

**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, June 20, 2011 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:

John Brickley	Chairman
Christine Nelson	Vice Chairperson
T. Dorsey Yawn	Assistant Secretary
Adam Tanenbaum	Assistant Secretary
Toby Thomson	Assistant Secretary

Also present were:

John Ricciardi	District Manager
Bob Farrell	General Manager
Audience Members	

*The following is a summary of the minutes and actions taken at the June 20, 2011 Arbor Greene Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the May 23, 2011 Regular Meeting**

Each Board member received a copy of the minutes of the May 23, 2011 meeting and any additions, corrections or deletions were requested.

Mr. Tanenbaum requested that the statement he made following the motion box on page 9 be changed to read as follows: "Mr. Tanenbaum requested that the record be clear that he voted "nay" because the contract was not provided at any time, in advance to review."

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor the minutes of the May 23, 2011 meeting were approved as amended.

**THIRD ORDER OF BUSINESS**

**Approval of the May, 2011 Financial Statements**

Mr. Brickley reported on the June 16, 2011 Budget Workshop meeting noting the following:

- Revenue is at 97.4% of budget.
- Expenses are at 64.1% of budget.
- Assessment income is at 97.7% of budget; we are on track.
- Budget issues were discussed; reducing the Tennis Court Reserve to \$7,500; we looked at Schedule A and we will work on that during this meeting; we talked about adding back the cost of the newsletter.
- The financial statements for the end of May, 2011 were recommended for approval.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor the financial statements as of May, 2011 were approved.

**FOURTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Report of Number of Registered Voters in the District – 2,304**

Mr. Ricciardi indicated the number of registered voters in the District is provided by the Supervisor of Elections office.

**C. Request to Vacate Portion of Easement (10109 Whisper Pt. Dr., Mr. Ossi)**

Mr. Ricciardi explained he was contacted by the title company that represents Mr. & Mrs. Ossi. They are in the process of selling their home and during that process it became apparent that a portion of their patio is built in to the drainage easement. In order to sell their home they have to go through the process of requesting that the CDD consider vacating that portion of the easement. The District Engineer was consulted and it was found not to be a problem with vacating the easement. District Counsel was provided with the legal description and he also indicated there would be no problem with vacating the easement.

The Board was asked to consider the request and authorize the Chairman to sign the quit-claim deed.

On MOTION by Mr. Yawn seconded by Ms. Nelson with all in favor the request from Mr. & Mrs. Ossi of 10109 Whisper Pt. Drive for the CDD to vacate a portion of the drainage easement and authorization for the Chairman to execute the quit-claim deed was approved.

Mr. Ricciardi noted all the costs associated with the above drainage easement issue are being paid by the resident at closing.

**D. Consideration of Proposals for Engineering Services**

Mr. Ricciardi explained previously the Board authorized Severn Trent to go out for an RFP for a new engineering firm. We received three engineering proposals from Stantec, Bayside and Genesis Group, which have been provided to the Board electronically and in hard copy.

The process for selecting a District engineer is different than selection of other consultants and or other vendors. By statute the proposals are reviewed and ranked based on their ability to perform the service. After ranking is done, the rate sheet is requested. The rate sheet is then brought before the Board for consideration. If the rates are not acceptable to the Board, negotiation takes place and if negotiations fail the next company is contacted for a rate sheet. Usually the Board selects or ranks the number 1 firm based on their ability to perform the work. Some Boards authorize the District Manager in consultation with the Chairman to come to an agreement on the rates and authorize the Chairman to move forward with an engagement.

Severn Trent is familiar with the three firms that submitted proposals. WilsonMiller/Stantec has the most experience with CDD's. Bayside currently handles four CDD's. Genesis does a lot of landscaping design work, but we have never worked directly with them as a District Engineer but they are capable and have experience. All three firms have the experience to provide service to CDD's in the areas of SWFWMD inspections, stormwater and basic infrastructure. Some have more experience working with CDD's than others.

