

**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, May 23, 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 May 23, 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 April 25, 2011 Regular Meeting**

Each Board member received a copy of the minutes of the April 25, 2011 meeting and any additions, corrections or deletions were requested.

On MOTION by Mr. Yawn seconded by Ms. Nelson with all in favor the minutes of the April 25, 2011 meeting were approved.
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**THIRD ORDER OF BUSINESS**

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

Mr. Brickley reported on the May 19, 2011 Budget Workshop meeting noting the following:

- Revenue is at 96.1% of budget.
- Expenses are at 56.5% of budget.
- Assessment income is at 96.9% of budget; we are on track.
- We looked at Resolution 2011-2, which is a resolution approving the budget for fiscal year 2012 and sets the public hearing date; approval was recommended to the Board.
- The financial statements for the end of April, 2011 were recommended for approval.

We discussed the issue of use of fund balance funds to offset development of budget reserves. We had some questions about R&M Lake and R&M Stormwater.

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

Mr. Brickley introduced Mr. Patrick Leduc, who is with the MPO and is also a resident of Arbor Greene, to speak about lowering the speed limit in the community. An email he received from Laurie Beth Woodham, Assistant City Attorney for the City of Tampa Police Department was referred to and the following was noted by Mr. Leduc:

- The CDD can not unilaterally lower speed limits.
- Within 90 days of lowering speed limits the TPD will walk away.
- Stop signs are the best way to go.
- We should hold off on changing the speed limit.
- We should have a sub-committee to study the issue, do an engineering study and ask the District's Attorney for an opinion.

Mr. Ricciardi will follow up with District Counsel regarding the email from Laurie Beth Woodham and report back to the Board.

Mr. Farrell will follow up with having the TPD sign at the front entrance removed.

**FOURTH ORDER OF BUSINESS**

**District Manager's Report**

Mr. Ricciardi reported on follow up items as noted below:

- RFP for District Engineer – the RFP process was explained to the Board.

Mr. Brickley suggested that the selected engineer be on board as the new fiscal year begins.

Board consensus was to move forward with RFP for engineering services.

- The management company for Carriage Homes contacted Mr. Ricciardi and requested copies of the offering documents for the bonds for the 1996, 1998, 2006 bonds and the requested documents were forwarded to them.

**A. Consideration of Hillsborough County School District School Bus Release**

A copy of the release was included in the agenda packages. Mr. Robin reworked the release and recommends approval with authorization to the Chairman to execute it.

On MOTION by Mr. Yawn seconded by Ms. Nelson with all in favor authorization for the Chairman to execute the Hillsborough County School Bus Release was approved.
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**B. Distribution of the Proposed Fiscal Year 2012 Budget and Consideration of Resolution 2011-2 Approving the Budget and Setting the Public Hearing**

Mr. Ricciardi handed out copies of the proposed budget and the following was noted:

- The budget copy before the Board reflects the changes discussed at the workshop.
- It was explained that the fiscal year runs from October 1 through September 30<sup>th</sup>. The assessments will be seen on the November tax bill.

The column headings were explained.

- If the Board were to adopt this budget with no further changes at the public hearing, the assessment chart on page 24 shows a result of a 5% increase in assessments.
- For example, Devonshire would go up from \$1,444 to \$1,515 (assuming this budget is unchanged.)
- The purpose of tonight's discussion is to approve the draft budget and set the public hearing in motion. The action tonight will set the high water mark; assessments cannot be increased over and above what is approved tonight, they can be lowered but not increased.

- The fund balance on Exhibit A, page 6 was referred to and explained.
- At the last workshop meeting Mr. Ricciardi was asked if the total undesignated cash amount can be used to bring down some of the reserves or go toward reserves or reduce assessments and the answer is yes. If you want to leave the budget exactly as it is tonight, but wanted to use some of the fund balance to make the assessments flat, no increase, you would have to use about \$125,000 of the fund balance. If you used it, there would be an additional line added or within one of the lines called a funding source and you transfer \$125,000 from your fund balance to your budget and this would lower your assessments to flat.
- The fund balance came from years and years of assessing and not spending 100% of the budget.
- The down-side of taking from the Undesignated Cash is it is like robbing the piggy bank; once you take it and if you spend it, over a period of 2 to 4 years roughly, you have whittled away any fund balance you have because you haven't made the tougher decisions of the line items within the budget itself.
- Questions the Board will ask; should we use some of our fund balance, how much and where do you want it to go in tonight.
- The letter to owners will go out with whatever assessment chart the Board chooses tonight.

