

**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, March 21, 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
Neil Unruh	Shinn & Company
Harve Turner	General Manager
Bob Farrell	
Audience Members (6)	

The following is a summary of the minutes and actions taken at the March 21, 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
February 21, 2011 Regular Meeting**

Each Board member received a copy of the minutes of the February 21, 2011 meeting and any additions, corrections or deletions were requested.

Corrections were requested, made, and will be part of the final public record.

On MOTION by Ms. Nelson seconded by Mr. Yawn with all in favor the minutes of the February 21, 2011 meeting were approved as amended.

THIRD ORDER OF BUSINESS

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

Mr. Brickley reported on the March 17, 2011 Budget Workshop meeting noting the following:

- At the end of February our revenue was at 90.5% of budget.
- Expenses are at 40%, we are right on budget.
- Assessment income is at 91.7% of budget; residents have taken advantage of the 4% discount.
- The financial statements for the end of February, 2011 were recommended for approval.
- The investment recommendations made by Severn Trent were reviewed and approval was recommended.
- The Reserve Report was discussed. It was recommended by Mr. Yawn that some of the balance funds could be used as an initial step to start the reserve accounts.

On MOTION by Mr. Yawn seconded by Ms. Nelson with all in favor the financial statements as of February 28, 2011 were approved.

FOURTH ORDER OF BUSINESS

District Manager's Report

**A. Discussion and Consideration of Acceptance of the Fiscal Year Ended
September 30, 2010 Audit Performed by Shinn & Company, P.A.**

Mr. Ricciardi introduced Mr. Neil Unruh of Shinn & Company LLC who discussed the audit. Mr. Unruh explained and reviewed the letter from the auditor, (page 22 in the audit booklet.) He explained the letter is basically a snapshot of the audit in summary terms.

Mr. Ricciardi highlighted page 3 of the audit; Financial Highlights. The highlights indicate the District is financially doing well and is very healthy.

Mr. Tanenbaum questioned page 20, item b and asked what does that paragraph mean.

Mr. Unruh explained it describes the bonds that are outstanding and the terms of them.

Mr. Unruh thanked the Board for continuing to engage Shinn & Company for the past five years.

Referring to page 22 of the audit booklet regarding Internal Control, Mr. Yawn asked are there any other districts that have problems in this area.

Mr. Unruh responded and explained instances where internal control deficiencies were found to be evident for other clients.

Mr. Brickley asked for a motion to accept the fiscal year 2010 financial audit.

On MOTION by Ms. Nelson seconded by Mr. Tanenbaum with all in favor the fiscal year ended September 30, 2010 financial audit was accepted.
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Mr. Ricciardi updated the Board on the following items:

- A certified, recorded copy of the Quit Claim Deed for the Millikan home has been received and all parties have been paid the amounts they were due.
- Information on the Carriage Homes gate maintenance agreement will be forwarded to Mr. Farrell and he will follow up with submitting a written notice regarding the HOA's decision to handle the gate maintenance themselves.
- The Reserve Advisors report was submitted and has come in and now that it has been presented to the Board there should be a discussion and it should be recommended to the Board to pay the remaining balance due for the report.
- The question regarding the acceptance of a thumb drive by a Board member was discussed with District Counsel and he indicated that gifts under \$25 are not considered a problem.
- Regarding submitting sales tax information, two additional items need to be submitted; newspaper ad revenue and the tenant events revenue.

B. Discussion of Investment Report and Recommendations

The Investment Report dated February 28, 2011 provided by the Severn Trent Finance Department was discussed.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor authorizing Severn Trent to proceed with the investments as proposed was approved.

NINTH ORDER OF BUSINESS

Audience Comments

Ms. Emily Kiehl a 10 year old resident of Arbor Greene reported there are only two baby swings in the park near her home. She asked if a bigger swing could be exchanged for one of the baby swings.

Mr. Farrell researched the issue and safety standards do not allow mixing baby swings and bigger swings on the same frame.

Board consensus was to have Mr. Farrell look further into the issue to find a solution.

Mr. Brickley introduced Ms. Meg Clawson and Mr. Nathan Clawson of Starka Fitness llc. who submitted a proposal to the Board requesting permission to conduct fitness training sessions at the Arbor Greene clubhouse.

The following was noted:

- The requested time frame is Monday thru Saturday, 5:30 a.m. to 6:30 a.m. or 8 a.m. to 9 a.m.
- The pricing schedule for clients was included in the proposal.
- Classes would consist of a minimum of 8 trainees.
- Classes would be open to residents and non-residents; main focus is for Arbor Greene residents.
- Weather permitting, most classes would be conducted outside.
- Each program is 4 weeks long.

Mr. Tanenbaum discussed the concession agreement procedures. He indicated in the future it would be nice if a concession agreement would be drafted up and presented to the Board at the same time the proposal is presented.

On MOTION by Mr. Brickley seconded by Ms. Nelson with all in favor the proposal submitted by Meg and Nathan Clawson of Starka Fitness llc. with an effective start date of April 1, 2011; subject to the vendor meeting all the criteria, a concession agreement will be prepared, executed by the Chairman and brought before the Board for review at the next meeting.

