

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, December 21, 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 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 Jeanie Johnson District Manager: Inframark  
18 Meredith Hammock Attorney: Kilinski | Van Wyk  
19 Jason DeWildt Director of Golf, Troon  
20 Lee Graffius Community Director, Inframark  
21 Dan Zimmer Vice President of Operations, Troon  
22 Residents and Members of the Public  
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24 *This is not a certified or verbatim transcript but rather represents the context and summary*  
25 *of the meeting. The full meeting is available in audio format upon request. Contact the*  
26 *District Office for any related costs for an audio copy.*  
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28 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

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

30 Ms. Montagna called the roll and indicated a quorum was present for the meeting.

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32 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

33 Mr. Hoover led the *Pledge of Allegiance*.

34 Mr. Hoover wished a happy holidays to everyone.

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36 **THIRD ORDER OF BUSINESS** **Audience Comments on Agenda Items**

37 A Resident (Lot 403) commented on Troon reports, requested profit and loss numbers  
38 at the beginning of reports, and requested approval for consideration of Beach pool heaters.

39 A Resident (Lot 468) commented on tree removals, ARC guidelines, and stumps pose  
40 a liability exposure.

41 A Resident (Lot 750) commented in support of the garden club, donations of time and  
42 materials at a savings to the District, and requested approval of the proposal for mulch.

43 A Resident (Lot 735) commented on lack of reserve funds, no accountability,  
44 suggestions that Troon prepare a line-item audit for the restaurant, cease all unnecessary

45 spending, terminate Troon and hire Mr. DeWildt as a project manager to oversee the  
46 restaurant and golf course, close restaurant but keep the bar open until business model can  
47 be resolved, get a reserve back for future repairs, and requested the District do its job.

48 A Resident (Lot 764) commented on the lights looking nice at the entrance, no more  
49 work needs to be done at Blue Ridge Activity Center (formerly sales center), interior work  
50 can be done by residents, District is spending too much money, replace heaters that are not  
51 working, and rent out facilities for income.

52 A Resident (Lot 733) commented on not allowing residents to tear down walls due to  
53 insurance not permitting it, discussed funding options for purchase of the Blue Ridge  
54 Activity Center to be assessed over two fiscal years, and discussed contract with HOA  
55 regarding “reasonable” renovations.

56 Ms. Hammock clarified the statement regarding reasonableness refers not to the HOA  
57 but to the District Board of Supervisors. The Resident disagreed and indicated “Board”  
58 referred to the HOA.

59 A Resident (Lot 1038) addressed the Blue Ridge Activity Center renovations to be  
60 complete, activities and meetings, new groups using the facilities, better use of space, and  
61 funding is available.

62 A Resident (Lot 433) commented on monies collected to renovate the Blue Ridge  
63 Activity Center, renovations should be made, and spoke in favor of the garden club request.

64 A Resident (Lot 469) commented on the decorations and how nice the entrance looks,  
65 spoke in favor of the garden club mulch, and suggested the unfinished rooms at the Blue  
66 Ridge Activity Center are usable as is or can be updated inexpensively.

67 A Resident (Lot 113) requested the Board move past the Blue Ridge Activity Center,  
68 mold, bids for materials, requested repairs be done, and suggested uses for the rooms.

69 A Resident (Lot 731) commented the community did not want the Blue Ridge Activity  
70 Center, requested spending no more money on it, and the building can be used in its current  
71 condition.

72 A Resident (Lot 86) commented on postponing proposed renovations, financial  
73 statements, restaurant losses in the current fiscal year through October, reserve study and  
74 long-term plan for repairs and replacements, and continued monitoring of the golf course  
75 and restaurant.

76 Mr. DeWildt introduced Ms. Kelly Galligan as the new food and beverage manager.

77 **FOURTH ORDER OF BUSINESS** **Staff Reports**

78 **A. District Counsel**

79 Ms. Hammock provided an update regarding next steps for the roof, and recommended  
80 Mr. Hamstra provide status report where issues may be coming from in order to provide a  
81 legal analysis and which vendor or contractor to pursue.

