



*Arlington Ridge
Community Development
District*

June 18, 2026

Agenda Package

313 Campus Street
Celebration, Florida 34747

CLEAR PARTNERSHIPS



COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

Arlington Ridge Community Development District

Board of Supervisors

Robert Hoover, Chairperson
Ted Kostich, Vice Chairperson
Jerry Gianoutsos, Assistant Secretary
Dominic Setaro, Assistant Secretary
Walter Kolodziey, Assistant Secretary

District Staff

Lee Graffius, District Manager
Howard Neal, Regional Director
Patrick Collins, District Counsel
Meredith Hammock, District Counsel
David Hamstra, District Engineer
Kiel Alderink, Golf Course/F&B General Manager
John Thomasec, Community Director
Jennifer Stewart, District Accountant
Tabitha Blackwelder, District Admin

Regular Meeting Agenda Thursday, June 18, 2026 – 2:00 p.m.

Public Conduct Notice:

Public comments are allowed at specific times during the meeting, with each speaker limited to three minutes, subject to the Presiding Officer’s discretion. Disorderly conduct, including personal attacks, is prohibited. The Presiding Officer and District Manager may remove any speaker who violates decorum policies. Board Supervisors and District staff will not respond to questions during the public comment period.

The Regular Meeting of the Arlington Ridge Community Development District will be held on Thursday, June 18, 2026, at 2:00 p.m. at the Fairfax Hall, 4475 Arlington Ridge Blvd, Leesburg, FL 34748. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Remote Participation:

[Join Meeting Now](#)

Meeting ID: 897 0501 5015

THE REGULAR MEETING OF THE BOARD OF SUPERVISORS

1. **Call to Order and Roll Call**
2. **Pledge of Allegiance**
3. **Public Comments on Agenda Items**
(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)
4. **Staff Reports**
 - A. District Counsel
 - B. District Engineer
 - C. Yellowstone: Regular ReportPage 7
 - i. Hopewell Pass Landscape Proposal #715052Page 18
 - D. District Manager / Community DirectorPage 22
 - E. Landscapes Golf Management: Regular Report.....Page 24
5. **Business Items**
 - A. Golf and Food & Beverage FY2027 Proposed BudgetPage 28
 - B. Capital Projects
 - C. Recreational Use PolicyPage 39
6. **Consent Agenda**
 - A. Minutes: May 21, 2026, Regular Meeting.....Page 72
 - B. Accounting Snapshot.....Page 81
7. **Supervisor Request & Comments**
8. **Public Comments**
(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)
9. **Adjournment**

The next meeting is scheduled for Thursday, July 16, 2026, at 2:00 p.m.

Section 4

Staff Reports

Subsection 4A

District Counsel

Subsection 4B

District Engineer

Subsection 4C

Yellowstone: Regular Report / Irrigation Report/Fertilization Report



Date : JUNE 8 - 2026

Property : Arlington Ridge CDD

Senior Account Manager : Alberto Torres

Business Development Manager: Michael Wilding

Maintenance Activities

- . Mowing of the Common Areas completed.
- . Trim and detail shrubs beds at community entrance, blvd and Town Center
- . Perform weekly detail to all annual beds at community entrance
- . Pruning of all shrubs is continuous during weekly visits.
- . Continue treating visible fire ant mounds throughout property as needed
- . Weed control spraying in common area beds completed during routine visits.
- . Pool detail was done on JUNE 2
- .
- .

Mowing Activities

- . Perform weekly mowing and string trimming of roadways and entrances to the community
- . Perform weekly mowing service on all Zoysia/St Augustine along Arligton Ridge Blvd and Heritage Trail

Irrigation Activities

- . Irrigation Inspection for was complete MAY 13-2026
- . The irrigation Separation will be complete it between june 8 and june 15-2626
- . Irrigation Inspection for June 2026 Will be complete it before June 15- 2026

Fertilization and Pest Control Activities

- . Plants liquid Fertilizer to all plants was completed on May 14-2026
- . insect and fungus prevention was completed on May 14-2026
- . Any visible ant mounds were treated on june-2-2026
- . Spot treated weeds fertilizer turf and applied Pre-m and chinch bugs prevetion completed on May 14-2026

Yellowstone Landscape | LSBG



2729 W Main St., Leesburg, FL 34748 - 352.973.0420

Property

Arlington Ridge
26702 Waverly Ct
Leesburg, FL 34748

Inspection

Started: 5/13/2026
Last Updated: 5/27/2026
Inspector: Travon Bastian

Estimate Summary

Service Summary

Service	Quantity
Repair Lateral Line	1
Replace Sprinkler Head	1

Signature _____

Date _____

Service Detail

Arlington Blue Ridge center > Zone 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Blue Ridge center > Zone 2		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Blue Ridge center > Zone 3		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Blue Ridge center > Zone 4		
Asset	Service	Notes
Lateral Line 1	<u>Repair</u>	Part: Line Line Length (ft.): 0 Line Size: 1" broken later behind tree

Arlington Ridge Heritage Trl		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Heritage Trl > Zone 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Heritage Trl > Zone 2		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Heritage Trl > Zone 3		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Heritage Trl > Zone 4		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Heritage Trl > Zone 5		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Heritage Trl > Zone 6		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Heritage Trl > Zone 7		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Tennis Court		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Tennis Court > Zone 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Arlington Ridge Tennis Court > Zone 2		
Asset	Service	Notes
<i>No issues were identified</i>		

Controller 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Controller 2		
Asset	Service	Notes
<i>No issues were identified</i>		

Controller 2 > Zone 1

Asset	Service	Notes
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No issues were identified

Controller 2 > Zone 2

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 2 > Zone 3

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 2 > Zone 4

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 2 > Zone 5

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 2 > Zone 6

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 3

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 3 > Zone 1

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 4

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 5 - Exit side of Entry > Zone 4

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 5 - Exit side of Entry > Zone 5

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 6

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 6 > Zone 1

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 6 > Zone 2

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 6 > Zone 3

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 15

Asset	Service	Notes
-------	---------	-------

No issues were identified

Node

Asset	Service	Notes
-------	---------	-------

No issues were identified

Node-100 > Zone 1

Asset	Service	Notes
Sprinkler Head 1	<u>Replace</u>	Part: Head & Nozzle Head Type: Rotor Line Length (ft.): 0 1 broken Rotor

Node-100 A		
Asset	Service	Notes
<i>No issues were identified</i>		

Node-100 A > Zone 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Node-100 B		
Asset	Service	Notes
<i>No issues were identified</i>		

Node-100 B > Zone 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Node-100 C		
Asset	Service	Notes
<i>No issues were identified</i>		

Node-100 C > Zone 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Node-100 D		
Asset	Service	Notes
<i>No issues were identified</i>		

Node-100 D > Zone 1		
Asset	Service	Notes
<i>No issues were identified</i>		

Controller 4 > Zone 1

Asset	Service	Notes
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No issues were identified

Controller 4 > Zone 2

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 4 > Zone 3

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 4 > Zone 4

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 4 > Zone 5

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 5 - Exit side of Entry

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 5 - Exit side of Entry > Zone 1

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 5 - Exit side of Entry > Zone 2

Asset	Service	Notes
-------	---------	-------

No issues were identified

Controller 5 - Exit side of Entry > Zone 3

Asset	Service	Notes
-------	---------	-------

No issues were identified



Chem / Fert Property Report

Date: 5-14-20

Property: *Arlington*

Technician:

Fertilizer		
Product	Rate	Qty
20-20-20		20.00
Chelated		14.00

Insect Control		
Product	Rate	Qty
Imidacloprid		12.00
Cyfluthrin		12.00

Weed Control		
Product	Rate	Qty

Fungus Control		
Product	Rate	Qty
mancozeb		30.00


Irrigation	Dry	Fair	Wet
------------	-----	------	-----

Weeds	
Broadleaf	
Sedge	
Grassy	

Insects	
Chinchbug	
Armyworm	
Webworm	
Mole Crickets	

Disease	
Brown Patch	
Gray Leaf Spot	
Take - All	
Other	

NOTES	COMPLETE	Y	N
Applied a liquid fertilizer to			
All plants and and did			
insect and fungus prevention			

