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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, October 19, 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
Jim Piersall	Assistant Secretary

Also present, either in person or via Zoom Video Communications, were the following:

Angel Montagna	District Manager, Inframark
Lynn Hayes	District Manager, Inframark
Meredith Hammock	District Counsel, Kilinski Van Wyk
David Hamstra	District Engineer, Pegasus Engineering
Frank Bruno	General Manager, Golf, Food & Beverage
Jason DeWildt	Director of Golf, Troon/Indigo
Lee Graffius	Community Director, Inframark
Dan Zimmer	Vice President of Operations, Troon/Indigo
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**

Mr. Hoover called the meeting to order at 2:00 p.m.

Mr. Hoover 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. Murphy read a letter regarding Supervisor and resident conduct into the record, which is attached to the minutes of the meeting.

A Resident (Lot 174) requested more meeting details in the meeting minutes.

A Resident (Lot 851) thanked the Board of Supervisors for looking into the banking situation for the District.

43 A Resident (Lot 1038) asked the Board of Supervisors to look at the other sidewalk
44 locations besides Hopewell Pass and Heritage Trail.

45 A Resident (Lot 565) questioned about renewing the social golf memberships, asking
46 why they are done in the restaurant and not in the pro shop.

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48 **FOURTH ORDER OF BUSINESS** **Staff Reports**

49 **A. District Engineer**

50 **1. Consideration of Element Environment Stormwater Drainage Erosion**
51 **Project**

52 Mr. Hamstra sent an email with the drainage report. He will review with Mr. Graffius
53 and Mr. Hayes which of the 16 items in his drainage report that Inframark can complete.
54 He will contact Element to get a proposal to complete the remaining items identified in the
55 drainage report. Mr. Hamstra stated that the maintenance items are not a high priority. He
56 does recommend backfilling and resod and a proposal from Element for the two
57 depressions identified in the report.

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59 Mr. Middlemiss made a MOTION to approve the proposal
60 from Element Environment for repairs for the two
61 depressions, in an amount not to exceed \$5,000.00.
62 Mr. Hoover seconded the motion.

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64 Upon VOICE VOTE, with all in favor, unanimous approval
65 was given (by a margin of 5-0) to the proposal from Element
66 Environment for repairs for the two depressions, in an
67 amount not to exceed \$5,000.00.

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69 **FIFTH ORDER OF BUSINESS** **Business Items**

70 **A. Consideration of Fitness Services Proposals**

71 The Board reviewed the proposals and instructed Mr. Graffius to get a revised quote to
72 include a new versus a refurbished upright cycle and to have Fitness Services of Florida
73 complete the maintenance items on the second quote but took no action on them.

74 **B. Consideration of Recreational Facilities Use Policy Amendments Draft**

75 The Board reviewed the recreational facilities use policy amendments draft.

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77 Ms. Murphy made a MOTION to approve the recreational
78 facilities use policy amendments draft with the Board
79 revisions made at this October 19, 2023, Arlington Ridge
80 Community Development Distinct meeting, as presented.
81 Mr. Kostich seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the recreational facilities use policy amendments draft with the Board revisions made at this October 19, 2023, Arlington Ridge Community Development Distinct meeting as presented.

C. Consideration of Revised Installation of Sidewalk at Heritage Trail and Hopewell Pass Proposal

The Board reviewed the sidewalk proposal.

Mr. Kostich made a MOTION to approve the proposal from Atlantic South to extend the sidewalk from Hopewell Pass to Heritage Trail, in an amount not to exceed \$2,000.00, fiscal year 2024 budget.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with Mr. Kostich, Mr. Hoover, and Ms. Murphy in favor and Mr. Middlemiss and Mr. Piersall opposed, approval was given (by a margin of 3-2) to the proposal from Atlantic South to extend the sidewalk from Hopewell Pass to Heritage Trail, in an amount not to exceed \$2,000.00,

D. Consideration of Lap Pool Refurbishment Project Proposals

This item was discussed during the capital project selection discussion.

E. Discussion Regarding RV Lot Revenue

The Board held a brief discussion regarding items 2.0 and 2.3 in the draft document.

Ms. Murphy made a MOTION to approve the RV lot reserve guidelines, amending item 2.3 to \$75,000.00.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the RV lot reserve guidelines, amending item 2.3 to \$75,000.00.

F. Discussion Regarding 2024 Capital Project Selection

Mr. Hoover explained the lap pool refurbishment project proposals were held until this discussion item to help rank the capital projects by priority.

The Board reviewed the proposals and discussed the capital project rankings.

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Mr. Middlemiss made a MOTION to approve proposal #911341 from Vermana to resurface the lap pool, for \$74,810.00, with an added 15% contingency cost, subject to counsel preparing the final form agreement and authorizing the Chairman to execute the agreement.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to proposal #911341 from Vermana to resurface the lap pool, for \$74,810.00, with an added 15% contingency cost, subject to counsel preparing the final form agreement and authorizing the Chairman to execute the agreement.

