

**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, October 28, 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
Steven Eckhardt	Supervisor
Michael S. Candella	Supervisor
Nathaniel Clawson	Supervisor

Also present were:

John Ricciardi	District Manager
Mark Vega	Severn Trent District Manager
Jason von Merveldt	Community Manager

26 Residents

The following is a summary of the minutes and actions taken at the October 28, 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 all Supervisors were in attendance.

B. Approval of Agenda

Item 4D will be discussed before Item 4B and an item Proposed Meeting Policy will be added under Item 4E.

The agenda was approved by consensus of the Board as amended.

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

The public was reminded there is a 3 minute per person limit to comments.

Questions and comments from the audience were as follows:

- Mary Jo Lefcourt – Would like to change the tennis team policy of 70% residents and 30% non-residents and would like to change to Arbor Greene residents, then non-resident members and then others; only using non-residents if absolutely needed; beginning in January, 2014. Also, residents should Captain teams and non-resident members can be Co-Captains.
The Club Manager and the Community Manager will look into this matter and report back to the Board at a future meeting.
- Robert De Palma – Is in favor of a policy to prevent street parking overnight.
A proposed CDD parking policy will be discussed later in this meeting.
Mr. De Palma also commented on the appearance of the common area sidewalk in his Village, Heather Sound.
- Nancy Pluchino – The tennis policy of 70% - 30% has hurt the program, but she does not want a change in the policy which may hurt other teams. A representative from each team should work to put by-laws together and then present them to the Board.
- Faisal Usman – Commented on the parking issue.
- Bill and Melody Dwinelle – Will the trees be trimmed in the verge?
This item will be discussed later in the meeting.
- Caralyn Paul – She is an A-Lot Captain; 13 years as Captain and she likes the 70% - 30% Rule. It is okay for residents and non-member residents to take precedence, but to do so in May and not January.
- Rose Greison – Agrees with Caralyn Paul and Nancy Pluchino; delay until May.
- Oren Kalb – Commented on the street parking issue; he does not see parking on the street as a problem for emergency vehicles. Where will guests park?
- Lillian Denton – Commented on the tennis issue. She feels the recreation facilities have become the new Tampa “Community Center”. Ms. Denton agrees with forming a tennis by-laws committee.
- Dennis Kirchoff – Supports his wife, Lillian Denton regarding the tennis issue and supports the Board on what they have done.
- Clarence McDaniel – Commented on the tennis issue. He feels that some rules are not being enforced; a tennis committee would be a good idea and teams should favor residents.

- Jeff Capezzuti – Opposes the street parking policy.
- David Fleischaker – Lives at the Townhomes; believes parking on the streets is not good but alternative parking should be allowed. He asked if the resort pool can be reserved for a whole day as that would prohibit use.
The resident resort pool should not be reserved when lanes of the lap pool are reserved.
- Sabrina Boyd of Parkview – Brought photos of cars parked on streets and parked across sidewalks; this is very unsafe for kids.
- Alex Levy of Parkview – The parking issues have been discussed at HOA meetings. He is very concerned about parking and low branches of trees. HOA rules should be enforced.
- Qinghong Wei – Has a proposal for conducting dance lessons.

THIRD ORDER OF BUSINESS

Reports

A. District Engineer’s Report

Mr. Ricciardi reported the District Engineer indicated the ownership map is in progress and it should be available by the second meeting in November.

Also, the City of Tampa needs the District to officially turn over the deed to the lift station in the district. District Engineer and District Counsel have reviewed the agreement with the City of Tampa.

On MOTION by Mr. Thomson with all in favor the agreement with the City of Tampa to accept ownership, maintenance and operation of wastewater collection facilities built by the District (Arbor Greene Phase 5-Pump Station B) was approved.

B. District Manager’s Report

i. Follow Up Items

Regarding a loan for the renovation project as discussed at the last meeting, there would be approximately 5% interest, a 2% fee plus Arbor Greene attorney’s fee.

