

**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 13, 2014 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:

Nathaniel Clawson	Chairman
Toby P. Thomson	Vice Chairman
Steven Eckhardt	Co-Vice Chairman
Michael S. Candella	Supervisor
Matthew Dykeman	Supervisor

Also present were:

Jason von Merveldt	Community Manager
Steve Gardner (via phone)	District Counsel

Residents

*The following is a summary of the minutes and actions taken at the October 13, 2014 Arbor Greene Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order**

**A. Roll Call**

The meeting was called to order and all Supervisors were in attendance.

**B. Approval of Agenda**

Mr. Clawson added Counsel Report as agenda item #3.

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

**Public Comments on Agenda Items and  
Other Matters**

Mr. Steve Corcoran talked about the sidewalks between Estuary at Arbor Greene Drive and down Arbor Wind that are getting black and slimy; will they be pressure washed. Mr. Clawson stated we did all the public areas last year.

Mr. Corcoran also addressed the Arbor Greene Facebook website photo and was told to go directly to the Arbor Greene District website. Mr. Thomson clarified that the District's Facebook page is Facebook.com\ArborGreeneCDD.

Mr. Paul Boucher gave an update on the Neighborhood Watch.

Ms. Julie VanAcker gave an update on the dog park issue; she has three bids on fencing.

### **District Counsel's Report**

Mr. Gardner discussed the Interior Project Performance Bond issue. He indicated Florida Statute does not require the CDD to have a bond payment Performance Bond; that is optional. It is up to the Board.

The beer, wine and liquor license issue was also discussed by Mr. Gardner. The category the CDD may fit into is a 4COPSCX license, which is given to civic centers. The charge for that license is \$250. However, you cannot get the license unless you have the appropriate zoning, which is one of the requirements on the application with the state. It has to be signed off by the City of Tampa. They will not sign off on it unless you have appropriate zoning for alcohol. There are other applications fees and qualification issues.

*The record will reflect Mr. Gardner disconnected from the meeting.*

### **THIRD ORDER OF BUSINESS**

### **Community Managers' Report**

#### **A. General Updates**

A General Updates summary was provided to the Board by Mr. von Merveldt and the following items from that summary were mentioned:

- Regarding landscaping the seasonal colors red and white will be installed shortly. The Wax Myrtles were removed.
- We received a quote for a new awning and it is on order.
- The post painting has started and we are doing spot checking.
- We no longer need Digital Rescue for server support and the website. A proposal from Digital Rescue is included in the Community Manager's Report package.

- Mr. von Merveldt asked the Board if they want him to pursue the possibility of advertising babysitting services in the Newsletter. This issue will be discussed at a future meeting.

**C. Sidewalk Cutting/Grinding**

Precision Safety Sidewalk Contract – there are 140 locations and the charge for that is \$12,317. We did 180 locations last year. Mr. Clawson suggested doing this twice per year to keep prices lower. This will be put on the calendar to be done more frequently.

On MOTION by Mr. Thomson with all in favor the Precision Safety Sidewalk contract at a cost of not to exceed \$13,317 was approved.

Signs for the community and buildings were discussed. Mr. von Merveldt was directed to use his discretion regarding the charges for the signs.

Vendor bar codes was discussed. An amendment to the District’s Policy Manual will need to be made. Vendors who request bar codes need to be legitimate businesses, verifiable on Sunbiz as a legitimate business at a minimum. Mr. von Merveldt was directed to look into this further.

**B. Community Activities**

The annual expenses for fiscal year 2014 were discussed. Overall there were just over 1,000 attendees for all events during the year.

The Fall Health and Wellness Fair was discussed; \$25 for a booth, November 22<sup>nd</sup>.

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

**FOURTH ORDER OF BUSINESS**

**Old Business**

**A. Fitness Equipment and Renovation**

Mr. von Merveldt noted a quote for removal and finishing touches to the fitness room was received in the amount of \$8,000; not including removal of the glass walls and providing the mirrors. A separate quote for Ash Glass and Mirror was received in the amount of \$6,000. The project total would be \$14,000. The trade in value given for all the equipment was \$4,500.

The GSA discount was discussed.

The wall was discussed. Mr. von Merveldt asked do we still continue to move forward with the same plan we had to remove that wall replacing three out of five doors, gaining wall space. If we keep the wall we will have a separate room and we can save costs.

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

The Board needs to consider certain groups that use the facility are accustomed to a barrier between the free weight room and the other room.

The flooring of the fitness center was discussed.

