review of previous conduct, support to uphold full suspension due to repetitive and extreme nature of Mr. Citro's behavior, desire to move forward past this issue, need to support staff, request for public apology to staff, and desire to see consistent behavior.

Upon VOICE VOTE, with none in favor, motion does not pass and the suspension stands for the original one-year term, ending April 7, 2023.

The meeting recessed at 3:51 p.m. and resumed at 4:01 p.m.

C. Roanoke Berm

Discussion ensued regarding previous condition and maintenance activities, uses, access cards for the gate, public roads, liability, safety and security, past police activity, property ownership, access to the property, need for a barrier, issue with headlights and options to address, solutions to resolve, opposing positions and suggestions for remedies, suggestion to table, desire to hear from property owners, and direction to staff to determine ownership of the field and verify any objections to access.

D. Ratification of Florida Aqua Group Estimate #14, Beach Pool Filter

E. Ratification of Florida Aqua Group Estimate #15 for Lap Pool Filter

Ms. Murphy made a MOTION to ratify Florida Aqua Group estimate #14 for beach pool filter in the amount of \$1,308.80 and estimate #15 for lap pool filter in the amount of \$1,308.80, coded from spa maintenance line item. Mr. Kostich seconded the motion.

Further discussion ensued regarding continual issues with the pool contractor, and current conditions.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify Florida Aqua Group estimate #14 for beach pool filter in the amount of \$1,308.80 and estimate #15 for lap pool filter in the amount of \$1,308.80, coded from spa maintenance line item.

F. Tennis Court/Pickleball Court Barrier

Discussion ensued regarding the barrier request.

Mr. Kostich made a MOTION to the request for a temporary barrier between the tennis court and the pickleball court, with purchase and construction at the players' expense.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the request for a temporary barrier between the tennis court and the pickleball court, with purchase and construction at the players' expense.

G. Memorial Policy

Discussion ensued regarding review of the proposed policy, allowing multiple plaques on one bench, donation amount and where it goes, ability to restrict uses if in the general fund, coordination with staff on locations, and consultation with the garden club and the veterans group.

Ms. Murphy made a MOTION to approve the memorial policy as provided, allowing multiple plaques on a bench and a donation amount to be determined in consultation with the garden club and the veterans group.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the memorial policy as provided, allowing multiple plaques on a bench and a donation amount to be determined in consultation with the garden club and the veterans group.

H. Golf Funds Allocation

Mr. Hoover made a MOTION beginning immediately to transfer golf course net profits annually to the golf course operating reserve fund, to be used for golf course maintenance and/or projects unless decided otherwise by the Board, with the amount determined after the end of each fiscal year.
Mr. Middlemiss seconded the motion.

Further discussion ensued regarding reserve fund details, how the fund will be managed, and clarification of using profits beginning fiscal year 2023.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) beginning immediately to transfer golf course net profits annually to the golf course operating reserve fund, to be used for golf course maintenance and/or projects unless decided otherwise by the Board, with the amount determined after the end of each fiscal year.

Discussion ensued regarding profits from fiscal years 2021 and 2022, \$35,816 was from the general fund that the District invested in golf course maintenance and repairs including irrigation, and confirmation of accuracy of the numbers.

Mr. Hoover made a MOTION to (1) allocate the \$91,194.60 golf course deficit as follows: \$25,000 from fiscal year 2023 pine straw application, \$10,000 from revenue generated by the RV lot, \$20,378.60 from the general fund, and transferring \$35,816 from fiscal year 2022 golf course profits; (2) transfer funds from the golf course operating reserve funds held by Indigo, in an amount agreed upon by the Board, into a newly created golf course operating reserve fund to be its own line item within the District's general fund, such funds to be used for maintenance and projects deemed necessary by golf course management and approved by the Board; and (3) establish a set of protocols to stipulate the administration of the golf course operating reserve fund prior to removal of any monies from said fund.

Mr. Piersall seconded the motion.

Discussion ensued regarding previous conversations regarding use and designation of golf course profits and RV lot revenues addressed previously by motion, disagreement with the available monies to transfer, RV revenues previously approved to be included in the general fund, emergency funds, capital reserves, desire not to use capital funds to fund the golf course operations, review of previous transfer of \$136,630 into capital reserves in fiscal year 2022, current balance of \$404,000 in capital reserves, transfer of \$170,000 to capital reserve fund, options for transfer amounts, and desire to uphold previous motion.

