

**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 25, 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 Tanenbaum	Chairman
Toby P. Thomson	Vice Chairman
Michael S. Candella	Supervisor
Nathaniel Clawson	Supervisor
Steven Eckhardt	Supervisor

Also present were:

John Ricciardi	District Manager
Mark Vega	Severn Trent District Manager
Tracy Robin	District Counsel
Tonja Stewart	District Engineer
Jason von Merveldt	Community Manager

2 Residents

*The following is a summary of the minutes and actions taken at the November 25, 2013 Arbor Greene Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order**

**A. Roll Call**

Mr. Tanenbaum called the meeting to order and four Supervisors were in attendance.

**B. Approval of Agenda**

The attorney's report will be added to the agenda.

On MOTION by Mr. Thomson with all in favor the agenda was approved as amended.
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**SECOND ORDER OF BUSINESS**

**Public Questions and Comments**

There being no questions or comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Reports**

**A. District Engineer’s Report**

**i. Consideration of District Engineer Agreement**

Ms. Stewart referred to the Engineers Agreement included in the Board’s agenda packages and noted this is the final step in the acquisition of WilsonMiller, Inc. by Stantec Consulting Services, Inc.

**ii. Proposal for Roadway Inspection Professional Services**

A copy of the proposed agreement for the clubhouse roof and related work was handed out to the Board.

The District Engineer Agreement will be added to the next meeting agenda, under Old Business.

The request for a roadway assessment report was briefly explained by Mr. Thomson.

Mr. Thomson MOVED to approve the proposal provided by Stantec Consulting Services Inc. for roadway inspection professional services.

A lengthy discussion on roadway conditions and evaluations ensued.

*The record will reflect Mr. Candella left the meeting.*

On VOICE Vote with Mr. Tanenbaum, Mr. Thomson and Mr. Clawson voting Aye the above motion made by Mr. Thomson, was approved subject to District Counsel review,

*The record will reflect Mr. Candella rejoined the meeting.*

*The record will reflect had Mr. Candella been present for the above approved motion, he would have voted in favor of approval.*

**District Counsel Report**

Board consensus was to address agenda item 4B, Review Roof and Exterior Contract under Old Business at this time.

The following was noted:

- o Performance Bond; statute requires that contracts over \$200,000 require a Performance Bond. Between \$100,000 and \$200,000 statute indicates the Board may elect not to have a bond. This contract will end up over \$200,000;

under these circumstances compliance with the statute is required and a Performance Bond is needed

*The record will reflect Mr. Eckhardt joined the meeting.*

- The contract/agreement for the Clubhouse and Related Work handed out by the District Manager was discussed.

On MOTION by Mr. Eckhardt with all in favor the contractor agreement (with Clayton Builders) presented at this meeting for the clubhouse roof and related work subject to review and minor modifications by the District Engineer and or District Counsel was approved.

*A copy of the above noted contractor agreement will be attached hereto for the public record.*

*The record will reflect Ms. Stewart and Mr. Robin left the meeting.*

**B. District Manager's Report**

**i. Follow Up Items**

The levels of insurance requested by the District regarding the Ricks Pressure Washing contract cannot be met and the Board was asked to consider lowering the insurance level for this contract.

On MOTION by Mr. Thomson with all in favor the requested insurance level of the Ricks Pressure Washing contract, regarding paragraph 7B, General Liability, dated October 28, 2013, lowering the level to \$200,000 General Liability, Employee Liability to \$100,000 and auto insurance to be verified by the District Manager was approved.

**ii. Review and Approval of the Minutes of the October 14, 2013 and October 28, 2013 Regular Meetings**

Changes to both sets of minutes were requested and will be made part of the final minutes for the record.

On MOTION by Mr. Thomson with all in favor the minutes of October 14<sup>th</sup> and October 28, 2013 meetings were approved as amended.

**iii. Review and Approval of the October 2013 Financial Statements**

Mr. Vega highlighted some items of the financials.

On MOTION by Mr. Candella with all in favor the financial statements for October, 2013 were approved.

**iv. Consideration of Resolution 2014-1 Designating Mark Vega Secretary**

Mr. Vega explained the adoption of this resolution will allow him to sign District documents after Mr. Ricciardi's retirement.