As apparent, the letter regarding public comment and parking policy was mailed to residents.

ii. Review and Approval of the Minutes of the September 19, 2013 Workshop Meeting and September 23, 2013 Regular Meeting

Mr. Clawson requested to correct the spelling of his first name as “Nathaniel” and also change the word *repair* to *replacement* on line 51.

Mr. Thomson requested correcting the word *Devonshire* to *Carriage Homes* on line 226. Mr. Clawson said on line 180 change *fiscal* year to *calendar* year, line 181 change *2014* to *2013*.

On MOTION by Mr. Thomson with all in favor the minutes of September 19 and September 23, 2013 meetings were approved as amended.

iii. Review and Approval of the September 2013 Financial Statements

Mr. Ricciardi highlighted some items of the financials.

Mr. Thomson inquired about some items on the Trend Report and they were answered by Mr. Ricciardi and Mr. von Merveldt.

Mr. Clawson inquired about travel costs/mileage.

Mr. Tanenbaum asked about gatehouse costs (\$2,754) and the R&M Buildings \$1,678 amount listed on the Trend Report, page 11. Mr. von Merveldt will email a response to these inquiries to Mr. Tanenbaum.

On MOTION by Mr. Clawson with all in favor the financial statements for September 30, 2013 were approved.

iv. Consideration of Motion Assigning Fund Balances as of 9/30/13

Mr. Ricciardi explained the motion made by the Board will assign the reserves already on the Balance Sheet as of 9/30/13.

On MOTION by Mr. Thomson with all in favor assigning fund balances as indicated on the Balance Sheet as of September 30, 2013 and as indicated in the document presented to the Board in their agenda packages was approved.

A copy of the Reserves Fund Balance as of 9/30/13 document will be attached hereto for the final record.

On MOTION by Mr. Thomson with all in favor moving \$5,000 from Unassigned Reserves to Assigned Reserve-Gate was approved.

On MOTION by Mr. Thomson with all in favor assigning additional reserves as follows; \$68,000 from Unassigned Reserves to Assigned Reserves-Clubhouse

C. Managers' Reports

Mr. von Merveldt introduced Ms. Qinghong Wei who presented a proposal to conduct free belly dancing classes monthly at Arbor Greene. Mr. von Merveldt will help Ms. Wei to coordinate her proposal for the use of Arbor Greene space.

From the Community Manager's Report, Mr. von Merveldt reported the following:

Item 1013-5 – Precision Sidewalk Safety – Sidewalk Trip Hazard Repair proposed cost; 186 hazards above ½ inch, cost \$12,719.

Regarding the request for weekly cleaning services for the fitness center:

Item 1013-6 – (the current cleaning service) Vanguard Cleaning, Inc., cost \$694 per month.

Royal Building Maintenance, \$495 per month for the entire building.

The Board recommended giving Royal a trial.

On MOTION by Mr. Thomson with all in favor the sidewalk repair contract with Precision Sidewalk Safety in the amount of not to exceed \$12,719 was approved.

On MOTION by Mr. Thomson with all in favor the cleaning service proposal from Royal Building Maintenance for bathroom and fitness equipment cleaning as presented in the CM report, item 1013-6, at a weekly rate of \$40 per week; contract to be reassessed after two months, was approved.

- i. **Vendor/Concessionaire Contract Review/Amendments/Approval**
- ii. **Expenditure Requests/Policy Matters**
- iii. **Questions/Consideration of Recommendations**

Disposal of Surplus Assets:

On MOTION by Mr. Tanenbaum with all in favor declaring items identified in the Asset Disposal Form prepared by the Community Manager and authorizing the Community Manager to dispose of them in the best interest of the District was approved.

Mr. von Merveldt announced the holiday happy hour event will take place December 13th from 6:30 to 9 PM at the community center and the children’s holiday party will be held on December 14th. A blood drive will also take place at a future date.

FOURTH ORDER OF BUSINESS **Old Business**

A. Review ValleyCrest Contract

The ValleyCrest contract for tree pruning of Oak Trees on the verge in the following villages: Alcove, Preserve, Estuary, Enclave, Whisper Pointe, and Parkview was discussed. The work will be completed within two months of the start date. There will be a 10% payment hold back until a final inspection is done. Mr. Tanenbaum requested a final report be presented to the Board when the work is completed before payment is made. Consensus of the Board was to review the contract before it is executed. Residents will be notified before the work will be done. The approval of this contract was tabled until the next meeting.