On MOTION by Mr. Tanenbaum seconded by Mr. Thomson with all in favor the following changes (reductions) to the Reserves listed on page 6 of the proposed fiscal year 2012 budget presented at this meeting were approved:  
Irrigation from \$6,916 to \$3,500, Gates from \$4,000 to \$2,000, Monuments from \$6,916 to \$3,500, Swimming Pools from \$10,374 to \$5,000, Fountains from \$3,458 to \$1,500, Tennis Courts from \$49,206 to \$37,000, Clubhouse from \$17,290 to \$8,500, Fences from \$5,187 to \$2,500, Playground from \$17,290 to \$8,500, Court Amenities from \$4,287 to \$2,500.

Mr. Brickley recommended reducing the Tennis Courts Reserve amount.

On MOTION by Mr. Brickley seconded by Mr. Tanenbaum with all in favor the Tennis Courts Reserve amount change from \$37,000 to \$7,500 was approved.

There being no additional changes to the proposed budget at this time,

On MOTION by Mr. Brickley seconded by Mr. Yawn with all in favor Resolution 2011-2 approving the budget for fiscal year 2012 and setting the public hearing for August 22, 2011 at 6:30 P.M. in the Gathering Room of the Arbor Greene Community Center, 18000 Arbor Greene Drive, Tampa, Florida was adopted.

Mr. Brickley requested that the Board allow the Audience Comments agenda item be heard at this time.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

Mr. Steve Echardt a resident of the Enclave reported there is a small park at the Enclave that is neglected. The sidewalks are orange and it looks bad. They have a pump with a well on it for sprinklers and it does not have a rust filter and the sidewalks are bright orange. There are two different types of grass there that look horrible.

Mr. Farrell will look at what can be done to either clean the sidewalk or replace it.

Regarding the grass issue, the Board suggested replacing the St. Augustine grass with what was recently planted.

Mr. Echardt also inquired about the Newsletter and Mr. Brickley noted no decisions have been made yet and it will be discussed later in the meeting.

For the record, Mr. Ricciardi requested that the Board consider a motion to direct him to go forward with advertising the RFP for engineering services.

On MOTION by Mr. Brickley seconded by Mr. Yawn with all in favor the District Manager was authorized to go forward with advertising an RFP for engineering services.

**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:

- **Swimming Pool Usage**

Mr. Farrell reported on a meeting that was held with interested parties concerning the lap pool swimming schedule and how the community's needs could be addressed. He indicated the results of the discussion on the proposed summer swimming schedule were included in his report, under the blue tab.

A lengthy discussion on pool usage percentages, resident and non-resident, ensued.

The discussion included the possibility of raising the resident usage percentage from the current 50% rule; vendors serving 75% residents and 25% non-residents. This proposal aspect is being worked on by Mr. Farrell.

Mr. Brickley suggested giving lap swimming an additional 30 minutes to 8:30 a.m.

The consensus of the Board was to move forward with the proposed schedule as discussed.

- **Newsletter**

The recommendation is to outsource and go to a color format.

A sample was passed around to the Board.

The vendor takes control of the newsletter and tells the District how many pages they can have, they publish it, take care of the advertising, and collect the revenues.

The black and white sample handed out to the Board is published by I Kare and the owner has been in the business for a long time and does a significant number of local community newsletters.

The color sample is done by Cindy Matter.

Each vendor functions the same. The printing goes to commercial printers.

The vendors do the layouts and do a nice job.

Advertising with the black and white vendor would cost 1.7 times as much as the current cost and advertising with the color vendor would cost 3 times as much.

If a vendor is selected to handle the newsletter in September, the District would have to refund \$418 to advertisers who have paid in advance.

