

**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 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
Bob Farrell	General Manager
Tonja Stewart	WilsonMiller Stantec
Audience Members	

The following is a summary of the minutes and actions taken at the November 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 October 24, 2011 Audit Committee Meeting and the October 24, 2011 Regular Board Meeting

Each Board member received a copy of the minutes of the October 24, 2011 meetings and any additions, corrections or deletions were requested.

Changes to the October 24, 2011 regular meeting minutes were requested and duly made.

On MOTION by Mr. Yawn seconded by Ms. Nelson with all in favor the minutes of the October 24, 2011 meetings were approved as amended.

THIRD ORDER OF BUSINESS

**Approval of the October 31, 2011
Financial Statements**

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

- Revenue is at less than 1% of budget. (The 1st month of the fiscal year)
- Expenses are at 6.85% of budget.
- We confirmed the Reserves were accounted for on the Balance Sheet and the individual cost centers for the beginning of this fiscal year.
- Reserves were discussed.

On MOTION by Mr. Tanenbaum seconded by Mr. Thomson with all in favor assigning \$30,000 from Unassigned Funds to Reserve Lakes was approved.

- The financial statements ending October 31, 2011 were recommended for approval.

On MOTION by Ms. Nelson seconded by Mr. Yawn with all in favor the financial statements were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Approval of the Audit
Engagement Letter from Grau &
Associates to Perform the Fiscal Year
2011, 2012 and 2013 Audits**

Mr. Ricciardi reported the engagement letter includes the same fees as were included in the RFP submitted by Grau & Associates and the Selection Committee accepted; \$5,500 for the 2011 audit, \$5,700 for the 2012 audit and \$5,900 for the 2013 audit.

On MOTION by Mr. Yawn seconded by Mr. Tanenbaum with all in favor the audit engagement letter submitted by Grau & Associates to perform the audit for fiscal year 2011 with the renewal option of performing the District's fiscal year 2012 and 2013 audits was accepted.

FIFTH ORDER OF BUSINESS

District Manager's Report

A. Consideration of Resolution 2012-1 Amending the General Fund Budget for Fiscal Year 2012

Mr. Ricciardi explained we are not changing the budgeted amount of the line item Subscriptions and Memberships, it is still \$800. This resolution only changes the nomenclature for that item from Subscriptions and Memberships to Misc-Background checks and bonding as indicated on the last page of the budget amendment attached to the resolution.

On MOTION by Mr. Brickley seconded by Mr. Yawn with all in favor resolution 2012-1 amending the General Fund budget for fiscal year 2012 as noted above was adopted.

Follow up items:

- o Working with Mr. Farrell on the injury case and how to follow through with the insurance case.

SIXTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Engineer's Report

A. ADA Update

Ms. Stewart reported the following:

- o Regarding the ADA follow up on pool lifts the Board was asked to consider whether there should be two permanent lifts or one permanent and one portable.
- o As indicated in the report, Peninsular Aquatics was recommended to install the lifts in accordance with their proposal.

Mr. Tanenbaum asked what is the latest we should act on this?

Ms. Stewart suggested no later than January.

- The fitness center only needs to have one piece of equipment removed. Mr. Farrell will identify the piece to be removed and a plan will be made by Ms. Stewart.
- The playgrounds are the biggest liability as to accessibility; access to the playground, access in the playground, access to the equipment and from the mobility chair and to the equipment through the transfer system.
- Regarding mulch, it was recommended not to address this at this time and wait until March to see what needs to be done to make the mulch ADA compliant.

Mr. Farrell indicated there are also access issues to a number of playgrounds in the District.

The consensus of the Board was to defer a decision on the pool lifts to the January meeting.

Ms. Stewart addressed other issues as follows:

- Deterioration of paving stones and deterioration of the ribbon curb. The estimated cost to replace all the ribbon curb with concrete pavement, some minor curb repair and some brick work would be approximately \$30,000; considering other curb repair would cost \$50,000.

Mr. Farrell noted most damaged curbs are in the main streets. It is an eyesore and creates a bump when tires go over it.

- Ribbon curbs would be poured in place. It would be an inconvenience to residents as it will require closure of the gates, as appropriate.
- It was suggested repairs be done when schools are not in session due to buses and heavy traffic.

Mr. Farrell will work with Ms. Stewart on a list and a strategy for making the repairs.

Ms. Stewart indicated she did not feel there is a significant difference in areas to be done.

The record will reflect Ms. Stewart left the meeting.

TENTH ORDER OF BUSINESS

Audience Comments

There not being any comments at this time, the next item followed.

