

**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 24, 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:

Adam Tanenbaum	Chairman
Toby P. Thomson	Vice Chairman
Michael S. Candella	Supervisor
Nathaniel Clawson	Supervisor
Steven Eckhardt	Supervisor

Also present were:

Mark Vega	District Manager
Jason von Merveldt	Community Manager
Tracy Robin	District Counsel
Tonja Stewart	District Engineer

1 Resident

The following is a summary of the minutes and actions taken at the February 24, 2014 Arbor Greene Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

A. Roll Call

Mr. Tanenbaum called the meeting to order and four Supervisors were in attendance.

B. Approval of Agenda

A representative from Masterpiece Design Group will make a presentation during the Public Comment item of the agenda. A *District Counsel Report* will also be added to the agenda under Item 3B and Item 3B (District Manager's Report) will become Item 3C.

On MOTION by Mr. Thomson with all in favor the agenda was approved as amended.
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SECOND ORDER OF BUSINESS

Public Comments on the Agenda

The representative from Masterpiece Design Group offered suggestions and recommendations for finishes and flooring for the design of the clubhouse, fitness center and common areas of the building. The Senior Designer for Masterpiece was introduced to the Board. He walked the Board through the process. A brochure containing space plans and design plans was provided to the Board and discussed. The next step in the process will be for the Board to inform Masterpiece which layout/option is preferred.

The record will reflect the Masterpiece representatives left the meeting.

THIRD ORDER OF BUSINESS

Reports

A. District Engineer's Report

Ms. Stewart reported we completed the boundary map. The off-site property in question is owned by the District.

A question was raised regarding paying the Hunters Green HOA for pond maintenance; pursuant to what agreement? Mr. Robin will look into whether there is some kind of joint agreement with the Hunters Green HOA.

Ms. Stewart addressed the roof improvement issue. She suggested revisiting where the Board wants to go in terms of moving forward with a contract to get the work done or literally trying to go back and recreate the steps again. We have limited knowledge of what is going on inside. To be clear, two dormers are okay and the other two need additional support. Mr. Eckhardt pointed out that on the arbors, every fourth beam goes into our fascia and goes directly in so the plan was to completely redo the fascia, pulling that all out. Ms. Stewart noted the fascia is included in the JAH, but not included in the Cardinal. Ms. Stewart asked the Board if they object or would they be willing to entertain going to contract with either Cardinal or JAH with our involvement to tweak their scope? Mr. Eckhardt asked what was JAH's final bid? Ms. Stewart responded \$179,000 for the roof and \$20,000 for the additional gutter downspout and fascia. She spoke with him about the snack shack and he said he expects between 12 and 15. Mr. Eckhardt restated his problem with Cardinal. He stated he will be more than happy to talk with JAH. Ms. Stewart will have JAH contact Mr. Eckhardt directly. The Board agreed to have Mr. Eckhardt continue to be the point person regarding the roof project.

B. District Counsel Report

Mr. Robin handed out information on facility rental rates for residents and non-residents for Board discussion; no action is needed at this time.

The question raised by the Board at the last meeting regarding District Counsel's firm proposing a fixed rate for their service was answered as follows; Mr. Robin indicated he would propose a fee of \$15,000 per year, which would not include special projects or litigation. We would plan to either be available or attend at least one meeting per month. This option is available for the Board's consideration.

The proposed Rules of Procedure provided by Mr. Tanenbaum were discussed and Mr. Robin noted they should be made public with a 30 day notice in a local paper as well as posted on site. (Rules 4, 5 and 6 of the previously drafted Rules of Procedure) Under the rule adoption provisions of Chapter 120, the legislature expressed a desire to make sure all the people who are going to potentially be affected by the rules have the opportunity for notice. The ad that is placed should say the Board will hold a public hearing on a certain date to consider rules for administration of District business and a copy of the rules are available at the District Manager's office. In the case of the section of the rules regarding competitive bidding and bid protests, the ad would say the District is adopting rules related to procurement in competitive bidding and protests.

It was noted the Board's approval of a Policy Manual does not need to be advertised in a local newspaper.

The record will reflect Mr. Robin left the meeting

C. District Manager's Report

i. Follow Up Items

Mr. Vega noted there were no follow up items to report. However, he confirmed that two advertisements would be placed; one for rule development and one for rule adoption and the rule adoption should take place during one of the April Board meetings.

ii. Review and Approval of the Minutes of the January 13, 2014 and January 27, 2014 Regular Meetings

Changes to both sets of minutes were requested and will be made part of the final minutes for the record.

On MOTION by Mr. Thomson with all in favor the minutes of January 13, 2014 and January 27, 2014 meetings were approved as amended.

iii. Review and Approval of the January, 2014 Financial Statements

Mr. Thomson questioned an item on the GL, Sotel Systems; October was \$325, November was \$203, December was \$203 and January was \$441. Sotel should be a flat charge. He also questioned a utility refuse amount.

