

**MINUTES OF MEETING
ARBOR GREENE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Arbor Greene Community Development District was held on Monday, December 23, 2013 at 6:30 p.m. in the Gathering Room, Arbor Greene Community Center, 18000 Arbor Greene Drive, Tampa, Florida.

Present and constituting a quorum were:

Adam Tanenbaum	Chairman
Toby P. Thomson	Vice Chairman
Michael S. Candella	Supervisor
Nathaniel Clawson	Supervisor
Steve Eckhardt	Supervisor

Also present were:

Mark Vega	District Manager
Tonja Stewart	District Engineer
Jason von Merveldt	Community Manager

1 Resident

The following is a summary of the minutes and actions taken at the December 23, 2013 Arbor Greene Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

A. Roll Call

Mr. Tanenbaum called the meeting to order and all Supervisors were in attendance.

B. Approval of Agenda

There were no changes to the agenda.

On MOTION by Mr. Clawson with all in favor the agenda was approved.

The record will reflect Mr. von Merveldt joined the meeting

SECOND ORDER OF BUSINESS

Public Comments on the Agenda

There being no questions or comments, the next item followed.

THIRD ORDER OF BUSINESS

Reports

A. District Engineer's Report – Stantec Revised Contract

Mr. Vega reported the request made by the Board at the last meeting for the District Engineer to resubmit a contract including a two year term is being reviewed by Stantec. As Ms. Stewart will arrive at the meeting shortly, her report will be continued at that time.

B. District Manager's Report

i. Follow Up Items

An email from District Counsel regarding the clubhouse roof replacement to be done by Clayton Builders, Inc. was handed out to the Board. A copy of the Clayton roof replacement estimate was also handed out. It was explained that neither the contractor nor District Counsel are agreeable to signing the current contract as it is. Clayton has issues with the statutory requirements verbiage in the contract and Counsel has issue with Clayton's refusal to sign the District's form of contract. Mr. Vega noted if the Board wants to keep pursuing and negotiating with Clayton he will do that or he has two other vendors that will sign the CDD contract. The other vendors indicated they will sign the CDD contract with the same scope of work and they can start by the end of January.

The following is needed before the next meeting before further discussion of this project can go forward: copies of the contracts submitted by the other vendors noted by Mr. Vega, a copy of the proposed Clayton Builders contract and a copy of the contract already approved by the Board. (4 contracts)

ii. Review and Approval of the Minutes of the November 11, 2013 and November 25, 2013 Regular Meetings

Changes to both sets of minutes were requested and will be made part of the final minutes for the record.

The Board discussed how they want motion boxes documented when a motion is made, no vote is taken, they proceed to discuss the issue, and they subsequently take a vote on the motion. The current procedure for motions of this kind is not satisfactory to the Board.

On MOTION by Mr. Clawson with all in favor the minutes of November 11, 2013 meeting were approved as amended.

On MOTION by Mr. Eckhardt with all in favor the minutes of November 25, 2013 meeting were approved as amended.

iii. Review and Approval of the November 2013 Financial Statements

Mr. Vega reported the assessments are at 90% collected.

Mr. Thomson had questions regarding the fund assignment of the sliding doors for the gatehouse. Mr. von Merveldt will address this. He also asked can R&M Equipment be wrapped into R&M Buildings when the next budget is prepared.

The record will reflect the District Engineer joined the meeting.

On MOTION by Mr. Candella with all in favor the financial statements thru November 30, 2013 were approved.

Mr. Vega reported the cell phone reimbursement for the Community Manager has been taken care of.

THIRD ORDER OF BUSINESS

Reports (continued)

A. District Engineer's Report – Roof Repair

Mr. Tanenbaum updated Ms. Stewart on what was previously discussed regarding the clubhouse roof repair project. She indicated the best thing to do is get the contract issue resolved and once Clayton Builders moves forward with his plan and exposes everything, we will be dealing with more facts. The alternatives are hiring another consultant to evaluate the project before any construction is done or go with an in-progress approach. Spending more money than anticipated is a fact.

Stantec Revised Contract

Ms. Stewart reported if the District wants a two year contract, the Stantec administrators are willing to accept that. The two year contract revision can be noted on the contract previously submitted by Stantec.

On MOTION by Mr. Thomson with all in favor the Stantec assignment as amended to convert the engineering services contract to a two year term, was approved.

The record will reflect Ms. Stewart left the meeting.

C. Community Managers' Report

Mr. von Merveldt updated the Board on the following items:

- Gatehouse
- Tree trimming started and is progressing; looking to be finished by the first of the year; not working on Christmas Day.
- Cell phone for Gary Smith. No one except the Community Manager and Gary Smith are expected to use their cell phone for work.
- Pressure washing is going well.
- Landscaping – Sprinkler head repairs are being done.
- Cross Creek Frontage.
- The children’s holiday party went well.

Mr. Thomson visited the gatehouse recently and noticed the interior was in bad shape. He suggested having staff develop a plan to reorganize, paint and install new cabinetry, among other items, for the gatehouse at a later date.

The proposal from LCS Stone Restoration and Maintenance for cleaning and painting the Travertine floors throughout the office area and gathering room/clubhouse was discussed.

On MOTION by Mr. Eckhardt with all in favor the proposal from L.C.S. Stone Restoration and Maintenance for polishing the floors at the high-satin sheen at a cost of not to exceed \$3,224, was approved.

A resident addressed a trash pickup issue.

