

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, January 18, 2024, 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 David Hamstra Engineer: Pegasus Engineering
19 Meredith Hammock Attorney: Kilinski | Van Wyk
20 Jason DeWildt Director of Golf, Troon
21 Lee Graffius Community Director, Inframark
22 Dan Zimmer Vice President of Operations, Troon
23 Residents and Members of the Public
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25 *This is not a certified or verbatim transcript but rather represents the context and summary*
26 *of the meeting. The full meeting is available in audio format upon request. Contact the*
27 *District Office for any related costs for an audio copy.*
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29 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

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

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

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

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

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

37 A Resident (Lot 851) commented on emails sent to the Board, read part of one email
38 into the record, management, restaurant, RFPs, and example of successful golf course in
39 Sebring.

40 A Resident (Lot 468) commented on hiring staff with management companies, how
41 long it takes for employees who are newly hired, and requested they be given a chance to
42 learn.

43 A Resident (Lot 908) commented on the RFPs, lease-management option, and timing
44 of a new contract.

45 A Resident (Lot 735) commented the Board is not listening to the community, Troon
46 should not manage the restaurant, losses, lease the restaurant so it does not drain the rest
47 of the community, unknowns, and requested Troon needs to go.

48 A Resident (Lot 325) commented on previous problems, Mr. DeWildt is responsive,
49 and suggested he be allowed to fix the problems.

50 A Resident (Lot 105) commented on issues, has worked with Troon, contractual
51 language, could have prevented the community from being divided, and questioned who
52 signs contracts.

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54 **FOURTH ORDER OF BUSINESS** **Staff Reports**

55 **A. District Counsel**

56 **i. RFPs for Golf Course and Food and Beverage Operations**

57 Ms. Hammock reviewed changes to the RFPs, performance bond requirement, and
58 grammar edits.

59 Discussion ensued regarding the RFP for golf course operations, agronomist, suggested
60 revisions, clarification of definitions, flexibility to make repairs or corrections (e.g.,
61 drainage), schedule for maintenance activities, meaningful emails from residents with
62 some suggestions, suggestion to slow down the RFP process, end result desired, possible
63 RFP advisory group with one Board member serving as the Chair, does not feel Board
64 members are qualified to draft an RFP, experience of residents who could serve, timing of
65 the budget cycle will begin before May, suggestion to lease the restaurant, availability of
66 knowledgeable professionals, simple lease for restaurant, unlikelihood of awarding
67 contracts prior to the budget cycle, requirements for notice of termination, reasons behind
68 providing the RFP at the current time, obligations of management and the Board, RFP
69 process, possibility of doing a simplified RFP process to gauge interest, cannot simplify
70 an RFP geared toward smaller businesses, process of answering questions during the RFP,
71 issue of risk, current contract, and current anticipated losses.

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73 Mr. Middlemiss made a MOTION to remove performance
74 bond requirement from both food and beverage RFP and golf
75 course RFP.
76 Mr. Kostich seconded the motion.

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78 Discussion ensued regarding explanation of performance bond, why to utilize a
79 performance bond, matrix to measure performance, protocols to cure deficiencies, updated
80 charts, memberships, trail fees, components of the timeline, deadlines and dates to be

81 included in the RFPs, RFPs available February 1, onsite visit the week of February 12,
82 questions answered the week of February 26, proposals due April, bid opening the same
83 day, RFPs will be advertised, dates to be provided in the RFPs and emailed to the Board,
84 and agenda item on April 18 to award or reject all bids.

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Mr. Middlemiss AMENDED the motion to remove performance bond from food and beverage RFP but keep for golf course RFP.
Mr. Kostich seconded the amendment.