Mr. Tanenbaum had a question on page 7 Administrative for Severn Trent of the December financials; \$11,668? The extra charge was for the tax roll assessments. He also questioned items on page 8, 9 and the amount spent on general supplies. Mr. Tanenbaum questioned why an approved motion directing Severn Trent to reclassify \$1,095.09 from the general fund 004 Enclave Fund to general fund 003 Estuary Fund effective January 27, 2014 was not carried through by the accountants. Mr. Vega will follow up on why the direction of the Board was not followed through. Approval of the January 2014 financial statements was held over to the next meeting.

D. Community Manager Report

Mr. von Merveldt reported on items listed on his report.

A copy of the report and handouts will be attached hereto for the record.

The record will reflect Mr. Candella left the meeting.

An agreement between the District and Coverall North America, Inc. was discussed. Mr. Tanenbaum questioned why Exhibit A was not attached to the agreement. It was noted by Mr. Thomson that in the future, all contracts will be brought to the Board with all exhibits, any changes already typed in as well as the signature by the contractor.

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

The record will reflect Mr. Eckhardt re-joined the meeting.

On MOTION by Mr. Thomson with all in favor the agreement with Coverall North America, Inc. including Exhibit A as indicated in the February 10, 2014 Community Manager's Report was approved.

Contract renewals were discussed; Fitness Logic, Inc., TAW Technical Field Services, Inc. and Borrell Electric Co., Inc.

A copy of the handout referred to by Mr. Thomson will be attached hereto for the public record.

Mr. Thomson also handed out a proposal regarding adjusting the spending authority for the Community Manager.

A copy of the handout will be attached hereto for the public record.

On MOTION by Mr. Thomson with all in favor raising the Community Manager's spending authority to ½% of a given fiscal years Operating and Maintenance budget rounded to the nearest hundred dollars effective February 25, 2014 was approved.

Mr. Vega will notify the bank to adjust the credit card allowance for the Community Manager.

Mr. Tanenbaum requested that the Board continue to receive a GL Report each month.

Mr. Thomson also reminded the District Manager of his request for Severn Trent to conduct a District site inspection similar to the inspection done by Mr. Ricciardi several months ago. A copy of the previous inspection report will be forwarded to Mr. Vega for his perusal.

Regarding the Community Manager's spending authority, Mr. Tanenbaum clarified that he does not have the authority to exceed a budget line item without Board approval.

Mr. Clawson noted the following under Supervisor Requests:

- He will make a motion to reallocate funds from Payroll Part Time Club Supervisor and move \$6,000 into Activities. The removal of club manager leaves \$15,000 in the budget and he would take a portion of that and move it to Activities.

On MOTION by Mr. Clawson with all in favor reassigning \$6,000 from Personnel Payroll Part Time Club Supervisor to Common Area Miscellaneous Event Expense was approved.

The Community Manager's salary and past General Manager's salary was discussed.

Mr. Tanenbaum MOVED with Mr. Clawson, Mr. Tanenbaum and Mr. Eckhardt voting Aye and Mr. Thomson voting Nay to set the salary of the Community Manager at \$52,548 as of February 24, 2014 with the additional funds from Personnel Payroll Part Time Club Supervisor.

On MOTION by Mr. Eckhardt with Mr. Tanenbaum, Mr. Clawson, and Mr. Eckhardt voting Aye and Mr. Thomson voting Nay, amending the above motion by setting the salary of the Community Manager at \$60,000 as of February 24, 2014 with the additional funds from Personnel Payroll Part Time Club Supervisor was approved; 3-1

On MOTION by Mr. Tanenbaum with Mr. Clawson, Mr. Tanenbaum and Mr. Eckhardt voting Aye and Mr. Thomson voting Nay setting the salary of the Community Manager at \$60,000, as of February 24, 2014 with the additional funds transferred from Personnel Payroll Part Time Club Supervisor was approved; 3-1

The website was discussed.

A Policy Manual dated Rev. 02/24/14 was handed out by Mr. Tanenbaum and discussed. Mr. Thomson requested to have the Policy Manual added to the agenda of the March 10, 2014 meeting under Old Business.

On MOTION by Mr. Tanenbaum with all in favor during the April 14, 2014 Board meeting the Proposed Amended Policy Manual will be considered for approval and the Community Manager is directed to give notice of said consideration and approval to residents through various media; media to include the green board, the Newsletter and the website.

The website was discussed again.

B. Announcements

The next meeting is scheduled for March 10, 2014. Mr. Tanenbaum will be submitting a request to attend the next meeting by phone.

On MOTION by Mr. Clawson with all in favor placing at the beginning of the next agenda, after roll call, Consideration of Mr. Tanenbaum's request to fully participate at the next meeting via telephone (CMT) was approved.

Mr. Thomson presented an award to Mr. Tanenbaum for his service to the District.

Mr. Tanenbaum resigned as Chairman, which designates Mr. Thomson as Acting Chairman.

C. Public Special Requests

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss,

On MOTION by Mr. Tanenbaum with all in favor the meeting was adjourned at 11:55 P.M.

Mark Vega
Secretary

Adam S. Tanenbaum
Chairman