

**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, February 23, 2015 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:

Steven Eckhardt	Chairman
Matthew Dykeman	Vice-Chairman
Michael S. Candella, Jr.	Co-Vice Chairman
Thomson George	Supervisor
Michael V. Candella, Sr.	Supervisor

Also present were:

Mark Vega	District Manager
Jason von Merveldt	Community Manager
Stephen Gardner	District Counsel
Paul Boucher	Neighborhood Watch
Matt Urbanovsky	Resident

The following is a summary of the minutes and actions taken at the February 23, 2015 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. Candella Jr. with all in favor the agenda was approved as presented. 5-0

SECOND ORDER OF BUSINESS

Public Comments on Agenda Items and Other Matters

➤ Mr. Paul Boucher provided a Neighborhood Watch courtesy report update. An issue with a gate attendant was reviewed. Parking issues and towing responsibilities were discussed regarding the CDD and HOA.

Approved

THIRD ORDER OF BUSINESS

Reports

A. District Engineer

The Engineer was not present. Mr. Vega reported the Annual Inspection of CDD property with the Engineer, District Manager and Community Manager is scheduled for March 6, 2015. The roads are inspected twice a year by the Engineer. A determination needs to be made regarding road repairs and tree trimming/removal with a plan for implementation.

B. District Counsel

Mr. Gardner reported there was an HOA Request for Vehicle Barcode Address Information relating to cars parked after hours in violation of the Rules. The question was raised if the CDD is authorized to disclose the information and the answer is yes the information can be released. Discussion followed.

The idea of using a standard contract for all services was reviewed. While it is a good idea in principal it is not feasible to implement. There will be similarities in contacts and the repetitive language can be copied which will save time, but individual contacts need to be written for each vendor.

Issues and liabilities associated with allowing a Triathlon Fund Raiser were discussed. Following a voice vote, the use of CDD property for the event will not be permitted.

Discussion ensued regarding the use of a SECOND when motions are put forth. It was determined a SECOND will be used for all motions, following the guidelines of Robert's Rules of Order.

On MOTION by Mr. Candella Jr. to require a SECOND for every MOTION made prior to proceeding with discussion of the MOTION.

On VOICE VOTE with all in favor to require a SECOND for every MOTION made prior to proceeding with discussion of the MOTION was approved. 5-0

The use of Personal Trainers on CDD property was discussed. While residents are welcome to bring guests, it is important the CDD does not appear to endorse any individual personal trainer. Information should be included in the newsletter and posted for residents to read that People are authorized to bring guests into the workout facility, including personal trainers, but the CDD does not endorse or support any one of them, it is strictly a one on one decision. A similar message needs to be posted where trainer business cards are displayed.

The question was asked how a Supervisor responds to a disturbing email. It is appropriate for the Community Manager and District Manger to respond on behalf of the Board rather than an individual Supervisor responding to any email. If the content is administrative in nature it will be handled by the Managers, if the content pertains to policy issues it will be added to the agenda for discussion at the next meeting.

C. District Manager

i. Follow-up

There being none, the next item followed.

ii. Review and Approval of the Minutes from January 26, and February 9, 2015

Mr. Vega presented the minutes from the January 26 and February 9, 2015 meetings. The minutes from January 26, 2015 were amended on line 17 and line 42. There were no corrections to the minutes of February 9, 2015.

On MOTION by Mr. Candella Sr. and seconded by Mr. Eckhardt with all in favor to approve the minutes of January 26, 2015 as amended and February 9, 2015 as presented. 5-0

iii. Review and approval of the January 2015 Financial Statement

Mr. Vega presented the Financial Statement dated January 31, 2015 for consideration. In the next set of financials several line item entries will be moved to correct coding errors.

On MOTION by Mr. Candella Jr. and seconded by Mr. Dykeman with all in favor to accept the January 31, 2015 Financial Statement. 5-0

iv. Resolution 2015-5 Designating a Records Management Liaison Officer and Adopting a Records Retention Schedule

Mr. Vega presented Resolution 2015-5 to adopt a Records Retention Schedule and designate a Records Management Liaison Officer. The Resolution has been reviewed by District Counsel.

On MOTION by Mr. Eckhardt and seconded by Mr. Candella Sr. with all in favor to approve Resolution 2015-5 Designating a Records Management Liaison Officer and Adopting a Records Retention Schedule. 5-0

v. **Investment Discussion**

Mr. Vega stated monies invested in CD's are matured and the Board reviewed and adopted an investment policy which establishing a path forward for investing and reinvesting monies. Investment in a Met-Life Annuity is being considered. Discussion followed on the rates and various terms for withdrawal.

On MOTION by Mr. Eckhardt and seconded by Mr. Candella Sr. to invest \$255,475 from the matured Certificate of Deposit as follows: \$100,000 in a MetLife Annuity and the balance of \$155,475 into the Money Market account with Stonegate.

On VOICE VOTE with Mr. Eckhardt, Mr. Dykeman, Mr. Candella Jr. and Mr. Candella Sr. voting AYE to invest \$255,475 from the matured Certificate of Deposit as follows: \$100,000 in a MetLife Annuity and the balance of \$155,475 into the Money Market account with Stonegate. Mr. George ABSTAINED due to a conflict of interest with MetLife.

*Thomson George abstained due to a conflict of interest he works at MetLife – Form 8B is to be completed.

D. **Community Manager**

Mr. von Merveldt provided a copy of his report, highlighting several items from the report.

- Holiday Lighting design proposals are being sought. Currently \$12,000 is budgeted, but based on information received the amount may need to be increased. Proposals have ranged from \$16,000 to \$23,000.
 - Discussion on cost savings measures followed including the purchase of entrance swags used in decorating; however it was not recommended to scale back the decorations, recognizing there will be an increase in costs.
- Wild boars are being trapped.
- Pool deck painting and resurfacing proposals were received and range in price from \$13,400 to \$34,000.

On MOTION by Mr. Eckhardt and seconded by Mr. Candella Jr. with all in favor to select Painters Pro Florida for the pool deck resurfacing project at a cost NTE \$13,400; costs are to be paid from the Swimming Pool Reserves Fund. 5-0

On MOTION by Mr. Candella Sr. and seconded by Mr. Dykeman with all in favor to approve the Employee Handbook as amended. 5-0

FIFTH ORDER OF BUSINESS

New Business and Supervisor Requests

A. Supervisor Requests and Motions

- Mr. Dykeman:
 - Nothing at this time.
- Mr. George:
 - Observed a child laying in the street. Follow up with letter to parents, put information in the Newsletter, and advise Neighborhood Watch.
- Mr. Candella Sr.:
 - Nothing at this time.
- Mr. Eckhardt:
 - Nothing at this time.
- Mr. Candella Jr.:
 - Nothing at this time.

B. Announcements

Nothing at this time.

SIXTH ORDER OF BUSINESS

Public Comments

Mr. Paul Boucher addressed various security issues occurring within the community.

SEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Candella Sr. seconded by Mr. Eckhardt the meeting was adjourned.

Steven Eckhardt
Chairman