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92 Discussion ensued regarding approval to let RFPs made in February, RFPs available
93 February 1, pre-proposal meeting and onsite visit the week of February 12, questions
94 answered the week of February 26, sealed proposals due April 8 at 1:00 p.m., bid opening
95 the same day probably 1:30 p.m. where bids are publicly announced, RFPs will be
96 advertised in a newspaper of general circulation and sent by email to interested bidders,
97 utilize search engines, deadline to issue challenge is February 8, dates to be provided in the
98 RFPs and emailed to the Board, agenda item on April 18 to award or reject all bids, bidders
99 invited to attend the April 18 meeting to answer questions, contract negotiation, award
100 letters mailed, notice of termination, and flexibility built within the schedule to allow extra
time for site visits or question-and-answer period.

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Mr. Middlemiss made a MOTION to approve the RFP for golf course operations, amended as discussed, in substantial form.
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 RFP for golf course operations, amended as discussed, in substantial form.

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Discussion ensued regarding the RFP for food and beverage operations, financial statements from bidders, simple lessee option, request tax forms instead of financial statements, ability to allow small businesses to bid, local point-of-sale system, add pest control in the kitchen and restaurant areas, repairs, safe server training, employee background checks and drug-free workplace, operating hours, and requirement applies to all current Board members.

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Mr. Middlemiss made a MOTION to approve the RFP for food and beverage operations, amended as discussed, in substantial form.
Mr. Hoover seconded the amendment.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the RFP for food and beverage operations, amended as discussed, in substantial form.

Mr. Hammock reminded the Board of ethics training requirement of four hours completed by the end of the calendar year, Form 1 now submitted to Commission on Ethics, and training options legal counsel can provide.

B. District Engineer

Discussion ensued regarding questions asked outside the bid process, clarification how communications can be handled, Board members cannot speak with each other or with potential bidders, and key points of contact will provide answers.

i. Drainage Maintenance Repairs Report

Discussion ensued regarding one depression has been fixed and one is on hold, could not dewater the pond so waiting for it to dry out, adding larger pond numbers to the maps, and Inframark will perform some of the services.

ii. Proposal from Element Environmental for Areas #4 and #5

Discussion ensued regarding no decisions made because still observing and monitoring.

iii. Request for stop Signs

Discussion ensued regarding resident request for stop sign exchanges, not recommended to remove or exchange the stop signs at White Planes Way, suggestion to pull back bushes to increase sight line from Antietam, no suggestion to change two-way stop to four-way stop, transition period for making changes, and interim suggestion before considering a change to a four-way stop.

C. District Manager

Discussion ensued regarding efficiency of meetings, length of meetings, suggestions for more efficient meetings, residents want to be involved and listen to meetings, requested more detailed proposals from Floralawn including locations, changes to approved proposals, Zoom recordings, proposal of \$500 for a company to evaluate, suggestion for the Board to listen to the past couple meetings to determine if current situation is

156 acceptable, suggestion to ask Zoom participants how the audio is, and one replied she can
157 hear all conversations.

158 **D. Floralawn**

159 Discussion ensued regarding monthly report not included in the package but emailed
160 today, and questions about previous estimates and the rationale, and recommendation for
161 staff to meet with Mr. Piersall to answer his questions.

162 **E. Community Director**

163 **i. Regular Report**

164 Mr. Graffius reviewed the monthly report, including RV lot repairs complete, Fairfax
165 Hall for roof leaks proposals sent to insurance company, Lap Pool work complete and will
166 take 30 days for chemicals to balance, heaters for Beach Pool and spa delivered today but
167 parts are on order, retention pond work complete, golf shop doors complete, cart barn
168 electric notice of commencement issues, pool tables are complete, mulch needs to be
169 revisited in February, backflow inspections and repairs, tree trimming heights and
170 jurisdiction for trimming common area trees, no trimming on a resident's property, cannot
171 use licensed residents to check backflows because it has to be done with a commercial
172 license, residents performing work on District property have to be licensed and bonded and
173 insured, review of seminar held last week, and description of future events.

