

**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 9, 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
Steven Eckhardt	Supervisor
Michael S. Candella	Supervisor

Also present were:

Jason von Merveldt	Community Manager
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Residents

The following is a summary of the minutes and actions taken at the December 9, 2013 Arbor Greene Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

A. Roll Call

Mr. Thomson called the meeting to order and three Supervisors were in attendance.

B. Approval of Agenda

There were no changes for the agenda.

On MOTION by Mr. Eckhardt with all in favor the agenda was approved.
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SECOND ORDER OF BUSINESS

Public Questions and Comments on the Agenda

A resident, Mr. Vasquez asked for direction on where to report a neighboring house and property as it is in urgent need of clean up, repair and maintenance. Mr. Eckhardt noted the HOA hired Pete to take care of these types of houses. Mr. Boucher requested the address of the house in question and he will communicate the issue to the HOA and/or management agency responsible for the home.

The record will reflect Mr. Tanenbaum joined the meeting.

Mr. Paul Boucher, of Parkview gave an update on the Neighborhood Watch.

THIRD ORDER OF BUSINESS

Reports

A. Community Manager’s Report

Mr. von Merveldt reported the following:

- All club attendants are up to date on their CPR training.
- Mr. Clayton is reviewing the roof contract and will send it to Ms. Stewart and District Counsel.
- The gatehouse doors are scheduled to be replaced Wednesday morning.
- The tree trimming project is going well.
- Pressure washing started on November 26th and is moving quickly.
- The OLM inspection was done and the landscaping score was 89.
- The new phone system is up and running; there is an automated attendant when calling the office.
- Activities – there was a good response to the Holiday Happy Hour; the Children’s Holiday Party will be held on Saturday between 10 a.m. and 12 p.m.

Item #1213-1 – Sidewalk Project – It was determined that 25 need to be replaced at a cost of \$12,050 and we spent \$12,000 on sidewalk grinding. The budget for Sidewalk R&M is \$35,000. The Board suggested that the Community Manager research other sidewalk repair and replacement methods.

Item #1213-2 – Contract with Trimmers Holiday Décor – The job was to be completed by November 27th but was not completed until December 3rd. The owner has offered a \$2,000 discount. The Board discussed the ownership of the holiday lights.

On MOTION by Mr. Thomson with all in favor the final payment to Trimmers Holiday Décor at \$3,250 as a modification of the original contract was approved.

The Community Manager inquired about obtaining a cell phone for himself, which would be used for CDD business. There was Board consensus in favor of the principle of either reimbursing Mr. von Merveldt or getting a phone for him. There is also consensus that

if possible, at the District Manager's discretion, in the best interest of the CDD, the District Manager will make a decision on the best approach to accommodate that.

FOURTH ORDER OF BUSINESS

Old Business

A. Consideration of District Engineer Agreement and Review of Current Agreement

Mr. Thomson suggested to the Board that the new Engineering Agreement be revised to indicate a fixed term; possibly two years. Mr. Tanenbaum suggested that Stantec revise and resubmit a contract to the Board, which would include the fixed term suggested by Mr. Thomson.

B. Update/Status of Website Improvements

Mr. von Merveldt noted nothing has been updated as of yet; the deadline has passed, we made one payment and the final payment is due upon completion.

C. Consideration of Rules of Procedure

Mr. Tanenbaum noted a Rules of Procedure should be what governs how this Board operates; the public should know what procedures we are operating under when we meet. The rules should include what the officers do, specifying each officer eg. Chairman, Vice Chairman etc. It is not necessary to repeat a lot of what is in Chapter 190 of the Florida Statutes. Mr. Eckhardt noted he would be comfortable with stating we follow the approved procedures of Chapter 190, 189, the Sunshine Laws, etc.

The following suggestions for inclusion in a shorter, more streamline Rules of Procedure were noted by Mr. Tanenbaum:

- A list of all the provisions that do apply for the benefit of future Board members and the public.
- How we run our meetings and a list of officers responsibilities; Chairman, Vice Chairman, Secretary, Treasurer.
- The Rules of Procedure would be the place to specify if we want to use Roberts Rules of Order, or not.
- A reference to the rule regarding Supervisors attendance at meetings either by phone or in person and whether voting when attending by phone is permissible.
- When it is permissible to abstain from voting.

FIFTH ORDER OF BUSINESS

New Business and Supervisor Requests

A. Supervisors Requests and Motions

Mr. Thomson had the following comments:

- Request to obtain quotes to replace all the fencing on the tennis courts. Mr. von Merveldt will follow up on this.
- Street sign replacement; need an update.
- Floor cleaning in the community center should be done in January and should be done regularly.
- Cross Creek Frontage Project – Need an update on what has been done and what was spent. Review landscaping around the monument.
- Consider amending the \$1,000 spending limitation for the Community Manager.

On MOTION by Mr. Thomson with all in favor removing the Community Manager’s consultation requirement with the District Manager for amounts between \$1,000 and \$3,000 was approved.
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Members of the audience were given the opportunity to comment on the above motion; there being none, the next item followed.

Mr. Eckhardt announced that Marilyn and the architect will have two initial options on the interior of the building for the Board to look at soon.

Mr. Candella addressed the issue of the flag being at half-mast. He also addressed the litter issue at Cross Creek. Staff will be instructed to review and take care of the trash issue in this area. Also, bushes should be trimmed along the sidewalks.

Mr. Tanenbaum commented on the following:

- Inquired about the Alcove tree. Mr. von Merveldt obtained quotes for a new Oak tree installation.
- Is it possible for the Board to review the check register before the meetings?
- The northwest quadrant of lights on the main fountain is out.

B. Announcements

It was announced the next meeting is scheduled for December 23, 2013 at 6:30 P.M.

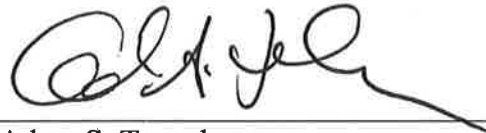
C. Public Special Requests

Mr. Vasquez inquired about where to get information on the CDD such as, the infrastructure, the status of the bonds, financials, etc. The resident was referred to contact the District Manager.

SIXTH ORDER OF BUSINESS

Adjournment

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



Adam S. Tanenbaum
Chairman