83% of the total revenue collected this year for advertisements came from residents; total revenue collected through May was \$7,700.

The newsletter will come out 75% ads, 25% content the vendor selects and 25% is what the District wants published.

The current newsletter is close to 50/50 with advertisements and content; part of the Districts 50% is articles.

Mr. Brickley summarized the content of the current Newsletter.

Mr. Thomson expressed his favorable opinion on outsourcing the newsletter and Mr. Tanenbaum and Ms. Nelson agreed that outsourcing was not favorable.

Mr. Echardt of the Enclave expressed his opinion that resident's will not advertise in the proposed new newsletter if the advertising rates go up.

On MOTION by Mr. Brickley seconded by Ms. Nelson with Mr. Brickley, Ms. Nelson and Mr. Tanenbaum voting Aye and Mr. Yawn and Mr. Thomson voting Nay, retaining the Arbor Greene Gazette as currently funded was approved.

- Main Fountain Restoration

Authorization for an additional \$5,000 for fountain repair was requested.

On MOTION by Ms. Nelson seconded by Mr. Tanenbaum with all in favor authorization to expend an additional \$5,000 for fountain repair was approved.

- Parkview Small Playground Swings

The cost to purchase and install a small swing set at Parkview would be approximately \$2,000 to \$3,000 including taking down a tree and mulch.

Mr. Yawn expressed his opinion that if residents want to pay for purchasing and installing a swing, the CDD will maintain it. Mr. Thomson agreed with Mr. Yawn. This issue was deferred.

- 25 MPH Speed Limit

A Resident, Mr. Clawson asked about stop signs for Avalon.

Mr. Yawn explained the issue will be on the CDD's agenda.

- LAN installation is in progress and should be completed by month end.
- Playground safety – more mulch will be put down.
- Email back up retrieval – Approximate cost \$1,000 per year.

Board consensus was to proceed with getting this set up.

- Tennis Brutus Line Roller

The current machine has died. It was recommended to replace the machine with Brutus AR-5H Roller at a cost of not to exceed \$7,800 from the Capital Expense Category from Welch Tennis.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn purchasing a Tennis Brutus Roller (referred to in item #11060.00) from Welch Tennis in the amount of not to exceed \$7,800 with a 1 year warranty was approved.

- Community Irrigation Computer in the club manager’s office.

This computer monitors control and tells all the communities sprinklers when to come on, how and which ones and shuts them off. The previous 5 year maintenance agreement expired with Toro.

It was suggested to proceed with the “Essentials” plan, \$7,260 per year, \$134 per month for 60 months.

Mr. Farrell will get a copy of a contract and bring it before the Board; this item was deferred.

- Golf Cart Utility Vehicle

The golf cart works and a new one would cost \$7,928 to \$9,765. The cart for \$9,765 is actually a utility vehicle, which is designed for this purpose.

This item was deferred.

- District Engineer – The ADA compliance engagement letter is in process.

- Park Bench – Memorial

A resident has suggested that residents purchase a park bench and putting a memorial plaque on it.

There was no Board interest in this item at this time.

- Bobcats and coyotes in the community – trapper has been contacted with no results as of yet.



- Julia Lamb Contract – Renewal is due and it expires on May 31, 2011.

Mr. Ricciardi clarified if it is an automatic renewal the Board has approved it for the automatic renewal period. If it is coming up for a new signature by the chairman it has to come before the Board.

On MOTION by Mr. Yawn seconded by Ms. Nelson with Mr. Yawn, Mr. Brickley, and Ms. Nelson voting Aye and Mr. Tanenbaum and Mr. Thomson voting Nay the Julia Lamb Aquatics Program renewal was approved.

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.

Mr. Tanenbaum suggested that getting contracts for review out sooner would be beneficial.

**EIGHTH ORDER OF BUSINESS**

**Supervisors’ Requests**

Mr. Thomson provided items he would like to have added to next month’s agenda under Supervisors’ Requests.


Ms. Nelson asked Mr. Farrell to distribute the Reserve Study spread sheet at the next workshop meeting.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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 R. John Ricciardi  
 Secretary

  
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 John Brickley  
 Chairman