	Chem / Fert Property Report		
Date: 5-14-20	Property: Arlington	Technician: _____	

Fertilizer		
Product	Rate	Qty
7-7-7		6 bags
21-0-0		6 bags
20-0-12		1 bag
Chelated		2 gallons

Insect Control		
Product	Rate	Qty
Alvian		1 bottle
expanse		2 gal

Weed Control		
Product	Rate	Qty
Speedzone		120 oz
Mansley		2 oz
Blawall		60 oz

Fungus Control		
Product	Rate	Qty

Irrigation	Dry	Fair	Wet
------------	-----	------	-----

Weeds	
Broadleaf	
Sedge	
Grassy	

Insects	
Chinchbug	
Armyworm	
Webworm	
Mole Crickets	

Disease	
Brown Patch	
Gray Leaf Spot	
Take - All	
Other	

NOTES	COMPLETE	Y	N
Spot treated weeds, Fertilized JWF			
and applied pre-m and chinch prevention			
Hydration is improving			
Fertilized all plants			

Subsection 4C.i

Hopewell Pass Landscape Proposal

**Proposal #: 715052**

Date: 6/9/2026

From: Alberto Torres

Landscape Enhancement Proposal for Arlington Ridge CDD

Lee Graffius
Inframark
4463 Arlington Ridge Blvd
Leesburg, FL
lee.graffius@inframark.com

LOCATION OF PROPERTY

Arlington Ridge Boulevard
Leesburg, FL 34748

Hopewell Pass - Installation

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
General Labor	48	\$71.43	\$3,428.52
Pampass Grass, 3 GAL	51	\$37.14	\$1,894.26
White Fountain Grass, 3 GAL	160	\$15.00	\$2,399.96
Nandina Firepower, 3 GAL	96	\$22.86	\$2,194.25
Sod	4	\$600.00	\$2,400.00
Jacaranda Tree 30 gal	6	\$471.42	\$2,828.53
Irrigation Rotor	4	\$20.00	\$80.00
Irrigation 1/2"Flex Pipe Roll	1	\$200.00	\$200.00
Irrigation Labor	4	\$92.97	\$371.88

Supply all labor, equipment and materials to complete the following installation below.

Installation of Six (6) 30 gallon Jacaranda Trees

Installation of Pampas Grass 3 gallon ~ 7' OC

Installation White Fountain Grass 3 gallon - 6' OC

Installation of Firepower Nandina, 3 gallon ~6' OC

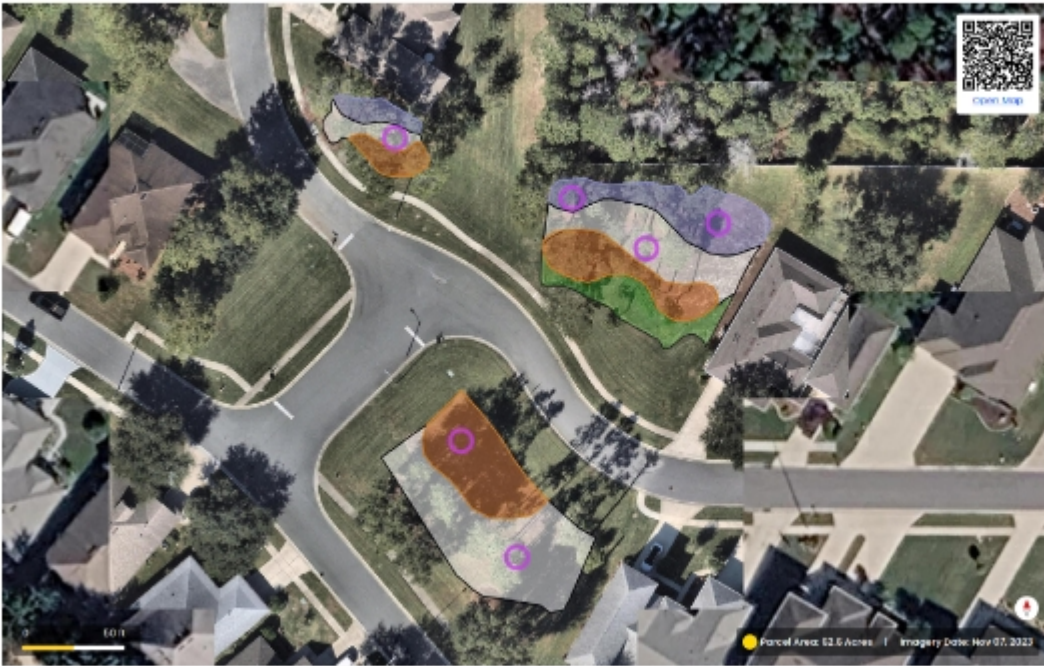
Installation of St Augustine sod to reduce overall bed space.



Yellowstone Landscape

Hopewell Plant Installation

© Property Address: 4463 Arlington Ridge Blvd, Leesburg, FL 34748, USA



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Page 1 of 1





Terms and Conditions: Signature below authorizes Yellowstone to perform work as described in this proposal and verifies that the prices and specifications are hereby accepted. This quote is firm for 30 days and change in plans or scope may result in a change of price. All overdue balances will be charged a 1.5% a month, 18% annual percentage rate.

Limited Warranty: Plant material is under a limited warranty for one year. Transplanted material and/or plant material that dies due to conditions out of Yellowstone’s control (i.e., Act of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

AUTHORIZATION TO PERFORM WORK:

By _____

Print Name/Title

Date _____

Arlington Ridge CDD

Subtotal	\$13,922.90
Sales Tax	\$0.00
Proposal Total	\$13,922.90

THIS IS NOT AN INVOICE

Subsection 4D

District Manager / Community Director Report



Arlington Ridge Community Development District

c/o Inframark Management Services | 313 Campus Street | Celebration, FL 34747

District Manager / Community Director Report June 2026

Community Director

Lexington Spa

There has been a request to have the fitness center hours changed from 4:30am to 4am. If the board wishes to make this change it is suggested, we review all of the current use policy for any other changes necessary.

Canal Restoration Project

The installation of the grass should have been completed by the date of the meeting.

Meritage-Manor Oaks Waterline Installation

Most of the work has been completed at this time. Meritage is in the process of scheduling the removal of the 3 trees as requested in the agreement for the waterline.

BRAC Roof Replacement

The new roof has been installed on the Blue Ridge Activity Center. Currently we are awaiting the final approval by the city.

Chesapeake Bay Grille and Golf Shop Building Painting

The painting of the Chesapeake Bay Grille and Tavern and the golf shop was scheduled to begin on June 15th.

District Manager

Staffing Changes

Robbin has decided to retire, and her last day was on June 5th. We are currently in the process of interviewing candidates to fill her position. As a result, until we have a new administrative assistant there may be times when the office is closed if John must attend to an issue while I am not on property.

Form 1 Reminder

All Supervisors are required to complete their Form 1 (Statement of Financials Interests) for 2025. Deadline for filing is July 1st, 2026. Forms not filed by the deadline will incur a daily fine of \$25 per day up to \$1,500. Filing is done online <https://disclosure.floridaethics.gov> (Select **"I am a Filer"** to log in or request registration)

Sidewalk Repairs and Grinding

I have had no success in finding another company to provide us with quotes for sidewalk grinding and replacement. The companies I have found only do replacements and are unwilling to do a sidewalk evaluation or grinding. John is working on finding at least one other company to provide a proposal for the July meeting.

Subsection 4E

Landscapes Golf Management: Regular Report

Arlington Ridge Golf Club

General Manager Board Update

June 2026

General Manager Notes

May was a productive month with meaningful progress across operations, financials, and the budget and business plan process. Both golf and F&B finished the month above budget on revenue, and labor optimization in both departments resulted in slightly better-than-budget performance overall. We have met individually with each board member to gather feedback, understand priorities, and align on the path forward.

We are prepared to discuss the budget and business plan today and expect to have a revised draft ready for the July meeting.

Golf Operations

For events in May, we hosted a Women's Golf Day. It was a well-attended success, with strong community participation and positive energy throughout the day. Member Michelle Johnson recorded a hole-in-one during the event, which was a highlight for everyone present.

