

**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 17, 2014 at 6:31 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:

Mark Vega	Severn Trent Services
Jason von Merveldt	Community Manager
Stephen Gardner	District Counsel (via phone)

*The following is a summary of the minutes and actions taken at the November 17, 2014 Arbor Greene Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order**

**A. Roll Call**

The meeting was called to order and a quorum was established.

**B. Approval of Agenda**

On MOTION by Mr. Thomson with all in favor the agenda was approved as presented. 5-0
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**SECOND ORDER OF BUSINESS**

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

The public in attendance was provided the opportunity to comment on agenda items and other matters of the District; several residents addressed the Board.

- Neighborhood Watch reported there were no updates
- A resident inquired about fishing in the CDD ponds. Mr. von Merveldt will follow-up on the Newsletters referencing this matter.

**THIRD ORDER OF BUSINESS**

**Reports**

**A. District Engineer's Report**

There being none, the next item followed.

**B. District Counsel's Report**

Mr. Gardner provided handouts highlighting information in the Sunshine and Public Records Law.

A Memorandum was prepared and distributed to the Board regarding Alcoholic Beverage Requirements and Procedures for obtaining a liquor license.

*Mr. Gardner disconnected his phone call, no longer participating in the meeting.*

**C. District Manager's Report**

i. Follow-Up Items

- Since the wastewater systems were turned over to the City, to obtain and updated ownership map there is a nominal fee.
- Loan Options – at this time, it appears no one is interested in providing a loan to a government entity in an amount less than one million dollars.
- As of September 30, 2014 the unaudited financials shows the District was \$135,049 under budget.
- The Hunters Green Joint Use Aquatics Contract will be given to Mr. Gardner for review.
- The Builders Risk Policy in the amount of \$890.64 was presented for approval

On MOTION by Mr. Clawson with all in favor to move forward with the Builders Risk Policy in the amount of \$890.64. 5-0
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- FHP charges \$40 per hour in 4 hour blocks to patrol and issue citations.
- Reminder not to use personal emails for District business or text other Board members on District matters.
- TRX brackets provided by Mr. Clawson for District use are being returned to Mr. Clawson since they are no longer needed. The Board had no objection.
- The Board had no objection to Mr. Clawson and Mr. Thomson keeping their name plates at the end of their term.
- Mr. Clawson and Mr. Thomson were presented with plaques thanking them for their service to the community.

- ii. Review and Approval of the Minutes of the October 13, 2014 Meetings
  - Due to the number of corrections to the minutes, the revised minutes will be presented at the next meeting for approval.
- iii. Review and Approval of the October 2014 Financial Statements
  - Going forward, highlight the percent expenditure and percent revenue
  - Common Area – Utility Refuse Removal – confirm payment amount is what is stated in the contract
  - Common Area Reserves – Playground Verify which year this expense was booked (2014 or 2015)
  - Legal Services – Mr. Vega is to provide backup detail for review on the \$4,000 invoice from August 2014.

On MOTION by Mr. Thomson with all in favor the October 2014 Financial Statements were approved. 5-0

Mr. Vega presented for review a Statement of Investment Policy for the District. Discussion followed – District Counsel is to review and the reviewed policy will be presented at the next meeting.

- iv. Consideration of Resolution 2015-1 Amending the General Fund Budget for Fiscal year 2015
  - The Board reviewed and discussed the reallocation of funds presented in Attachment A of the Resolution.

On MOTION by Mr. Thomson with all in favor the Board approved Resolution 2015-1 Amending the General Fund Budget for Fiscal year 2015. 5-0

**D. Community Manager's Report**

- i. **General Updates**
  - Road Striping options were presented and the contract is being reviewed.
  - Requirements regarding the gate latch were discussed.
  - ADA compliance requirements are being reviewed by the architect and will be presented for consideration
  - Crosswalk mats at Arbor Green Dr. will be replaced under warranty.
  - Two pricing options were discussed regarding changes to the Community Center Monument.
    - Option A = \$ 865
    - Option B = \$ 1,090

- Staff will remove the lettering from the monument sign and determine what can be done in house to make it presentable before proceeding with either option.
- Report of an incident of a stolen picnic bench from the Large Estuary Park.
- The new fitness equipment may be delivered by December 22<sup>nd</sup>.
- Report of 3 active bidders for the current fitness equipment.
- T.P.D. was contacted regarding service expectations.
- F.H.P. offers patrol services a flat rate of \$40 per hour paid directly to the officers without an administrative fee markup.
- The current budget for patrol services paid to T.P.D. is \$32,000 per year; the cost per 3 hour shift is \$105.
- A number of other communities in the area have moved to F.H.P. services because F.H.P is more aggressive in writing citations.