B. Review Ricks Pressure Cleaning Contract

Pressure washing the sidewalks and curbs at Arbor Run, Arbor Wind and Arbor Creek (the three main arteries that run off Arbor Greene Drive) was discussed. The work will start approximately November 1st and will take approximately one month to complete. A 10% payment hold back will be added to the contract.

On MOTION by Mr. Thomson with all in favor the contract with Ricks Pressure Cleaning as proposed and amended to clean the public (not in front of resident homes) sidewalks and curbs at Arbor Run, Arbor Wind and Arbor Creek at a cost of not to exceed \$14,087 was approved.

D. Review Main Gate House-Sliding Doors Contract

Mr. Thomson expressed his opinion that this item should be a separate project from the Clubhouse Repair.

On MOTION by Mr. Thomson with all in favor the contract to replace the main gate gatehouse sliding doors with Carrollwood Window & Door, Inc. at a cost of not to exceed \$3,297 with funds from Assigned Reserve Gates was approved.

C. Review Roof and Exterior Contract

A request for bids was sent to four bidders and only two bids were received. District Counsel has requested that the designs and specifications be forwarded to the District Engineer

for sign off before going forward with a contract. The Board expressed their opinion and consensus of not agreeing with District Counsel's request.

After further discussion consensus of the Board was to table further discussion of this contract until the November 11th Board meeting. Mr. Clawson requested that a contract be available for review and discussion at the next meeting.

E. Proposed Meeting Policy

The letter mailed to residents regarding the Proposed Public Comment Policy was discussed. Audience members were invited to comment on this Public Comment item. There being no audience comments at this time,

On MOTION by Mr. Clawson with all in favor the Proposed Public Comment Policy as distributed by US Mail and otherwise to Arbor Greene residents was approved.

Proposed Parking Policy

Mr. Tanenbaum summarized the current Proposed Parking Policy as follows, which was distributed and mailed to residents via US Mail:

- There is no overnight parking in any District parking lot.
- No parking on District roads between 2 a.m. and 6 a.m.
- This is enforced first by a warning sticker on any vehicle in violation and any subsequent violation will be subject to the vehicle being towed without further notice.
- Monitoring and enforcement will be performed by a representative of the District and that representative will have the authority to authorize towing.

Audience members who had comments or questions on the Parking Policy were invited to speak at this time.

The Community Manager handed out a parking information sheet on five minute parking.

Several audience members expressed their opinion regarding the Proposed Parking Policy and Board members responded and commented expressing their views on this policy. Mr. Thomson indicated several residents submitted email comments regarding this issue.

The record will reflect Mr. Candella left the meeting.

The record will reflect Mr. Candella rejoined the meeting.

After lengthy discussion,

On MOTION by Mr. Tanenbaum with all in favor the Proposed Parking Policy item was tabled indefinitely subject to a later motion to take it off the table.

FIFTH ORDER OF BUSINESS

New Business and Supervisor Requests

- A. Supervisor Requests and Motions**
- B. Announcements**
- C. Public Special Requests**

Mr. Thomson requested an update on the non-resident participation for Ken-Do.

Mr. Clawson discussed a GSA system; there is no cost to the District. The consensus of the Board was to try this system.

Mr. Clawson reported a problem at the gatehouse when US Securities turned away a delivery truck. There was no communication with the resident expecting the delivery. The current post orders will be re-distributed to the gatehouse and USSA.

The record will reflect Mr. Eckhardt left the meeting.

Mr. Tanenbaum asked Mr. von Merveldt to work with the Club Manager on putting together a written tennis policy.

The record will reflect Mr. Eckhardt rejoined the meeting.

The names of other law firms who provide services to CDD's were requested by the Board.

The next meeting is scheduled for November 11, 2013 at 6:30 P.M.

SIXTH ORDER OF BUSINESS

Adjournment

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



John Ricciardi
Secretary



Adam S. Tanenbaum
Chairman