Mr. Thomson MOVED to adopt Resolution 2014-1 replacing John Ricciardi as District Secretary and designating Mark Vega as District Secretary.

On VOICE Vote with Mr. Thomson, Mr. Clawson, Mr. Eckhardt and Mr. Candella voting Aye and Mr. Tanenbaum voting Nay the above resolution was adopted.

**C. Community Managers' Report**

**i. Vendor/Concessionaire Contract Review/Amendments/Approval**

**ii. Expenditure Requests/Policy Matters**

**iii. Questions/Consideration of Recommendations**

Mr. von Merveldt referred to items listed on the "November 25, 2013 Board Meeting Update File" sheet he handed out to the Board.

*A copy of the Meeting Update File will be attached hereto for the public record.*

Mr. von Merveldt also reported that the Club Manager's position will be eliminated and the current Club Manager, Mr. Mike Candella, has been notified that his last day will be November 30<sup>th</sup>.

Mr. Tanenbaum MOVED to accept the recommendation made by Mr. von Merveldt to eliminate the Club Manager position pursuant to the recommendation of the Community Manager.

On VOICE Vote with Mr. Tanenbaum, Mr. Clawson, Mr. Thomson, and Mr. Eckhardt voting Aye and Mr. Candella voting Nay the above motion was approved.

**FOURTH ORDER OF BUSINESS**

**Old Business**

**A. Post Orders**

Mr. von Merveldt reported there is a new U.S. Security Association Supervisor for the gatehouse who has a new and better training process for new hires. The Post Orders handed out at the meeting were discussed. Mr. Tanenbaum will work with the Community Manager on revisions to the document

*A copy of the Post Orders handed out at the meeting will be attached hereto for the public record.*

On MOTION by Mr. Thomson with all in favor the Post Orders provided by the Community Manager at the November 25, 2013 Board meeting were approved as amended subject to a final review correction by the Chairman in consultation with the Community Manager. (Changes = VI c., VI c.vii and VI c. viii and VI e)

**B. Review Roof and Exterior Contract**

This item was previously discussed.

**C. Non-Resident User Fee's and Tennis Policies**

The Board discussed this subject at length. Mr. Tanenbaum stated "the bottom line is that we as a CDD have to provide access to our facilities to the public, we don't have to do it for free and we can do recovery of costs on a reasonable basis and \$1,200 was the number we arrived at several years ago". Any one on the Board can make a request to draft a resolution to amend this policy, but the public notice procedures will need to be followed before a change is made.

**FIFTH ORDER OF BUSINESS**

**New Business and Supervisor Requests**

**A. Supervisor Requests and Motions**

Mr. Clawson recommended getting a new DVR in the maintenance shed to cover the back area. He also discussed issues with Board members responding and commenting on items raised by residents via email. There is a concern that comments are being sent to the District and the originators are not identifying themselves and there is no control of the responses and whether the responses are the CDD's statement or the responder/Board member's opinion only.

*The record will reflect Mr. Candella left the meeting.*

Mr. Thomson requested everything be included on the meeting agenda and if it is not received on time, it should be covered at the next meeting; set a cut off of one week in advance

for agenda items. This conversation continued at length and it was decided to see how the new website looks before taking further action. It was also requested by Mr. Thomson to have a general site tour/review done every six months and a report distributed to the Board. He also requested adding the sample of Rules and Procedures he sent to the District Manager on the next meeting agenda and also the Severn Trent Rules and Procedures. Mr. Thomson will work with Mr. Boucher about the paid police patrols and this will be discussed in the coming months

Mr. Tanenbaum asked Mr. von Merveldt to make sure no one has paid for half a year, like a half of one of these non-resident user fees. He also asked if staff is checking ID's at the pool. Another reminder to the Board was there will be discussion on proposals for new counsel in February.

Mr. Clawson needs \$600 for website applications; it is not needed at this time. A website discussion, Website Progress, will be added to the next agenda under Old Business.

**B. Announcements**

The next meeting is scheduled for December 9, 2013 at 6:30 P.M. The Holiday events are December 13<sup>th</sup> and 14<sup>th</sup>. Congratulations to Mr. von Merveldt on his marriage.

**C. Public Special Requests**

There were no requests.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Thomson with all in favor the meeting was adjourned.



Mark Vega  
Secretary



Adam S. Tanenbaum  
Chairman