Mr. Chari Kidambi addressed the Board regarding the length of the bond payments. He was told by a real estate agent that the bonds would expire in 2014.

Mr. Ricciardi explained how the two-part fees are collected and indicated the current bond payments will expire in 2019 assuming the Board does not issue any new bonds.

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.

SEVENTH ORDER OF BUSINESS

General Manager's Report

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

- LAN -- Awarding the business to Digital Rescue at a cost of \$9,660 was recommended. Mr. Tanenbaum asked if there will be any controls in place so people cannot run a home business. Mr. Farrell noted a time-out can be put on WIFI or any restriction the Board decides on; the WIFI can be turned off until guidelines are in place. The Board will look at limitations, guidelines and fire walls. Mr. Farrell will look at payment terms and the Board will authorize. Mr. Ricciardi will forward the Digital Rescue quotation to the District Accountant to see if the cost can be aggregated in to a capital expense as no single item is over \$3,000. Mr. Thomson asked if the wireless printer would be shared between all the offices or just for the administrative or club side. Mr. Farrell responded it is currently planned for the administration side and it is not known if it is wireless or not; it is copier, scanner, and printer. The consensus of the Board was to move forward with the quotation from Digital Rescue. Digital Rescue will develop a LAN for the Arbor Greene CDD at a cost of not to exceed \$10,000. Mr. Farrell will bring a contract back for Board approval.

- Fountain Repairs – As noted in the General Manager’s Report, Mr. Farrell recommended engaging an architectural fountain company. A representative from Fantastic Fountains inspected the fountain and made suggestions to reduce the vibrations; “dial back” the motors should reduce the vibrations.

We will need to replace valves, but we will have to drain the fountain.

Mr. Farrell will get estimates.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor Mr. Farrell is authorized to proceed with tasks 11008.250 and 11008.270 at a cost of not to exceed \$10,000.

- Reserve Study – The Reserve Study has been submitted by Reserve Advisors. Mr. Brickley noted the study should be addressed at the budget workshops.
- Crosswalk Signs and Pavement Markings – There are 3 current, approved crosswalks. The contractor says that vinyl will last longer, but it is not pure white. Mr. Farrell recommended painting the crosswalks, but use vinyl on the triangles; this would cost under \$4,000.

On MOTION by Mr. Brickley seconded by Mr. Tanenbaum with all in favor task 11021.30 for Avalon and Arbor Creek, Arbor Creek and Arbor Run, and Arbor Creek and the Community Center crosswalks paint crosswalks and use thermal triangles at a cost of not to exceed \$4,000 was approved.

- Well abandonment: close two remaining shallow wells – WilsonMiller recommends waiting until 2017 when the current permit expires. Board consensus was to follow WilsonMiller’s recommendation.
- Sidewalk Repairs – The General Manager’s recommendation is to fix as many sidewalks while remaining in budget. The other option was to fix all the sidewalks and go over budget. Ms. Nelson’s opinion was to fix them all and Mr. Yawn agreed.

On MOTION by Ms. Nelson seconded by Mr. Yawn with all in favor regarding task 99016.3 sidewalk repairs, repairing all sidewalks previously identified at a cost of not to exceed \$20,000 was approved.

- Road Street Repairs – Paving Arbor Greene Drive on the entrance and exit side with special skid resistant coating will cost \$28,900.

Some other areas of roads need to be resurfaced. There is \$7,300 left in the budget. Mr. Farrell will get quotes and take to the Chairman; Retreat gate, the Trace Circle and Quails Landing.

On MOTION by Mr. Brickley seconded by Ms. Nelson with all in favor authorization to proceed with road repairs between Crosscreek and the gate on Arbor Greene Drive at a cost of not to exceed \$7,300 was approved.

- No Parking Signs have been installed around school bus areas.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Thomson asked if the website “log-in” can be removed from the website and then remove the directory information and place in a separate protected site.

The consensus of the Board is to remove the “log-in” and remove the directory. Mr. Farrell will handle this.

Mr. Thomson handed out information on the procedure for bar code issuance. He suggested requiring the vehicle registration.

The consensus of the Board was to proceed with this requirement.

Mr. Yawn requested that cups be provided in the kitchen.

Mr. Brickley reported on an email received from Ms. Lisa Tesh regarding a complaint about noise from an ice cream truck. All the information available regarding this issue has been forwarded to Ms. Tesh. She was informed that there is no legal way at this time that the District can prevent the truck from entering or playing music.

An appreciation of service plaque was presented to Mr. Turner for his years of serving as General Manager of the District from 2005 through 2011.

Audience Comments (continued)

STEWART MANOFFSKY
Mr. Doug Hartnagel inquired about the status of the speed limit reduction.

Mr. Farrell indicated it is on track and will be effective June 1st. There will be an article on this subject on the front page of the next newsletter.

MANOFFSKY
Mr. Hartnagel noted it appears that the signage and the police presence has made a difference at the Devonshire crosswalk and he thanked Mr. Turner for working with him on the issue and his work for the District.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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

John Ricciardi

R. John Ricciardi
Secretary

John Brickley

John Brickley
Chairman