

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, November 16, 2023, at 2:00 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:

9 Robert Hoover Chairman
10 Ted Kostich Vice Chairman
11 Bill Middlemiss (*via phone*) Assistant Secretary
12 Claire Murphy Assistant Secretary
13 Jim Piersall Assistant Secretary
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15 Also present, either in person or via Zoom Video Communications, were the following:

16 Angel Montagna District Manager: Inframark
17 Lynn Hayes District Manager: Inframark
18 Jennifer Kilinski Attorney: Kilinski | Van Wyk
19 David Hamstra Engineer: Pegasus Engineering
20 Brenda Burgess Project Manager, Inframark
21 Jason DeWildt Director of Golf, Troon
22 Jennifer Goldyn Regional Manager, Inframark
23 Lee Graffius Community Director, Inframark
24 Jeanie Johnson District Manager, Inframark
25 Dan Zimmer Vice President of Operations, Troon
26 Residents and Members of the Public
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28 *This is not a certified or verbatim transcript but rather represents the context and summary*
29 *of the meeting. The full meeting is available in audio format upon request. Contact the*
30 *District Office for any related costs for an audio copy.*
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32 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

33 Mr. Hoover called the meeting to order at 2:00 p.m.
34 Mr. Hoover called the roll and indicated a quorum was present for the meeting.
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36 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

37 Mr. Hoover led the *Pledge of Allegiance*.
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39 **THIRD ORDER OF BUSINESS** **Audience Comments on Agenda Items**

40 Mr. Zimmer discussed completion of a full investigation of food and beverage
41 operations, Mr. Frank Bruno is no longer with Troon, and Mr. DeWildt is the general
42 manager.

43 A Resident (Lot 1016) commented on the golf and food and beverage RFPs, use of
44 national golf organization used for purchase of the golf course, and requested a workshop
45 for the RFPs.

46 A Resident (Lot 851) thanked the Board for their service, expressed displeasure about
47 the food and beverage operations, and provided an analysis of the restaurant via email to
48 the Board.

49 A Resident (735) requested accounting records of the restaurant's financials and
50 commented on management of the restaurant.

51 A Resident (Lot 539) requested financial statements for October 2023, and discussed
52 pro shop door which is a capital expense.

53 A Resident discussed the line striping project, which will be coded to road maintenance
54 expense in the fiscal year 2024 budget.

55 A Resident (Lot 1038) commented on the Blue Ridge Activity Center changes to the
56 space.

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58 **FOURTH ORDER OF BUSINESS** **Staff Reports**

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A. General Manager: Golf, Food and Beverage

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1. Monthly Report

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Mr. DeWildt reviewed the monthly report including updates on the golf course, the
62 membership increase, and the ongoing projects the staff is working on.

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The Board requested Mr. DeWildt to provide the golf advisory meeting minutes and
64 circulate them to the residents, Troon provide the net revenue and expense numbers, food
65 and beverage to perfect in-house events first before doing off-property events, and Mr.
66 Piersall and Mr. Hoover provided positive comments about the restaurant.

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Agenda package for the December meeting will include the golf and food and beverage
68 combined financials.

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Mr. Zimmer commented on the golf course, food and beverage events, October 2023
70 cost of goods sold, labor costs, and his plans to reduce the costs.

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B. District Engineer

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1. Consideration of Pegasus Engineer Services Proposal

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Mr. Hamstra reviewed the proposal for continuing engineering services for fiscal year
74 2024, in an amount not to exceed \$75,000.

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Ms. Murphy made a MOTION to approve the proposal
77 from Pegasus Engineering for continuing engineering
78 services for fiscal year 2024, in an amount not to exceed
79 \$75,000.

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Mr. Kostich seconded the motion.

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82 Discussion ensued regarding details of the proposal, which is to engage the engineer
83 for fiscal year 2024 for general engineering services.

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2. Drainage Maintenance Repairs Report

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Mr. Hamstra presented the maintenance repairs report to the Board.

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Discussion ensued regarding the timing of receiving the report and when things should be deferred to the next meeting. The Board requested Inframark to complete the nine projects from the report and would like to table this discussion until the January meeting.

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3. Consideration of Element Environmental Depressions #2 and #3 Proposal

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Mr. Hamstra reviewed the proposal for depressions #2 and #3.

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Discussion ensued regarding the depressions included in the proposal.

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Mr. Hoover made a MOTION to approve proposal #1048 from Element Environmental proposal for repairs to depressions #2 and #3, in the amount of \$9,850.
Mr. Piersall seconded the motion.

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Discussion ensued regarding the work required to rectify the depressions and the budgeted funds that will be used to pay for the project.

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Upon VOICE VOTE, with four in favor and Mr. Kostich opposed, approval was given (by a margin of 4-1) to proposal #1048 from Element Environmental proposal for repairs to depressions #2 and #3, in the amount of \$9,850.

