

1 **MINUTES OF MEETING**
2 **ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT**
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4 The regular meeting of the Board of Supervisors of the Arlington Ridge Community
5 Development District was held Thursday, September 21, 2023, at 2:01 p.m. at Fairfax Hall,
6 4475 Arlington Ridge Boulevard, Leesburg, Florida 34748.

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8 Present and constituting a quorum were the following:
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10 Robert Hoover	Chairman
11 Ted Kostich	Vice Chairman
12 Bill Middlemiss	Assistant Secretary
13 Claire Murphy	Assistant Secretary
14 Jim Piersall (<i>via Zoom</i>)	Assistant Secretary

15
16 Also present, either in person or via Zoom Video Communications, were the following:
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18 Angel Montagna	District Manager, Inframark, Management Services
19 Lynn Hayes	District Manager, Inframark, Management Services
20 Meredith Hammock	District Counsel, Kilinski Van Wyk
21 David Hamstra	District Engineer, Pegasus Engineering
22 Frank Bruno	General Manager, Golf, Food & Beverage
23 Dan Zimmer	Vice President of Operations, Troon
24 Lee Graffius	Community Director, Inframark
25 Residents and Members of the Public	

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27 *This is not a certified or verbatim transcript but rather represents the context and summary*
28 *of the meeting. The full meeting is available in audio format upon request. Contact the*
29 *District Office for any related costs for an audio copy.*
30

31 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

32 Mr. Hoover called the meeting to order at 2:01 p.m.

33 Mr. Hoover called the roll and indicated a quorum was present for the meeting.
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35 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

36 Mr. Hoover led the *Pledge of Allegiance*.
37

38 **THIRD ORDER OF BUSINESS** **Audience Comments**

39 A Resident (Lot 1016) commented on the Golf Course Survey.

40 A Resident (Lot 276) commented on email and Troon/Indigo issues.

41 A Resident (Lot 268) commented on Troon/Indigo, the F&B budget, costs, and budget
42 plan, and stated they would like to meet with Mr. Bruno.

43 A Resident (Lot 539) commented about the F&B financials not being on the agenda for
44 months. They also commented on the Inframark letter about the BOS and resident
45 behaviors.

46 A Resident (Lot 1018) also commented about the F&B financials not being on the
47 agenda for months. They also commented on the Inframark letter about the BOS and
48 resident behaviors.

49

50 **FOURTH ORDER OF BUSINESS** **Staff Reports**

51 **A. District Counsel Report**

52 **i. Discussion/Review of Golf and Food & Beverage RFP Draft Scope**

53 Ms. Hammock discussed with the Board the Golf and Food & Beverage RFP draft
54 scope. Ms. Murphy requested documents from Ms. Hammock with all the Board comments
55 together. The Board wants the Food and Beverage and Golf contracts to be separate. Ms.
56 Hammock advised for the Board to send her a list of questions for the golf and food and
57 beverage request for the proposal draft scope. She will circulate these questions to the
58 Board. The Board would like the draft scope provided to the Board and District staff only.

59 **B. District Engineer Report**

60 **i. Discussion Regarding Phase II Sub-Surfacing Investigation**

61 Mr. Hamstra updated the Board on the first round of the stormwater drainage erosion
62 projects, projects 1-6, were completed. There are 16 small projects left to complete. He
63 explained the cost and scope of work for depressions #2 and #3. Then updated the Board
64 on the Bent Creek Lane Conservation violation. No action is required currently. St. Johns
65 River Water Management District is content with letting the vegetation regrow.

66 **C. District Manager Report**

67 **i. Discussion Regarding District Operating Account Banking**

68 Ms. Montagna informed the Board Truist Bank is not paying any interest on the
69 operating checking account. Seacoast is currently paying 3.92% on an operating checking
70 account and charges no account fees.

71

72 Mr. Middlemiss made a MOTION to authorize Mr. Hoover
73 to transfer the operating checking account from Truist Bank
74 to Seacoast Bank as long as Seacoast has proper Insurance
75 with no negative impact on the District, Mr. Kostich
76 seconded the motion. The motion carried with all in favor.

77

78 Ms. Montagna informed the Board that Inframark can provide a truck for the District,
79 for staff use only, for \$800.00 per month totaling \$9,600.00, per year. The truck is to stay
80 onsite at Arlington Ridge CDD for the District staff to use. Mr. Hoover and Mr. Zimmer
81 discussed the options of leasing for the onsite maintenance staff.

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83 Mr. Middlemiss made a MOTION to approve Inframark to
84 provide a maintenance truck for \$800, per month that
85 remains at Arlington Ridge CDD. Ms. Murphy seconded the
86 motion, the motion carried with Mr. Piersall against, and Mr.
87 Kostich and Mr. Hoover in favor.

88
89 **D. Floralawn**

90 Not present, no report or Board action was taken at this time.

91 **E. Community Director Report**

92 Mr. Graffius informed the Board he went to the depressions #2 and #3 and added cones.

93 The Board requested Mr. Graffius send an email blast reminder to the residents to not
94 prune, trim, or remove the vegetation, tree, or anything from the conversation areas. The
95 Board and Ms. Montagna requested that Mr. Graffius immediately contact Advantage, Del-
96 Air, and Jurin Roofing to inspect and provide written estimates for the roof leaks in Fairfax
97 Hall.