Mr. Middlemiss made a MOTION to approve the following capital projects: complete the cart barn power panel, and lap pool resurfacing with heaters, and repay the storm drain expenses of \$36,000.00 back to capital reserves.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the following capital projects: complete the cart barn power panel, lap pool with heaters, and repay the storm drain expenses of \$36,000.00 back to capital reserves.

SIXTH ORDER OF BUSINESS **Break**

The meeting recessed for ten minutes and was then called back to order.

SEVENTH ORDER OF BUSINESS **Staff Reports (Part 2)**

A. District Counsel

Ms. Hammock informed the Board they must complete the four-hour ethics training requirement. She reviewed the Kilinski | Van Wyk law firm memorandum. The Board of Supervisors can complete the training as a workshop conducted by Ms. Hammock or complete the training online at <https://ethics.state.fl.us/training/training.aspx>. The Board held a brief discussion about the process and procedure to contact Ms. Hammock.

Mr. Middlemiss made a MOTION that no Board member contact legal counsel without going through the Ms. Montagna first.
Ms. Murphy seconded the motion.

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Upon VOICE VOTE, with all in favor and ~~except~~ Mr. Piersall opposed, approval was given (by a margin of 4-1) that no Board member contact legal counsel without going through the Ms. Montagna first.

Mr. Middlemiss made a MOTION to have separate draft requests for proposals for the golf course and food and beverage in the November, agenda package.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to have separate draft RFP request for proposals for the golf course and food and beverage in the November agenda package.

B. Community Director

Mr. Graffius reviewed the community events and maintenance items completed. He informed the Board that he is sending out the letter to the resident for reimbursement of damages to the District property.

C. General Manager: Golf, Food and Beverage

1. Review of the Monthly Report

Mr. Bruno reviewed his report. There is a projection of a \$97,500.00 profit from the golf course and a \$159,000.00 loss from the restaurant. September started to slow, as it does typically. September 2023 financials are not complete.

Mr. DeWildt introduced himself to the Board and community. He provided an update on the golf course sod project.

D. District Manager

Ms. Montagna reminded the Board the next meeting will be held on November 16, 2023, at 2:00 p.m. She gave a brief overview of things expected to be on the next agenda.

Ms. Montagna informed the Board starting October 2023, the Inframark and Troon financials will be combined. The budget amendment must be a part of the November agenda to amend the fiscal year 2023 budget.

Ms. Montagna handed out and reviewed the Inframark memorandum with the Board. The memorandum confirms the closing of the bank account, shared operating funds, checking, reserved funds, money market, and treasury bills investment options.

Mr. Kostich requested a trend summary current budget for fiscal year 2024.

207 **B. Financial Statements**

208 **C. Check Register**

209 The Board held a brief discussion about the total revenues versus the total expenditures
210 and fund balance of \$250,000.00 carried over from the last year and \$128,615 balance sheet
211 prepaid items.

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Mr. Kostich made a MOTION to approve the consent
agenda.

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Mr. Piersall seconded the motion.

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

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220 **NINTH ORDER OF BUSINESS** **Supervisor Requests**

221 Ms. Murphy would like Ms. Montagna's version of the Board action summary list sent
222 out with Friday's update email blast. She would like no exercise classes in Fairfax Hall.
223 She would like them to use the exercise room. Ms. Murphy would like Ms. Montagna to
224 provide her with the details for the \$128,615 balance sheet prepaid items.

225 Mr. Piersall would like discussions on the pool deck and tree removal on the November
226 agenda.

227 Mr. Kostich requested two pool table recovering proposals be in the November agenda
228 package.

229 Mr. Middlemiss commented that things that are installed on District property must be
230 approved by the Board. He also mentioned the garden club mulch request and made
231 comments about parking on the streets.

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Mr. Hoover made a MOTION to approve the bocce court
flag and pole to remain.

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Ms. Murphy seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval
was given (by a margin of 5-0) for the bocce court flag and
pole to remain.

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241 **TENTH ORDER OF BUSINESS** **Audience Comments**

242 Dominic Setro commented on where to bill the pro shop door project.

243 A Resident (Lot 1016) stated the online Zoom meeting audio cannot hear anything
244 unless the speaker is at the podium with the microphone. He also mentioned the location
245 to pay for the golf social membership is in the pro shop and the restaurant.

246 A Resident (Lot 469) requested the District rent a room, if possible, with waivers. Ms.
247 Hammock explained liability factors, and the Board took no action.

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249 **ELEVENTH ORDER OF BUSINESS**

Adjournment

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251 On MOTION by Mr. Kostich, seconded by Mr. Hoover,
252 with all in favor, the meeting was adjourned at 6:00 p.m.

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Secretary/Assistant Secretary

_____ Chairman/Vice Chairman

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