

**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, May 18, 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
Meredith Hammock	Attorney: Kilinski Van Wyk
David Hamstra	Engineer: Pegasus Engineering
Frank Bruno	General Manager: Golf, Food & Beverage
Brenda Burgess	Inframark, Management Services
Lynn Hayes	Inframark, Management Services
Brett Perez	Inframark, Management Services
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**

Ms. Montagna indicated each member of the public has three minutes to speak, and commented on communication circulating from residents to governmental entities regarding the Roanoke berm not correct since the Board has not made any decisions.

A Resident (Lot 940) commented on the Roanoke berm, and expressed concerns from other residents regarding berm access.

A Resident (Lot 939) commented on proposed budget, difference in revenues due to subsidizing the restaurant, and golf course monies should be subsidizing the restaurant.

A Resident (Lot 468) commented on the Roanoke berm related to insurance issues due to accidents or injuries, and claims history.

A Resident (Lot 404) commented on the Eagles, no need for a shortcut or access over the berm, and asked the Board to address the issue.

A Resident (Lot 416) commented on issues at the guardhouse with a homeless man and the tattered flag.

A Resident (Lot 793) commented on proposed rule change at the golf course whereby he cannot use his own golf cart and other requirements.

A Resident (Lot 616) commented on the responsibility for the District, condition of the golf course, suggestion to look for new golf management company prior to the expiration of the Indigo contract, and lack of responsiveness.

A Resident (Lot 330) expressed concerns over the RV lot, improvements, users want to be able to participate in changes and improvements, RV monies collected and shown separately on the budget, and a petition previously circulated.

A Resident (Lot 939) expressed concerns regarding the golf cart path, people causing damage should pay for it, previous experience and challenges with an automated guard, back gate is currently open because it is not working properly, and lack of confidence with Inframark managing automated gates.

A Resident commented on a letter referencing the restaurant, felt the letter was directed at her, and requested residents address issues directly.

A Resident commented she does not use the access over the berm, suggested access to the Eagles be moved, and residents retaliating against other residents.

A Resident commented on the berm and the purpose it serves.

A Resident (Lot 764) commented on work being done on golf carts.

A Resident (Lot 604) commented on the Roanoke berm, something needs to be done, people trashing her and her husband (Mr. and Mrs. Kostich), people taking dogs over the berm, and residents disagreeing with their position on the berm.

A Resident (Lot 908) thanked the Board for their service, getting the pools cleaned, requested a new pool vendor, and separating the restaurant from the golf course.

A Resident (Lot 86) commented on the Roanoke berm, golf carts crossing on the berm, previous motion of no further action related to the berm, residents who contacted St. Johns Water Management District ("SJRWMD"), access permitted from the Eagles

and the District, golf course operations and restaurant losses, and requested the Board address the issues quickly such as a silt fence.

FOURTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. Engineer

i. Roanoke Berm/St. Johns River Water Management District Matter

Mr. Hamstra reviewed the letter issued from SJRWMD related to stormwater issues, requested two-week extension to report resolution to SJRWMD, and presented options (1) close to access with 300 linear foot fence at a total cost of \$150,000 to \$200,000, or (2) keep safe and stabilized access to the Eagles at a total cost of \$55,000 to \$60,000.

Discussion ensued regarding the options presented, if portions of the options will resolve the issue, closing out the violation, pond berm and landscape berm, minimal access option is \$7,000, installing a barrier, possible solution for \$30,000, real issue is crossing the berm, message to community from staff regarding the effects of residential activities crossing the berm, and a fence should be the last option if nothing else works.

Mr. Middlemiss made a MOTION to approve closing off the berm to prohibit access to the Eagles.
Ms. Murphy seconded the motion.

Further discussion ensued regarding support for the motion, get the berm into compliance, inform residents continued access will not be tolerated, repair of the berm is the first step, and desire to address the issue once and for all.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to close off the berm to prohibit access to the Eagles.

Mr. Middlemiss made a MOTION to approve making necessary repairs to the landscape berm and pond berm to comply with SJRWMD, installing a split-rail fence from Roanoke Drive to the cul-de-sac, adding plantings on top of the berm to fill it in, and correcting the irrigation.
Mr. Hoover seconded the motion.

Further discussion ensued regarding recommendations from the engineer, requirements for irrigation depending on the solution, and a request to split the motion and take out installing the fence.

Upon VOICE VOTE, with Middlemiss, Murphy, and Hoover in favor, and Mr. Piersall and Mr. Kostich opposed, approval was given (by a margin of 3-2) to make necessary repairs to the landscape berm and pond berm to comply with SJRWMD, install a split-rail fence from Roanoke Drive to the cul-de-sac, add plantings on top of the berm to fill it in, and correct the irrigation.

C. District Manager

Discussion ensued regarding the office being closed to foot traffic on Mondays temporarily, and staff continues to work full-time hours.

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.

Discussion ensued regarding the display room needing cabinets and mirrors.

Mr. Middlemiss made a MOTION to approve removing cabinets and mirrors in the display room in the Blue Ridge Activity Center.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to remove cabinets and mirrors in the display room in the Blue Ridge Activity Center.

Discussion ensued regarding card tables, gravel in the RV lot, mulch, pine straw, renovation and declaring surplus property for the Blue Ridge Activity Center, and trailers to be removed.

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.

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 golf course being closed on Tuesdays, upcoming projects and herbicide/pest control applications, March financials, financing the lease-purchase of golf carts, and personnel.

ii. Proposal for Replacement Range Picker

Discussion ensued regarding range picker versus range tracker.

Ms. Murphy made a MOTION to approve the proposal from Yamaha to purchase the range picker, in the amount of \$13,349, funded from golf course profits.
Mr. Middlemiss seconded the motion.

Discussion ensued regarding golf course profits of approximately \$60,000, year for golf course profits not identified because the amount is unknown for the current fiscal year, only one estimate provided which is the same vendor as the golf carts, and additional quotes can be provided but experience shows the dollars will be the same.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Yamaha to purchase the range picker, in the amount of \$13,349, funded from golf course profits.

The meeting recessed at 4:03 p.m.

The meeting resumed at 4:17 p.m.

FIFTH ORDER OF BUSINESS **Business Items**

A. Discussion of Preliminary Budget for Fiscal Year 2024

Discussion ensued regarding continued conversations with staff regarding changed format, desire for a budget workshop prior to the June 15 meeting, deadline to approve the budget and set the public hearing, provide information to residents in addition to the legal letter if assessments are increased, defer discussion to a workshop in June, professional staff not needed to attend the workshop, and tentative budget workshop date set for Monday, June 12, at 9:00 a.m.

B. Liaison Role Reinstatement

Discussion ensued regarding support and opposition to reinstate liaison roles, preference to let Inframark manage the contracts and vendors, challenges if management

staff is not aware of issues, and Board members should bring issues to the attention of management staff but not handle it themselves.

This item will be tabled until the August meeting.

C. Security Options and Proposals

Discussion ensued regarding the proposed dollars impact on the budget, request for how non-resident scenarios work, hybrid approach to man the guardhouse half the day and automated the other 12 hours, 24.7% rate increase requested from Allied Universal, 3% increase is reasonable, post orders, and request for staff to renegotiate the increase.

D. Discussion of Indigo Contract

This item not being discussed, the next order of business followed.

SIXTH ORDER OF BUSINESS **Consent Agenda**

A. Minutes from the Workshop on April 13, 2023, and the Regular Meeting on April 20, 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 reviewed changes to the April 20 minutes.

Ms. Murphy made a MOTION to accept the minutes, as amended. Mr. Kostich seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to accept the minutes, as amended.
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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 RV lot income seems to be lower than anticipated, process if residents have not paid their fees, Supervisor fees for workshops, over budget for attorney fees, engineering fees, clarification of miscellaneous expense line item, subscriptions, repairs and maintenance over budget, pool signs, sign on the RV gate, reclassifications to be made for the RV lot and the pools, special events and activity groups, cost-benefit analysis for special events, mold remediation coded to reserves until insurance monies received, Blue Ridge Activity Center, other budget overages and underages, and monies billed for litigation matters.

The Board requested a report for the RV lot showing number of occupied spaces, number of spaces paid in full, number that pay monthly, and number that have not paid.

Ms. Murphy and Ms. Montagna will meet to discuss the proposed fiscal year 2024 budget and prepare version 2 of the budget layout.

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 accept the financial statements and ratify the invoices and check register, as presented.
Mr. Middlemiss seconded the motion.

Discussion ensued regarding social center, dates of financials and check register from March and not April, request to have Indigo financials from two months ago and from Inframark from the previous month instead of combined statements from two months ago, and consolidated statement for golf and restaurant.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to accept the financial statements and 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. Kostich commented on permits being posted at Fairfax Hall for the veterans memorial.

Mr. Middlemiss commented on the Blue Ridge Activity Center, crews working daily, demolition permit filed with City of Leesburg, and certificate of occupancy applied for.

NINTH ORDER OF BUSINESS Audience Comments

A Resident (Lot 403) commented on pools not being clean.

A Resident (Lot 1248) commented on security. Discussion ensued regarding situations when to call the police.

A Resident (Lot 468) commented on insurance, examples of general liability, and when damages are caused by a contractor.

Arlington Ridge CDD
May 18, 2023, regular meeting

A Resident (Lot 506) commented on trees, sod, and dirt.

A Resident (Lot 303) commented on parking under the portico at Fairfax Hall.

A Resident (Lot 113) commented on how decisions are made.

TENTH ORDER OF BUSINESS

Adjournment

- *The next meeting is scheduled for Thursday, June 15, 2023, at 2:00 p.m.*

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

Angel Montagna, Secretary

Robert Hoover, Chairman