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**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**ARLINGTON RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Arlington Ridge Community Development District was held on **Wednesday, April 13, 2016 at 1:03 p.m.** at Fairfax Hall, located at 4475 Arlington Ridge Boulevard, Leesburg, FL 34748.

Present and constituting a quorum:

Dominic Setaro, Jr.	<b>Board Supervisor, Chairman</b>
Sharon Brown	<b>Board Supervisor, Vice Chairman</b>
Stephen Smith	<b>Board Supervisor, Assistant Secretary</b>
Gloria Faylor	<b>Board Supervisor, Assistant Secretary</b>
Michael Ryan	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Anthony Jeancola	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Jennifer Kilinski	<b>District Counsel, Hopping, Green &amp; Sams (via phone)</b>
Lindsay Whelan	<b>District Counsel, Hopping, Green &amp; Sams</b>
Scott Smith	<b>Rizzetta Amenity Services</b>
Debbie McCarthy	<b>Operations Manager</b>
Chris Semko	<b>Representative, Floralawn</b>
Robbie Salzman	<b>Representative, Florida Leisure Communities</b>
Art Erickson	<b>Representative, Florida Leisure Communities</b>
Thomas Eleazer	<b>Representative, Florida Leisure Communities</b> <i>(joined the meeting in process)</i>
Joe Montagna	<b>Vesta</b>
Roy Deary	<b>Vesta</b>
Audience	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Jeancola called the meeting to order and performed roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Introduction of Board and Staff**

Members of the Board and Staff introduced themselves to the members of the audience.

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**THIRD ORDER OF BUSINESS**

**Audience Comments**

Audience members spoke favorably regarding the CDD101 presentation and the recent dinner at the restaurant. A request was made that the presentation be done on a periodic basis.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes from the Board of Supervisor's Meeting held on March 9, 2016**

Ms. Whelan noted that the Forbearance Agreement mentioned in the minutes has been withdrawn and that as of March 30, 2016 all payments were made

On a Motion by Ms. Brown, seconded by Mr. Ryan, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisor's meeting held on March 9, 2016 as presented for Arlington Ridge Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Unaudited Financial Statement for February 2016**

Some discussion took place regarding the debt service fund. Management was asked to verify that \$394,026 in debt service interest payments, due May 2016 is the correct balance.

On a Motion by Ms. Brown, seconded by Mr. Stephen Smith, with all in favor, the Board of Supervisors accepted the unaudited financial statement for February 2016 for Arlington Ridge Community Development District.

**SIXTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures for February 2016**

A brief discussion was held regarding the increase in irrigation costs and Management was asked to look into the matter.

On a Motion by Mr. Stephen Smith, seconded by Mr. Ryan, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for February 2016 totaling \$101,372.86 for Arlington Ridge Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Landscape Related  
Items**

The Board reviewed the Field Inspection Report for February 2016 and a brief discussion was held regarding the need to monitor hog damage to determine whether trapping services are needed, the timing of various services, the need for additional watering at the front entrance, and the trimming.

Mr. Stephen Smith opined that given the limited visibility of the area off Highway 27, it may make more sense to remove the garden rather than spend \$2,320 to enhance it. No action was taken on the proposal submitted by Floralawn.

**EIGHTH ORDER OF BUSINESS**

**Discussion Regarding Restaurant  
Operations and Management**

The Operational plan and March Financials for the restaurant were distributed to the Board. Ms. Brown discussed Vesta's Financials for March. It was noted that Vesta received the February financials from FLC and they were not complete and only in draft form.

Mr. Montagna spoke regarding the progress Vesta has made towards cutting costs, improving service, and increasing sales. He noted that server training has occurred and new employees hired, as well as reviewing various events that have been booked. Mr. Montagna, the Board, and Staff responded to audience comments related to restaurant matters, such as advertising, upcoming events, hours of operation, and the pros and cons of not having a cash bar at events, as well as options to adjust ticket pricing and allow a BYOB format, to certain free events.

