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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, June 8, 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>
Grant Phillips	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Art Erickson	<b>Developer</b>
Thomas Eleazer	<b>FL Leisure Communities</b>
Debbie McCarthy	<b>Operations Manager</b>
Joe Montagna	<b>Vesta</b>
Roy Deary	<b>Vesta</b>
Chris Semko	<b>Floralawn</b>
Scott Green	<b>Field Services Manager, Rizzetta &amp; company, Inc.</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.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Audience comments were entertained regarding concerns with the golf course and the hours of operation for the Tavern.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes from the CDD  
101 Meeting held on April 8, 2016**

On a Motion by Mr. Ryan, seconded by Ms. Faylor, with all in favor, the Board of Supervisors approved the minutes from the CDD 101 meeting held on April 8, 2016 as presented for Arlington Ridge Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Minutes from the Audit  
Committee Meeting held on May 11, 2016**

On a Motion by Mr. Ryan, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the minutes from the Audit Committee meeting held on May 11, 2016 as presented for Arlington Ridge Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of Minutes from the Board  
of Supervisor's Meeting held on May 11,  
2016**

On a Motion by Mr. Ryan, seconded by Ms. Faylor, with all in favor, the Board of Supervisors approved the minutes from the Board of Supervisor's meeting held on May 11, 2016 as presented for Arlington Ridge Community Development District.

**SEVENTH ORDER OF BUSINESS**

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

Staff responded to Board questions regarding the April Financials, with detailed discussion being held regarding the landscape mulch, the need for a maintenance line item for the Tavern, and the bond debt service fund. Mr. Kennedy will be asked to review the debt service ledger.

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

**EIGHTH ORDER OF BUSINESS**

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

Discussion was held regarding various invoices and the services represented, as well as the status of the water bills for the golf course, the way sales tax is calculated and the reimbursement for sales tax payments relative to rentals of Fairfax Hall.

On a Motion by Ms. Faylor, seconded by Mr. Ryan, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for April 2016 totaling \$98,919.48 for Arlington Ridge Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Landscape Related Items**

Mr. Jeancola introduced Mr. Scott Green as the new Field Services Manager. A brief discussion was held regarding the monthly report, with it being noted that item 18 was addressed on June 7<sup>th</sup>. A request was made to consider the median Oak trees as part of the reserve study discussions.

It was stated that there were no new proposals from Floralawn for Board consideration.

**TENTH ORDER OF BUSINESS**

**Discussion of Overnight Parking Policy and Enforcement**

Mr. Jeancola presented the revised parking policy and a listing of possible vendors provided by the City. He stated that a map would need to be provided outlining the approved parking areas. A brief discussion ensued regarding what map should be utilized.

On a Motion by Mr. Ryan, seconded by Ms. Brown, with all in favor, the Board of Supervisors approved the overnight parking policy in substantial form for Arlington Ridge Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Audit Related Items**

Mr. Jeancola read a letter from the Bond Trustee outlining the items that they are looking to have in place for the purposes of finalizing the 2015 audit. He stated that District Counsel would like time to review the requested documents and is recommending that this meeting be continued, so that the June 30<sup>th</sup> filing deadline for the audit can be met. The Board agreed that they could meet on June 8, 2016 at 1:00 p.m.

**TWELFTH ORDER OF BUSINESS**

**Discussion Regarding Reserves**

The Board indicated that they would like to hold a separate workshop to discuss the reserve account and the budget. A request was made for the workshop to include discussion on restaurant operations as well. Mr. Jeancola recommended that it be held prior to the July 13<sup>th</sup> meeting. Discussion ensued regarding the date for the budget workshop.

