

**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, May 26, 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:

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

Also present were:

Mark Vega	District Manager
Audience Members	

The following is a summary of the minutes and actions taken at the May 26, 2014 Arbor Greene Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

A. Roll Call

Mr. Thomson called the meeting to order and all Supervisors were in attendance.

B. Approval of Agenda

Mr. Tanenbaum requested removal of item 3.D., Supervisor Requests and Motions.

On MOTION by Mr. Tanenbaum to remove item 3.D. from the agenda. Motion passes 5-0.
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SECOND ORDER OF BUSINESS

Public Comments on Agenda Items and Other Matters

No agenda items were discussed however several members of the audience provided updates on things within the community. There was discussion on publication of a community newsletter with recommendation it be produced in black and white. The newsletter can be posted on the CDD website without an auto-renew contract. This item will be addressed later in the meeting as a specific agenda item 4.C.

THIRD ORDER OF BUSINESS

Reports

A. District Engineer's Report

Mr. Vega provided a review of the email report submitted by the District Engineer. District Roads were constructed from 1997-2003 and their current condition is fair to good with isolated areas of cracking where repairs are recommended. Discussion of repair options, time frames and related costs followed. It was requested the District Engineer attend the first meeting in June so road repair information can be factored into budget considerations.

Mr. Thomson inquired if the land issue with U.S. Homes has been resolved.

B. District Manager's Report

i. Follow Up Items

Mr. Vega followed up with District Counsel who contacted Lennar Builders regarding the Quit Claim Deed for the strip of land next to the gazebo. This transaction should be completed soon.

There was a resident inquiry regarding the bonds, and District Counsel offered to attend the second meeting in June to provide information on their status.

Mr. Thomson reported he directly responded to the email inquiry advising the person the bonds have a "no call" provision; the end date is May 1, 2019; and the current balance remaining is approximately \$4.3 million. It was noted, any resident can pay off the bond portion on their lot, in full at any time, saving payment on the interest.

Review and consolidation of all the job descriptions should be completed and presented at the June 9th meeting.

ii. Review and Approval of the Minutes of the April 14, 2014 and April 28, 2014 Meeting

Mr. Thomson requested any additions, corrections or deletions to the April 14, 2014 meeting minutes. He requested line deletion of line #196. Line #204 should read it was prepared and provided by Jason von Merveldt, not Mr. Thomson. Line #247 should be deleted.

Mr. Thomson requested any additions, corrections or deletions to the April 28, 2014 meeting minutes.

Mr. Thomson requested a typo correction at line #102 by adding an "r" in the word March; line #136 should read Timberland Point.

On MOTION by Mr. Tanenbaum with all in favor to approve the minutes of April 14, 2014 and April 28, 2014 meetings as amended and to publish them on the website, notwithstanding the Chairman's signature. Motion passes 5-0.

iii. Review and Approval of the April 2014 Financial Statements

Mr. Thomson stated the District is at 55% of the budget which is below the expected 58%; and the District has collected 97% of the assessment revenue, noting both engineering and legal services exceeded the proposed amount.

Mr. Thomson requested Mr. von Merveldt follow up on the frequency of watering due to the recent amount of rain; and to follow up on the purchase of a new, \$1,200 AI scanner that is believed to be only 2 years old regarding warranty. The scanner was categorized under R&M and if this purchase was for the gate, it should be categorized under GATEHOUSE expenses.

On MOTION by Mr. Eckhardt with all in favor to approve the April 2014 financials. Motion passes 5-0.

iv. Report on the Number of Registered Voters in the District – 2,378

Mr. Vega reported on information received from the Supervisor of Elections regarding the number of registered voters in the District, 2,378.

C. Community Manager Report

Mr. von Merveldt was not present and Mr. Vega reviewed items listed in the Community Manager's Report.

Gatehouse Technology - regarding a 5 year contract; the cost per month would be \$675 verses \$800 per month; overall costs were considered in regard to preparing the FY 2015 budget; the Board will observe the technology implemented at another location prior to taking action, but will move forward to provide information for the FY 2015 proposed budget.

Holiday Lighting - discussion followed on costs, services, guarantees, and new vendors for Holiday Lighting verses Trimmers, the current vendor.

On MOTION by Mr. Tanenbaum with all in favor directing the District Manager to obtain a contract with Trimmers Holiday Décor Inc., not to exceed \$10,500; to include a guaranteed installation date of November 27, 2014 with a 20% penalty if the work is not completed by that date; and reassessment of the method of attaching the lighting. Motion passes 5-0.

Red Cedar Trees – Mr. Vega stated removal of the red cedar trees will most likely significantly change the look of the community. Discussion followed on the current available options and the need to find additional options.

On MOTION by Mr. Tanenbaum with all in favor to leave the Red Cedar trees by the fitness pool until additional options are presented to the Board by Mr. von Merveldt. Motion passes 5-0.

Dormer Removal/Roof Repair – Mr. Vega inquired if the Board had the opportunity to review the work completed on the dormer and if they received a copy of the email with the requested change order.

Mr. Thomson stated a motion authorizing a specific amount for this work was approved but additional work was required. He explained in detail the work provided under the change order which amounted to an additional \$2,600. The total cost is \$12,593.72.

Mr. Vega reported the District Engineer was onsite while repair work on the roof truss was completed. In anticipation of work needing to be done at the cupola additional matching tiles were acquired.

