

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

The workshop meeting of the Board of Supervisors of the Arbor Greene Community Development District was held on Thursday, February 21, 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 S. Tanenbaum   | Chairman         |
| Christine Nelson    | Vice Chairperson |
| Toby P. Thomson     | Supervisor       |
| Steven Eckhardt     | Supervisor       |
| Michael S. Candella | Supervisor       |

Also present were:

|             |                 |
|-------------|-----------------|
| Bob Farrell | General Manager |
|-------------|-----------------|

Residents

*The following is a summary of the minutes taken at the February 21, 2013 Arbor Greene Board of Supervisors workshop meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Tanenbaum called the meeting to order and the Supervisors identified themselves at roll call.

**SECOND ORDER OF BUSINESS**

**Review of the January 2013 Financial Statements**

Mr. Tanenbaum reported the following:

- In terms of revenues we are almost at full assessment; the upper 90's.
- Expenditures are on target at around 33%.

Mr. Eckhardt asked Mr. Farrell if the District is paying \$1,150 per month for swimming pool maintenance as indicated on Page 5 of the financials.

*Mr. Farrell responded yes; there are two different rates, one is \$1,150 and the other is \$1,300 depending on what time of year it is.*

*The record will reflect Ms. Nelson joined the meeting.*

The charges from Digital Rescue were discussed.

Mr. Thomson inquired about financial item R&M Buildings; what fell under the amount \$7,429?

*Mr. Farrell explained and detailed the amounts.*

Some items on the Trend Report were discussed:

- The status of the pump station was discussed; it seems to be running ok now.
- Status of money received for the gate house damage.
- Street signs – road and street facilities – Page 9.
- R&M Equipment in the Common Area – Page 10 – charges were explained by Mr. Farrell.
- Office Supplies and Office Supplies General – Page 10 – Mr. Farrell explained there were no unusual purchases. Color copies versus black and white copies were discussed.

The Board recommended approving the financial statements at the regular Board meeting scheduled for February 25, 2013.

### **THIRD ORDER OF BUSINESS**

### **2014 Budgeting for Contracts**

Mr. Thomson suggested rebidding certain contracts; Greenview, OLM and Severn Trent. The following was discussed:

- A. Greenview – Contract is from 2006.
- B. OLM
- C. Severn Trent – We had Severn Trent from before this community was built in 1996. The Gary Moyer firm was bought out by Severn Trent. It is time for us to discuss the services if we want to change anything or add anything.

Mr. Thomson expressed his opinion that it has been a long enough time, especially with Severn Trent, that we owe a service to our residents to periodically review this contract to see what's out there. It was recommended to the Board to entertain looking into these particular contracts. All three contracts represent a very large portion of the Districts O&M every year. The contracts are posted on the website for viewing.

The following comments were made regarding the above mentioned contracts:

- The Greenview contract has a 2009 date on it. It has been renewing automatically since then.
- In 2009 the Greenview contract was changed to a month to month.
- In 2006 we signed a contract with OLM for three years. In 2009 that contract was signed again.
- The Greenview contract date itself says 11/1/2006 and expired 10/31/2009 and per an amendment dated September 21, 2009 it became a month to month contract.

Expenses and processes involved in going out for bids for these contracts were discussed.

Mr. Candella expressed his opinion that it would be a great idea to go out for bid for one of the contracts; not go out for bid on all three contracts at once. Mr. Thomson indicated his preference is to go out to bid first for the Severn Trent contract since it is the District's oldest contract.

Mr. Tanenbaum briefly explained the history of Severn Trent as explained to him by Mr. Ricciardi.

The Board was polled for their opinion on whether to go out for bid on the discussed contracts. Ms. Nelson indicated she would like to see what's out there; it never hurts. Mr. Thomson indicated he doesn't want residents to have the perception that once the District does business with a certain vendor they are locked in for life. He feels that 17 years and 7 years are more than enough to wait in between going out to bid. Mr. Tanenbaum indicated it would be prudent to consider the issue of putting these contracts out for bid. Mr. Eckhardt indicated he agreed with Mr. Thomson; we should put the contracts out for bid. Mr. Thomson also suggested putting the contracts out for bid and not changing companies in mid-year.

Mr. Farrell requested if these contracts are put out for bid, could we do the Greenview and OLM contracts before Severn Trent so Mr. Ricciardi's assistance in getting the bid packages prepared and out the door could be maximized.

**FOURTH ORDER OF BUSINESS**

**Alan Williams/Tennis Contract  
Negotiations Update**

Mr. Farrell reported negotiations are going well. A marked up copy of the contract will be included in the Board's packet provided by Mr. Farrell on Monday. There have been no significant sticking points at the moment. Regarding making room for Mr. Williams, our

recommendation will be relocating him to an area on the back side of the existing maintenance building, past courts 3 and 8. We need to clean up that room for him.

A discussion ensued regarding paying tax on revenue received from concessionaires.

