

**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, September 23, 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
Jason von Merveldt	Community Manager
Claudia Mayo	
Mike Candella	

2 Residents

The following is a summary of the minutes and actions taken at the September 23, 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

The agenda will be amended by adding "Meeting Format" to the New Business item.

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

SECOND ORDER OF BUSINESS

Public Comments

The audience was reminded there is a 3 minute limit to comments.

There being no public comments at this time, the next item followed.

THIRD ORDER OF BUSINESS

Reports

A. District Engineer's Report

Mr. Ricciardi reported the District Engineer indicated it is okay to post the "Children Playing" and Speed Limit signs at the Estuary as long as they meet the placement requirements, which were forwarded to the Community Manager.

B. District Manager's Report

i. Follow Up Items from Mr. Ricciardi:

- The public comment and parking policy will be published in the October Newsletter, the District website as well as an individual letter being mailed to each resident.
- The report on the OLM landscape inspection from September 3rd was received and reviewed by Mr. von Merveldt.
- The streets were swept on September 11th, which is part of the NPDES Program. The District Manager and Community Manager will meet with Ms. Maggie Wilson to go over the program requirements.
- The Orange County Mayor and members of the board were cited with ethics violations for deleting text messages they made during their meeting. It was recommended to the Arbor Greene CDD Board not to text regarding any CDD business.
- Mr. von Merveldt emailed a follow-up on financial questions that were discussed at the last workshop meeting.
- I am retiring as of January 1, 2014 and Mr. Mark Vega will be taking my place as District Manager. I will also be on vacation for the first two weeks in October and Mr. Vega will attend the October meetings.

ii. Review and Approval of the Minutes of the August 5, 2013 Continued Meeting, August 15, 2013 Workshop Meeting and the August 19, 2013 Regular Meeting

Changes were requested for each set of minutes and will be made part of the public record.

On MOTION by Mr. Candella with all in favor the minutes of the August 5, 2013 continued meeting, August 15, 2013 workshop and the August 19, 2013 regular meeting were approved as amended.

On MOTION by Mr. Thomson with all in favor the Chairman was authorized to sign contracts approved by the Board.

iii. Review and Approval of the August 2013 Financial Statements

The financial statements were reviewed at the September 19th workshop meeting. As reported at the workshop, we are 100% collected on the assessments; we are above budget on total revenue and under budget on expenditures.

Mr. von Merveldt reported on items included in his September 23, 2013 email sent to the Board and District Manager regarding his follow-up from the September 19, 2013 workshop meeting.

A copy of the follow up email, dated September 23, 2013 from Mr. von Merveldt to the Board is attached hereto for the public record.

On MOTION by Mr. Candella with all in favor the financial statements through August 31, 2013 were approved.

C. Managers' Reports

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

▪ **Contracts**

Three contracts listed in the Community Manager's Report, Infant Swim, Digital Rescue and Kidz Fun were recommended for approval.

Audience Comments Regarding the Infant Swim Contract

- Mr. Collier noted he is very supportive of the program and credited the program to saving his daughter's life when she fell in the pool. The instructor focuses on kids, not the parents.
- Ms. Emma Grynbal, the instructor, showed a video of kids rolling over, taking a breath and floating.
- Mr. Dan Paone a resident of Arbor Greene indicated he is a supporter of the program and appreciates the convenience of having the program at Arbor Greene.

- Mr. Shane Isaac noted his two children have gone through the program and he is very supportive of it.
- Ms. Mariana Espido is very supportive of the program; her daughter participated. She is not bothered by the screaming kids at the pool when playing tennis.
- Ms. Shanna Neckar stated all four of her children have gone through the program after her daughter almost drowned; the program is an asset to the community.
- Ms. Jennifer Rittle is very supportive of the program.

The contract/agreement will need to be in the name of Emma Grynbal Infant Swim Resource. The cost for the program for Arbor Greene residents is \$70 per week and \$80 for non-residents.

On MOTION by Mr. Thomson with all in favor the contract with Emma Grynbal Infant Swim Resource was approved as revised.

- As included in the Community Manager's Report, the Digital Rescue and Kidz Fun Event contracts were explained by Mr. von Merveldt.
 - Pressure Washing Quotes
 - Ricks Pressure Cleaning - \$5,830
 - Awnclean - \$23,000
 - Pool Deck Repainting Proposals
 - Munyan Painting Service - \$3,662.50
 - Tek Decks - \$5,460
 - Kalos Coatings - \$6,550
 - Tree Trimming
 - ValleyCrest Quote - \$65,000
 - We are still waiting for quotes from other vendors.
 - ValleyCrest Tree Care Service Proposal for the Alcove, Preserve, Estuary, Enclave, Whisper Point and Parkview, \$44,826.

- Sidewalk Grinding
Precision Sidewalks Proposal – 32 cuts for \$2,000; all cuts are 1/2” or more.
- DVR System is not recording; the cameras are still working. Royce Integrated Solutions submitted quotes for an open eye 16 channel DVR, \$2,383.50 plus tax and an 8 channel DVR for \$2,072.50 plus tax.