EIGHTH ORDER OF BUSINESS General Manager's Report

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

- Contracts – Concessionaire contract reviews were discussed as follows:
 - Wharton High School – This will be discussed at a future date.
Freedom High School uses Hunters Green and the charge is \$2,500.
 - Royce - Gate Contractor
The agreement sets rates and trip charges.

On MOTION by Mr. Yawn seconded by Ms. Nelson with all in favor the agreement with Royce Integrated Solutions Service Customer Protection Plan for the automated gate and entry system was approved.

- OLM - Landscape Maintenance Consultant
There was no change to this contract. This item was included in the report for information purposes only; no action required.
- Precision Sidewalk Safety – Sidewalk Repairs and Miami Curbs
The cost for repairs done by the current vendor A&A would cost approximately \$26,000 and the cost from Precision Sidewalk Safety would cost \$11,743.

On MOTION by Mr. Brickley seconded by Ms. Nelson with all in favor beginning Phase 1 of the sidewalk repair program in 2012 as proposed by Precision Sidewalk Safety in the amount of not to exceed \$13,000 was approved.

- Issue 394 – A LOT Scheduling Request
Ms. Mary Jo Lefcourt addressed the Board requesting a change in the number of tennis courts; requesting six courts be available on Wednesday mornings when two teams are playing at home and four or five courts when only one team is playing at home.

There are 28 times during the whole year the group plays on Wednesday and 20 of those would require six courts from 9 a.m. to 1:30 P.M.

The General Manager recommends approval of the request. (The rule now is 2 courts of opportunity and 2 practice courts).

On MOTION by Mr. Yawn seconded by Mr. Tanenbaum with all in favor the variance for use of the tennis courts by A LOT, as requested was approved.

o Item # 390 – WIFI Access

The Board was asked for a decision on whether to allow resident’s access to WIFI.

Mr. Farrell recommended access on one channel.

On MOTION by Mr. Tanenbaum seconded by Mr. Thomson with all in favor authorizing Arbor Greene staff to allow WIFI access to one channel at the clubhouse provided we utilize the opening page log-on protocol with a “click to continue” requirement without a password was approved.

o Item # 396 – Scrapbooking Request

Ms. Annie Duncan requested the use of the Arbor Greene gathering space to hold scrapbook and card making events; every other month, 3 hours each gathering, preferably the third Friday or Saturday of every other month, beginning on January 20, 2012. The fees for the use of the gathering space were requested to be waived.

Mr. Farrell recommended if the event is approved, it not be held on Friday or Saturday evenings.

On MOTION by Mr. Tanenbaum seconded by Mr. Yawn with all in favor the request to allow no fee for scrapbooking club events unless held on Friday or Saturday evenings was approved. If there is a request to hold the events on a Friday or Saturday evening a fee will be charged.

- Ad Hoc Tennis Committee is going well.
- Tennis Court Lights – The cost for repair of the tennis court light pole came in \$400 above the approved \$5,000. The targeted installation date is the week of December 19th.

On MOTION by Ms. Nelson seconded by Mr. Tanenbaum with all in favor the additional \$400 for the tennis court light pole repair/replacement was ratified.

NINTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Thomson suggested the following information for the Arbor Greene website:

- Audits, contracts, how to make public records requests and forms for barcode paperwork, rental contracts, etc.

This information would be provided for transparency and convenience.

The new information additions should be made as of October, 2011, fiscal year 2012, going forward and not prior to this date.

Mr. Yawn asked how much storage space is available and Mr. Farrell responded there is sufficient storage space.

Mr. Farrell indicated the suggested website additions can be done at reasonably low costs.

The consensus of the Board was to have staff post the documents to the website as discussed.

- Enhancements to Tennis Court Parking Area (delete crosswalks for now)
Clean up the area and keep up with the landscaping.

Mr. Thomson feels it should be done to improve the aesthetics of the area and the cost to complete this project should be obtained.

A resident commented that the parking lot was full during a recent swim tournament.

Mr. Farrell will obtain costs to place shrubs, sod and remove the curb-cut and restripe the turn lane.

Mr. Tanenbaum asked why do sprinkler heads on common areas often “stick” up?

Mr. Farrell responded it is due to the age of the heads.

Mr. Thomson noted the turning lane from the Estuary, left turn lane in to the community center, there is no arrow painted.

Mr. Farrell will get it painted.

Mr. Thomson asked if the gatehouse repair is being delayed as the holiday decorations are up?

Mr. Farrell responded he is still working on getting funds from the insurance company.

TENTH ORDER OF BUSINESS

Audience Comments, continued

A resident asked about the deterioration of the tennis light poles; is it all poles?

Mr. Farrell noted preventative maintenance is being performed.

ELEVENTH 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.


R. John Ricciardi
Secretary


John Brickley
Chairman