Mr. Hoover amended the MOTION to (1) allocate the \$91,194.60 golf course deficit as follows: \$25,000 from fiscal year 2023 pine straw application, \$10,000 from revenue generated by the RV lot, \$20,378.60 from the capital reserves, and transferring \$35,816 from fiscal year 2022 golf course profits; (2) transfer funds from the golf course operating reserve funds held by Indigo, in an amount agreed upon by the Board, into a newly created golf course operating reserve fund to be its own line item within the District's general fund, such funds to be used for maintenance and projects deemed necessary by golf course management and approved by the Board; and (3) establish a set of protocols to stipulate the administration of the golf course operating reserve fund prior to removal of any monies from said fund.

Mr. Piersall seconded the amendment.

Further discussion ensued regarding the need to save money and not fund the deficit from capital reserves, difference between capital projects and reserves, addressing previous deficit from restaurant shortfall, options where to pull dollars from, suggestion to table, and clarification of the dates included in the motion.

Upon VOICE VOTE, with Mr. Hoover, Mr. Piersall, and Mr. Kostich in favor and Mr. Middlemiss and Ms. Murphy opposed, approval was given (by a margin of 3-2) to (1) allocate the \$91,194.60 golf course deficit as follows: \$25,000 from fiscal year 2023 pine straw application, \$10,000 from revenue generated by the RV lot, \$20,378.60 from the capital reserves, and transferring \$35,816 from fiscal year 2022 golf course profits; (2) transfer funds from the golf course operating reserve funds held by Indigo, in an amount agreed upon by the Board, into a newly created golf course operating reserve fund to be its own line item within the District's general fund, such funds to be used for maintenance and projects deemed necessary by golf course management and approved by the Board; and (3) establish a set of protocols to stipulate the administration of the golf course operating reserve fund prior to removal of any monies from said fund.

I. Use of Blue Ridge Activity Center *(formerly Sales Center)*

Discussion ensued regarding tax-exempt status depending on uses designated for the building, hostile email sent to Mr. Piersall from a resident that was reported to law enforcement, previous communication regarding purchase of Blue Ridge Activity Center,

square footage and requirement for fire sprinklers, current and proposed uses, and designation for activities and recreation.

Mr. Middlemiss made a MOTION to designate use of the Blue Ridge Activity Center (*formerly sales center*) as recreational.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to designate use of the Blue Ridge Activity Center (*formerly sales center*) as recreational.

J. Thermostat Settings at All Amenity Buildings

Discussion ensued regarding changes being requested from temperature that is being set, possibility of smart thermostats, standard settings, and average cost of utility bills.

SIXTH ORDER OF BUSINESS Consent Agenda

A. Minutes from the Regular Meeting on January 19, 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.

Discussion ensued regarding vote for naming the sales center, Mr. Kostich did not vote but it was noted as in favor, and requested to be recorded as opposed.

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 consent agenda, minutes as amended.
Mr. Middlemiss seconded the motion.

Discussion ensued regarding financial statements, Ms. Murphy's research into financials and invoices, some invoices miscoded, need to be reimbursed by the golf course for certain expenses, investigation into electric meters and areas they serve, post office box rental for golf course invoices, continued review and clarification of invoices going forward, appreciation for accounting staff, thanks to Ms. Murphy for her efforts

researching this issue, capital reserve fund, better explanation for capital outlays, insurance settlement, correction of account numbers, checks issued for various items that do not match the total on the balance sheet, amount of legal fees and timing of receipt of invoices, request for legal invoices to be paid promptly, trend reports.

Upon VOICE VOTE, with all in favor except Mr. Kostich, approval was given (by a margin of 4-1) to approve the consent agenda, minutes as amended.

SEVENTH ORDER OF BUSINESS Other Business

There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS Supervisors' Requests

Ms. Murphy thanked the community activities group and reviewed upcoming events.

Mr. Hoover thanked Mr. Middlemiss for issues he addressed.

Mr. Middlemiss requested a map be posted showing the location of fire extinguishers, discussed CPR orientation, requested Supervisor names be listed on attorney invoices, and discussed solar lights.

Mr. Piersall discussed fish kills, which was reported to SŌLitude. Discussion ensued regarding conditions of ponds, and desire for references and project lists for future proposals.

NINTH ORDER OF BUSINESS Audience Comments

A Resident (Lot 796) commented on engineering and fire marshal issues, and the difference from civil engineering.

A Resident (Lot 268) appreciates fiscal responsibility, requested the Board develop strategic plan for spending money on projects, thanked staff notably Ms. Garcia for her assistance, and wanted to discuss uses and renovations of the Blue Ridge Activity Center. Discussion ensued regarding the need for drawings, and the desire for the Board to work effectively.

TENTH ORDER OF BUSINESS Adjournment

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

On MOTION by Ms. Murphy, seconded by Mr. Piersall, with all in favor, the meeting was adjourned at 5:51 p.m.

Angel Montagna, Secretary

Robert Hoover, Chairman