

**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, November 24, 2008 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:

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|------------------|---------------------|
| John P. Brickley | Chairman |
| Christine Nelson | Co-Vice Chairperson |
| Michael Lozicki | Co-Vice Chairperson |
| Adam Tanenbaum | Assistant Secretary |
| T. Dorsey Yawn | Assistant Secretary |

Also present were:

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|----------------|------------------|
| John Ricciardi | District Manager |
| Harve Turner | General Manager |
| Residents | |

The following is a summary of the minutes and actions taken at the November 24, 2008 Arbor Greene Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

THIRD ORDER OF BUSINESS

Approval of the Minutes of the October 20, 2008 Meeting

Mr. Brickley stated each Board member received a copy of the minutes of the October 20, 2008 meeting and requested any additions, corrections or deletions.

A change to page 3 of the minutes was requested and will be made part of the public record.

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| On MOTION by Mr. Lozicki seconded by Mr. Yawn with all in favor the minutes of the October 20, 2008 meeting were approved as amended. |
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SECOND ORDER OF BUSINESS

Organizational Matters

A. Oath of Office (3)

Mr. Ricciardi congratulated the Supervisor's on their election and re-election to the Board and being a notary public of the State of Florida administered the oath of office to Mr. Brickley, Mr. Yawn and Mr. Tanenbaum.

B. Election of Officers – Resolution 2009-1

Mr. Ricciardi explained that with the election of new Supervisor's, the Board has the opportunity to reconstitute the officer structure. It is important to name a Chairman and Vice Chairman. The current Treasurer and Assistant Treasurer are members of Severn Trent. The Treasurer was Ms. Pamela Rower but we will change that to Mr. Stephen Bloom who is the head of the Severn Trent Accounting Department. The Assistant Treasurer is Mr. Robert Koncar, who is the Severn Trent Director of Management Services.

Currently Mr. Brickley serves as Chairman and Ms. Nelson serves as Co-Vice Chair.

The results of the Board restructuring is as follows: Mr. Brickley is Chairman, Ms. Nelson as Co-Vice Chair, Mr. Lozicki as Co-Vice Chair, Mr. Yawn and Mr. Tanenbaum are Assistant Secretaries, Mr. Bloom is Treasurer, Mr. Koncar is Assistant Treasurer and Mr. Ricciardi is Secretary.

On MOTION by Mr. Yawn seconded by Mr. Tanenbaum with all in favor Resolution 2009-1 memorializing the following Board of Supervisor officer structure with Mr. Brickley serving as Chairman, Ms. Nelson and Mr. Lozicki as Co-Vice Chairman, Mr. Yawn and Mr. Tanenbaum as Assistant Secretaries, Mr. Bloom as Treasurer, Mr. Koncar as Assistant Treasurer and Mr. Ricciardi as Secretary, was adopted.

FOURTH ORDER OF BUSINESS

**Approval of the October 31, 2008
Financial Statements**

- Mr. Brickley discussed the November 20, 2008 Budget Workshop.
 - The workshop attendees were Mr. Lozicki, Mr. Brickley, Mr. Yawn and Ms. Nelson.
 - The unaudited financial statements as of October 31, 2008 were reviewed.
 - We had income at 2%, which is normal for this time of year.
 - The expenses were at 6.75% of budget, which is about normal.

- Expense line items were reviewed and required some detailed information from Severn Trent, which has been received. Under Revenue, Miscellaneous there was a \$27,771 income position, which was questioned. The answer to our inquiry was that the majority of this balance represents excess fees received from the tax collector and property appraiser; they will probably go back into fiscal year 2008 when the auditors actually close the books.
- We also had a question on the Professional Services-Legal, which was approximately \$1,500 and the answer to this inquiry was that \$938 of those dollars should be added back to September of 2008 and \$568.40 would be an actual expense for the first month of fiscal year 2009.
- The issue of pension benefits is all fiscal year 2008 paybacks.
- All other financial inquiries have been responded to by Severn Trent.

Mr. Yawn asked about the excess fees received by the tax collector and Mr. Ricciardi explained the reason for this excess.

- The Severn Trent proposal regarding investing the District's excess cash funds into CD's via a layering process, using several banks, was also discussed at the workshop meeting.

It was the Board's decision to take no action at this time on the matter of investing the District's excess funds in CD's.

On MOTION by Mr. Brickley seconded by Mr. Yawn with all in favor, the Financial Statements for the period ending October 31, 2008 were approved.