On the tee sheet side, targeted afternoon tee time ads on Facebook and Google have driven a pickup in afternoon play. This has been an active area of focus and the early results are encouraging. There are players who will play in the heat, and we will work to find them.

The Lightspeed POS transition is underway, with go-live scheduled for the 15th. Timing was set around travel schedules for those handling implementation and training. Once live, this will eliminate the GolfNow revenue-sharing arrangement and improve our reporting capabilities.

Food & Beverage

F&B had a strong May. Revenue came in above budget and labor optimization kept costs in line, resulting in slightly better-than-budget departmental performance. I have been working closely with Jordan and Chef Maj continue to manage scheduling responsibly. We just went live with Orca which is an inventory management platform where we will be able to keep a much closer and accurate eye on our weekly P&L's, COGS, and more. This will be helpful to pave a path forward of success.

Weekly programming remained active throughout the month, including Tuesday Trivia, Music Bingo, Chef Maj's Live Cooking Thursdays, and live music. These remain well attended and popular.

DoorDash continues to generate orders, extending our reach outside the gates with no net cost to the club. It is not a lot, but is a great exposure tool.

Our core staff is strong and doing a great job. We have been receiving a lot of positive feedback on the service which I am proud of.

Agronomy

The Bermuda grass transition is progressing through an important phase. The variety used at Arlington Ridge cannot be seeded — it spreads naturally through stolons and rhizomes, so ground preparation, slicing, and fertilization are the primary tools. Shane completed a bulk fertilizer application and extensive slicing work throughout May to open up the soil and encourage lateral spread. Mowing heights have been adjusted to support coverage and allow the grass room to grow. With summer heat building and the new pump station fully online, conditions are expected to improve meaningfully over the next several weeks.

The new pump station installation is complete. The system is fully operational and the team is running irrigation aggressively to support turf recovery — this was a significant infrastructure milestone. The bunker renovation is also complete; the new white Florida sand is in and it has noticeably spruced up the course.

A lightning strike hit the 17th green earlier in the month. It has recovered well, but a great reminder to be safe in lightning.

Greens aeration has been pushed back to July — Bermuda growth has been slower than anticipated, and Shane made the call to hold off until the turf is in better condition before putting it through the stress of aeration. Shane and Mayra have been executing well through a busy stretch of work.

Marketing

Marketing efforts continue to expand across both golf and events. Targeted afternoon tee time ads have contributed to the pickup in afternoon rounds, and we have now layered in wedding and reception ads as well.

We have a few leads already in the pipeline and are being actively worked. Flyer distribution into neighboring communities like Legacy is ongoing, with residents helping spread the word through local Facebook groups.

Looking Ahead

As we move into the summer months, we will keep working hard to create more initiatives to build ARGC. We also will use this slower time to reinforce our business principles and infrastructure to keep developing a first class experience.

Respectfully submitted,

Kiel Alderink, PGA

General Manager, Arlington Ridge Golf Club

Landscapes Golf Management

Section 5

Business Items

Subsection 5A

Golf and Food & Beverage FY2027 Proposed Budget

Arlington Ridge F&B Budget Discussion



Arlington Ridge
GOLF CLUB

UNDERSTANDING HISTORICAL DATA

- F&B Departments within golf clubs reduced in profitability by 7-8% of gross revenue across all types of service since COVID. Both labor and COGS have increased by roughly 30-35%.
- Coding of revenues and expenses for F&B has changed at ARGCC. i.e. in 2024, \$43,253 in dues recorded as revenue and only 30% GM Salary expensed. \$14,596 in misc. revenue. Up to \$80K difference compared to 2027.
- 2025 Unaudited Loss = (\$154K), only \$6K membership dues recorded

Actual FY20	Actual FY21	Actual FY22	Actual FY23	Actual FY24
(\$225,462)	(\$229,999)	(\$144,381)	(\$166,034)	(\$105,231)

UNDERSTANDING THE INCOME STATEMENT

2027 G&A Expense

241,859

2027 Mkting/Member Expense

27,750

- G&A
 - Cleaning Services
 - Credit Card Processing Fees
 - GM Management
 - Insurance
 - Utilities
 - Phone Service, Technical Support Security
- Membership & Marketing
 - Advertising Dollars
 - Customer Relations
- We start with \$270K in expense before selling a single meal or beverage.

INDUSTRY EVALUATION OF F&B DEPARTMENT

- $\text{NOI} = \text{Revenue} - \text{COGS} - \text{Expense in F\&B Department}$
- LGM uses Department 50 as F&B Department, Generally Variable Expense Dependent on Volume of Business
 - Payroll FOH and BOH, payroll taxes
 - Supplies
 - Equipment Repair & Maintenance
 - Linens & Laundry
- 2027 Budgeted $\text{NOI} = \$1,083,144 - \$399,931 - \$602,260 = \$80,953$ or 7.5% of total revenue.
- $\text{Prime Cost \% in F\&B} = (\text{Payroll} + \text{COGS})/\text{Revenue}$
- 2027 Budget = $(\$436,984 + \$399,931)/\$1,083,144 = 77\%$
- Payroll = 40.3% COGS* = 36.9%, Other Expenses = 15.3%

PRIVATE CLUB MODEL
NOI = 0-10%



HIGH EVENT MODEL
NOI = 10-20%



GRAB & GO MODEL
NOI = 20-30%





Arlington Ridge

GOLF CLUB

PRIVATE CLUB MODEL

- High portion of business is a la carte
- Low events (buffets)
- High labor required to satisfy service needs
- Variety on menu needed to keep community's interest
- Community events are generally plated

HIGH EVENT MODEL - PUBLIC COURSES

- Mix of buffet event business and a la carte to service golfers
- Little to no dinner business (minimal dinner entrees if any)
- Lower labor as a % of revenue
- Predictable business, easier to schedule staff and portion control

GRAB & GO MODEL - PUBLIC COURSES

- Very simple menu executed by non-culinary professionals
- Counter service eliminating traditional servers/bartenders
- Very low labor as % of revenue
- Often person taking order is same as preparing
- Lower revenue but higher margins

POSSIBLE INCREMENTAL IMPROVEMENTS

- Improve COGS as % of Revenue - \$25K
 - More aggressive pricing strategy
 - Smaller portions
 - Condensed menus with more cross-utilization of product
- Close Chathams - \$11K
 - removes amenity from community
 - risk of community backlash
- Buffet option only for popularly attended events (monthly bands, music bingo, trivia) - \$16K
- Drastic changes to business model unlikely while satisfying needs of members and community

F&B CODING DISCUSSION

- Can move some GM Salary back to 70/30 in 2027
 - Reduces F&B Expense by roughly \$24K including payroll taxes
- Room to adjust Golf budget to save on above expense increase
- Do we consider combining two entities into one business?
 - Less administrative work
 - One clean income statement removing due to/from



OPEN DISCUSSION



Subsection 5B

Capital Projects

Subsection 5C

Recreational Use Policy



Arlington Ridge
Community Development District
Recreational Facilities Use Policy
Effective July 18, 2024

1.0 USE OF RECREATIONAL FACILITIES

This Document outlines uniform policies for use of facilities owned by the Arlington Ridge Community Development District (“CDD” or “District”), including but not limited to the Arlington Ridge Golf Club, Charleston Social Center, Chesapeake Bay Grille, Fairfax Hall, Lexington Spa/Fitness Center, Library, O’Hara’s Billiards, The Commons, Riverbend swimming pools and hot tub, Cabana, St. Charles Movie Theater, Village Tavern, RV Lot (hereinafter defined), Administrative Offices, surrounding common areas and related parking areas (collectively, the “Recreational Facilities”).

Upon receiving a copy of these policies, recipients are asked to read the policies in full. By using the Recreational Facilities, all persons are deemed to have read, fully understood, and agreed to the policies and rules set forth herein. Information contained in these policies is current as of the date of this publication. District staff will disseminate notification of changes to these policies by posting changes at the CDD Administration Office and may also disseminate via a community newsletter and/or website.

Persons Listed in sections (a)-(d), shall hereinafter be referred to as “Authorized Users” and shall be entitled to recreational facility access cards as specified in section 1.1. Authorized Users shall be limited to four (4) cards per assessable unit with appropriate proof of residency being provided.