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

175 **i. Monthly Report**

176 Mr. DeWildt reviewed the monthly report, including closures due to rain, turf practices,
177 new merchandise to arrive, improvements in food and beverage, reduction of losses, and
178 looking forward to improvements.

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

181 *The meeting recessed at 4:00 p.m.*

182 *The meeting reconvened at 4:10 p.m.*

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184 **SIXTH ORDER OF BUSINESS** **Business Items**

185 **A. Proposals for Tree Removals and Stump Grinding**

186 Discussion ensued regarding proposals, staff recommendation for Floralawn to flush
187 cut, Triple D will still honor proposal, questions on proposals, deadlines for reports and
188 proposals, reports or proposals that miss deadlines will not be included until the next
189 month, BrightView never responded to request for proposals, trees are dead and hazardous,
190 and Floralawn uses templates for the proposals which will be changed.

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Mr. Middlemiss made a MOTION to approve the proposal from Floralawn for removal and flush cutting of 15 dead trees, as emailed to the Board today, in the amount of \$1,077.18.
Mr. Hoover seconded the motion.

Discussion ensued regarding no stump grinding.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to the proposal from Floralawn for removal and flush cutting of 15 dead trees, as emailed to the Board today, in the amount of \$1,077.18.

- B. Ratification of Proposal from Florida Aqua Group for Spa Heater**
- C. Ratification of Proposal from Floralawn for Irrigation Repair**
- D. Ratification of White Plains Mainline Repair**

Mr. Middlemiss made a MOTION to ratify (1) proposal #153 from Florida Aqua Group for the spa heater, in the amount of \$5,980; (2) proposal #9593 from Floralawn for irrigation repair, in the amount of \$2,874.50; and (3) proposal #9739 from Floralawn for mainline repair on White Plains, in the amount of \$3,218.92.
Ms. Murphy seconded the motion.

Upon VOICE VOTE, with all in favor, unanimous approval was given (by a margin of 5-0) to ratify (1) proposal #153 from Florida Aqua Group for the spa heater, in the amount of \$5,980; (2) proposal #9593 from Floralawn for irrigation repair, in the amount of \$2,874.50; and (3) proposal #9739 from Floralawn for mainline repair on White Plains, in the amount of \$3,218.92.

SEVENTH ORDER OF BUSINESS **Consent Agenda**

A. Meeting Minutes from December 21, 2023, Meeting and January 10, 2024, Workshop

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

B. Financial Statements

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

234 Discussion ensued regarding real estate tax bills and location of the property, repeated
235 request to move \$8,000 out of capital projects to reimburse reserve fund for the cart path
236 project, and there should be no holdup in moving that \$8,000 for the next set of financials.

237 **C. Check Register**

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

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Mr. Middlemiss made a MOTION to approve the consent agenda, as presented.

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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 consent agenda, as presented.

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

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There being none, the next order of business followed.

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This item will be deleted from future agendas.

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

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Mr. Middlemiss mentioned a repeated request for all references to sales office be changed to activity center or Blue Ridge Activity Center.

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Mr. Kostich commented on money market account to be opened, budget numbers to reflect reality, and if one item is overspent, then take it from another line item. Ms. Montagna explained the purpose of the budget and why all monies are applied to appropriate line items, with budget amendments done at the end of the fiscal year, if needed. Modifications can be made at any time during the fiscal year, but cannot arbitrarily internally move monies without an official budget amendment. Suggested frequency of doing budget amendments every six months. This item is tabled for the current time.

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

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A Resident (Lot 403) commented on information for the pools to be provided to residents, time involved in allowing the pool to cure, previous requests for food and beverage and golf course to include the two numbers of how much they made and how much they lost.

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A Resident (Lot 242) discussed food and beverage costs, and suggested putting counsel on retainer due to high legal fees.

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ELEVENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Middlemiss, seconded by Mr. Kostich, with all in favor, the meeting was adjourned at 4:41 p.m.
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Secretary/Assistant Secretary

Chairman/Vice Chairman