## **FIFTH ORDER OF BUSINESS**

### **Staff Duties Review Appraisals/Streamlining**

Mr. Thomson indicated while doing research on the contracts, he found that in April 2006 the old General Manager had a 90 day evaluation performed. He believes the 90 day evaluation disappeared and he will ask Mr. Ricciardi about it. It is Mr. Thomson's recommendation that going forward, regarding new hires, the Board require the General Manager to perform 90 day evaluations for the administrative employees such as Maintenance Manager, Clubhouse Manager and Administration Manager. This will give the General Manager and the Board an opportunity to set goals or certain standards in regards to overall performance in the job. Ms. Nelson indicated she believes Mr. Farrell already has a similar system in place.

Mr. Tanenbaum discussed payroll numbers from other CDD's and Arbor Greene and indicated Arbor Greene's annual payroll for staff is \$130,000 more than the Tampa Palms Open Space and Transportation CDD. The Board agreed they need to have future discussions regarding the District payroll and streamlining the number of employees working for the District. Mr. Thomson asked Mr. Farrell to forward the existing organizational chart to the Board.

*The record will reflect Ms. Nelson left the meeting.*

Mr. Tanenbaum asked for a list of duties Mr. Farrell stopped doing when he transitioned from Club Manager to General Manager and what additional duties he does as the General Manager that he didn't do as the Club Manager. He also requested a list of duties Mike does and a list of what an attendant does. These lists will be used to determine where the payroll money is going. Mr. Farrell indicated he will create a little project for it and he has some ideas on how to identify in a way that the Board can see the differences. Mr. Tanenbaum stated the ultimate question is are we fat in terms of payroll? Mr. Thompson indicated he doesn't think we have very much fat at all.

Mr. Eckhardt re-addressed the previous sales tax discussion indicating he does not agree that for tennis lessons and things like that tax should be collected. He read an excerpt

found on a tax attorney's website regarding tax collection. Mr. Tanenbaum suggested that Mr. Eckhardt speak to Mr. Ricciardi and Severn Trent regarding what their statute is, what they are relying on saying that the CDD is obligated to pay the tax; we went on what they said. Mr. Farrell noted he will ask Mr. Ricciardi to be prepared to talk about this tax issue at the next meeting.

#### **SIXTH ORDER OF BUSINESS**

#### **Clubhouse Telephone Costs**

Mr. Thomson and Mr. Tanenbaum agreed there should not be two land lines for buildings that are not far apart from each other. Mr. Farrell explained what the actual land lines consist of. Mr. Tanenbaum directed Mr. Farrell to look into saving money in consolidating phone lines without compromising the existing level of service. Mr. Eckhardt directed Mr. Farrell to collect phone bills for all the different phones for one month, phone and internet and he will tell whether the District can save money, seriously.

#### **SEVENTH ORDER OF BUSINESS**

#### **Cross Creek Frontage Area Beautification**

Mr. Farrell noted there are lots of things to discuss there; lots of proposals. Proposals and costs are included in the Board packets for further discussion at the next regular meeting.

*The record will reflect Ms. Nelson re-joined the meeting.*

Mr. Tanenbaum encouraged the Board to review the report, which was emailed to them, prepared by Mr. Ricciardi regarding his recent walk-thru of the entire community.

Mr. Eckhardt expressed his opinion that the clubhouse and fitness center maintenance projects are a larger priority than \$50,000 worth of shrubs.

#### **EIGHTH ORDER OF BUSINESS**

#### **Verification for Bar Code and Clubhouse Privileges**

#### **NINTH ORDER OF BUSINESS**

#### **Review of Policy Manual Revisions**

Mr. Tanenbaum combined the eighth and ninth order of business in order to make the discussion of these items short.

He noted as promised last month he revised the manual of policies and standard operating procedures. He did what couldn't be done in two or three years. Mr. Farrell was asked to circulate the Word document to the Board without track changes on it. The reason for circulating this document tonight is for the Board to get to the next stage. This should be used

for purposes of discussion at future meetings and at some point it should evolve to a point where the Board is comfortable that it is a good starting document to vote on and we can always add other things to it as we go forward. Things that were not policy related were deleted.

A lengthy discussion ensued regarding the leasing policy and the bar code system.

Mr. Tanenbaum clarified that the title of the policy manual he drafted is Policies and Standard Operating Procedures so this is the statement of the Board's policies that control how our property, our assets and facilities operate and it is what we expect staff to do to execute those policies at an appropriate level of detail. The Rules of Procedures we suspended is not this; that was governing how the Board operated. We can manage it in the interim for a while. This drafted policy manual will be forwarded to Mr. Ricciardi also.

Mr. Farrell cautioned the Board that one of the items scheduled to be discussed at Monday's meeting, item #976 Dog Park, is a very emotional issue. Mr. Tanenbaum asked for recommendations from the Board on where to include the dog park item which will be presented by a resident, Ms. Julie VanAcker. Mr. Thomson recommended hearing the item under Public Comments. Mr. Farrell will let Ms. VanAcker know at which point in the meeting the Board will hear comments on this issue and he will suggest she join the meeting at approximately 8 P.M.

Mr. Farrell also informed the Board there are more proposals in his report for Monday's meeting than the normal amount.

Mr. Thomson complained to Mr. Farrell about not receiving the financial data in the Reading File. A discussion on this issue ensued and Mr. Farrell indicated "we'll put it back".

**TENTH ORDER OF BUSINESS                      Adjournment**

The workshop meeting adjourned at 9:10 P.M.