**NINTH ORDER OF BUSINESS**

**Discussion Regarding Heritage Trail  
Fence**

General discussion ensued regarding the proposal from Mid Florida Fence and Gate to take down and move the fence along the lot lines for Heritage Trail at a cost of \$16,500. It was noted that the District did not pay for or construct the fence but the Development Order does indicate the need for a visual barrier (fence or berm), for which the District is not an obligated party. District Counsel suggested allowing the developers to access its landscape easement to move the fence.

Audience comments were entertained and the following Board action taken:

<p>On a Motion by Mr. Ryan, seconded by Ms. Faylor, with all in favor, the Board of Supervisors granted the necessary access/permission to applicable lot owner(s) to move the fence to lot line so long as they restore the easement area to its to original condition for Arlington Ridge Community Development District.</p>
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**TENTH ORDER OF BUSINESS**

**Review of Common Area Improvement Script**

Mr. Ryan spoke regarding the need to obtain a resident survey and preliminary sketches should the Board want to make any improvements to the area by the Pickle Ball and Tennis Courts. The Board directed Staff to proceed with obtaining the survey.

**ELEVENTH ORDER OF BUSINESS**

**Review of Special Events Revenue & Expenditures**

Mr. Scott Smith announced that Ms. Vicki Singler has resigned from her position as Activities Coordinator and publicly thanked her for her service. He will be working with Mr. Setaro regarding finding the appropriate replacement if deemed warranted and he will be working with the Events Committee on the April 30<sup>th</sup> Spring Fling Event and the Hard Rock Bus. He confirmed that the Spring Fling is designed to be a cost neutral event and touched briefly on the items discussed at the earlier Events Committee Meeting.

Discussion took place regarding how the revenue and expenses for individual events are reported and the timing of providing the information to the Board. Mr. Jeancola reviewed adjustments that have been to the financial statements to better reflect activity expenses by separating insurance costs from actual event costs, etc.

District Counsel responded to a request regarding the status of research being conducted regarding taxes remitted for events. Ms. Kilinski confirmed that she will be providing a memo to the District and Rizzetta outlining what types of activities are tax exempt and that all of the District's events fall into these categories. She recommended that a non-binding letter of recommendation be obtained from the State to protect the District in the case of an audit and for use in filing the amended reports.

Mr. Jeancola reviewed the status of the vending machine, explaining that there is no account associated with the machine and recommended that one be set up with the Coke-a-Cola Company to avoid the possibility of having the machine pulled. Discussion was held regarding pricing of the product and whether the District would still be able to maintain the dollar price point, issues with keeping the machine stocked, and the process of getting the receipts to Staff for deposit. It was noted that the stock would be delivered directly to the District and invoiced on a monthly basis.

Mr. Stephen Smith inquired about the status of a request to notify Ryland Homes that Arlington Ridge prohibits the use of Spinner advertising on District Property. A brief discussion ensued regarding whether the current policy contains specific verbiage addressing this. It was noted that a motion was made during a meeting a few years ago specifically prohibiting the use of spinner advertising. District to send Ryland Homes a written notice.

*(Mr. Smith left the meeting at 3:00 p.m.)*

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**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Ms. Kilinski informed the Board that her office will be forwarding a draft copy of the Fiscal Year 2014/2015 Financial Audit along with the recommended revisions. She stated that she is hopeful that they can have the completed audit finalized prior to the May meeting.

B. District Engineer

Not present.

C. Amenity Management

No report.

D. District Manager

No report.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

The Board discussed the possibility of purchasing a twelve foot ladder for use by District Staff, a motorized projection screen for Fairfax Hall, and the installation of a keycard access system between the bar and the billiard room. They also responded to communication concerns from a resident.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Ryan, seconded by Ms. Faylor, with all in favor, the Board of Supervisors adjourned the meeting at 3:19 p.m. for Arlington Ridge Community Development District.

  
Assistant Secretary

  
Chairman/Vice Chairman