

**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, March 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
Meredith Hammock	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 (Lot 1021) commented on an email he sent to the Board regarding a future agenda item, irrigation

A Resident (Lot 908) commented on the pool's cleanliness, grout and tiles not cleaned, mold, and need to clean grout and tiles.

A Resident commented on the golf tournament, monies raised for the veterans memorial, and rendering provided in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. Engineer**

**i. Stormwater Improvement Projects**

Discussion ensued regarding bid previously received for the six projects, recommendation not to proceed with the bid that came in well over budget, deferring these projects will not put the District in peril or catastrophic failure, recommendation to defer, and possibility to consider other projects.

This item will be considered at the next meeting.

**C. District Manager**

**i. Discussion of Upcoming Workshop Dates**

Discussion ensued regarding possible dates for a budget workshop, proposed draft budget anticipated to be provided at the April meeting, preference to hold workshop prior to the meeting, suggested date April 13 for the first budget workshop, budget process, and confirmation of the date for the workshop.

**ii. Update on Reimbursements from Golf/Food & Beverage**

Discussion ensued regarding reimbursements anticipated from golf and food & beverage in the amount of approximately \$40,000, staff still auditing utility invoices and coding, and getting a post office box for utility bills to avoid doing reimbursements.

**iii. Financial Statements**

Discussion ensued regarding financial statements provided by Indigo not required to be provided until the 20<sup>th</sup> of each month which are not included in the Inframark financial statements, options to have current financials from both entities for two months prior to the meeting, change in meeting date to a week earlier causing the timing issue, and possibility of sending complete current financials after the Board meeting once received from Indigo.

**iv. Capital Projects**

Discussion ensued regarding forms used in previous fiscal years, updated spreadsheet of capital projects, request for Board members to submit projects to be added to the list, and suggestion for three-year and five-year capital projects.

**v. Golf Funds Allocation Motion Approved in February**

Discussion ensued regarding not using current year income to fund a previous year deficit, motion approved at the previous meeting, original motion made three months ago that should still be in effect, February motion can be reconsidered at the April meeting, funds cannot be included in the audited financial statements for fiscal year 2022, request

to have time to consider motions, and earlier motion could have been rescinded prior to the February motion but is not necessary.

**D. Field Manager**

**i. Monthly Report**

The monthly field 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. Floralawn Inspections and Reports**

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

**iii. Sidewalk Repair Proposal**

Discussion ensued regarding location of the repair, scope of services, use of concrete, ability to procure more proposals, suggestion to repair the pavers and delay installation of the concrete to coordinate concrete work with the veterans memorial, suggestion to table this proposal, and services staff can provide in the meantime for the emergency stairwell.

**E. Community Manager**

**i. Pest Control Proposals**

Discussion ensued regarding Dean's no longer providing services to restaurants, proposals can be provided at the next meeting to include the guardhouse, ability of Floralawn to provide pest control services, and requirements in order to provide pest control services.

Mr. Piersall made a MOTION to the proposal from Floralawn to provide pest control services, in the amount of \$4,340.  
Mr. Kostich seconded the motion.

Discussion ensued regarding pros and cons of the landscaping company providing this service, comparison of prices, and request to go with the lowest price.

Upon VOICE VOTE, with Mr. Piersall, Mr. Kostich, and Mr. Hoover in favor and Ms. Murphy and Mr. Middlemiss opposed, approval was given (by a margin of 3-2) to the proposal from Floralawn to provide pest control services, in the amount of \$4,340.

**ii. Bench Placement on the Golf Course**

Discussion ensued regarding the request to place benches on the golf course as noted on the map, five total benches available, suggested locations for the benches, need for

concrete pads, suggested uses for the current benches, and possible need to purchase a new one.

Mr. Hoover made a MOTION to investigate costs for purchase of a bench and its installation on a concrete pad in the requested location.

Discussion ensued regarding utilizing an existing bench, researching costs before making a decision, and requiring a concrete pad.

Mr. Hoover withdrew the above motion.

Mr. Piersall made a MOTION to install existing benches for three locations.

Discussion ensued regarding installing one bench.

Mr. Piersall withdrew the above motion.