82 Discussion ensued regarding the engineer or his subconsultant to provide a report, cost  
83 of \$55,000 to replace the flat roof, preventive maintenance program for the roof drains,  
84 trimming the tree, history of using roofing companies, accountability, objective to narrow  
85 down the number of responsible parties, repair was installing a new roof over the existing  
86 roof, previous repairs and dollars spent, scope for the engineer to provide an evaluation of  
87 the roof including design and failure, suggestion to repair the roof without hiring the  
88 engineer or other consultant to identify the problem, and request for preliminary cost and  
89 scope to evaluate the roof.

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91 Mr. Middlemiss made a MOTION to authorize the  
92 engineer and/or his subconsultant to evaluate and diagnose  
93 the roof at Fairfax Hall and provide a report with proposed  
94 resolutions, in an amount not to exceed \$5,000.

95 Mr. Hoover seconded the motion.

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97 Discussion ensued regarding preference to spend \$5,000 with Jurin Roofing to evaluate  
98 the roof and go toward the repair to stop the leaks, Jurin Roofing believes replacing the air  
99 conditioner will resolve the leak, and they will be onsite with an air conditioner company  
100 to investigate and repair.

101

102 Mr. Middlemiss WITHDREW the motion to authorize the  
103 engineer and/or his subconsultant to evaluate and diagnose  
104 the roof at Fairfax Hall and provide a report with proposed  
105 resolutions, in an amount not to exceed \$5,000.

106 Mr. Hoover withdrew the second.

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108 This item will be on the January agenda.

109 **B. District Engineer**

110 The engineer not being in attendance and nothing to report, the next item followed.

111 **C. District Manager**

112 **i. Acceptance of Audited Financial Statements for Fiscal Year 2022**

113 Ms. Montagna reviewed the audited financial statements for fiscal year 2022.

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Mr. Middlemiss made a MOTION to accept the audited financial statements for fiscal year 2022 and to ratify staff's actions in filing with the appropriate State agencies.  
Mr. Hoover seconded the motion.

Discussion ensued regarding a finding that a budget amendment was not done for the golf and food/beverage budget.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to accept the audited financial statements for fiscal year 2022 and to ratify staff's actions in filing with the appropriate State agencies.

**ii. Events with Vendors**

Ms. Montagna reviewed an event advertised as a District event, which is incorrect.

Discussion ensued regarding booking events, no solicitations, if vendors are present then it is a solicitation, recommendation for events with vendors to be brought before the Board for approval, events are booked by residents at no rental fee but some include vendors which can be beneficial for the residents, definition and examples of solicitation, management company has to implement the rules which do not allow solicitations, and timing of receiving event requests.

Mr. Middlemiss made a MOTION to authorize management staff to approve events that include vendors and to notify the Board as they are approved.  
Mr. Hoover seconded the motion.

Discussion ensued regarding office staff to make sure food items go through the restaurant and no outside food permitted, allowing the management company to handle these kinds of items, examples of vendors that have been at events, and reiteration of the language of the rules.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to authorize management staff to approve events that include vendors and to notify the Board as they are approved.

**D. Floralawn**

Discussion ensued regarding new staff at Floralawn.

**i. Proposal #8877 for Mulch and Pine Bark**

155 **ii. Proposal #9006 for Pine Bark**

156 Discussion ensued regarding these proposals having incorrect amounts,

157 **iii. Revised Proposal from Floralawn for Mulch, with Contract Pricing**

158 Discussion ensued regarding revised proposal being emailed today, 100 cubic yards is  
159 bagged and 275 cubic yards installed by a vendor at the main entrance and along the  
160 boulevard, original proposal for 500 cubic yards, cost of \$8.50 per cubic yard for pine  
161 straw, garden club requested 50 cubic yards not 100 cubic yards, providing inspection how  
162 much mulch is needed, and contract price of \$45 per cubic yard.

163 **iv. Fiscal Year 2023 Deficit**

164 Discussion ensued regarding fiscal year 2023 deficit of \$154,398, can be transferred  
165 from the general fund or can wait until February when tax collector revenues are received,  
166 golf course's need for the transfer prior to February, meeting with Mr. DeWildt and Mr.  
167 Zimmer with Ms. Montagna and Mr. Hoover to discuss further, and money can be  
168 transferred depending on urgency as authorized by the Chairman.

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170 Mr. Middlemiss made a MOTION to approve authorizing  
171 the Chairman, after consultation with golf course and  
172 management staff, to transfer all or part of the \$154,398  
173 deficit from the general fund to the golf course, including the  
174 date of transfer.