A guest speaker, Officer Carl Milillo, of the Tampa Police Department reported on crime in the surrounding area of the District and noted the following:

- Arbor Green does not have a significant problem.
- Residents need to close their garage doors and lock car doors.
- Transients are moving into the area.
- Houses are being broken into during daylight hours.

- Drug dealing is being done from homes in various communities.

The Board suggested inviting Mr. Joseph Caetano, a Tampa City Council member to a future meeting of the CDD in order to discuss residents concerns regarding adequate police coverage for the District and surrounding areas.

Mr. Turner suggested adding information on the number and types of crimes that have happened in the District to the newsletter.

Mr. Brickley requested that Mr. Turner prepare something for the newsletter with regard to advising residents on what they can do to protect their homes and property from potential crime and he and the rest of the Board will review it.

Ms. Mary Werner requested to hold a jewelry show in the Gathering Room on November 29, 2008 between 2:00 P.M. and 6:00 P.M.

On MOTION by Mr. Yawn seconded by Mr. Tanenbaum with all in favor Ms. Werner's request to use the District's Gathering Room as proposed and per CDD guidelines was approved.

Presentation by Mr. Shihan Stephen Delcastillo – Martial Arts

Mr. Delcastillo presented his program, which is an adult martial arts, 12 week course. He reported there would be approximately 10 to 15 adults in the activity room during classes and most participants should be from the Arbor Greene community.

It was recommended by the Board that Mr. Delcastillo discuss setting up a demonstration session for residents with Mr. Turner.

FIFTH ORDER OF BUSINESS

Discussion of Landscape Contract RFP

Mr. Turner reported in order to get a feel for what the new landscape contract will be like in the next fiscal year, the planning process needs to be started in March, 2009. Right now we are talking about a \$260,000 landscaping contract for this year and it is anticipated that will increase for next fiscal year. He recommended that he and Mr. Ricciardi begin work to refine the landscaping scope and specifications in order to get tentative bids in.

Mr. Ricciardi recommended going out for the landscape RFP in March or April, 2009. He will contact OLM to see if they will re-bid the contract in the same manner as in the past.

SIXTH ORDER OF BUSINESS

District Manager's Report

Mr. Ricciardi reported on the following:

- Background checks on all District employees.
- A new quote on the District's insurance should be obtained by the end of November or early December. Quarterly payments will continue to be made until the new quotes are obtained.
- The insurance claims received from Ms. Rudder have been submitted to the insurance carrier but there is nothing new to report on this matter.
- Playground equipment maintenance and inspection.
- Federal requirement to have different types of drains installed in swimming pools to help prevent accidents. The equipment needed to install these drains is not available at this time and Mr. Turner will follow up on this item.

SEVENTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

Engineer's Report

There being no report, the next item followed.

NINTH ORDER OF BUSINESS

General Manager's Report

Mr. Turner referred to the General Manager's Report with highlights as follows:

- The cost for the boardwalk sun shelter over the end of the Club boardwalk would be \$8,638. Board consensus was not to approve this item at this time.
- Sidewalk Repairs – 44 sidewalk locations within the community need repair at a cost of \$12,176.

On MOTION by Ms. Nelson seconded by Mr. Yawn with all in favor repair of the 44 sidewalk locations, installing nine ADA sidewalks and truncated domes and root pruning in an amount not to exceed \$23,000 was approved.

- Tree Pruning – OLM will prepare an RFP for tree trimming and submitted a cost proposal of \$1,000 for handling this RFP process.

On MOTION by Ms. Nelson seconded by Mr. Yawn with all in favor engaging OLM to bid out the tree trimming RFP at a cost of \$1,000 was approved.

- Vehicle Passes – Consensus of the Board was to allow vehicles with visitor passes to proceed through the gate without having to be logged in by the guard at the gate.
- Non-Alcoholic Party Issue – A recent incident at a party in the Gathering Room was discussed. Due to this incident, it was recommended to the Board that additional guidelines need to be included in the contract for room rentals. Board consensus was to not include additional verbiage in the rental contract but assured Mr. Turner they would stand behind any guideline enforcement he sees fit in order to protect and preserve the District’s property. Additionally, Mr. Turner was authorized to inform room renters that the Gathering Room perimeter lights must remain on at all time during the events.
- Repairs to Village Park Equipment – This item was discussed as per the General Manager’s Report, listed under item 2e. Board consensus was to approve repair of the playground equipment and utilize PVC on swing chains.

