

**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, June 15, 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

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
Jennifer Kilinski	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
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 2:01 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 make comments. It is not a time for back and forth.

A Resident (Lot 1016) commented on the contract with the golf course, suggested other proposals be obtained for management of the golf course, and recommended no need for additional flag poles.

A Resident thanked the Board members for serving.

A Resident (Lot 403) thanked the Board members for serving, and requested better cleanliness at the Beach Pool. Ms. Montagna provided an update regarding pool maintenance, and the pool is now open.

A Resident (Lot 245) commented on the golf course and condition of the course.

A Resident (Lot 565) commented on the restaurant, an advisory committee for oversight, and golf cart rentals.

A Resident (Lot 469) commented on an advisory committee, and an audit of the restaurant.

A Resident (Lot 252) commented on the embarrassing condition of the golf course, management of the course, and no availability of carts due to non-residential use.

A Resident (Lot 1038) commented on the budget, previous projects approved in the previous budget, and requested continuation of reserves.

A Resident (Lot 276) mentioned restaurant hours, and requested it stay open later on weekends.

A Resident (Lot 624) commented on restaurant and events, lack of information shared about July 4 events, and communication could be better.

A Resident (Lot 749) commented on accounting system, and asked if financials are audited. Ms. Montagna clarified a third-party auditing firm provides an audit annually, which is posted on the website.

A Resident commented on the condition of the golf course, and damage to golf carts.

A Resident (Lot 764) commented on the golf course, and asked about repairs.

A Resident (Lot 1021) requested an update on repair of hedges behind his property, and commented on the condition of the golf course.

A Resident (Lot 682) commended the Board and volunteers for the opening event of the Blue Ridge Activity Center.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. Engineer

Mr. Hamstra discussed depressions #2 and #3, the six projects and a schedule, Roanoke Drive berm repairs and schedule, and potential encroachment on the Palatlahaha River with extensive clearing being done, further research needed for resolution and compliance, and update to be provided to St. Johns River Water Management District.

Discussion ensued regarding plats showing the buffer on the Palatlahaha River, estimated restoration costs in excess of \$25,000, governmental agencies with jurisdiction, process to communicate to and educate residents is to contact the District Manager first,

resident-requested improvements on the Roanoke berm, and requirements for improvements with pervious surfaces.

C. District Manager

Discussion ensued regarding update on the pools and refurbishments, additional items to be declared surplus.

Mr. Middlemiss made a MOTION to declare additional surplus items, as discussed.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to declare additional surplus items, as discussed.

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.

E. Community Director

Ms. Montagna introduced Mr. Graffius, the new community director.

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 the women's golf event.

FIFTH ORDER OF BUSINESS

Business Items

A. Ratification of Resolution 2023-06, Surplus Property

Mr. Hoover read Resolution 2023-06 into the record by title.

Ms. Hammock described the housekeeping purpose for the resolution, which can include the new surplus items approved earlier in the meeting.

Mr. Hoover made a MOTION to ratify Resolution 2023-06 as amended to include additional surplus items.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to ratify Resolution 2023-06 as amended to include additional surplus items.

Discussion ensued regarding sale of previous surplus items which netted \$775 in revenue, and giving \$500 of the net proceeds to the committee to purchase some items.

Mr. Middlemiss made a MOTION to designate \$500 of the surplus item proceeds to the committee working at the Blue Ridge Activity Center to purchase some items.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to designate \$500 of the surplus item proceeds to the committee working at the Blue Ridge Activity Center to purchase some items.

B. Ratification of First Amendment to the Agreement with Floralawn for Pest Control Services

Discussion ensued regarding removing the restaurant from the pest control contract. The restaurant is going with their preferred provider.

Mr. Middlemiss made a MOTION to ratify the first amendment to the agreement with Floralawn for pest control services to remove the restaurant, in a revised annual amount of \$3,840.00.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to ratify the first amendment to the agreement with Floralawn for pest control services to remove the restaurant, in a revised annual amount of \$3,840.00.

C. Consideration of Resolution 2023-07, Designating an Assistant Secretary

Mr. Hoover read Resolution 2023-07 into the record by title.

Ms. Montagna described the purpose of adding a staff member as Assistant Secretary.

Mr. Middlemiss made a MOTION to approve Resolution 2023-07, designating Mr. Lynn Hayes as an Assistant Secretary.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to Resolution 2023-07, designating Mr. Lynn Hayes as an Assistant Secretary.

Ms. Murphy requested a list of staff members, titles, responsibilities, and contact information be sent to the residents, which will be sent this week. Discussion ensued regarding regular reminders sent to residents regarding the meeting schedule and other information on the District's website.

D. Presentation of Fiscal Year 2024 Budget

Discussion ensued regarding previous discussions to present the proposed budget, deadline is today to provide the budget to the City of Leesburg and Lake County, the final budget for adoption can be lower than what is approved today but cannot go higher, Allied agreed to 3% increase for security services, janitorial proposals received for current scope, complaints, staff's satisfactory experience with Jan-Pro in other districts, references, termination provisions, holding the vendor accountable, current vendor not performing pursuant to the contract which is why staff contacted numerous vendors, local vendors contacted but only three responded, and complaints regarding lack of services provided despite multiple meetings between staff and the vendor.