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4. Consideration of Element Environmental Areas #4 and #5 Proposal

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After a brief discussion, this proposal was tabled until the January meeting.

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C. District Counsel

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Discussion ensued regarding counsel to review contracts for (1) the roof contractor and architect that oversaw the roof repair at Fairfax Hall, (2) golf contract, and (3) food and beverage contract; and to provide talking points for the December agenda package.

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FIFTH ORDER OF BUSINESS

Business Items

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A. Consideration of Resolution 2024-01, Amending Fiscal Year 2023 Budget

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Ms. Montagna read Resolution 2024-01 into the record by title.

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Mr. Piersall made a MOTION to approve Resolution 2024-01, amending the fiscal year 2023 budget.
Mr. Middlemiss seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to Resolution 2024-01, amending the fiscal year 2023 budget.

Discussion ensued regarding where to pay the restaurant's fiscal year 2023 deficit.

Mr. Middlemiss made a MOTION to pay the restaurant deficit of \$154,478 from fiscal year 2024 fund balance.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to pay the restaurant deficit of \$154,478 from fiscal year 2024 fund balance.

B. Financial Statements

The financial are included in the agenda package and available for public review in the District Office during normal business hours.

Discussion ensued regarding the financial statements and what is included.

Mr. Hoover made a MOTION to accept the September 2023 combined financial statements with the ability to make further revisions.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to accept the September 2023 combined financial statements with the ability to make further revisions.

C. Motion to Assign Fund Balance for Fiscal Year 2023

Ms. Montagna reviewed the motion to assign fund balance.

Mr. Middlemiss made a MOTION to assign \$155,370 from the fiscal year 2023 fund balance to reserves.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to assign \$155,370 from the fiscal year 2023 fund balance to reserves.

D. Consideration of Scope of Work for Cart Barn Electrical Panel

Discussion ensued regarding the work needed for the cart barn electrical panel. Mr. DeWildt would prefer the electrical panel to remain outside. The Board requested the scope draft in the agenda be used to procure proposals for the work and would like to review the proposals at the December meeting.

E. Consideration of Pool Table Recovering Proposals

Discussion ensued regarding the pool tables recovering proposals and where in the budget to take the funds for the project.

Mr. Kostich made a MOTION to approve the proposal from The Pool Table Doctor for recovering the pool tables, in an amount of \$1,900, to be funded from repairs and maintenance.

Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from The Pool Table Doctor for recovering the pool tables, in an amount of \$1,900, to be funded from repairs and maintenance.

The meeting recessed at 3:35 p.m.

The meeting resumed at 3:45 p.m.

F. Consideration of Golf Course Management Services RFP

G. Consideration of Food and Beverage Operation Services RFP

Discussion ensued regarding the comments on the golf course management services RFP, scheduling a workshop on both RFPs on a date prior to the January meeting date, and staff will poll the Board for workshop dates.

Further discussion ensued regarding tabling the RFPs or scheduling a workshop, how to move forward with the RFPs, the current contract is a five-year term, and concludes on September 30, 2024, with a 120-day written termination.

Mr. Kostich made a MOTION to schedule a golf services and food and beverage operations services workshop in January 2024.

Ms. Murphy seconded the motion.

Upon VOICE VOTE, with four in favor and Mr. Middlemiss opposed, approval was given (by a margin of 5-0) to schedule a golf services and food and beverage operations services workshop in January 2024.

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Mr. Piersall rescinded the MOTION to approve Troon vacating the Arlington Room by December 1 and give usage of the space back to the residents.
Mr. Hoover seconded the rescission.

Mr. Hoover will discuss with Troon to determine their need for use of the room.

K. Discussion of Zoom/Equipment Used at Monthly Meetings

Discussion ensued regarding the quality of the Zoom meetings, and direction to obtain proposals to be considered at the December meeting.

Mr. Piersall made a MOTION to have the staff procure proposals from tech companies to investigate and fix the equipment used for the monthly meetings.
Mr. Kostich seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to have the staff procure proposals from tech companies to investigate and fix the equipment used for the monthly meetings.

L. Discussion of Golf Pro Shop Door

Discussion ensued regarding the golf pro shop door, who is responsible for replacing the door, remaining balance of the project funded by repairs and maintenance in the fiscal year 2024 budget with \$6,330.75 deposited from fiscal year 2023 capital outlay and moved to the reserve account.

Ms. Murphy made a MOTION to approve reclassifying the deposit for the fiscal year 2023 pro shop door project out of capital outlay and to reserves, with the remaining balance funded by repairs and maintenance in the fiscal year 2024 budget.
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 4-0) to reclassifying the deposit for the fiscal year 2023 pro shop door project out of capital outlay and to reserves, with the remaining balance funded by repairs and maintenance in the fiscal year 2024 budget.