98 Mr. Graffius informed the Board that they have a new maintenance person, John
99 Barnett. Mr. Barnett has already accomplished quite a few tasks that have been on the to-
100 do list for a while. Mr. Graffius explained the RV lot rental process, checks, and payment
101 process. Ms. Montagna will be procuring a check scanner for the Arlington Ridge CDD.
102 They will then be able to process the checks and then FedEx directly to the Coral Springs
103 Office.

104 **F. General Manager: Golf, Food, and Beverage**

105 Mr. Bruno informed the Board about the new staff hires.

106 Mr. Bruno reviewed the restaurant financials, the Golf Food and Beverage upcoming
107 events, and the Food and Beverage menus.

108 Mr. Bruno updated the Board that the golf course sod project will begin on October 2,
109 2023. The Board held a discussion with Troon/Indigo about the golf course sod project,
110 process, and procedures to complete. Mr. Middlemiss requested that Mr. Bruno provide
111 the Food and Beverage restaurant wait staff and commission cost explanations by email.

112 Mr. Piersall spoke before the break and asked questions about the equipment that will
113 be used for the golf course project. He commented on the costs that Arlington Ridge CDD
114 would pay versus Troon/Indigo. He also commented on the losses by the food and beverage
115 in August 2023.

116
117 **FIFTH ORDER OF BUSINESS**

Break

- 119 **SIXTH ORDER OF BUSINESS** **Business Items**
120 **A. Discussion Regarding 2024 Capital Project Selection**
121 The Board decided to table this discussion until the October 19, 2023, meeting.
- 122 **B. Consideration of Fitness Service Proposals**
123 The Board decided to table these proposals until the October 19, 2023, meeting.
- 124 **C. Discussion of Recreational Facilities Use Policy Amendments**
125 The Board held a brief discussion on the policy and would like Ms. Hammock to
126 provide a draft for this at the October 19, 2023, meeting.
- 127 **D. Consideration of Installation of Sidewalk at Heritage Trail & Hopewell Pass**
128 The Board held a brief discussion and would like a revised proposal stating what needs
129 to be done by Inframark and the District Engineer to ensure the ADA requirements etc. are
130 met.
- 131 **E. Discussion Regarding RV Lot Revenue**
132 The Board reviewed the RV Lot Revenue and would like Ms. Hammock to provide
133 updated language in the RV Lot Revenue and Reserve Fund. They would like to revisit this
134 discussion during the October 19, 2023, meeting.
- 135 **F. Consideration of BRAC Soffit and Fascia Proposals**
136
- 137 Mr. Middlemiss made a MOTION to approve Atlantic
138 South's proposal for \$3,945.00 after Ms. Hammock prepared
139 the final form agreement and to authorize Mr. Hoover to
140 execute the agreement, Mr. Hoover seconded the motion,
141 with all in favor the motion carried.
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- 143 **G. Consideration of Wind Screen Installation Proposals**
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- 145 Mr. Middlemiss made a MOTION to approve Welch Tennis'
146 proposal for \$3,120.14 after Ms. Hammock prepared the
147 final form agreement and to authorize Mr. Hoover to execute
148 the agreement. Ms. Murphy seconded the motion, with all in
149 favor the motion carried.
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- 151 **H. Consideration of Egis Insurance Proposals**
152 The Board held a brief discussion and would like to add the memorial monument to the
153 Fiscal Year 2023-2024 Egis Insurance policy.
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- 155 Ms. Murphy made a MOTION to approve the Fiscal Year
156 2023-2024 Egis Insurance proposals, Mr. Middlemiss
157 seconded the motion, with all in favor the Motion carried.
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- 160 **SEVENTH ORDER OF BUSINESS** **Consent Agenda**
161 **A. Minutes of the Board of Supervisors Meeting on August 17, 2023**
162 Ms. Montagna presented the minutes to the Board.
- 163 **B. August 2023 Financial Statements**
164 Ms. Montagna presented the financial statements to the Board.
- 165 **C. August 2023 Invoices and Check Register**
166 The Board held a brief discussion about capital projects. They requested Ms. Montagna
167 email accounting and ask them to change the Capital Projects name for the fiscal year 2023-
168 2024 Budget/Financials/Chart of Accounts to Annual Projects.

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Mr. Hoover made a MOTION to approve the August 17, 2023, Board of Supervisors meeting minutes, and accept August 2023 financials, and the August 2023 check register and invoices, Mr. Kostich seconded the motion, with all in favor the motion carried.

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176 **EIGHTH ORDER OF BUSINESS** **Other Business**
177 No Board action was taken at this time.

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179 **NINTH ORDER OF BUSINESS** **Supervisor Requests**
180 Mr. Piersall discussed Mr. Barnett pressure washing the dumpster area.
181 Mr. Kostich had nothing to request.
182 Ms. Murphy commented on the check register and credit card charges.
183 Mr. Middlemiss had nothing to request.
184 Mr. Hoover had nothing to request.

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186 **TENTH ORDER OF BUSINESS** **Audience Comments**
187 The audience had no comments.

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189 **ELEVENTH ORDER OF BUSINESS** **Adjournment**
190 *The next meeting is scheduled for Thursday, October 19, 2023, at 2:00 p.m.*

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- On MOTION by Ms. Murphy, seconded by Mr. Middlemiss, with all in favor, the meeting was adjourned at 5:50 p.m.

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Secretary/Assistant Secretary Chair/Vice Chair