175 Ms. Murphy seconded the motion.

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177 Upon VOICE VOTE, with all in favor, unanimous approval  
178 was given (by a margin of 5-0) to authorizing the Chairman,  
179 after consultation with golf course and management staff, to  
180 transfer all or part of the \$154,398 deficit from the general  
181 fund to the golf course, including the date of transfer.

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183 **E. Community Director**

184 **i. Regular Report**

185 Mr. Graffius reviewed the monthly report, including update on pool heaters, proposal  
186 to repair for \$1,460, and Beach pool heaters.

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188 Mr. Middlemiss made a MOTION to approve the proposal  
189 from Universal Heating & Air to repair the compressor on  
190 heat pump #2B, in the amount of \$1,460.

191 Ms. Murphy seconded the motion.

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193 Discussion ensued regarding proposals provided for pool heaters, singular proposal,  
194 and possible warranty issue.

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Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Universal Heating & Air to repair the compressor on heat pump #2B, in the amount of \$1,460.

Discussion ensued regarding doors being replaced, sidewalk repairs, rumble strips, County personnel, planning and zoning department, and support for the motion made in October.

Mr. Kostich made a MOTION to approve installing an ADA-compliant pad, in the amount of \$450, to be added to the proposal from October in the amount of \$1,975.  
Mr. Hoover seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to installing an ADA-compliant pad, in the amount of \$450, to be added to the proposal from October in the amount of \$1,975.

Further discussion ensued regarding pool table coverings not the same quality so the proposal was rescinded and second vendor chosen at same price, December 5 report indicating suggested repairs for about \$5,800 for water damage and mold remediation, update on improving Zoom audio with limited or no response from vendors, other CDDs that use Zoom with no issues, and Vice Chairman for Harmony will contact Mr. Graffius to discuss further.

**F. General Manager: Golf, Food and Beverage**  
**i. Monthly Report**

Mr. DeWildt reviewed the monthly report, including impacts from recent rains, turf treatments, greens, food and beverage operations, changes being made, social memberships, and cultural change.

Discussion ensued regarding failed health inspections, notification to Board members, posting of inspection notices, staff discounts on meals, update on the percentage discount to be provided at a future meeting, and appreciation for Mr. DeWildt.

**FIFTH ORDER OF BUSINESS** **Break**

*The meeting recessed at 3:57 p.m.*  
*The meeting reconvened at 4:10 p.m.*

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**SIXTH ORDER OF BUSINESS**

**Business Items**

Mr. Kostich made a MOTION to approve continue funding critical and routine items, suspend all non-critical spending until the general fund financial position improves, and reconsider capital expenses including, but not limited to, depression repairs prior to any repairs performed. Critical and necessary items include, but are not limited to, routine operational invoices, funding deficits, maintenance items, and currently planned District events. Any non-critical spending should have prior Board approval or time-critical items be approved by the Chairman and communicated to the Board.  
Mr. Piersall seconded the motion.

Discussion ensued regarding reasons behind Mr. Kostich’s motion, accounting protocols, review of financials and audit, approval of expenses, spending in violation of previous motion related to Blue Ridge Activity Center, previous actions regarding specific spending activities, reserve expenditures, items being miscoded or duplicated, some statements are inaccurate because codings were done at the direction of the Board, some spendings were done by motion prior to the motion referenced, reclassing certain items at the end of the year, shuffleboard court paid with resident donations, check registers, monthly credit card statements available from the bank, support to suspend unnecessary spending, and previous approvals not included in this motion.

Upon VOICE VOTE, with all in favor except Mr. Middlemiss, approval was given (by a margin of 4-1) to continue funding critical and routine items, suspend all non-critical spending until the general fund financial position improves, and reconsider capital expenses including, but not limited to, depression repairs prior to any repairs performed. Critical and necessary items include, but are not limited to, routine operational invoices, funding deficits, maintenance items, and currently planned District events. Any non-critical spending should have prior Board approval or time-critical items be approved by the Chairman and communicated to the Board.

**A. Proposals for Cart Barn Electrical Panel**

Discussion ensued regarding scope of work provided to the vendors as requested by the Board, considered a capital project, meter box rusted, residents should not be performing work on District property, and considered a critical expense.

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Mr. Middlemiss made a MOTION to approve the proposal from Blueprint Electric for the golf cart barn electrical panel, in the amount of \$5,495.48.  
Ms. Murphy seconded the motion.