M. Fairfax Hall Roof

Discussion ensued regarding obtaining a proposal from Del-Air to lift out old roof top air conditioning unit and to replace roof-top unit, provide to the manager and insurance

289 company for the Fairfax Hall roof claim, obtain proposal for proper roof top air
290 conditioning unit with curbing installation for the insurance claim, water barrier around
291 this roof-top unit has been installed, and ceiling water bubbles must be pierced to prevent
292 further ceiling water damage.

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294 **EIGHTH ORDER OF BUSINESS** **Staff Reports (Part Two)**

295 **D. Community Director**

296 Discussion ensued regarding fitness equipment, RV lot gravel, pickleball courts and
297 the repairs that are required, and activities for the property.

298 Further discussion ensued regarding mulch proposals, including a map with locations
299 for application, and this item being included on the December agenda.

300 Discussion ensued regarding lap pool resurface project to begin December 11;
301 information shared with residents through the Friday update and emails before, during, and
302 after resurfacing; and pool heater maintenance and repairs for five heaters at the Beach and
303 Lap pools November 27 and 28 with the remaining five serviced December 4 and 5.

304 **E. District Manager**

305 Discussion ensued if the December 21 meeting is needed or can be canceled, and the
306 meeting will be held as scheduled with potentially a minimal agenda.

307 Ms. Montagna described restructuring at Inframark: Ms. Montagna was promoted to
308 vice president and will no longer be attending the meetings, Ms. Goldyn is the new regional
309 manager, and Mr. Hayes and Ms. Johnson are the managers assigned to the District.

310 Discussion ensued regarding banking accounts, and the options the District has for the
311 different bank accounts.

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Mr. Kostich made a MOTION to close the Truist operating
account and open an operating account with Valley National
Bank and a new money market account with BankUnited.
Ms. Murphy seconded the motion.

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Upon VOICE VOTE, with all in favor, unanimous approval
was given (by a margin of 4-0) to close the Truist operating
account and open an operating account with Valley National
Bank and a new money market account with BankUnited.

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323 Discussion ensued regarding the liaison roles, which are for the resident interaction
324 only, will not involve decision-making or taking any actions, and is only for ideas to be
325 brought to the Board. The following liaison roles were discussed: Mr. Graffius for onsite

326 maintenance, Mr. Middlemiss for the RV lot and Blue Ridge Activity Center, Ms. Murphy
327 for the golf course, and Mr. Kostich for food and beverage. This information will be
328 provided to the Board.

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330 **NINTH ORDER OF BUSINESS** **Consent Agenda**

331 **A. Meeting Minutes from October 19, 2023**

332 The minutes were included in the agenda package and are available for review in the
333 local records office and the District Office during normal business hours.

334 **B. Check Register**

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

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338 Ms. Murphy made a MOTION to approve the consent
339 agenda, as presented.
340 Mr. Hoover seconded the motion.

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342 Upon VOICE VOTE, with all in favor, unanimous approval
343 was given (by a margin of 4-0) to the consent agenda, as
344 presented.

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346 **TENTH ORDER OF BUSINESS** **Supervisor Requests**

347 Ms. Murphy complimented Mr. John Barnett on maintenance jobs completed and Ms.
348 Jasmin Nunez for her efforts with activities, and looking forward to October financials to
349 review for any necessary adjustments.

350 Mr. Kostich cautioned the Board to use restraint spending monies against the fiscal
351 year 2024 budget, and indicated not all funds need to be spent.

352 Discussion ensued regarding budgeting and decision-making.

353 Mr. Piersall raised concerns about the District's liability for incidents that occurred in
354 classes on District property.

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356 **ELEVENTH ORDER OF BUSINESS** **Audience Comments**

357 A Resident suggested it would be safer to remove the palm tree when the pool is empty.

358 A Resident (Lot 303) commented on the Roanoke berm and fence damage, and asked
359 if the District has discovered who caused the damage that goes across to the Eagles and are
360 being held accountable for it.

361 A Resident (Lot 86) commented about the restaurant issues, is glad to see issues being
362 addressed, questioned why it took so long to make the changes.

363 A resident mentioned town hall meetings the residents held and will be held where
364 residents do not feel that their voices are being heard. Board members are asked not to
365 attend the meeting so residents feel they can speak freely, and the invitation to future
366 meetings was extended to all residents.

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368 **TWELFTH ORDER OF BUSINESS** **Adjournment**

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On MOTION by Mr. Kostich, seconded by Mr. Hoover, with 371 all in favor, the meeting was adjourned at 5:27 p.m.
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Secretary/Assistant Secretary

_____ Chairman/Vice Chairman