On MOTION by Mr. Clawson with all in favor to move extra duty from Tampa P.D. to Florida Highway Patrol 5 days per week for a period of 6 months. 5-0

- A landscaping inventory of seasonal plants is being completed by Greenview.
- Greenview is to review the July 2013 contract and following the agreement accordingly with no changes. There should be no variance in the materials or contracted cost.
- Sidewalk cutting is scheduled for December to be completed by the beginning of the year.
- Trimmers expects to complete the installation of holiday lights before Thanksgiving.
- District Engineer is to inspect sidewalks in Avalon.
  - Look into why the road is buckling on Avalon
  - New sidewalk placement from Avalon to Arbor Greene Drive

*Mr. Eckhardt temporarily left the meeting.*

- Bids were received from two vendors for replacement of the Boardwalks in the following amounts: \$87,000 and \$82,000. These are only tentative bids which need clarification; the bidders are to breakdown material and labor costs.
  - Follow up on Benito Boardwalk

*Mr. Eckhardt returned to the meeting.*

- Discussion ensued on the restriping or removing the crosswalk at Avalon. Currently the restriping contract is being reviewed by the Attorney and has not yet been finalized.
- The Gatehouse and Community Center Security and Technology update were discussed. Various options were discussed as well as the associated costs. (Cloud based program verses information located on a local server).
- Additional information is needed on the technology and security changes.

ii. **Community Activities**  
The report was not discussed.

**FOURTH ORDER OF BUSINESS**

**Old Business**

- A. **Fitness Equipment**
- B. **Fitness Room Renovation**
- C. **Interior Renovation**

These items were discussed under the Community Manager’s Report.

**FIFTH ORDER OF BUSINESS**

**New Business and Supervisor Requests**

**A. Supervisor Requests and Motions**

- Mr. Thomson requested the following:
  - Follow up on generator for the gatehouse and clubhouse
  - Post current minutes to the webpage and update the new Board of Supervisors information
  - Follow up on the following items:
    - Stop bar on Wynthorne; the distance is too far from the stop sign
    - Front entrance sign monument sign
    - Sport court
    - Shed replacement
  - Discussed vacating seat prior to the next meeting
  - Greenview contract items need to be properly coded for Accounts Payable
  - Follow up on loan information
- Mr. Eckhardt requested the following:
  - In assessment of various CDD’s in the area, it was noted they only meet monthly and not bi-monthly; changing to a monthly meeting can save the community \$12,000 a year

On MOTION by Mr. Eckhardt to change the meeting schedule starting in December 15, 2014 to one meeting per month, to be held on the third Monday of the month with an anticipated cost saving to the District of \$10,000 to \$12,000 per year.

On **VOICE VOTE** with Mr. Eckhardt, Mr. Clawson and Mr. Dykeman voting yea; Mr. Candella and Mr. Thomson voting nay; the above motion to change the meeting schedule starting December 15, 2014 to one meeting per month, to be held on the third Monday of the month with an anticipated cost saving to the District of \$10,000 to \$12,000 per year passed 3-2.

- Mr. Clawson requested the following:
  - To authorize an IT audit to ensure the District is compliant with any state mandates or other legal requirements

On **MOTION** by Mr. Clawson with all in favor authorizing an IT audit to ensure the District is compliant with any and all legally required mandates. 5-0

- Purchase of a video camera and tripod to capture public meetings and audience comments
- Follow up on the purchase of a podium

**B. Announcements**

Mr. Thomson thanked the board and was proud to be part of the District's accomplishments.

Mr. Clawson reiterated his appreciation to Board and the community and was proud to serve.

**SIXTH ORDER OF BUSINESS**

**Public Special Requests**

- Mr. Boucher, Neighborhood Watch and Arbor Greene HOA provided an update on parking enforcement by the HOA.
  - A Parking Covenant Enforcement Program was implemented.
  - Enforcement has been active resulting in a significant reduction in violations.
  - In the future the HOA would like to collaborate with the CDD in providing additional parking solutions for the community and revisit the issues of towing.
  - Mr. Clawson suggested the history regarding towing vehicles be reviewed before moving forward.
- Ms. Boucher commented in favor of videotaping meetings and suggested they be posted on the website.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Thomson with all in favor the meeting was adjourned at 9:25 P.M.



Chairman