- a. **Owner:** Fee simple owner(s) of land within the boundaries of the District.
- b. **Lessee:** A person or persons renting property within the District under a written lease from an Owner. To qualify as a Lessee under these policies, the following must be done:
 - i. The Lessee must demonstrate proof of the executed lease and provide a form of identification to the CDD Administration Office.
 - ii. The Owner is required to sign an Assignment of Amenity Rights Release Form transferring their rights to use the Recreational Facilities to the Lessee (but an Owner is not required to assign his/her rights).
 - iii. The Lessee’s Authorized User status shall expire at the end of the lease term and can be renewed upon re-verification of tenancy to the CDD Administration Office by showing the Administration Office a copy of the executed lease.

- iv. Once a Lessee is qualified as an Authorized User, for the term of the lease, the Owner retains no rights to use the Recreational Facilities without payment of the Non-Resident Paid User fee as provided for non-residents.
- c. Non-Resident Paid User: Non-residents who paid an annual usage fee established from time to time by the Board of Supervisors. By paying the annual usage fee, a non-resident shall enjoy the full use of the Recreational Facilities on the same basis, under the same rules and requirements, and at the same fees and charges as Owners and Lessees.
- d. Family: Other eligible persons (“Family”) as identified below, shall additionally become Authorized Users provided they have the same permanent address as evidenced by a driver’s license or similar proof of residency:
 - i. Spouse;
 - ii. Children, including step children;
 - iii. Parents;
 - iv. Any other adult, whether related or unrelated.
- e. Guest: The invitee(s), under the terms and conditions herein, of an Authorized User.

1.1 GENERAL-APPLICABLE TO ALL RECREATIONAL FACILITIES

- a. Identification Cards for Authorized Users: Each Authorized User will be issued one Recreational Facilities Access Card (“Access Card”) that must be utilized in order to gain access to the Recreational Facilities and the card shall remain with the Authorized User at all times while utilizing the Recreational Facilities. The fee for initial Access Card issuance and for replacing lost or damaged cards will be as set forth in the Fee Schedule (**Exhibit A**) and as approved and updated by the Board of Supervisors from time to time. The Access Card will be issued at the CDD Administration Office by appointment. Eligible persons must meet the qualifications established herein.
- b. Bar Codes: Bar codes are issued to Authorized Users whose licensed motor vehicle is registered in their name only, and office staff will require proof of valid driver license and registration prior to issuing bar codes. No bar codes are issued to golf carts. All bar codes shall be affixed to the registered vehicle by CDD Administrative office staff. Authorized Users are issued two (2) initial bar codes at no cost. The fee for additional bar codes and replacing lost or damaged bar codes will be as set forth in the Fee Schedule (**Exhibit A**) and as approved and updated by the Board of Supervisors from time to time.
- c. Guest Policies and Passes: All guests 18 years of age or older will be issued a temporary guest Recreational Facilities Access Card (“Guest Access Card”) at the CDD Administration Office.

The Guest Access Card must be obtained by the Authorized User. The number of guests, per Authorized User, shall be limited to four (4) at any given time. Guests must utilize the Guest Access Card in order to gain access to the Recreational Facilities and the card shall remain with the Guests at all times while utilizing the Recreational Facilities. Guests under 18 years of age must be accompanied by a person at least 18 years of age or older to all Recreational Facilities. Guest Access Cards will be valid for the period of time they are issued and in no event more than 15 days per calendar year for any individual. Management monitors the validation period for use of Guest Access Cards. Guest Access Cards are non-transferrable and may not be sold.

- d. Smoking: No smoking is allowed in District buildings. Smoking is permitted in outdoors designated areas only and in compliance with Florida law.
- e. Animals: Except for service animals and animals used to assist those with a bona-fide handicap, animals of any kind are prohibited within the Village Green Buildings and District Recreational Facilities, including the sports courts in The Commons area. **Except as otherwise specified in this policy, animals are permitted on District property located outside of the Village Green Buildings and the District Recreational Facilities, but animal(s) must be kept under the control of its handler by leash or harness at all times, and owners and/or handlers are to pick up any waste the animal(s) may produce on District properties or along the path of travel to and from the District properties.**
- f. Alcoholic Beverages: Any consumption of Alcoholic Beverages at the District’s Recreational Facilities shall be in accordance with Florida law and this policy, including the provisions of the District’s adopted alcohol insurance matrix (**Exhibit D**). Specifically, Alcoholic Beverages are only permitted in the District’s Recreational Facilities in the following circumstances:
 - i. Alcoholic Beverages are sold or dispensed by the District’s employees, a company managing the District’s golf and food and beverage facilities (the “Management Company”), or their authorized contractors, in accordance with Florida law and DBPR regulations; or
 - ii. Alcoholic Beverages are sold or dispensed by individuals or entities that have rented all or a portion of the District’s Recreational Facilities in accordance with the terms set forth herein. Such individuals or entities must, prior to the event, provide the District with evidence of both the requisite amount of liquor liability and other insurance coverages deemed to be necessary by the District, and the proper licensure required by Florida law (for additional information, see **Exhibit D**); or
 - iii. Alcoholic Beverages may be brought to the District’s Recreational Facilities by individuals for personal consumption on a “BYOB” basis, regardless of whether the Alcoholic Beverages are consumed at a private event or at a private informal gathering of such individuals. However, unless 1.1.f.i. or 1.1.f.ii. applies, Alcoholic Beverages

may not be offered for sale nor may there be a door or other admission charge to an event where alcoholic beverages are going to be consumed. Charging a door or other admission charge for an event that includes Alcoholic Beverages, even if said Alcoholic Beverages are offered for free as part of the event, is prohibited. Notwithstanding the foregoing, in no event may Alcoholic Beverages be brought by individuals for personal consumption to:

1. Arlington Ridge Golf Club, unless the District and the Management Company otherwise allows for personal consumption in such facilities; or
 2. Chatham's, Chesapeake Bay Grille, the Village Tavern unless the District and the Management Company otherwise allows for personal consumption in such facilities; or
 3. Fairfax Hall and the pool (during CDD events for which the district is providing alcoholic beverages), unless the District and the Management Company otherwise allows for personal consumption in such facilities; or
 4. O'Hara's Billiards during the hours of operation of the restaurant facilities.
- g. Attire: Proper attire and footwear is required in all Recreational Facilities and Buildings. No wet swimsuits are allowed in any Recreational Facilities or Village Green Buildings with the exception of the Pool, Hot Tub Areas, and the Lexington Spa Building Ladies and Men's poolside restrooms, locker rooms and saunas.
- h. Business for Profit: Conducting any commercial business or profit-making venture in any recreational facilities is prohibited unless approved, in writing, by the District Board or its designee.
- i. Responsibility for Loss or Damage to Person or Property; Indemnification; Limitation of Liability: **ALL PERSONS USE AND ENJOY THE RECREATIONAL FACILITIES AT THEIR OWN RISK.** No person shall remove from the room in which it is placed or from any of the Recreational Facilities or Buildings any property or furniture belonging to the District or its contractors without proper authorization. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage. Each Authorized User and each Guest as a condition of invitation to the Recreational Facilities or Buildings assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored at the Recreational Facilities or Buildings, whether in lockers or elsewhere.

Each Authorized User, by virtue of his or her use of the Recreational Facilities and Building, agrees to defend, indemnify and hold harmless the Arlington Ridge Community Development District and its respective officers, agents, staff, supervisors, members and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other

entity, for any injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the use of the Recreational Facilities or Buildings by such Authorized User(s), his or her Guest(s) and his or her family member(s). Should any person bound by these District policies bring suit against the District or its respective officers, agents, staff, supervisors, members or employees in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility, including the Recreational Facilities or Buildings, owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgement therein against the District or its respective officers, agents, staff supervisors, members and employees, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including, but not limited to, court costs and attorney's fees through all appellate proceedings).

Nothing contained in these policies shall constitute or be construed as a waiver of the Arlington Ridge Community Development Districts' limitations on liability contained in Section 768.28, F.S., or other law.