Mr. Middlemiss made a MOTION to use the existing bench being stored in the cart barn and install it in the requested location, in an amount not to exceed \$500.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to use the existing bench being stored in the cart barn and install it in the requested location, in an amount not to exceed \$500.

**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 current financial position, maintenance budget, and activities committee.

**FIFTH ORDER OF BUSINESS**

**Business Items**

**A. Ratification of Aqua-Brite of Florida Proposal for Sauna Repair**

Discussion ensued regarding work performed for the sauna repair.

Mr. Kostich made a MOTION to ratify the proposal from Aqua-Brite of Florida for sauna repair, in the amount of \$6,180.  
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 proposal from Aqua-Brite of Florida for sauna repair, in the amount of \$6,180.

**B. Pool Tile Color Choices from Vermana**

Discussion ensued regarding color choices for the pool tiles and preferences.

Ms. Murphy made a MOTION to approve cobalt blue for the pool tiles.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to select cobalt blue for the pool tiles.

**C. Veterans Memorial Rendering**

Discussion ensued regarding the proposed design of the memorial in order to obtain pricing and future steps, location of the memorial, request for tree trimming that Floralawn will donate, need for electricity for lighting, archived drawings, need for civil engineer to perform a water study for runoff, all costs funded by the veterans group, coordination with the City of Leesburg, phased work, process to obtain pricing to move forward, and donations received.

**D. Rules for Use of Operating Reserve**

This item was tabled.

**E. Proposal for Cart Path Additions**

Discussion ensued regarding specifications for the crushed shell paths, various materials for the paths, more cost effective than concrete, advantages of the paths, lack of funds available in the golf course reserve for projects, and suggestion for use of another fund.

Ms. Murphy made a MOTION to approve the proposal from Element Environmental to install crushed shell paths, in the amount of \$12,250, to be funded from construction funds as available and the remainder from golf funds.  
Mr. Middlemiss seconded the motion.

Further discussion ensued regarding rain runoff, possible requirements for permitting from the City of Leesburg, and obtaining approvals.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Element Environmental to install crushed shell paths, in the amount of \$12,250, to be funded from construction funds as available and the remainder from golf funds.

**F. Cost Estimate for Blue Ridge Activity Center Renovations**

Discussion ensued regarding renovation options, available monies, suggestion for staff to contact contractors to obtain pricing, permitting and review process with the City of Leesburg, and suggestion to remove deficiency summary for \$14,850.

Mr. Kostich made a MOTION to cease planning and repairs except for the deficiency summary by Kross Inspectors in the amount of \$14,850, to get the activity center operational, proposals to be provided to the Board, and leave \$75,000 in the budget for the activity center.  
Mr. Piersall seconded the motion.

Discussion ensued regarding funds available and deadline to complete the work.

*The meeting recessed at 3:57 p.m.*

*The meeting resumed at 4:10 p.m.*

Further discussion ensued regarding the District's only obligation for the facility with the HOA is that it used as a recreational facility, leaving the budgeted amount for future maintenance, suggestion to delay the purchase of furniture, suggested repairs and renovations to be complete before the building is occupied, recommendation to come up with plan A and plan B, monies already paid for services not used, finding out what renovations can be done for \$75,000, obtaining estimates of what needs to be fixed, and requesting more time to gather more detailed estimates.

Upon VOICE VOTE, with Mr. Kostich, Mr. Piersall, and Mr. Hoover in favor and Ms. Murphy and Mr. Middlemiss opposed, approval was given (by a margin of 3-2) to cease planning and repairs except for the deficiency summary by Kross Inspectors in the amount of \$14,850, to get the activity center operational, proposals to be provided to the Board, and leave \$75,000 in the budget for the activity center.

Discussion ensued regarding request for proposals and estimates to be brought to the next meeting, and fiscal responsibility with previous motions approved at the meeting.

**G. Roanoke Berm**

Discussion ensued regarding ownership verified from adjacent properties, letter from the Eagles does not appear to grant access, risk of liability of someone crossing without permission, conversations with other residents, and cannot issue bar codes for any vehicles to access that area.