On MOTION by Mr. Tanenbaum seconded by Mr. Brickley with all in favor the engineering firm proposals were ranked as follows: #1 Stantec, #2 Bayside and #3 Genesis.

Mr. Ricciardi was instructed to obtain the rate sheet from Stantec and forward it to each Board member as soon as it is received. A rack-up summary will also be provided to the Board from Mr. Ricciardi.

It was noted that Mr. Dave Bartelt will continue to act as the District's Engineer until another firm is selected.

**B. Questions and Comments on the Proposed Fiscal Year 2012 Budget**

Mr. Ricciardi explained we are still in the process of reviewing the budget and have approved the high water mark and each time it is reviewed the actuals will be updated for the next month. The budget will be reviewed at the July meeting and adopted at the August Board meeting.

Mr. Brickley explained we looked at the newsletter at the last workshop and those figures reflect a part-time administrator for \$4,000, postage and freight \$4,000, printing and binding \$12,000, computer expense \$100 and some FICA tax, last year was \$73. We agreed that the \$8,400 revenue figure was a good target for next year. The difference can be made up in a number of ways; we can look at reducing other line items, we can look at the fund balance, we can also make up the difference in the newsletter reserve or we can reduce line items accordingly to make up that figure.

Right now we are at \$64,500 for tree trimming because of the palms we have to take care of.

Mr. Ricciardi noted the Board asked questions about Workers Compensation and reported currently there is \$10,000 budgeted for 2012. The Workers Compensation costs are based on a conservative estimate based on last year's experience; there are historical issues. We will not know where this year's Workers Compensation is coming from until the audit. However, the estimate is conservative. There are 2 major job categories, clerical and field people. Clerical, which includes Board members, is .25% per \$100 of payroll. Your maintenance, lifeguard and those people are 3.88% per \$100 of payroll. This generates the premium. The rate factor for Arbor Greene is .91. The insurance company is PIGIT, a governmental insurance group.

Based on where the District is this year and where the District ended up last year, we could probably reduce the \$10,000 down by \$1,000, maybe even \$1,500 and be alright. Mr. Brickley suggested going to \$8,500.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor the following changes to the proposed fiscal year 2012 budget were approved: on page 2, the line item for R&M Roads & Alley Ways reduce from \$25,000 to \$20,000, R&M Sidewalks from \$35,200 to \$30,000, reduce Workers Compensation from \$10,000 to \$8,500 and under Newsletter change the line item Payroll Part-Time Admin. From \$960 to \$4,000, Postage and Freight to \$4,000 and Printing and Binding \$10,000 and on page 1, under Newsletter Ad change to \$8,400 for a total reduction of 4 line items totaling \$13,700

Mr. Thomson MOVED to amend the previous motion by reducing R&M Trees and Trimming from \$64,500 to \$39,500 and restore Sidewalks & Alley Ways to \$25,000. There being no second, the motion died.

Mr. Brickley noted he would like to defer action on Mr. Thomson’s motion to amend, which could be a motion at the next meeting, until the Board see’s if there is anything else that comes up that they are not sure of.

**FIFTH ORDER OF BUSINESS**

**Attorney’s Report**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Engineer’s Report**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

Ms. Mariya Aleksandrova, a resident and a financial advisor and representative for Morgan Stanley Smith Barney addressed the Board regarding permission to conduct a seminar at the clubhouse on 401K Rollovers. Ms. Aleksandrova took out an ad in the Arbor Greene Gazette.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor the request by Ms. Aleksandrova to use the clubhouse for the purpose of conducting a seminar on 401K rollovers for the usual fee's charged to residents for clubhouse room rental was approved.

**SEVENTH ORDER OF BUSINESS**

**General Manager's Report**

Items included in the General Manager's Report handout were explained by Mr. Farrell as follows:

- Irrigation Computer System

Mr. Farrell reported there are 3 options; A, B, & C. Option C was recommended to the Board.

The consensus of the Board was to do nothing at this time and utilize the current system.

- Parkview Small Playground Swings

The cost for swings and installation is \$1,717 but there is no room to install the swings.

The resident who requested the swing will be contacted by Mr. Farrell.