- j. Enforcement: The Board of Supervisors and District staff shall have full authority to enforce these policies.
- k. Emergencies: For all emergencies call 911. Defibrillators are located throughout the Recreational Facilities. For all non-life-threatening emergencies, injuries, broken equipment, etc., please call the Administration Office at 352-728-2186 or Security at 352-326-0135.
- l. Reservations/Rentals: Authorized Users and other persons may reserve various portions of the Recreational Facilities or Buildings on a one-time basis. Recurring Reservations are limited to Authorized groups once per week for recurring events (or more frequently with management approval). Further Authorized groups may only reserve a recreational facility up to 12 months in advance. Requests for reservations shall be resubmitted annually as requested by the CDD Administration Office. All reservations/rentals must be coordinated through, and approved by, the CDD Administration Office.
- m. Office Assistance: The office staff is not available for creating flyers but residents may request copies of material used in their group activities. Residents shall be charged 10-cents per copy.
- n. Authorized Activities: An activity person or individual takes part in which is supported by the CDD, either financially or through the provision of facilities/equipment/supplies.
- o. Authorized Events: An occurrence of particular significance, interest or excitement that can be at least partially funded/organized by the District and which may require a participation fee.

- p. Golf carts: Golf carts are prohibited on sidewalks in the District. **All operators of golf carts must be 18 years of age or older, unless he or she possesses a valid learner’s driver license, valid driver license, or form of government-issued photographic identification, in accordance with Florida law.** Children operating golf carts while sitting on the lap of an adult is not permitted.
- q. Drones: All forms of unmanned aerial vehicles are not permitted in, on or over the Amenity Facilities or District property at any time without the written authorization of the District, except as permitted by law or regulation of an applicable government entity.
- r. Lake/Retention Ponds and Wetlands:
- i. Patrons may not swim in or use watercraft in any lake/retention pond within the District.
 - ii. **Patrons may not perform any clean-up or maintenance activity relative to the vegetation within or adjacent to or any other parts of the lake/retention ponds and/or wetlands within the District (including but not limited to cutting, removing, spraying with chemicals, etc.) regardless of condition of such lake/retention ponds and/or wetlands.** Any Resident who makes improvements and/or damages or destructs District-owned property shall be liable to repay the District’s fees and costs incurred in the removal, repair, or remediation of such property in order to bring the property to its original condition.
 - iii. Patrons may fish on a catch and release basis in ONLY irrigation ponds P41/P41A and P41B at the front of the District (adjacent to US HWY 27) and Hole #10 (between the posted signs) adjacent to Arlington Ridge Blvd. The District makes no representations as to safety of the ponds. Patrons fish at their own risk and assume any risk and liability associated with such use, including but not limited to risk of dangerous wildlife (alligators, snakes, etc.) and drowning.
- s. Age Restrictions: Any person under the age of 18 must be accompanied by a person 18 years of age or older in all Recreational Facilities.
- t. Damages: Each Authorized User shall be liable for any property damage at the Recreational Facilities or Buildings, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by him or her, his or her Guest(s) or family member(s).
- u. Overnight Parking: The CDD owns certain roadways within the community. There shall be no overnight parking of vehicles on the CDD roadways, except RVs shall be allowed to park on the roadways for the purpose of preparing for and returning from a trip for not more than 48

hours and RVs parked on CDD roadways overnight for this limited purpose shall not obstruct traffic flow. There shall be no overnight parking in District parking lots without first obtaining a permit, as set forth in the District's Rule Relating to Overnight Parking and Parking Enforcement, or the vehicle may be subject to towing. See management for details should you desire to park your vehicle overnight on District property.

1.2 USE OF SWIMMING POOLS, CABANA, OUTDOOR HOT TUB AND POOL FACILITIES

- a. Swimming pools and hot tub are open from dawn to dusk. The pool may be closed periodically for maintenance.
- b. Lifeguards are not provided. Swim at your own risk. No night swimming.
- c. Shower before entering pools and hot tub. Shower each time sunscreen, lotions, etc., are applied before entering pool.
- d. Persons with open sores, rashes or communicable diseases are prohibited from using the pools or hot tub.
- e. **All persons using the pools must be fully toilet trained. Persons wearing products for incontinence, diapers or swim pants are prohibited from using the pools or hot tub.**
- f. A guardian or parent must be within arm's length of all persons that are non-swimmers at all times when in the water regardless of the type of flotation devices used.
- g. Bicycles, tricycles, wagons, scooters or other vehicles are prohibited on the pool deck. A mobility device for a disabled person may be used in these areas.
- h. Diving, jumping-in, cannon balls, running, or horseplay is prohibited in pools or on pool deck.
- i. Inflatable rafts, chairs, lounges and other floating devices are prohibited in the Lap pool except for (1) noodle per person or personal flotation devices used for personal safety of a type approved by management for pool use.
- j. No food or drink allowed in hot tub area or within five feet of pools edge. Plastic water bottles are allowed on the pool deck only. No outside grills are permitted. All trash must be deposited in the provided trash receptacles.
- k. Glass containers of any kind are prohibited in the pools, hot tub or entire pool area.
- l. Sound producing equipment is prohibited with the exception of District approved activities. Personal sound equipment may be used with headphones only.
- m. Hot tub use must not exceed 15 minutes.
- n. Pregnant women and those on medication should consult a doctor before using the hot tub.*
- o. Maximum hot tub temperature is 104 degrees Fahrenheit.
- p. Temperature of the beach and lap pool are maintained at 84 degrees during the winter months, as determined by management, and which may be affected by weather conditions.
- q. Use of lounges, chairs, and tables is on a first come, first served basis. No reservations.
- r. Pool depths are measured in feet.
- s. Maximum load capacity is 79 persons for the lap pool.
- t. Maximum load capacity is 79 persons for the beach entry pool.

- u. Maximum load capacity is 9 persons for hot tub.
- v. The swimming pools and hot tub must be cleared at first indication of thunder or lightning.
- w. Authorized Users must have their Access Cards and Guests must have their Guest Access Cards with them at all times.
- x. The handicap accessible lift shall be operated in accordance with the directions provided thereon. In no event shall the lift be used for anything other than its intended use. For questions on proper use, please see staff and/or call 352-728-2186.

*Chapter 64E-9 Florida Administrative Code Public Swimming Pools and Bathing Places.

1.3 USE OF LEXINGTON SPA

- a. Lexington Spa is open daily from 4:30 a.m. to 12:00 a.m.
- b. The fitness center is not supervised. Patrons exercise at their own risk. Each individual is responsible for his/her own safety.
- c. All Authorized Users and Guests may utilize scheduled exercise classes; however, in the event a class reaches its capacity, preference shall be given to Authorized Users prior to Guests.
- d. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.
- e. Appropriate clothing is required at all times in the fitness center. Appropriate clothing means t-shirts, shorts, and/or sweat suits. No denim is permitted.
- f. All users are required to wear athletic footwear, which covers the entire foot, in the fitness center.
- g. No food is permitted in the fitness center. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
- h. Fitness equipment may not be altered, moved or adjusted in a manner not intended or approved by management or the equipment manufacturer.
- i. Equipment must be cleaned/sanitized after each use.
- j. Equipment use is limited to 30 minutes if others are waiting.
- k. Lights are to remain on at all times when in the Fitness Center is in use.
- l. Permission from a medical doctor should be obtained prior to participating in fitness programs or using the fitness equipment.
- m. Acceptable attire for the Sauna/Steam Room includes towel, swim attire and/or proper gym attire.
- n. Lockers are for daily use only; overnight storage is prohibited for all persons. Staff reserves the right to remove locks from lockers and donate or trash belongings left in lockers in violation of this policy. Authorized groups, upon assignment by the CDD Administration Office, can be assigned a locker for overnight storage.

1.4 USE OF ST. CHARLES THEATER

- a. The St. Charles Theater is open daily from 7:00 a.m. to 11:00 p.m.
- b. No one may operate the theater equipment, including the popcorn machine, except a properly trained member of the Authorized Movie Group unless authorized by Management. Currently the Theater Group manages all reservations regarding the theater. A Theater Group volunteer list may be posted in the Theater for contact information.