Discussion ensued regarding standard in electrical breakers.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Blueprint Electric for the golf cart barn electrical panel, in the amount of \$5,495.48.

**B. Garden Club Request for Mulch**

Discussion ensued regarding 50 cubic yards to be bagged separately for the garden club included within the 375 cubic yards from the proposal from Floralawn discussed earlier.

Mr. Middlemiss made a MOTION to approve 50 cubic yards of mulch from Floralawn for the garden club, in the amount of \$2,250.  
Mr. Hoover seconded the motion.

Discussion ensued regarding delivery date the first week of January.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to 50 cubic yards of mulch from Floralawn for the garden club, in the amount of \$2,250.

**C. Consideration to Cancel Unifirst Agreement for Rug Cleaning**

Discussion ensued regarding five-year contract with Unifirst, early cancelation policy at a cost of \$2,423.80, scope of rug cleaning vendor as well as cleaning company vacuuming the rugs, 90-day termination provision, and this will be on the January agenda.

**D. Proposals for Tree Removals**

Discussion ensued regarding the proposals, palm trees, additional proposals, removal of rootballs, possible impact to pool walls, comments from the vendors' arborists, not considered critical so could be considered at a future meeting, and tree trimming scheduled.

Mr. Hoover made a MOTION to approve proposal #0434 from Triple D Service for tree removals and stump grinding, except for the palm in the pool, in an amount of \$5,950.  
Ms. Murphy seconded the motion.

317 Discussion ensued regarding if stump grinding is included, lack of proposals, difference  
318 in stump grinding prices of \$75 or \$100, and direction to put on a future agenda.

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Mr. Hoover WITHDREW the motion to approve proposal #0434 from Triple D Service for tree removals and stump grinding, except for the palm in the pool, in an amount of \$5,950.

Ms. Murphy withdrew the second.

326 **E. Proposals for Pool Heater for the Beach Pool**

327 Discussion ensued regarding one pool heater not under warranty and one unknown,  
328 future proposals to be on the January agenda, Vermana proposal included sales tax which  
329 can be removed, model of pool heater not provided on Vermana proposal, and Vermana  
330 proposal indicates the Lap Pool but is for the Beach Pool.

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Mr. Middlemiss made a MOTION to approve the proposal from Florida Aqua Group to replace a pool heater at the Beach Pool, in the amount of \$6,024.70.

Mr. Hoover seconded the motion.

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Discussion ensued regarding labor might be less due to installing one instead of two.

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Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Florida Aqua Group to replace a pool heater at the Beach Pool, in the amount of \$6,024.70.

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**F. Proposals for Flooring for the Blue Ridge Activity Center**

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**G. Consideration of Renovations to Blue Ridge Activity Center**

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Discussion ensued regarding previous discussions regarding renovations, prior approval for space use designation not to exceed \$50,000 depending on information provided at the December meeting, item not considered critical, can be included on the February agenda or later, proposals expire in 30 days, money is available in the reserve fund, roof a higher priority than other renovations, total about \$47,000 for flooring and renovations, appearance that counsel is guiding the Board's decisions instead of giving advice, certain comments have to be made for the record but the Board makes the final decision, if Board wants residents to do work on District property then waivers will be required for specific work projects, liability risks, assessment collections will continue to be received primarily by the end of January, some Board members think the projects are

356 not critical and others think they are critical, difference of opinion that the District has met  
357 its obligation under the agreement with the HOA, recommendation for the rest of the  
358 building to be renovated, two-year provision in the agreement goes through September  
359 2024, proposals can be resubmitted, potential litigation from the HOA, creating a reserve,  
360 and consensus these items are not critical at the current time.

361 **H. Preventive Maintenance Agreement with Jurin Roofing**

362 This item was not considered.

363 **I. Change Order from Vermana for Pool Gutter**

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365 Ms. Murphy made a MOTION to approve the change order  
366 from Vermana for additional work on the lap pool, in an  
367 amount not to exceed \$4,000.

368 Mr. Kostich seconded the motion.

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370 Discussion ensued regarding scope of work to chip out the gutter and relevel, and the  
371 pool gutter is rotten in many areas.

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373 Upon VOICE VOTE, with four in favor and Mr. Middlemiss  
374 opposed, approval was given (by a margin of 5-0) to the  
375 change order from Vermana for additional work on the lap  
376 pool, in an amount not to exceed \$4,000.