- Parks – Rusty Sidewalks and Patchwork Grass

All sidewalks were cleaned last week but they are already discolored.

Mr. Farrell recommended switching over to Tampa City Water with the first year cost being \$5,022 and \$1,050 per year or use rust removal equipment at a cost for the first year of \$4,496 and \$1,996 per year.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor the General Manager's recommendation to connect to Tampa City Water at the Enclave Park for an estimated cost of \$5,022 and subsequent years cost of \$1,050 was approved.

- Tennis Court Resurfacing

Three proposals were obtained. The proposals from Welch were very high. The proposal from Court Devil is \$17,750.

Mr. Farrell recommended the proposal from Court Devil at a cost of not to exceed \$25,000.

On MOTION by Mr. Brickley seconded by Ms. Nelson with all in favor the proposal from Court Devil (vondor D as listed in the General Manager's report) at a cost of not to exceed \$25,000 was accepted.

- Mahjong

Requests from 2 separate groups to use a room at the clubhouse for Wednesdays and Fridays were received. Currently a Mahjong group meets on Mondays between 1 and 5 P.M.

Ms. Nelson expressed her concern regarding booking a group on Friday's when parties are usually booked.

Mr. Brickley expressed his opinion that one day per week is sufficient.

The consensus of the Board was to allow the use of the room for Mahjong one day per week, either Monday or Friday in the daytime between 1 and 5 P.M.

- Tennis Update Guidelines

As the community has grown there are more and more resident tennis players and less "need" for outside players on any league teams.

Mr. Farrell recommended increasing the required resident percent from 50% to 80% and also increase the team non-resident team membership fee from \$45 to \$150.

On MOTION by Mr. Tanenbaum seconded by Ms. Nelson with all in favor changing the tennis guidelines by increasing resident participation on teams from 50% to 80% and increasing the non-resident team membership fees from \$45 to \$150 was approved.

- Contracts and Concession Status Chart

Contracts up for renewal were highlighted on the Contracts List included in the General Manager's Report.

The contract with Architectural Fountains, Inc. was recommended for renewal.

On MOTION by Mr. Yawn seconded by Mr. Tanenbaum with all in favor renewal of the contract with Architectural Fountains, Inc. for quarterly lake fountain service for the period 6/29/11 through 6/28/12 at the same rates (\$125 per visit (\$500/year) was approved.

- Zumba on Wheels Contract Renewal

Mr. Farrell indicated there are no substantial differences from the original contract and referred to item #4 of the concession agreement regarding reserving the right to assess a fee of up to 15%. He indicated we are not doing that, but we started where they are paying us a portion of the non-resident fee, making some contribution.

Approval of renewing the contract was recommended by Mr. Farrell. Consideration of renewal approval can be deferred until next month.

Mr. Tanenbaum asked about the Zumba providers using their own music so the District does not have copyright issues. Mr. Farrell will check on that.

Mr. Thomson asked why some vendors who make money are charged a fee by the District and some are not. Mr. Farrell will provide an update on the fees.

This renewal will be discussed next month.

- The LAN project had a few delays but is progressing.

Mr. Thomson suggested not moving to the new email addresses until the arborgreene.org name is obtained. After some discussion, Mr. Thomson retracted his suggestion.

- Main Fountain Restoration

The pump has arrived and will be installed later this month.

- Speed limits and signs were discussed.
- Fitness pool schedules have been added to the newsletter.
- Cross Creek gazebo is not due until July.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests**

- A. Annual budget resident communications/feedback**
- B. CDD Revenue sales tax procedures**
- C. Gatehouse staffing**



- D. Missing sidewalk 18019 Avalon**
- E. Devonshire stop sign location**

Items A through E above were requested for inclusion on the agenda by Mr. Thomson. He indicated he would like to strike items A and C and move items B, D and E to the agenda for the Board meeting in July.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Nelson seconded by Mr. Tanenbaum with all in favor the meeting was adjourned.



R. John Ricciardi  
Secretary



John Brickley  
Chairman