1.5 USE OF ARTS AND CRAFTS ROOM

- a. The Arts and Crafts Room is open daily from 7:00am to 11:00 p.m.
- b. Authorized Users and Guests may utilize the Arts and Crafts Room during its hours of operation; however, seating priority during scheduled activities is given to Authorized Users prior to Guests.
- c. Authorized Users may reserve the room in accordance with section 1.12.
- d. Only District approved instructor(s) may operate the kiln. The kiln is not for individual use.
 - i. The instructor(s) must sign a waiver indicating they have read, understand, and will abide by all applicable rules and safety guidelines in effect as provided by the District's insurance provider. (**Exhibit C**).
 - ii. All instructors and students must comply with the aforementioned guidelines.
- e. Those using the Arts and Crafts Room shall be responsible for any damages that may result from its use and for clean-up back to its pre-use condition.

1.6 USE OF LIBRARY

- a. The library is open daily from 7:00am to 11:00 p.m.
- b. Guidelines for the donation of books are posted in the library.
- c. Authorized Users may reserve the room in accordance with section 1.12.

1.7 USE OF BLUE RIDGE ACTIVITY CENTER ("BRAC")

- a. The BRAC is open daily from 7:00 a.m. to 11:00 p.m.
- b. Authorized Users and Guests may utilize the BRAC during its hours of operation; however, seating and room priority during scheduled activities will be given to Authorized Users prior to Guests.
- c. Authorized Users may reserve the room in accordance with section 1.12.
- d. All Authorized Users must comply with the aforementioned guidelines.
- e. Those using the BRAC shall be responsible for any damage that may result from its use and for clean-up back to its pre-use condition.
- f. No vehicles, including low-speed vehicles and golf carts, may be parked in front of the BRAC.

1.8 BINGO AND CARD GAME RULES

- a. Bingo games may only be played in the Recreational Facility that has been leased for a period of not less than one year by an organization that qualifies under sections (i) through (iv) below and may only be conducted pursuant to Florida Law. This includes the following rules:
- i. The organization conducting the bingo game(s) must be a charitable, nonprofit or veterans' organization engaged in charitable, civic, community, benevolent, religious or scholastic works, or other similar endeavors.
 - ii. The organization must have been in existence and active for a period of 3 years or more.
 - iii. The organization itself must be directly involved and not just sponsoring the games.
 - iv. The organization itself must be located within Lake County or within a 15-mile radius of the Recreational Facility at which the games are played.
 - v. The lease or rental agreement cannot provide for the payment of a percentage of the proceeds generated to the District or any other party and the rental rate charged cannot exceed the rental rates charged for similar facilities in the same locale.
 - vi. The individual persons that conduct the bingo games must be a resident of the community where the organization is located (in and around Lake County) and a bona fide member of the organization sponsoring such game and may not be compensated in any way for operation of such game.
 - vii. The organization conducting the games must designate up to three members of that organization to be in charge of the games, one of whom must be present during the entire session of game play.
 - viii. The entire proceeds derived from the games, less business/operational expenses for articles designed for and essential to the operation, conduct and playing of bingo, must be donated by such organizations to any of the endeavors before mentioned.
 - ix. The actual conduct of the bingo games must additionally comply with the requirements set forth in section 849.0931, Florida Statutes.
 - x. Bingo cannot be played more than twice a week at any one of the District's facilities.
- b. Card games may be played at the Recreational Facilities in accordance with Florida Law. When gambling is involved (penny ante) the following rules apply:
- i. The card game must be a game or series of games of poker, pinochle, bunco, bridge, rummy, canasta, hearts, dominoes, or mah-jongg. All other form of card games that include gambling is strictly prohibited unless allowed for under Florida law.
 - ii. The winnings of any player in a single round, hand or game cannot exceed \$10.00 in value.
 - iii. Commission/consideration cannot be paid to any individual for assistance in hosting the games.
 - iv. No admission or fee of any kind may be charged for participating in the card games above and beyond the fees required to obtain Authorized User status.
 - v. All participants must be 18 years of age or older.

- vi. Advertisements regarding card games, in any form, are prohibited.
- vii. Debits created or owed from playing cards are unenforceable.

1.9 USE OF O’HARA’S BILLIARD ROOM

- a. O’Hara’s Billiard Room is open daily from 7:00am to 11:00 p.m.
- b. No gambling is allowed.
- c. No one under the age of 18 is permitted in the Billiards Room.
- d. Sitting on the tables is prohibited. All shots must be performed with at least one foot on the floor at all times. No jump shots are allowed.
- e. Play is limited to 3 games when Authorized Users are waiting to use the tables. Players should sign in for proper rotation of play.
- f. Return balls, cue sticks, and chalk to their proper place at the conclusion of play and brush the tables.
- g. Use is first come, first served, unless a CDD sponsored event is scheduled and as limited by section (e) above.

1.10 USE OF THE BOCCE, TENNIS COURTS; PICKLE BALL COURTS (“The Commons”)

- a. The Commons recreational area is open daily from 7:00am to 10:00pm.
- b. Limited equipment for play may be available in the storage boxes in the court area.
- c. Use is first come first served unless reservations for groups, leagues, tournaments and clinics, as approved by the District through the CDD Administration Office, are posted.
- d. An Authorized User may make a court reservation by contacting the CDD Administration Office. Reservations are allowed for one court, up to 72 hours in advance during regular business hours, for any open times slots.
- e. The length of time for a tennis court reservation is 1-1/2 hours for singles or 2 hours for doubles. All other court reservations shall be in two-hour blocks.
- f. For all sports courts, if the Authorized User arrives more than 15 minutes late for a reservation, that court will be forfeited if others are waiting.
- g. Appropriate attire and tennis shoes are required of all players on all courts.
- h. Authorized Users, and Guests, must be at least 18 years of age to play on all courts.
- i. A Guest utilizing the courts must have a valid guest access card or be accompanied by an Authorized User.
- j. Common courtesy and sports etiquette required for all games.
- k. Bocce balls shall not be tossed or thrown outside of the court.

1.11 USE OF FAIRFAX HALL

- a. Events must be reserved through the CDD Administration Office by District staff. Conditions of use will be determined at time of contract and approved by management. Fees shall be as more specifically outlined in the District's Fee Schedule and modified from time to time by the District's Board of Supervisors.
- b. Authorized Users shall coordinate with the CDD Administration Office in advance regarding the anticipated date for the party/event to determine availability.

Reserving Fairfax Hall Process:

- i. ALL residents must access the CDD Events calendar to see if the requested date is available (<https://www.arlingtonridgecdd.org/calendar/monthly/2023/02>).
 - ii. If the date is open, residents must complete the appropriate Fairfax Hall Use Agreement form and submit the form for the available date(s) to the CDD office to be approved and booked.
 - iii. If the date is not open, residents may reach out to the District Manager (only cd@arlingtonridgecdd.org) to discuss if accommodation can be made.
 - iv. Only the resident hosting the event can submit the agreement form (no third-party booking).
 - v. Forms for Golf Course events must be submitted by the Director of Golf or General Manager. If the date is not open, the Director of Golf or General Manager may reach out to the District Manager (cd@arlingtonridgecdd.org) to discuss if accommodation can be made.
 - vi. Forms for restaurant events must be submitted by the General Manager or Events Manager. If the date is not open, the General Manager or Events Manager may reach out to the District Manager (cd@arlingtonridgecdd.org) to discuss if accommodation can be made.
 - vii. Activity Groups must follow the above procedure for residents. There is no need for groups to meet with office staff to determine available dates. Forms must be completed and submitted to the CDD office for approval and booking.
 - viii. Only the person submitting the form can REQUEST changes. Changes WILL NOT be accepted from anyone other than the person who submitted the form.
- c. The event sponsors shall be responsible for any damages that may result from use of Fairfax Hall.
 - d. Parking under the portico and/or parking vehicles in such a way that blocks access to the portico is prohibited, as is parking in a way that obstructs emergency vehicle access and flow to and from Fairfax Hall. Parking shall be in parking lot designated spots only.
 - e. The Supervisor of Elections office shall be excluded from the requirement to pay a fee to utilize Fairfax Hall for a polling location.