Ms. Murphy made a MOTION to approve the proposal from Coverall for janitorial services, in the amount of \$88,548.00.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor except Mr. Kostich, approval was given (by a margin of 3-1) to the proposal from Coverall for janitorial services, in the amount of \$88,548.00.

Discussion ensued regarding providing termination notice to Globiser, and counsel providing an agreement with Coverall.

Further discussion ensued regarding discretionary amount, line items discussed Monday at the workshop, proposed change in layout, assessment revenues, and assessment level dropped to 10.6% due to lower proposal for janitorial services.

E. Consideration of Resolution 2023-08, Approving the Proposed Budget and Setting a Public Hearing Thereon

Ms. Montagna read Resolution 2023-08 into the record by title.

Ms. Murphy made a MOTION to approve Resolution 2023-08, approving the proposed budget for fiscal year 2024 and setting a public hearing for Thursday, August 17, 2023, at 2:00 p.m. at Fairfax Hall.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to Resolution 2023-08, approving the proposed budget for fiscal year 2024 and setting a public hearing for Thursday, August 17, 2023, at 2:00 p.m. at Fairfax Hall.

Discussion ensued regarding approval included the general fund and debt services funds, not the golf course and food and beverage budget.

F. Consideration of Janitorial Services Proposals

This item having been approved earlier, the next item followed.

G. Consideration of Floralawn Pest Control Proposal

This item not being considered, the next item followed.

H. Consideration of Truck Stop, Inc. Work Trailer Proposal

Discussion ensued regarding delaying action on this item, three cost components, future repairs, seeking remediation from residents causing damage, use of reserves or fund balance,

Mr. Kostich made a MOTION to defer consideration of the proposal from Truck Stop, Inc. for a work trailer.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor except Mr. Middlemiss, approval was given (by a margin of 3-1) to defer consideration of the proposal from Truck Stop, Inc. for a work trailer.

The meeting recessed at 3:36 p.m.

The meeting resumed at 3:49 p.m.

I. Consideration of Sidewalk Build Proposal

Discussion ensued regarding location of the build, scope of the project, code requirements for sidewalks, support expressed for the project, and a request to table the proposal until October 1.

J. Number of Registered Voters – 1,778

The number of registered voters was entered into the record.

SIXTH ORDER OF BUSINESS **Consent Agenda**

A. Minutes from the Regular Meeting on May 18, 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 one correction to the motion box on page 4.

Ms. Murphy made a MOTION to accept the minutes, as amended.
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 minutes, as amended.

B. Financial Statements

The financial statements were included in the agenda package, available for review in the local records office and the District Office during normal business hours.

C. Check Register

The check register was included in the agenda package, available for review in the local records office and the District Office during normal business hours.

SEVENTH ORDER OF BUSINESS **Other Business**

Ms. Hammock reported conclusion of a recent lawsuit that was entered in favor of the District, legal fees are to be paid by the applicant and can be pursued at the Board's direction.

Mr. Middlemiss made a MOTION to recoup legal fees from the lawsuit ruled in favor of the District.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to recoup legal fees from the lawsuit ruled in favor of the District.

Mr. Middlemiss commented on Bridgeport Road extension.

Ms. Montagna reported on combined financials for the District and golf/food and beverage, which will be from two months prior. Discussion ensued regarding preference for recent financials from one month ago and not two months, disparity between one month for District financials and two months for golf/food and beverage.

Ms. Murphy made a MOTION to receive District financials from the previous month with the financials from Indigo from two months prior to be included in the financial package but not merged into the District financials.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to receive District financials from the previous month with the financials from Indigo from two months prior to be included in the financial package but not merged into the District financials.

Discussion ensued regarding the golf and food/beverage budget.

EIGHTH ORDER OF BUSINESS **Supervisor Requests**

Ms. Murphy thanked those who were involved in events and the open house for Blue Ridge Activity Center.

Mr. Middlemiss commented on the RV lot, units need to have current tags with insurance on the vehicle, approval required before installing anything on District-owned property, welcome committee requested money from the District for welcome gifts which cannot be done, thanked those who participated in the Blue Ridge Activity Center, discussed the renovations, and update on permitting.

Mr. Hoover requested No Parking signage at the drive-through for Fairfax Hall. Discussion ensued regarding fire lane wording, and recommendation for Emergency Access wording instead.

NINTH ORDER OF BUSINESS **Audience Comments**

A Resident commented participants attending via Zoom cannot hear the conversations.

Discussion ensued regarding not required to offer Zoom, a third party needs to analyze the sound system or cease advertising for Zoom, pursuing sound system analysis, and tabling Zoom until resolved.

Mr. Hoover made a MOTION to table utilizing Zoom Video Communications until the sound issues are resolved.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to table utilizing Zoom Video Communications until the sound issues are resolved.

TENTH ORDER OF BUSINESS

Adjournment

- *The next meeting is scheduled for Thursday, August 17, 2023, at 2:00 p.m.*

On MOTION by Ms. Murphy, seconded by Mr. Hoover, with all in favor, the meeting was adjourned at 4:34 p.m.

Angel Montagna, Secretary

Robert Hoover, Chairman