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

Mr. Clawson noted he is in favor of removing the gym door closest to the Men's Room, and walling out the exit door.

Mr. Clawson suggested having the interior designer come in to discuss the new fitness center.

**B. Interior Design**

Mr. Thomson noted he was disappointed that the bids were not broken down by item.

The Board agreed they were told that they must choose the lowest bidder.

The District Manager was contacted by phone and the Board asked if they are required to choose the lowest bidder. Mr. Vega noted that District Counsel should answer the question as his understanding is that since this was a sealed bid, the Board is required to go with the lowest, qualified bidder.

Mr. Clawson also asked is it possible in this process to go to BFO (Best or Final Offer). Mr. Vega deferred to District Counsel for the answer.

The Performance Bond was discussed again. Board consensus was to move forward with a Performance Bond.

Mr. Clawson indicated based on what he has seen so far he has no problem going with Sunny Coast Construction as the low bid.

On MOTION by Mr. Eckhardt with all in favor moving forward with awarding Sunny Coast Construction with the renovation project subject to legal counsel review and drafting a contract keeping within the guidelines of the sealed bid process, was approved.

*The record will reflect the Board agreed to move to agenda item New Business and Supervisor Requests in relation to a discussion regarding the Dog Park.*

**FIFTH ORDER OF BUSINESS**

**New Business and Supervisor Requests**

Ms. Van Acker was invited to comment on the Dog Park at this time and the following was noted:

- Three bids were turned in to Mr. von Merveldt; Fence Outlet, Fence Depot and one from KMG Fence. Funds will be raised by the local community, residents, and a Chili’s Give Back Night fund raiser is scheduled which is requested to be placed in the Newsletter.
- If the Board decides not to move forward with the project, refunds will be given to supporters.

Mr. Eckhardt expressed his opinion that the District is not ready for the dog park project at this time.

Mr. Clawson noted he spoke to several residents on this issue and he also received information that the CDD insurance will go up if this project goes forward. He also reported the City is building a new dog park nearby. Mr. Clawson has concerns about the leasing or granting of the property. Based on earlier conversations, the CDD Board will not give or lease property at this time. He noted at this time he does not have enough information and his vote would be no.

Mr. Thomson noted he has been opposed to the project since it was first discussed in 2013. His biggest concern is for the people who live near the proposed area.

Mr. Dykeman expressed his opinion that the liability concerns him.

On MOTION by Mr. Dykeman the dog park project was not approved 5-0.

**FOURTH ORDER OF BUSINESS**

**Old Business (continued)**

**C. Technology**

Mr. von Merveldt reported there is a meeting scheduled for tomorrow to gather information regarding scanning services. We will discuss proximity cards at the boardwalk gate, the building front door, the main entry gate, pool gate and on both back gates and the gym.

The gatehouse and security system was discussed.

Mr. Clawson noted the cameras are an outstanding security issue. The WIFI was updated, and most of the active data needed for 365 was migrated. Everyone is on email and SharePoint is up and running. The club attendants are use it on an hourly basis. PC's have been replaced. Mr. Clawson's recommendation was to take the old PC in the club attendant's office, scrub it and put it in the gatehouse.

Mr. Thomson mentioned sending the archived emails to Severn Trent after any Supervisor leaves the Board or employee leaves the District.

Using the website for reservations, bar codes, and accepting payments was discussed.

**FIFTH ORDER OF BUSINESS**

**New Business and Supervisor Requests  
(Continued)**

Mr. Thomson would like an update on Kendo. He wants to see what their resident versus non-resident rate is. He also asked about the rubber mats on the crosswalks; the one at Arbor Creek and the one at Arbor Wind; they are faded and wants to know if they have a warranty.

Mr. Thomson asked about the financial standing for the Newsletter; pages cut. Mr. von Merveldt responded to the inquiry.

Mr. Thomson also asked about the 2 signs near the gatehouse; can they be changed to look the same.

Mr. Eckhardt wants to make sure Mr. Vega is on the contract with Sunny Coast. He would like to have something to vote on at the next meeting. The same thing with the fitness area.

Mr. Clawson noted the following:

- He has not signed the SwimKids contract yet; needs guidance from the Board. There is an overlap with Julia Lamb's schedule.
- The employee handbook is outdated. We will look at samples from other communities but if this is not successful there is consensus to proceed with having an Attorney review and update the document.
- The budget for Activities and Events should be changed to \$18,000. The next meeting is scheduled for October 27, 2014.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Thomson with all in favor the meeting was adjourned at 10:01 P.M.



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Chairman