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378 **SEVENTH ORDER OF BUSINESS Consent Agenda**

379 **A. Meeting Minutes from November 16, 2023**

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

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383 Ms. Murphy made a MOTION to accept the minutes, as  
384 presented.

385 Mr. Middlemiss seconded the motion.

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387 Upon VOICE VOTE, with all in favor, unanimous approval  
388 was given (by a margin of 5-0) to the minutes, as presented.

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390 **B. Financial Statements**

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

393 **C. Check Register**

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

396 Discussion ensued regarding checks for water bills and golf carts, credit card company,  
397 and check for janitorial supplies. Descriptions need to be accurate. Ms. Montagna will  
398 clarify with accounting.

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Ms. Murphy made a MOTION to approve the check register, pending clarifications to descriptions.  
Mr. Hoover seconded the motion.

Discussion ensued regarding accrual basis for financials so will not tie to total on the check register, and process for accruals.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the check register, pending clarifications to descriptions.

**EIGHTH ORDER OF BUSINESS**                      **Other Business**

There being none, the next order of business followed.

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

Mr. Piersall wished everyone a Merry Christmas.

Mr. Hoover commented Yamaha gifted the District with 20 golf carts.

Ms. Murphy thanked Mr. Hoover and Mr. Graffius for the decorations for Saturday's gala.

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

A Resident expressed appreciation to Mr. Hoover and legal counsel for suggesting putting unused funds in the reserve account as opposed to the general reserve account, addressed Mr. Piersall's comment that litigation with the HOA would be the worst thing to happen to the community, does not advocate it, and expressed disappointment when the Board says it is going to act but does not.

A Resident thanked the Board for approving the pool heaters, Florida Aqua Group performs general maintenance and provides timely service, complimented the Board for doing a good job even though decisions are not unanimous, requested again to know how much money the golf course made or lost, report only indicates the restaurant lost \$16,000, and Mr. DeWildt will begin providing those numbers at the beginning of his report.

A Resident expressed disappointment in comments made regarding purchase of the shuffleboard court, felt residents were treated wrongly, agrees with the motion not to spend

433 money but not the order when it was presented, suggested Board members keep all their  
434 communications at the meeting pursuant to the Sunshine Law.

435 A Resident (Lot 433) indicated some Board members owe apologies to a resident, the  
436 Board has an obligation to fulfill things that were approved or where residents donated  
437 money whether they are critical or not, renovate the Blue Ridge Activity Center, and the  
438 Board is not doing its job by not fulfilling what it said it will do.

439 A Resident (lot 268) agreed with previous resident comments, complimented fiscally  
440 prudent approach to spending money, the timing was suspect, some items approved  
441 previously were not necessarily critical, Board is doing a great job in looking at how it is  
442 spending money, running the community like a business, Board owes a resident an  
443 apology, projected the losses for the restaurant, and form an exploratory committee how to  
444 deal with restaurant losses.

445 A Resident (Lot 503) thanked the Board members for their hard work, expressed  
446 sadness over events that happened over the past month with a resident making waves and  
447 sending information that the District is near bankruptcy or facing a huge assessment,  
448 comments shared by Mr. Piersall and Mr. Kostich, expects the Board or management  
449 company to refute incorrect information, future cash flow, and live within budget.

450 Ms. Montagna clarified inaccurate statements, the District is not near bankruptcy, and  
451 information cannot be controlled nor will staff respond to comments on social media.

452 Mr. Hoover suggested residents call Supervisors with questions.

453 A Resident commented information posted on social media has come from financials  
454 from the District's website.

455 Ms. Hammock reminded the audience of public conduct policies, to refrain from  
456 launching personal attacks and to keep comments related to District business.

457 The Resident commented on current financial condition, the Board needs to be  
458 financially responsible, \$87 assessment per household for purchase of the sales center, and  
459 use of those funds.

460 A Resident (Lot 303), HOA President, requested to strike the comments made about  
461 him by one of the Board members that the HOA would sue the District, until he can prove  
462 in writing these facts and comments are true.

463 Mr. Middlemiss and Mr. Hoover thanked Ms. Donise Streit for her service to the  
464 community, and wished her the best in her future endeavors.

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**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Middlemiss, seconded by Ms. Murphy,  
with all in favor, the meeting was adjourned at 5:46 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman