
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, May 11, 2016 at 1:26 p.m.** at Fairfax Hall, located at 4475 Arlington Ridge Boulevard, Leesburg, FL 34748.

Present and constituting a quorum:

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

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Grant Phillips	District Manager, Rizzetta & Company, Inc.
Joe Kennedy	CDD Accounting Manager, Rizzetta & Company, Inc.
Jennifer Kilinski	District Counsel, Hopping, Green & Sams (via phone)
Lindsay Whelan	District Counsel, Hopping, Green & Sams
Scott Smith	Rizzetta Amenity Services
Art Erickson	Developer
Debbie McCarthy	Operations Manager
Joe Montagna	Vesta
Roy Deary	Vesta
Audience	Present

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.

THIRD ORDER OF BUSINESS

Audience Comments

There were no audience comments put forward at this time.

FOURTH ORDER OF BUSINESS

Consideration of Minutes from the Board of Supervisor's Meeting held on April 13, 2016

Ms. Brown asked that a typographical error be corrected on line 144 and requested an update on the accounting for the Spring Fling Event and the Spinners. Mr. Jeancola informed the Board that the District earned \$81 on the Spring Fling.

A question was also raised as to whether there should be minutes from a workshop.

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 April 13, 2016 as amended for Arlington Ridge Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Unaudited Financial Statement for February 2016

Staff responded to Board questions regarding the March Financials, with detailed discussion being held regarding the bond debt service fund.

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

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures for March 2016

Detailed discussion was held regarding various invoices and the services represented.

On a Motion by Ms. Brown, seconded by Mr. Ryan, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for March 2016 totaling \$113,007.81 for Arlington Ridge Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Recommendation from Audit Review Committee

Mr. Jeancola stated that the Audit Committee met prior to the regular Board meeting to review and rank the proposals received from the RFP for auditing services. He stated that the Committee awarded Berger Toombs, Elam, Gaines, & Frank 430 points, EFPR 338 points, Grau & Associates 405 points, and McDirmit Davis 473 points. Based on the rankings, the Committee voted to recommend that the District enter into an agreement with McDirmit Davis as the highest ranked bidder.

On a motion by Mr. Ryan, seconded by Ms. Brown, with all in favor, the Board of Supervisors accepted the Committee's recommendation and authorized the execution of an engagement letter from McDirmit Davis for the Fiscal Year 2015/2016 financial audit, with two optional renewals, for Arlington Ridge Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of 2015 Audit Review

A brief discussion was held on the status of preparation of the fiscal year 2015 audit report regarding the ongoing information needed to address the True-up concerns relative to the District's bonds. Mr. Jeancola asked for a motion allowing District Staff to continue to work with the Trustee to prepare any necessary documents and authorize a member of the Board to execute them should they be needed prior to the next meeting. Ms. Whelan stated that she would keep all of the Board apprised of the documents throughout the process. The Board indicated that it did not feel comfortable authorizing the Chairman to execute any documents without hearing comments from the full Board.

On a motion by Mr. Ryan, seconded by Ms. Faylor, with all in favor, the Board of Supervisors authorized District Staff to continue working with the Trustee to address the bond True-up questions for Arlington Ridge Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Landscape Related Items

Mr. Jeancola reviewed the inspection report and touched on pending proposals that the Chairman has indicated need additional details prior to being considered. A brief discussion was held regarding the landscape buffer weeding and pine straw and the need to power wash fencing.

TENTH ORDER OF BUSINESS

Discussion Regarding Restaurant Operations and Management

Ms. Brown provided a brief synopsis of meetings that have been held relative to restaurant operations and touched on the March financial report, which reflect that the loss for the month was substantially less than what has been seen in the past. She noted that summer hours would be starting shortly.

Mr. Montagna reviewed the operations report and steps that have been taken to secure better pricing and reduce labor costs. He and Mr. Deary responded to Board concerns with service times and the need for more frequent updates and better resident communication as well as more consistent hours of operation. A brief discussion ensued regarding the disposition of old equipment.

Mr. Deary reviewed the proposed operating plan for the restaurant and the role Vesta plays in the overall management of the restaurant. He confirmed that Mike, as the Restaurant Manager, will play a more active role in the day to day operations, but will be working closely with Mr. Montagna on all phases of operation.

Mr. Deary responded to Board questions regarding the proposed operating budget. It was noted that “accounting fees” are part of “management fees” and could be renamed as such.

On a Motion by Mr. Stephen Smith, seconded by Ms. Brown, with all in favor, the Board of Supervisors accepted Vesta’s operating plan and budget for restaurant operations for the remainder of fiscal year 2015/2016 as discussed for Arlington Ridge Community Development District.

It was stated that while this budget does not include a Capital budget, he does anticipate that there will be a capital need for Fiscal Year 2016/2017.

ELEVENTH ORDER OF BUSINESS

Discussion of Traffic Enforcement Agreement

Mr. Jeancola provided a brief synopsis of discussions held between himself, Mr. Setaro and the County relative to enforcement of traffic violations within the community. He explained that the County is requiring a “Memorandum of Understanding” that will allow them to complete an inspection of the roads, speed limits, etc. before they would come into the community and enforce traffic laws as they consider the roads to be private given this is a gated community, even though they are technically public. A brief discussion ensued on the topic. Mr. Kilinski explained that the agreement will assist with requests for police assistance with speeding issues, and emergency situations.

