

**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, May 16, 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
Toby P. Thomson	Supervisor
Steven Eckhardt	Supervisor
Michael S. Candella	Supervisor
Christine Nelson	Vice Chairperson

Also present were:

John Ricciardi	District Manager
Bob Farrell	General Manager

The following is a summary of the minutes taken at the May 16, 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 April 2013 Financial Statements

Mr. Ricciardi reported Revenue is at 96.52% compared to last year at 95.84% and Expenditures are 57.93%

THIRD ORDER OF BUSINESS

Discussion of Preliminary Draft Fiscal Year 2014 Budget

Each Board member was asked for comments regarding the preliminary budget.

Ms. Nelson asked questions regarding recent past budget item decisions.

Mr. Eckhardt, Mr. Candella and Mr. Thomson had no comments.

Mr. Farrell reported Mike is here at my request; he is working this month and he will be at the June workshop as I will not be at the June regular meeting and Mike will be filling in.

The entire Board requested that future agenda packages be emailed to them each month as well as continuing to receive hard copies of the packages. (except Mr. Thomson who only receives emailed agenda packages).

Mr. Ricciardi reminded the Board from an expenditure point of view, the current preliminary budget is less than last year by about \$35,000; therefore roughly \$30,000 to \$32,000 could be added to it and still be at flat assessments collected.

The following was mentioned during the budget discussion:

- Page 3, Electricity – leave 5% above 57
- Move Office Supplies – General to 8
- R&M Grounds to \$7,000
- Page 2, R&M Lake – Projected 52 year end.
- Page 2, Road and Street Facilities, road sweeping was done once and should be done three more times. We need to tell Carriage Homes to clean their streets since they are part of the NPDES permit or we can ask them for permission to clean their streets. Leave the budgeted amount as is.
- Page 3, R&M Pools – we filed a claim with the company that painted the pool decks and the paint manufacturer. If we are successful, the budgeted amount is ok.
- Increase R&M Buildings by whatever number to keep assessments flat.

A 2014 budget document prepared by Mr. Thomson was discussed.

A copy of the document will be attached hereto for the record.

A straw poll was taken of the Board on whether to keep the assessments flat or increase one or two percent; all Board members elected to keep assessments flat.

- Recommended adding \$14,000 for Tree Trimming from \$40,000 to \$54,000 (Page 2, under Landscape)
- \$2,000 for GVS (under Security Services) and \$3,400 for Recycling
- Common Area Utility Refuse Removal from \$11,100 to \$14,100 (Page 3)
- On the Balance Sheet, Reserve Clubhouse bump up Reserve Clubhouse with money from Unassigned; move another 50 to Assigned Reserves Clubhouse for now. A motion will be made on Monday.

FOURTH ORDER OF BUSINESS**Payroll Reform**

Mr. Ricciardi distributed a listing of all of the employees their salary for 2012, pay ranges and an email from Mr. Farrell to Mr. Tanenbaum about raises for employees. The history of the process of salary increases was explained by Mr. Ricciardi. Mr. Tanenbaum expressed his opinion of the former salary increase process. A discussion ensued regarding employee hours; part-time, full-time with reference to the statute regarding the offer of medical benefits and overtime. It was noted by Mr. Farrell that this employee hours issue will be part of his report on Monday. He will be requesting direction from the Board on how they would like him to proceed. Board consensus was to have the General Manager manage the staff hours. It was subsequently noted this item will be taken off the General Manager's Report for Monday.

FIFTH ORDER OF BUSINESS**General Manager's Resignation**

Mr. Ricciardi reported on efforts made to advertise for the General Manager's position. Approximately 40 resumes were received and were narrowed down and made available to the Board by Mr. Ricciardi. It was noted, included in the list of applicants are resumes submitted by three current staff members of Arbor Greene. Resumes were also received from out of state applicants. Past processes for interviewing applicants were explained and the Board was asked for input on how they would like to proceed. Mr. Tanenbaum put forward the suggestion of not replacing the General Manager's position and distributing the current duties of a general manager to other current, talented manager's; Mike, Gary and Claudia. Severn Trent can also take on more oversight management. Options for reassigning/reorganizing the management of the District were discussed at length.

The conversation reverted back to the previous agenda item, Payroll Reform. Current employee benefits and potential retirement benefit options were discussed.

Back to the General Manager's Resignation agenda item:

Each Board member will bring their top five resumes selected from the 40 submitted and bring them to the Board meeting on Monday for further discussion.

The record will reflect Mr. Ricciardi left the meeting.

The Board continued to discuss the possible options for reassigning/reorganizing the oversight and management of the District upon Mr. Farrell's departure.

Mr. Ricciardi will be asked to provide the Board with proposals for Severn Trent to take over some of the District responsibilities currently handled by the General Manager and bring this to the meeting on Monday.

SIXTH ORDER OF BUSINESS

Trees/Street Lamps

Mr. Farrell reported a list was put together of which trees are too close to the street light globes and the list was given to the HOA and the HOA sent out letters to the homeowner. The Board was asked for their opinion of what to do if a homeowner does not comply; currently the tree is bagged and a note informing the owner that their lamp will not be replaced until the tree is trimmed is sent to the owner. The consensus of the Board was to have Mr. Farrell arrange to have the trees on the list trimmed, if the residents have not done so, rather than risk the globe getting knocked off.

Mr. Farrell noted a non-resident, Mr. Rudy Paul will be at the meeting on Monday. He is proposing a physical therapy room where Geri Burke's office was. He is requesting the use of an Arbor Greene facility for a commercial activity. It was suggested to the Board that they look at the proposal from Mr. Paul before Monday's meeting.

Mr. Thomson noted the Board vacancy is being advertised on the website and on a sign in the community.

SEVENTH ORDER OF BUSINESS

Adjournment

The workshop meeting was adjourned at 9:18 P.M.