On MOTION by Ms. Nelson seconded by Mr. Tanenbaum with all in favor authorization to proceed with repairs to the playground equipment and utilize PVC on swing chains, at a cost of not to exceed \$2,000 was approved.

- Replacement of TV for channel 95 community channel – Board consensus was to authorize the purchase of a new TV at a cost of not to exceed \$150, to replace the broken TV.
- Resident request to install picnic table and benches in Wynthorne Village – As noted in the General Manager’s Report, under item 2g. Board consensus was that the HOA of Wynthorne Village should consult with their residents on whether they want to fund the purchase and installation of the picnic table and the CDD

would be responsible for the maintenance of the table, as it would become CDD property.

- Unresolved issues – Swimming Team and Swim instructions. Mr. Turner will contact Ms. White in January, letting her know the Board would like her to attend the March meeting to discuss her upcoming contract. A list of items to be discussed with Ms. White will be provided by Mr. Turner in order for the Board to be duly prepared.
- Tree trimming to avoid damage to streetlight globes – This item was discussed as per the General Manager’s Report, under item 3b.

On MOTION by Ms. Nelson seconded by Mr. Tanenbaum with all in favor authorization to move seven street lights at a cost not to exceed \$4,500 was approved.

- Purchase of in-house street pavement marking painter – As per item 3b of the General Manager’s Report, bids have been received. A bid was submitted by GPAM for \$11,300. The cost to purchase an in-house pavement marking machine is \$6,745.15. Mr. Turner recommended having the main road pavement painted by GPAM for the proposed \$11,300.

On MOTION by Mr. Tanenbaum seconded by Ms. Nelson with all in favor the expenditure of not to exceed \$11,500 to GPAM for road striping as identified in the General Manager’s report was approved.

- Standing water in Heather Sound – As per item 3d of the General Manager’s Report, this project has been completed.
- Front gate scanner operational status – the Board should be prepared to purchase a new scanner at a cost of \$7,000 when it becomes inoperable. It was recommended to continue the maintenance agreement with Royce Parking and also approve a maintenance agreement with Accurate Electronics as a backup. The Board should consider a maintenance plan for the fiscal year 2010 budget for quarterly maintenance of all gates within the community. The Board suggested

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that the gate maintenance vendor, Royce Parking be informed of their dissatisfaction with the recent repair malfunction incident and advise them that some type of monetary restitution is expected by the Board.

TENTH ORDER OF BUSINESS

There not being any, the next item followed.

Supervisor's Requests

ELEVENTH ORDER OF BUSINESS

There not being any, the next item followed.


Audience Comments

TWELFTH ORDER OF BUSINESS

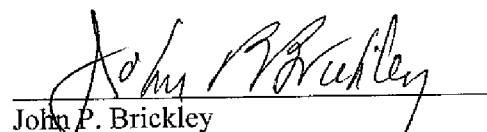
There being no further business,

Adjournment

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



John Ricciardi
Secretary



John P. Brickley
Chairman

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Assistant Secretary T. Dorsey Yawn Assistant Secretary

Also present were:

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

THIRD ORDER OF BUSINESS Approval of the Minutes of the October 20, 2008 Meeting

Mr. Brickley stated each Board member received a copy of the minutes of the October 20, 2008 meeting and requested any additions, corrections or deletions.

A change to page 3 of the minutes was requested and will be made part of the public record.

On MOTION by Mr. Lozicki seconded by Mr. Yawn with all in favor the minutes of the October 20, 2008 meeting were approved as amended.

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SECOND ORDER OF BUSINESS Organizational Matters A. Oath of Office

(3)

Mr. Ricciardi congratulated the Supervisor's on their election and re-election to the Board and being a notary public of the State of Florida administered the oath of office to Mr. Brickley, Mr. Yawn and Mr. Tanenbaum.

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SIXTH ORDER OF BUSINESS District Manager's Report Mr. Ricciardi

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that the gate maintenance vendor, Royce Parking be informed of their dissatisfaction with the recent repair malfunction incident and advise them that some type of monetary restitution is expected by the Board.

TENTH ORDER OF BUSINESS Supervisor's Requests There not **being any, the next item** followed.

ELEVENTH ORDER OF BUSINESS Audience Comments There not being any, the next item followed.

TWELFTH ORDER OF BUSINESS There being no further business,

Adjournment

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

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