

**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, April 20, 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 (<i>via Zoom</i>)	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 commented on the Roanoke berm.

A Resident commented on a sign, areas that need gravel, monies used for the RV lot, and suggested improvements to the RV lot.

FOURTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel

There being nothing to report, the next item followed.

B. Engineer

i. Depression Area #2 and Violation Letter

Discussion ensued regarding depression area #2, violation letter received from St. Johns River Water Management District (“SJRWMD”) for two locations, and description and condition of the subject ponds.

Mr. Hamstra reviewed the proposal from Geotechnical and Environmental Consultants for geotechnical engineering services (received after the agenda deadline and distributed at the meeting), in the amount of \$26,837, including the GPR scope (\$9,995) and SPT borings (\$16,912).

Discussion ensued regarding Phase 2 for SPT borings.

Mr. Middlemiss made a MOTION to approve the proposal from Geotechnical and Environmental Consultants for geotechnical engineering services for Phase 1 GPR scope, in the amount of \$9,995, Phase 2 if needed for SPT borings, in the amount of \$16,912, as authorized by the Chairman.

Ms. Murphy seconded the motion.

Further discussion ensued regarding the two options and phases included in the proposal.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Geotechnical and Environmental Consultants for geotechnical engineering services for Phase 1 GPR scope, in the amount of \$9,995, Phase 2 if needed for SPT borings, in the amount of \$16,912, as authorized by the Chairman.

ii. Drainage Improvement Projects

Discussion ensued regarding the proposal received from Element Environmental, in the amount of \$126,047 for all six projects, performance bond cost to be added to the proposal, performance bond is optional, vendor is qualified and provided certificate of insurance, construction to take about 120 days, 25% payment in advance, vendor has provided services in the past, list of projects to be done, priorities, other capital projects, and availability and sources of funds.

Mr. Middlemiss made a MOTION to approve the proposal from Element Environmental for all six drainage projects, in the amount of \$126,047, to be spread out over two fiscal years, with a 25% deposit, and legal counsel to draft an agreement.

Mr. Hoover seconded the motion.

Further discussion ensued permits not required since this work is considered maintenance, engineer will inspect work at completion, and potential future repairs.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Element Environmental for all six drainage projects, in the amount of \$126,047, to be spread out over two fiscal years, with a 25% deposit, and legal counsel to draft an agreement.

C. District Manager

Discussion ensued regarding comments received for golf course contract, financial statements to be provided together with Indigo and will be two months behind, and accounting is researching payments to Del-Air.

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. Proposal #5715 for Installation of Annuals

Discussion ensued regarding the proposal for installation of annuals, types of annuals proposed, and availability of funds.

Ms. Murphy made a MOTION to approve proposal #5715 from Floralawn for installation of annuals, in the amount of \$4,181.94.

Mr. Kostich seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to proposal #5715 from Floralawn for installation of annuals, in the amount of \$4,181.94.

iv. Repairs for Blue Ridge Activity Center

Discussion ensued regarding potential repairs, options for repairs, proposals received, staff directed to obtain proposals and a report at the March meeting, and estimated useful life of improvements.

Mr. Kostich made a MOTION to approve option 3 work order for repairs at the Blue Ridge Activity Center, in the amount of \$14,478.

Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to option 3 work order for repairs at the Blue Ridge Activity Center, in the amount of \$14,478.

Further discussion ensued regarding funds available.

E. Community Director

There being nothing to report, the next item followed.

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 updates on golf course activities, timeline of providing financial statements, description of current financial position, performance of the restaurant, anticipated revenue loss, and impact of inclement weather on the shell path.

FIFTH ORDER OF BUSINESS

Business Items

A. Request from HOA for Vinyl Fencing Maintenance Agreement

Discussion ensued regarding the request from the HOA for the District to take over maintenance of the vinyl fencing owned by the HOA, it is the only fence the District does not own, clarification of the request, question of the necessity and purpose of the fence, opposition for the District to maintain the fence, budget impacts, and a response required to the request.

Mr. Kostich made a MOTION to deny the request from the HOA for the District to maintain 1,075 feet of vinyl fence.
Mr. Piersall seconded the motion.

Discussion ensued regarding providing a response at the next meeting, item was requested to be on today's agenda, suggestion to table for the next meeting pending cost investigation and to be part of the budget discussion, preference to deny the request, delay might incur more legal fees, and a response needs to be sent to the HOA attorney.

Upon VOICE VOTE, with Mr. Kostich and Mr. Piersall in favor and Mr. Middlemiss, Ms. Murphy, and Mr. Hoover opposed, motion did not pass (by a margin of 3-2).

This item was tabled to the next agenda.

B. Request to Remove Flag Pole in Front of Fairfax Hall

Mr. Kostich made a MOTION to move the flag pole in front of Fairfax Hall to an agreed-upon location as designated in the photograph, at no cost to the District.
Ms. Murphy seconded the motion.

Discussion ensued regarding location.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to move the flag pole in front of Fairfax Hall to an agreed-upon location as designated in the photograph, at no cost to the District.

The meeting recessed at 3:47 p.m.
The meeting reconvened at 4:02 p.m.
Mr. Piersall left the meeting.