1.12 RECREATIONAL FACILITY RESERVATIONS:

- a. All reservations of the Recreational Facilities shall be scheduled through the CDD Administration Office. (See additional requirements in section 1.11 b. for use of Fairfax hall.)
- b. One-time or recurring room reservations for group activities may be requested for a period not to exceed the end of the fiscal year (September 30).
- c. Residents shall complete and submit the Room Reservation Request form to the CDD Administration Office in advance for the party/event to determine availability.
- d. The reservation time period is inclusive of set up and clean-up time.
- e. Room Reservation Request forms shall be resubmitted the beginning of each fiscal year (October 1).
- f. The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- g. No pets are allowed, except service animals.
- h. Tacks or nails may not be used for decorations.
- i. Events should be scheduled to end at 11:00 pm or earlier, with the exception of New Years' Eve or if special arrangements have been approved by management.
- j. Prep kitchen utilities/supplies such as dishwasher, china plates, silverware, etc., may not be used.
- k. The District retains the right to reserve and use of the Recreational Facilities for District related or District sponsored meetings, events or activities at any time.
- l. In the event that catering services are desired for the function Chesapeake Bay Grille shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than Chesapeake Bay Grille may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services and has thereafter declined such opportunity. Catering service with Chesapeake Bay Grille requires a separate agreement with the restaurant.

1.13 USE OF RECREATIONAL VEHICLE LOT FACILITY

- a. The use of the Recreational Vehicle Lot Facility ("RV Lot") shall be limited solely to recreational vehicles as defined below and no others (cumulatively, "RV(s)"): i. Recreational vehicle (motor homes, private motor coaches, or similar in management's discretion) and/or travel trailers (including fifth-wheel trailers and camping trailers); ii. Boats on trailers (no trailers without boats except for short term periods while boats are out for use).
- b. Authorized Users shall enter into an agreement with the District governing the specific terms of the lease of the applicable RV Lot space (hereinafter, the "Use Agreement"), and shall pay a rental fee in accordance with the Use Agreement at the rates set forth in **Exhibit A**.

1.14 USE OF ARLINGTON RIDGE GOLF CLUB

- a. General Golf Policies
- i. The facilities at Arlington Ridge Golf Club (the “Club”), shall be open on the days and during the hours established from time to time by the Club considering the season of the year and other circumstances. The Golf Course Manager is authorized to determine when the golf course is fit for play. His or her decision shall be final.
 - ii. Children under fourteen (14) years of age are permitted to utilize the Club only if accompanied or supervised by an adult, unless they are attending a specific junior event at the Club.
 - iii. Each patron assumes sole responsibility for his or her property. The Club shall not be responsible for any loss or damage to any private property used or stored at the Club.
 - iv. The rules of golf of the United State Golf Association (U.S.G.A.) together with the Rules of Etiquette as adopted by the U.S.G.A. shall be the rules of the Club, except when in conflict with local rules.
 - v. All players must register in the Golf Shop before beginning play. Failure to check in and register ten (10) minutes prior to a reserved starting time may cause cancellation or set back. Players late for their starting time lose their right to the starting time and shall begin play only at the discretion of the Golf Shop.
 - vi. Players shall notify the Golf Shop of any cancellations as soon as possible. Players who fail to cancel their tee time twenty-four (24) hours prior to their scheduled tee time may be charged a no-show fee established by the Club.
 - vii. All play shall begin at the #1 tee unless otherwise directed by the Golf Shop.
 - viii. “Cutting-in” is not permitted at any time. All players must check in with the starter. Under no circumstances are players permitted to start play from residences.
 - ix. Practice is not allowed on the golf course. The practice facilities must be used for all practice.
 - x. All players who stop after playing nine holes for any reason must occupy the next tee before the following players arrive at the tee or they will lose their position on the golf course and must get permission from the Golf Shop to resume play.
 - xi. All tournament play must be approved in advance by the Golf Course Manager.
 - xii. Searching for golf balls by non-golfers is not permitted on the course at any time. Wading in lakes, marshes and ditches is not permitted by both golfers and non-golfers.
 - xiii. Golf rangers may be on duty to help regulate play and enforce golf cart regulations. The golf rangers have full authority on the golf course to enforce all rules and speed of play. Your cooperation is appreciated.
 - xiv. Each player must have his or her own set of golf clubs. Rental clubs are available in the Golf Shop.
 - xv. Appropriate golf attire is required at all times on the golf course and practice areas.

Acceptable

Gentlemen: Shirts with collars and sleeves, slacks, Bermuda-style shorts are considered appropriate attire.

Ladies: Dresses, skirts, slacks, golf shorts and blouses. Fashion golf tee-shirts are considered appropriate attire.

Shoes: Soft-soled shoes are required and golf shoes are preferred. Golf shoes are required to have soft-spikes.

Not Acceptable

Tank tops, tee shirts, fishnet tops, cut-off, jams, sweatpants, blue jeans, bathing suits, athletic short and short shorts are not permitted.

Halter tops, tee shirts, fishnet tops, cut-offs, bathing suits, sweat pants, blue jeans, athletic shorts and short shorts are not permitted.

Use of shoes other than golf shoes must be approved by the Golf Shop. Football spikes and baseball spikes are not permitted.

This dress code is mandatory for all players. Improperly dressed golfers will be asked to change before playing. If you are in doubt concerning your attire, please check with the Golf Shop before starting play.

- xvi. The golf course is restricted to use by “golfers” only and may not be used for any purpose except golf without the approval of the Club.
- xvii. If lightning is in the area, all play shall cease and players shall seek appropriate shelters immediately.
- xviii. The Golf Course Manager may close the golf course to play from time to time for maintenance, special events or whenever the grounds could be damaged by play.
- xix. No personal coolers are permitted on the golf course. All food and beverage consumed at the Club must be furnished by the Club, unless otherwise permitted by the Golf Course Manager.
- xx. When rains prevail and cause termination of play, it is the responsibility of the player to apply for a rain check at the Golf Shop.

xxi. The priority of groups is foursomes, threesomes, twosomes and singles. Groups of five (5) or more players have no standing and shall be permitted on the golf course only with the permission of the Golf Course Manager.

b. Use of the Practice Range

- i. The practice range is open during normal operating hours as posted in the Golf Shop. From time to time the practice range will be closed for general maintenance.
- ii. Range balls are for use on the practice range only. Range balls are not to be used on the golf course.
- iii. Range balls shall not be taken to your residence and shall be hit the same day acquired.
- iv. Each player using the practice range may obtain range balls at the Golf Shop.
- v. Balls must be hit from designated areas only. No hitting is permitted from the rough or sides of the practice range.

c. Use of Golf Carts

- i. Golf carts shall not be used by a player without proper assignment and registration in the Golf Shop. The Club reserves the right to establish policies relating to walking on the golf course in its sole discretion.
- ii. Golf carts are not permitted on any tee or green area. Parking of golf carts is allowed in designated areas only.
- iii. Each operator of a golf cart must be at least eighteen (18) years of age or have a valid automobile learner's permit or driver's license.
- iv. Club-provided golf carts cannot be used off the golf course.
- v. Only two (2) persons and two (2) sets of golf clubs are permitted per golf cart.
- vi. All golf carts must stay on paths around tees and greens. Golf cart users must abide by all directional signs and should make note of cart path conditions before play. The Golf Course Manager reserves the right to set policies for use of cart paths.
- vii. Never drive a golf cart through a hazard.
- viii. Be careful to avoid soft areas on fairways, especially after rains.
- ix. Operation of a golf cart is at the risk of the operator. Cost of repair to a golf cart which is damaged by a player shall be charged to such player.
- x. Golf carts shall be driven on the golf course only when the course is open for play.
- xi. Violations of the golf cart policies may result in loss of golf cart privileges and /or playing privileges.

d. Golf Course Etiquette

- i. Use best efforts to anticipate the club or clubs you may need and to move directly to your ball. Always be near your ball to play promptly when it is your turn. If a player is delayed

- in making his/her shot, it would be courteous for such player to indicate to another player to play.
- ii. The time required to hole out on and around the green is a chief cause of slow play. Study and clear the line of your putt while others are doing the same. Be ready to putt when it is your turn.
 - iii. Put trash in proper receptacles.
 - iv. When approaching a green, park your golf cart on the cart path on the best direct line to the next tee.
 - v. When play of a hole is completed, leave the green promptly and proceed to the next tee without delay. Do the scoring for the completed hole while the others in your group are playing from the next tee.
 - vi. If you are not holding your place on the course, allow the players behind to play through. Do the same if you stop to search for a lost ball.
 - vii. Repair your ball marks on the greens. If you see unrepaired marks, repair them also. Remind your playing partners to observe this courtesy.
 - viii. Players are requested to pick up tees after driving. Players should be careful in discarding broken tees since the tees damage the mowers and puncture golf cart tires.
 - ix. Enter and leave bunkers at the nearest level point to the green. Smooth sand over with rake upon leaving.
 - x. Fill all divots made on bunkers and tee boxes with sand provided.