Mr. Clawson asked about the current camera quality and Mr. Paul Boucher noted they are dated. The clubhouse DVR is also approximately three plus years old. The consensus of the Board was to direct the Community Manager to replace the gate DVR with an 8 channel DVR at a cost of not to exceed \$3,000 which is in his spending authority.

On MOTION by Mr. Thomson with all in favor directing the Community Manager to go forward with replacing the gate DVR with an 8 channel, open eye DVR at a cost of not to exceed \$3,000 was approved.

Digital Rescue Contract

On MOTION by Mr. Thomson with all in favor the Digital Rescue contract was approved as presented in the Community Manager’s Report.

Kidz Fun Enterprises LLC Contract

On MOTION by Mr. Thomson with all in favor the contract with Kidz Fun Enterprises LLC presented in the Community Manager’s Report, as revised/amended and including Exhibit A was approved.

Pressure Washing Curbs

Mr. Thomson noted he would like to see this work done in calendar year 2013. Two quotes will be obtained.

Precision Sidewalks

It was suggested to look into purchasing a sidewalk grinding machine.

Mr. Thomson suggested doing the most needed cuts; not just Village by Village. Mr. von Merveldt will check to see how much it will cost to do 32 cuts where needed rather than by community.

FOURTH ORDER OF BUSINESS

Old Business

A. Additional Camera Coverage

Mr. Thomson previously made a request for the cost to have 2 cameras at the tennis courts. Borrell Electric quoted \$5,550 for cabling for the cameras. Wireless does not seem practical.

It was suggested to look into adding cameras and a separate DVR box for the tennis courts

FIFTH ORDER OF BUSINESS

New Business and Supervisor Requests

A. Supervisor Requests and Motions

Clubhouse Renovations

Mr. Eckhardt discussed the clubhouse renovations and handed out a brochure from Masterpiece Design Group. This item will be discussed at the October 14, 2013 meeting.

Clubhouse Exterior Renovations

The estimate submitted by Clayton Builders Inc. for the clubhouse exterior renovations was discussed. A previous proposal received was only for repairing the roof for \$198,000. The Clayton estimate is for the roof, the underlayment, the trellis and takes into consideration two new sliding glass doors, a new countertop and cabinets in the guard house at \$184,800 without plans and permitting, which will run around \$4,800. The roof would be similar to what we have now.

Mr. Thomson suggested getting other quotes for the clubhouse exterior renovations.

A discussion ensued regarding a Performance Bond requirement.

On MOTION by Mr. Eckhardt with all in favor authorizing staff to develop a contract with Clayton Builders Inc. as per the proposal of September 17, 2013 was approved.

The Board discussed obtaining other bids.

The consensus of the Board was to direct the District Manager to obtain other bids from CRS and JAH using the same scope and products as the Clayton Builders proposal.

Mr. Candella suggested having maintenance clean up the fallen leaves around the clubhouse. He also reported the pavers need repair at the front entrance. A quote to repair this area was received, \$3,200; \$1,950 just for the pavers.

The consensus of the Board was to move forward with repair of pavers in this area if the cost is under \$3,000.

Mr. Thomson suggested purchasing an exterior gel mat (anti-fatigue) for the gatehouse guards. He also requested that the District Manager inquire from the District Engineer how much it would cost to have a survey of the District roads (except for Carriage Homes) done.

Mr. Clawson asked if there are parameters for maintenance workers; what is the level of effort we expect from the maintenance crew? The Board agreed they are unhappy with the current conditions of the building and some of the grounds as a result of the maintenance crew. Mr. Ricciardi suggested having Mr. Gary Smith, the Maintenance Manager attend some of the Board meetings. Regarding maintenance expectations, there are some maintenance tasks that are better performed by vendors who specialize in certain repairs and maintenance. The maintenance expectation of the Board is resort level quality.

Mr. Tanenbaum recapped follow-up items:

- o The Alcove tree – replace with a 14” – 16” tall tree; proposal is forthcoming from Greenview.
- o Compare Air Rite vs. Cross Creek Plumbing; Cross Creek Plumbing is \$250 each time (3 x per year) or 1 time per year at \$550 and service calls are \$65 each. Air Rite prices will be compared with Cross Creek Plumbing when the Air Rite prices are obtained.
- o Determine how much a \$300,000 loan would cost for possible renovations costs.

Mr. Vega discussed a document he provided to the Board regarding the current fund balances.

A copy of the document provided by Mr. Vega will be attached hereto.

B. Announcements

There not being any, the next item followed.

C. Public Special Requests

Mr. Paul Boucher asked if there are Standard Operating Procedures for club staff. Mr. Tanenbaum noted he does not think the Board will get involved in SOP's; it is up to management to decide what they will do.

D. Meeting Format for 2014

- Two regular meetings per month.
- The financials and minutes will be presented for approval by the Board at the second meeting of the month.


SIXTH ORDER OF BUSINESS

Adjournment

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



John Ricciardi
Secretary



Adam S. Tanenbaum
Chairman