Discussion followed on the gutters and the problems they are causing; their removal was recommended since they are doing more harm than good.

Mr. Tanenbaum stated prior to the additional dormer roof work being done; Mr. von Merveldt reached out to Mr. Thomson and Mr. Candella.

Mr. Thomson explained the Board was aware that once the work was started, it was possible additional repairs would be needed.

On MOTION by Mr. Thomson with all in favor the change order to the Con Asset roof repair work for a cost not to exceed \$2,615.04 was approved. Motion passes 5-0.

A copy of the Community Manager Report dated May 26, 2014 will be attached hereto for the record.

Mr. Thomson reiterated the agenda change which removed item 3.D.

FOURTH ORDER OF BUSINESS

Old Business

A. Fiscal Year 2015 Budget Discussion

There was a review, analysis, discussion and adjustment of the various proposed preliminary budget line items. Mid-way through the discussion it was noted Mr. Candella temporarily left the meeting. Prior to conclusion of the budget discussion, Mr. Tanenbaum left the meeting.

Mr. Vega is to provide information on current interest rates.

B. Exterior Project

Mr. Thomson stated Mr. von Merveldt reached out to Con Asset and a quote will be prepared for the repair of all fascia and arbors, removal of the gutters and then the exterior painting project.

On MOTION by Mr. Eckhardt with all in favor authorizing Fred from Con Asset to complete all the repairs outlined in the emailed proposal for fascia, arbors, and gutters at a cost not to exceed \$9,500 was approved. Motion passes 4-0.

C. iKare Publishing Newsletter Contract

Mr. Thomson stated it is a good idea to move forward with this project rather than continue to produce it in-house. Discussion followed on the base costs verses advertising costs and the pricing for black and white, and front and back color options. There is \$22,600 budgeted for FY 2015 along with \$7,000 projected in advertising revenue.

The option selected for advertising rates, full color on front and back pages only, black and white inside the newsletter is as follows: 1/8 page - \$62; 1/4 page - \$94; 1/2 page - \$130; full age \$185; back page color - \$350. In the Agreement, strike out the automatic renewal provision and replace it with the expiration date of June 30, 2015.

On MOTION by Mr. Thomson with all in favor the Agreement with IKare Publishing Inc. was approved as amended above. Motion passes 4-0.

D. Fees

Mr. Thomson inquired about the date of the public hearing; it is set for July 14, 2014. The fee schedule will be included in Mr. von Merveldt's report and the newsletter.

FIFTH ORDER OF BUSINESS

New Business and Supervisor Requests

A. Supervisor Requests and Motions

Mr. Clawson recalled previously addressing that the pool attendants are responsible for monitoring both pools. He would like to make certain they understand they are responsible for monitoring both pools. Mr. Clawson also stated Friday Events have been very successful; he would like to make sure the banners are put up early and not just before the event; institute a check-in process such as issuing arm bands for a more accurate attendance count and implement a central point of access. Mr. Clawson also requested the event activities start earlier, like 6:30 pm to allow people time to purchase food at the Snack Shack rather than eating at home. As a reminder, the website needs to be kept up to date; the problem may be the flow of information to be posted.

Mr. Eckhardt reiterated the need to publicize events more widely; you need to see it 7 times before you notice it. The banners are too small; they need to be bigger.

Mr. Thomson requested information be gathered on how people heard about the event so the marketing can be more targeted.

Mr. Candella requested a cost estimate for irrigation to the new grass at the entrance of the Preserve. Hedges along the berm are supposed to have a hedge line 7 feet from the bottom. They are erratic and need to be cleaned up.

Mr. Thomson reiterated his request for updated information on the loans; he provided an update on the changes in the CDD website; the Public Hearing for the Fee Schedule is July 14, 2014; the Potential Sports Contract was sent out for signing; follow up on an Audit Agreement for year ending September 30, 2014. Mr. Thomson requested a status update on the Hunters Greene Agreement. Mr. Vega reported he requested, but did not receive as yet, a cost breakdown of services; he only has the lump sum price.

Mr. Thomson raised the question of personnel performing grounds maintenance verses outsourcing the work. He does not see the advantage of keeping staff just to empty trash cans and blow off sidewalks and pool decks. There is a need to keep skilled maintenance workers, but we need to determine if there is any efficiency to be had by outsourcing the other tasks.

B. Announcements

The next meeting is scheduled for June 9, 2014 at 6:30 P.M. At this meeting the “high water mark” should be determined for the proposed budget for FY 2015.

SIXTH ORDER OF BUSINESS

Public Special Requests

A resident introduced himself and expressed interest in becoming involved with the CDD Board and the community.

Mr. Vega reported Mr. Tanenbaum will be resigning his seat in the near future and the question was asked if a special election was needed or if the Board could appoint someone to the vacancy. The Board can appoint someone within a reasonable amount of time; it does not have to be done immediately.


Mr. Thomson stated with a Board vacancy last year the vacancy was advertised for about a month and there were 7 names for consideration. Discussion followed on seat vacancies and tenure.

SEVENTH ORDER OF BUSINESS


Adjournment

There being no further business to discuss,

On MOTION by Mr. Clawson with all in favor the meeting was adjourned at 9:59 P.M. Motion passes 4-0



Mark Vega
Secretary



Toby Thomson
Chairman