No Board action was taken.

TWELFTH ORDER OF BUSINESS

Consideration of Amenity Management Related Matters

Mr. Deary spoke regarding the decision to approach the Board with a proposal to provide amenity management services for the District in conjunction with operating the restaurant on behalf of the community. He reviewed both option A and B that calls for a full time General Manager and a part-time Amenities Coordinator, with the major difference being that option A provides for retaining Ms. McCarthy as an employee and option B does not. He responded to Board questions from the various Supervisors regarding the services provided, reporting structure, fee schedule, and hours of availability Mr. Deary indicated that they would be ready to take over management by July 1, 2016 should that be the Board’s desire. Additionally, Mr. Deary offered option A’s staffing level at option B’s fee level for the remainder of the Fiscal Year should the Board approve engaging with their services.

Mr. Scott Smith stated that Rizzetta Amenity Services, Inc. feels that it would be in the best interest of the District to work with the same management company for all its amenity services and given Vesta's experience and existing agreement to operate the restaurant it makes sense to transition to them. He indicated that Rizzetta Amenity Services, Inc. would be amenable to allowing Ms. McCarthy to transition with Vesta if the Board so chooses and stated she is an excellent employee.

Following a motion to approve option A at option B pricing of the Vesta proposal, Mr. Deary and the Board entertained audience comments on the topic.

On a Motion by Ms. Brown, seconded by Mr. Ryan, with four in favor and one against (Gloria Faylor), the Board of Supervisors approved Option A at Option B pricing of the Vesta Proposals for amenity management services effective July 1, 2016 for the remainder of the fiscal year for Arlington Ridge Community Development District.

THIRTEENTH ORDER OF BUSINESS

Consideration of Suspension of Amenity Privileges Letter

Mr. Jeancola spoke regarding a letter sent to a resident suspending his recreational privileges for a year based on continued misconduct. He stated that this is the same individual who had his privileges suspended last year at this time. The individual was invited to attend today's meeting if he wanted to protest the suspension. A brief discussion ensued regarding the process of suspending privileges and enforcement; with District Counsel explaining that depending on the nature of the incident the suspension can be immediate. However, it is generally better to provide a written warning notice prior to any suspension. Enforcement would be via trespassing the individual should they try to use any of the District owned and operated amenities. It was also stated that any suspension only includes the amenities provided by the District and does not include public entities such as the restaurant, tavern, or golf course.

It was noted that Mr. Gray was not in attendance to speak on the matter.

On a Motion by Mr. Ryan, seconded by Mr. Stephen Smith, with all in favor, the Board of Supervisors ratified the suspension of all amenity privileges for Mr. George Gray for the period of one year for Arlington Ridge Community Development District.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Whelan informed the Board that the legislature signed into law a statute that clarifies the District's authority of tow vehicles. She explained that it would now be appropriate for the District to approve the prior towing rule on a permanent basis as it was initially approved on a temporary one.

A brief discussion ensued regarding any necessary signage needed. Ms. Whelan stated that generally the towing Company hired to do the towing would inform the District of how many signs and the locations where they want signs posted. She recommended that a Towing Agreement be put in place.

It was noted that the HOA allows for parking of motor homes in front of residential homes for a period of time and the policy should incorporate said provision.

Audience comments were entertained on the topic. It was noted that towing can not occur until the signage and a signed towing agreement are in place. Residents will be notified prior to the start of the program.

On a Motion by Mr. Ryan, seconded by Ms. Faylor, with all in favor, the Board of Supervisors adopted the towing policy pending any revisions addressing existing exceptions noted in the HOA Declarations for Arlington Ridge Community Development District.

B. District Engineer
Not present.

C. Amenity Management
No report.

D. District Manager

Mr. Jeancola informed the Board that as of April 15, 2016 there were 541 registered voters. He announced that this qualifies the District to participate in the general election process again this year and seats one and three are up for re-election. Mr. Jeancola reviewed the information from the Supervisor of Election outlining the procedure for qualifying to be a candidate. He highlighted the qualifying period which runs from noon June 20, 2016 until noon June 24, 2016. It was noted that these are four-year terms.

Mr. Jeancola stated that a letter was sent to Ryland Homes requesting that they stop the use of Spinners, but the activity has continued. He noted that it may be necessary to have District Counsel draft a letter, although there is a rumor that the situation may resolve itself. A brief discussion ensued.

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

The Board discussed an issue where a resident and the golf course have installed plant material on District property off the first hole in an attempt to protect the home from golf balls. It was noted that the area is actually a registered retention area. Various options were put forward to resolve the issue, such as entering into an easement agreement with the golf course or sending a letter requesting that the trees be removed. The Board directed Staff to contact the golf course relative to entering into an easement agreement with the golf course and informing them that if they are not willing to do so, the Board will require that the trees be removed.

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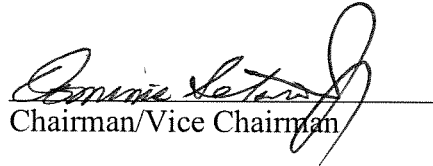
Audience comments were entertained regarding debris behind the homes on Roanoke and the algae in the front ponds. Staff will address their concerns.

SIXTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Ryan, seconded by Mr. Smith, with all in favor, the Board of Supervisors adjourned the meeting at 4:30 p.m. for Arlington Ridge Community Development District.


Assistant Secretary


Chairman/Vice Chairman