On a Motion by Mr. Ryan seconded by Ms. Faylor, with all in favor, the Board of Supervisors authorized Staff to schedule a workshop on July 6, 2016 at 10:00 a.m. at Fairfax Hall, located at 4475 Arlington Ridge Boulevard, Leesburg, FL 34748 for Arlington Ridge Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2016/2017  
Proposed Budget**

Mr. Jeancola reviewed the budget process highlighting that a proposed budget needs to be approved by June 15, 2016 and set the date for the public hearing to finalize the budget. He stated the Board has to decide whether or not to increase assessments today, but does not have to set a maximum on the expenditures, as there is the option to utilize fund balances to offset any increases. However, if the Board decides to increase assessments, property owners would need to be noticed of the planned increase. Discussion was held regarding the necessity to implement funding for reserves, with concern being expressed that the process should have been started sooner to allow more time to review both expenditures and the reserves. Mr. Jeancola estimated available funds that could be used to offset assessments and be transferred to reserves. A request was made that either a poll be taken or a workshop be held to discuss restaurant operations in terms of how much deficit residents are willing to fund.

On a Motion by Ms. Faylor, seconded by Ms. Brown, with three in favor and two against (Mike Ryan and Steve Smith), the Board of Supervisors approved Resolution 2016-03, Approving fiscal year 2016/2017 proposed budget totaling \$1,421,128.00 and maintaining the current level of assessments, as well as setting the public hearing on the budget for August 10, 2016 at 1:00 p.m. at Fairfax Hall, located at 4475 Arlington Ridge Boulevard, Leesburg, FL 34748 for Arlington Ridge Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Discussion Regarding Restaurant  
Operations and Management**

Mr. Montagna reviewed the events that occurred during the month of May that enabled the Tavern to beat budgeted sales by approximately \$1,000. He acknowledged that the reduction in use of the golf course is impacting business and spoke regarding adjusting the hours of operation to assist with cutting costs during the summer. He recommended that the hours be Sunday (closing at 2), Tues & Sat would stay the same (closing at 3), Monday would remain closed and Wed, Thurs, & Fri hours would be 11:00 am-8:00 pm. Discussion was held regarding the cost per hour to staff the restaurant (\$224), ways to keep the tavern open when the restaurant is closed, and the financial statement. A request was made to obtain a stand alone statement for the month of May.

Audience comments were entertained regarding the \$50.00 fee to reserve a room at lunchtimes, the summer menu and means of improving sales. Further discussion ensued on these topics.

**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel  
Not present.

B. District Engineer  
Not present.

C. Amenity Management  
No report.

D. District Manager  
Mr. Jeancola spoke briefly regarding the warning letters that were provided to a couple of residents relative to policy violations. He stated that the situations have been resolved and he does not believe any further action is warranted. The Board concurred.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience  
Comments**

Mr. Setaro announced that neither he nor Ms. Brown intend to run for the seats they currently hold on the Board and encouraged residents to consider doing so. Ms. Brown echoed those comments, stating that change is good for the Board. A brief discussion ensued.

Mr. Jeancola confirmed that he is in the process of obtaining proposals for a screen for use at Fairfax Hall.

Audience comments were entertained regarding the current sound system, the status of the library door, and scheduling a workshop to discuss the restaurant. A brief discussion was held regarding possible options to address the library door question. Ms. McCarthy will get with Mr. Salzman on this matter.

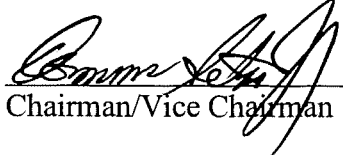
Mr. Jeancola reviewed the dates for upcoming meetings to include the continued meeting on June 17<sup>th</sup> and a July 6, 2016 workshop at 10:00 a.m.; with the next regular meeting scheduled for July 13, 2016.

**SIXTEENTH ORDER OF BUSINESS**

**Continuance**

On a Motion by Mr. Ryan, seconded by Ms. Faylor, with all in favor, the Board of Supervisors continued the meeting at 3:14 p.m. until June 17, 2016 at 1:00 p.m. at Fairfax Hall, located at 4475 Arlington Ridge Boulevard, Leesburg, FL 34748 for Arlington Ridge Community Development District.

  
Assistant Secretary

  
Chairman/Vice Chairman

HERE  
SIGN