
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 continued meeting of the Board of Supervisors of Arlington Ridge Community Development District was held on **Tuesday, February 21, 2017 at 2:10 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
Thomas Michenzi	Board Supervisor, Assistant Secretary
Ronald Worrich	Board Supervisor, Assistant Secretary
Gloria Faylor	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Jennifer Kilinski	District Counsel, Hopping Green & Sams
Joe Montagna	Vesta (via phone)
Kyle Nelson	Operations Manager
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 forth at this time.

FOURTH ORDER OF BUSINESS

**Continued Discussion Regarding
Restaurant Operations and Management**

The Board had a brief discussion regarding the job descriptions for the General Manager, Front of House Manager, and Back of House Manager the Board.

Ms. Kilinski briefly described the performance evaluation process. The General Manager will conduct performance evaluations for the Front of House and Back of House Managers. The General Manager's performance evaluation would be conducted by the Board of Supervisors and each of them will provide a form to the District Manager.

On a Motion by Mr. Worrich, seconded by Mr. Michenzi, with all in favor, the Board of Supervisors approved the General Manger job description, for Arlington Ridge Community Development District.

On a Motion by Mr. Worrich, seconded by Mr. Michenzi, with all in favor, the Board of Supervisors approved the Front of House Manager job description, for Arlington Ridge Community Development District.

On a Motion by Mr. Worrich, seconded by Mr. Michenzi, with all in favor, the Board of Supervisors approved the Back of House Manager job description, for Arlington Ridge Community Development District.

Mr. Nelson introduced Mr. Mark Anderson as the new Back of House Manager and reviewed his qualifications with the Board.

There was a discussion regarding closing part of the restaurant from March 1st, 2017 through March 6th, 2017 and keeping the Tavern open. This would allow Mr. Nelson and Mr. Anderson to prepare and organize for a grand opening on Monday, March 6th, 2017.

Ms. Brown confirmed that they would continue to perform drug tests and background checks on new employees. Ms. Kilinski confirmed that this was included in the employee handbook.

On a Motion by Mr. Worrich, seconded by Mr. Michenzi, with all in favor, the Board of Supervisors approved the employee handbook, for Arlington Ridge Community Development District.

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Ms. Kilinski reviewed the performance evaluation forms and process which would provide evaluations to the board members to fill out and then to the District Manager to review.

On a Motion by Ms. Brown, seconded by Ms. Faylor, with all in favor, the Board of Supervisors approved the performance evaluation forms and process, Arlington Ridge Community Development District.

Ms. Kilinski stated that payroll companies are still being looked at and that they are not ready to bring a recommendation to the Board as of yet. However, there is a need for the Chair to work with the staff to engage payroll services and insurance. There is a need for an alcohol rider at this time. Ms. Brown asked about utilizing ADP and Mr. Jeancola clarified that there is another company that is being looked at as part of their due diligence. They are however leaning towards using ADP.

On a Motion by Ms. Brown, seconded by Mr. Michenzi, with all in favor, the Board of Supervisors approved the motion authorizing the Chairperson, in consultation with staff, to engage payroll services, insurance, etc., for Arlington Ridge Community Development District.

Ms. Kilinski clarified that employees would not be “leased” and instead would be direct employees of the restaurant as per Mr. Ryan’s question.

A resident from lot 433 asked a question regarding insurance to serve alcohol by the pool. Ms. Kilinski stated that it isn’t an insurance issue but about the type of alcohol license allowed. The application is already put together but has not been submitted as of yet to be sure the District knows what direction they are going in.

Mr. Setaro confirmed that March 1st, 2017 would be the preferred effective start/onboarding date (tied to budget).

Mr. Setaro reviewed the food and beverage budget and how it was put together. It will be reviewed on a monthly basis.

On a Motion by Mr. Worrich, seconded by Ms. Faylor, with all in favor, the Board of Supervisors approved the food and beverage budget, for Arlington Ridge Community Development District.

FIFTH ORDER OF BUSINESS

Continued Discussion of Floralawn Proposal – Landscape Maintenance for Common Grounds (Pond Mowing)

Mr. Jeancola reviewed the proposal received from Floralawn in the last meeting in the amount of \$10,320.00. This works out to \$860.00 per month for the additional areas to be mowed. Mr. Semko agreed to waive the \$450.00 monthly charge for the RV Lot maintenance if the Board proceeds with the proposal which would in turn offset the cost.

On a Motion by Mr. Worrich, seconded by Ms. Brown, with all in favor, the Board of Supervisors accepted the proposal received from Floralawn in the amount of \$10,320.00 and the \$450.00 waiver of the RV lot maintenance fee, Arlington Ridge Community Development District.

A resident made a comment regarding debris from job sites being left everywhere. Mr. Setaro stated that the HOA was notified and that this was supposed to be monitored. He suggested reminding Robbie again.

SIXTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No Report.
- B. District Engineer
Not Present.
- C. Amenity Management
No Report.
- D. District Manager
No Report.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Ms. Worrich and Mr. Ryan met with two contractors regarding the installation of the bocce ball and shuffleboard courts. They expect to receive estimates in the next two weeks.

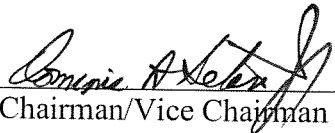
There were no Audience comments.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Brown, seconded by Ms. Faylor, with all in favor, the Board of Supervisors adjourned the meeting at 2:45 p.m. for Arlington Ridge Community Development District.


Assistant Secretary


Chairman/Vice Chairman