The Community Manager’s Report continued with the following items discussed:

- Tree replacement/enhancement; Greenview and OLM have been consulted.
- Use of an on-line payment, checks, or credit cards for miscellaneous District business items was discussed. The Board agreed to authorize the Community Manager to proceed with a trial for the payment method he chooses.
- Holiday lights – the District does not own the lights. A resident reported he knows a company that is anxious to give a proposal to the Board for holiday lights for the next holiday season. The resident will refer the interested party to the Community Manager.

FOURTH ORDER OF BUSINESS

Old Business

A. Stantec Revised Contract

This item was previously discussed.

B. Alcove Tree

Mr. Tanenbaum MOVED to approve the proposal issued by Greenview Landscaping to place a Live Oak Tree in the Alcove Village to replace the tree that was taken out, at a cost of not to exceed \$600. A vote was taken with Mr. Tanenbaum, Mr. Eckhardt, Mr. Clawson and Mr. Candella voting Aye and Mr. Thomson voting Nay; the motion passed 4-1.

Mr. Tanenbaum explained his reason for making the above motion.

C. Towing Sign

Mr. Tanenbaum recapped part of a previous discussion on the towing/parking policy. The discussion involved whether to just go with when there is an emergency or some need having Arbor Greene tow on the streets where needed. In order to do that, we must post a sign up front.

Mr. Eckhardt MOVED to enter into a tow sign agreement with Steps Towing Service; towing sign to be placed at the entrance to the Arbor Greene community, and designating the Community Manager as the agent. No vote was taken.

Mr. Tanenbaum MOVED to table the above motion to approve the tow sign agreement to the January 13, 2014 meeting. A vote was taken with Mr. Tanenbaum, Mr. Clawson, Mr. Thomson and Mr. Candella voting Aye and Mr. Eckhardt voting Nay (to table the tow sign agreement approval)

D. Rules of Procedure

Mr. Tanenbaum handed out, for review and conversational purposes at a later meeting, a draft of the Arbor Greene CDD Board of Supervisors Procedural Rules. This item will be added to the agenda for the January 13, 2014 meeting for discussion and Board approval to move forward with notifying the public, via posting the Rules on the website, that new rules of procedure will be adopted either at the January 27th meeting or the February 10, 2014 meeting.

A copy of the drafted Rules presented will be attached hereto for the public record.

E. Further Sidewalk Repairs

The Community Manager presented and discussed information about USSA rubber sidewalks as an alternative to traditional concrete. Mr. von Merveldt will provide more information on this option at upcoming meetings.

FIFTH ORDER OF BUSINESS

New Business and Supervisor Requests

A. Supervisor Requests and Motions

Mr. Thomson asked for an update on the NPDES Permit requirements previously presented to the Board. Mr. Vega will check on the status with Ms. Maggie Wilson.

Mr. Clawson commented on the following:

- Request for new headphones for use when calling in to meetings.
- A three-way stop sign at Avalon. The Community Manager will look into this.
- Crosswalk paint is almost not visible; check on the warranty.
- Request for a Wi-Fi enabled printer in the Board meeting. (approximately \$250)
- Attorney issue. Mr. John Ricciardi has provided the names of other Attorneys who deal with CDD's. The next step for the Board is to make a formal RFP. The Board requested that Mr. Vega provide them again with the names of Attorney's who provide CDD legal services and the Districts they handle.
- Website update – we should have an actual live website by the next meeting. Moving forward, we should look at segmenting the website off so we can grant access for other people to create content that requires the Community Manager to review before update; this would include all three HOA's.
- Email migration from the District server to Microsoft Office 365 is all but complete; everyone will receive log in information.
- In Avalon, there were two Palms, one on either side of the monument and someone ran over the one on the inside two or three years ago; it would be nice to replace it.

Mr. Eckhardt gave an update from Masterpiece Design on the Community Center interior renovation project, noting the following:

- There were two recommendations, one was to do the things we talked about and the other one was to completely go in a different direction because this place was

completely set up wrong. The Board was asked if they want more details on both plans or should they just go in one direction.

Mr. Candella reported trash on Arbor Wind Drive and other roads in the community.

Mr. Tanenbaum addressed the topic of a salary increase for the Community Manager and asked the Board to comment. Each Board member commented and the following motion was made:

On MOTION by Mr. Tanenbaum with Mr. Clawson, Mr. Thomson, Mr. Tanenbaum and Mr. Eckhardt voting Aye and Mr. Candella voting Nay, increasing the salary of the Community Manager, Mr. von Merveldt, by 4% effective Monday, December 30, 2013, all other terms of the letter agreement with the Community Manager remain in place. The increase was approved by a vote of 4-1.

Mr. Clawson stated for the record he would like the Community Manager to go out and find prospects to actually get the snack bar up and functioning as a snack bar. Board members expressed concerns regarding this issue.

B. Announcements

The Community Manager noted John Hussey in Maintenance had a family health issue and may need time off from work.


C. Public Special Requests

Mr. Boucher commented on adding flashing lights or speed calming options in regards to the community crosswalks.

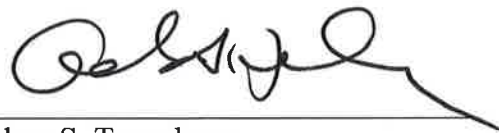
SIXTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Thomson with all in favor the meeting was adjourned.



Mark Vega
Secretary



Adam S. Tanenbaum
Chairman