C. Security Options and Proposals

Discussion ensued regarding the proposals received for the front gate and remote guarding, comparison of the options and proposals, internet and electricity already onsite, how Securiteam system works, demonstrations available, communication center, standard procedures, response time, unlimited guest access, transition from live guard to remote guard, and proposals did not include the back gate because it is not owned by the District.

D. Proposals for Thermostat at Fairfax Hall

Discussion ensued regarding vendors, and system requirements.

Mr. Middlemiss made a MOTION to approve the proposal from Our Place for a Nest thermostat, in the amount of \$2,260.

Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to the proposal from Our Place for a Nest thermostat, in the amount of \$2,260.

E. Proposal for Gravel at the RV Lot

Discussion ensued regarding the proposal.

Mr. Hoover made a MOTION to approve the proposal from The Yard Stop Garden Center to install 10 yards of gravel at the RV lot, in the amount of \$900, to be funded from RV lot revenue.

Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to the proposal from The Yard Stop Garden Center to install 10 yards of gravel at the RV lot, in the amount of \$900, to be funded from RV lot revenue.

Discussion ensued regarding source of funds for the expense.

F. Striping Proposals

Discussion ensued regarding the proposals and scope of services.

Mr. Middlemiss made a MOTION to the proposal from USA Seal & Stripe for roadway striping, in the amount of \$24,675, to be coded to roadway maintenance.

Mr. Hoover seconded the motion.

Discussion ensued regarding striping all areas as two separate projects, the need for roadway striping, products used, and life expectancy.

Upon VOICE VOTE, with all in favor, unanimous approval was given to the proposal from USA Seal & Stripe for roadway striping, in the amount of \$24,675, to be coded to roadway maintenance.

Discussion ensued regarding adding additional parking spots for golf course parking to the scope for budget discussions.

G. Garden Club’s Brick Program and Memorial Donation Policy

Discussion ensued regarding the brick program and memorial donation policy.

Mr. Middlemiss made a MOTION to approve the memorial donation policy in substantial form.
Mr. Kostich seconded the motion.

Discussion ensued regarding highlighting the changes as included in the email.

Upon VOICE VOTE, with all in favor, unanimous approval was given to the memorial donation policy in substantial form.

H. Rules for Use of Golf Course Funds

Mr. Hoover made a MOTION to approve the policy for use of golf course funding, using “net” profit not gross, in substantial form.
Ms. Murphy seconded the motion.

Discussion ensued regarding golf course start-up funds, transferring funds, clarification for item #6 for percentage being reduced, can be approved in substantial form pending answers provided, and included on the next agenda for final approval.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to the policy for use of golf course funding, using “net” profit not gross, in substantial form.

I. Golf Course Contract with Billy Casper Golf

The agreement and amendments were included in the agenda package for informational use.

J. Violation Letter

This item having been discussed earlier under the engineer’s report, the next order of business followed.

SIXTH ORDER OF BUSINESS Consent Agenda

A. Minutes from the Regular Meeting on March 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.

Ms. Murphy made a MOTION to accept the minutes, as presented.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to accept the minutes, as presented.

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.

Discussion ensued regarding not accepting the financials until they can be updated with those provided by Indigo, which will be provided in the next agenda package.

Ms. Murphy made a MOTION to accept the financial statements, as presented.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to accept the financial statements, as presented.

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 not accepting until the following month to coincide with the date of the financial statements, but that would ratify invoices two months behind.

Ms. Murphy made a MOTION to ratify the invoices and check register, as presented.
Mr. Kostich seconded the motion.

Discussion ensued regarding wanting the same check register dates as the financial statements, delay until next month, and invoices for gate repairs have not but should be billed to offending parties.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to ratify the invoices and check register, as presented.

SEVENTH ORDER OF BUSINESS **Other Business**

There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Middlemiss commented on a recent accident where parking on both sides of the street slightly impeded access of ambulance, lowering umbrellas when done using them, speed limit, CPR course, and being educated on use of fire extinguishers.

Ms. Murphy discussed Coffee Talk being held quarterly instead of monthly.

Mr. Middlemiss requested the July meeting be canceled.

Mr. Kostich commented on an event with lunch and beverages as a fundraiser for the restaurant, flag pole for the veterans memorial, and anticipated grand opening on Memorial Day.

Mr. Hoover commented on anticipated use of Blue Ridge Activity Center.

NINTH ORDER OF BUSINESS **Audience Comments**

A Resident (Lot 664) suggested putting closed captioning on the screen during the meeting, putting greens, maintenance program for the golf course, and requested speed bumps on White Plains Way.

A Resident (Lot 297) commended the Board for looking into security options, requested the back gate be addressed by the appropriate entity, and use of music channels.

A Resident (Lot 469) commented on landscaping deficiencies in some areas.

A Resident commented on landscaping on the golf course not being maintained and needs to be addressed.

A Resident complimented the Board members for their service.

TENTH ORDER OF BUSINESS **Adjournment**

- *The next meeting is scheduled for Thursday, May 18, 2023, at 2:00 p.m.*

On MOTION by Ms. Murphy, seconded by Mr. Kostich, with all in favor, the meeting was adjourned at 5:20 p.m.

Angel Montagna, Secretary

Robert Hoover, Chairman