Mr. Hoover made a MOTION to approve getting proposals to stabilize the berm, install a non-eroding substance, repair the berm, and repair the irrigation, in an amount not to exceed \$4,500.  
Ms. Murphy seconded the motion.

Discussion ensued regarding opposition to spending District funds to repair the berm for access.

Upon VOICE VOTE, with Mr. Hoover in favor and everyone else opposed, motion did not pass (by a margin of 4-1) to get proposals to stabilize the berm, install a non-eroding substance, repair the berm, and repair the irrigation, in an amount not to exceed \$4,500.

Mr. Piersall made a MOTION to leave the Roanoke berm as it is.  
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to leave the Roanoke berm as it is.

**H. Ratification of Invoice from TWC Services for Freezer Repair**

Discussion ensued regarding the need for the freezer repair.

Mr. Piersall made a MOTION to ratify the invoice from TWC Services for freezer repair, in the amount of \$7,255.87.  
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 TWC Services for freezer repair, in the amount of \$7,255.87.

**SIXTH ORDER OF BUSINESS**                      **Consent Agenda**

**A. Minutes from the Regular Meeting on February 16, 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.

**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 expense from capital reserves, invoices for HVAC repairs and services included, one invoice for quarterly inspections, and staff will confirm invoices were paid as previously approved.

Mr. Kostich made a MOTION to dissolve use of the consent agenda and include approval of the items under business matters.  
Ms. Murphy seconded the motion.

Discussion ensued regarding consent agenda items can be discussed individually, and items can be approved in one motion or individual motions.

Ms. Murphy made a MOTION to approve the minutes, as presented.  
Mr. Kostich seconded the motion.

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

Mr. Kostich rescinded the motion to dissolve use of the consent agenda and include approval of the items under business matters.  
Ms. Murphy rescinded the second.



Discussion ensued regarding inclusion of invoices in the agenda packages, multiple line items for check numbers, Florida Aqua Group invoices for two separate repairs, electromechanical industrial deposits should have been paid from capital projects fund, and thanks for Ms. Murphy's assistance and review.

Mr. Hoover made a MOTION to approve the remainder of the consent agenda (financials and check register), as presented.  
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor except Mr. Kostich, approval was given (by a margin of 4-1) to approve the remainder of the consent agenda (financials and check register), as presented.

Discussion ensued regarding training for avid for Board members, tree trimming should wait until next fiscal year, do more consolidating for fiscal year 2024 budget, categories that are under and over budget, and music license.

**SEVENTH ORDER OF BUSINESS                      Other Business**

Ms. Murphy requested two items be included on the next agenda: golf course fiscal year 2022 funds, and contract for selling bricks to include dollar amounts.

**EIGHTH ORDER OF BUSINESS                      Supervisor Requests**

Mr. Piersall discussed dumpsters and need for cleaning.

Mr. Kostich requested the flag pole be relocated from Fairfax Hall to the bocce ball courts at no cost to the District, to be added to the next agenda.

Mr. Middlemiss commented on spending and being cautious through the remainder of fiscal year 2023.

Ms. Murphy thanked the events committee, commented on ticket sales, reported on the success of the event, commented on building use, revised facility and policy forms have been updated, and these items to be provided on the website.

Mr. Hoover commented on the Blues Brothers event and the golf course depression repair.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

A Resident (Lot 468) commented on the Roanoke berm, suggested potential lawsuits, and Supervisors who ran in the 2020 election on fiscal responsibility but then voted for higher cost for pest control.

A Resident (Lot 503) commented on unhappiness with some of the decisions made, including the Roanoke berm, preference to keep dollars within Arlington Ridge, flag pole to be moved should not interfere with parking, suggestion of additional bicycle racks, residents destroying property should not be permitted, and disagreed going the cheaper route for the activity center.

**TENTH ORDER OF BUSINESS**

**Adjournment**

- *The next meeting is scheduled for Thursday, April 20, 2023, at 2:00 p.m.*

On MOTION by Mr. Piersall, seconded by Mr. Middlemiss, with all in favor, the meeting was adjourned at 5:35 p.m.
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Angel Montagna, Secretary

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Robert Hoover, Chairman