1.15 ADDITIONAL DISTRICT POLICIES

- a. There will be no skateboarding on any District owned property. This includes, but not limited to, parking lots, Recreational Facility sidewalks etc.
- b. No Soliciting is permitted.
- c. Vehicles and golf carts must be parked in designated areas. Vehicles and golf carts must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic.
- d. Overflow parking is available through the CDD Administration Office and will be administered based upon availability with a required parking permit being issued. User assumes all risks.
- e. Authorized Users are responsible for the actions of their Guests and such actions, if in violation of these policies, may result in the loss of Recreational Facility privileges by the Authorized User(s) and his/her Guest(s).
- f. Residents are prohibited from making improvements, alterations, or changes on District-owned property without the consent of the District or its designee. It shall be the responsibility of the Resident to know and understand which such property is under the ownership of the District before making improvements. Any Resident who makes improvements and/or damages or destructs District-owned property shall be liable to repay the District's fees and costs incurred in the removal, repair, or remediation of such property in order to bring the property to its original condition.

1.16 PROHIBITION ON POLITICAL CAMPAIGNING ACTIVITIES AT DISTRICT FACILITIES

- a. No person(s) may campaign on behalf of political candidates, whether partisan or nonpartisan, or on political issues at the District's Recreational Facilities, except in predetermined areas designated for such activities, as more specifically provided for herein. The District's intent is to ensure patrons are able to use the Recreational Facilities without interruption by activities normally associated with political campaigns/activities and to ensure safety and order within the facilities. The following guidelines apply:
 1. Political campaigns are afforded the same opportunity as other persons or groups to rent District meeting room space at published rates.
 2. Owners and/or Lessees may not reserve space to hold political events on behalf of political candidates who are not Authorized Users. Owners and/or Lessees who are political candidates may reserve District meeting room space to hold political events on behalf of his- or herself at published rates for Authorized Users.
 3. No political campaign signs, flyers or related documents are to be posted in or on District owned property, including District bulletin boards, and if discovered, such postings will be removed immediately.
 4. No political campaign signs, flyers or related documents are to be disseminated while in the District's Recreational Facilities.
 5. To allow for the efficient and timely conduct of District business during public Board meetings, no political messages, paraphernalia (including but not limited to shirts, buttons, signs or the like), political public comments or otherwise are allowed in or during a public meeting of the Board of Supervisors in furtherance of the candidacy of any candidate for public office.
- b. District employees and contractors may not campaign for candidates or political issues while on duty or use the District's resources in furtherance thereof.
- c. Neither Board members nor District employees or contractors may use their official authority or influence for the purpose of coercing or influencing another's vote or coercing or influencing another into paying, lending or contributing any part of his or her salary, or any money, or anything else of value to any party, committee, organization, agency, or person for political purposes.
- d. Candidates for a District Board seat may not, in furtherance of his or her candidacy, use the services of District employees or contractors during working hours.

- e. No person shall make and no person shall solicit or knowingly accept any political contribution on or in any District owned recreational property. For purposes of this subsection, “accept” means to receive a contribution by personal hand delivery from a contributor or the contributor’s agent. “Contribution” includes any contribution in kind having any attributable monetary value in any form. This subsection shall not apply when a government-owned building or any portion thereof is rented for the specific purpose of holding a campaign fund raiser.

1.17 AMENDMENT OF DISTRICT POLICIES

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Arlington Ridge Community Development District. Immediately following the approval of the Board, the modified policies shall be posted at the Administration Office and District staff may also disseminate via the community website.

EXHIBIT A
Rate and Fee Schedule

Note: All rates herein may be increased by a maximum of ten (10%) percent per year without the further need for a ratemaking hearing.

**Room Rental Rates and
New/Replacement Access Card and Bar Code Fee Schedule**

<i>Fairfax Hall – Authorized Resident Users (includes Village Green)</i>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate	\$0	\$0	\$0
Security Deposit	\$0	\$0	\$0
Clean Up Fee	\$150	\$150	\$0
<i>Village Green – Authorized Users</i>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate	\$0	\$0	\$0
Security Deposit	\$0	\$0	\$0
Clean Up Fee	\$0	\$0	\$0
<i>Fairfax Hall – Golf Course Events (includes Village Green)</i>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate (per event)	\$0	\$0	\$0
Security Deposit	\$0	\$0	\$0
Clean Up Fee	\$150	\$0	\$150
<i>Fairfax Hall – Non- Resident Users (includes Village Green)</i>			
<u>Item</u>	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
Rental Rate (Daily)	\$500	\$0	\$500
Security Deposit	\$400	\$400	\$0
Clean Up Fee	\$150	\$0	\$150
<i>Room Attendant Fee*</i>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$65/hour	\$0	\$65/hour
<i>Audio/Visual Fee for Room Rentals (Authorized and Non-Authorized Users)</i>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$30	\$0	\$30
<i>Access Card Replacement Fee</i>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$10	\$0	\$10
<i>Temporary Access Card Deposit</i>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$10	\$10 upon card return	\$0
<i>Bar Codes Fee (New or Replacement)</i>			
	<u>Current Rate</u>	<u>Refundable</u>	<u>Non-Refundable</u>
	\$10	\$0	\$10

*A room attendant fee of \$65 per hour may be charged if any of the following apply: any non-resident rental; service of alcohol as specified in Exhibit D; if rental is for parties of 50 or more; if rental is outside of normal business hours (8 a.m. - 5 p.m.)

Advertising Fee Schedule

The Ridge Line Rates

Ad Size	3 Months	6 Months	12 Months
Business Card - B&W (3.75" x 2.5")	\$260	\$420	\$670
¼ Page - B&W (3 .75" x 5")	\$340	\$545	\$870
½ Page - B&W (7.75" x 5")	\$415	\$665	\$1,065
Full Page – B&W (7.75" x 10")	\$500	\$800	\$1,280
Full Page - Color (8.75" x 11.25" bleed, trims to 8.5" x 11")	\$660	\$1,055	\$1,690

Insert Fee: \$175/issue

Set-Up Fee: A \$50 set-up fee may be required for new advertisers.

Seminar Sponsorship

Certain rooms may be reserved for a sponsorship fee of \$400.

Community Information Meeting – Coffee Talk

January through April \$125

May, September through December \$100

June through August \$75

RV Storage Lot Rental Fees*

Size of Space	Annual Fee
45 linear feet	\$420.00
30 linear feet	\$300.00
25.5 linear feet	\$300.00

**The annual fee shown herein shall be effective on October 1, 2024. The RV storage lot rental fee shall be due in one up front, lump sum payment to the District that shall be due within 30 days of the beginning of each rental term.*

Arlington Ridge Golf Club Membership and Daily Fees Current Arlington Ridge Golf Club Membership Fee Schedule and Arlington Ridge Golf Club Individual Use Greens & Cart Fee Schedule can be found in the CDD adopted budget for each fiscal year.

Recreational Facilities Use Policy Effective July 18, 2024

EXHIBIT B

Suspension and Termination Rules

Arlington Ridge Community Development District *Disciplinary & Enforcement Rule*

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat.
Effective Date: July 18, 2024

In accordance with Chapters 190 and 120 of the Florida Statutes, and on July 18, 2024, at a duly noticed public meeting, the Board of Supervisors of the Arlington Ridge Community Development District adopted the following rules to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded.

SUSPENSION AND TERMINATION OF PRIVILEGES

1. **Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the Recreational Facilities, as such may change from time to time.

2. **General Rule.** All persons using the Recreational Facilities and entering District properties are responsible for compliance with, and shall comply with, the Recreational Facilities Rules established for the safe operations of the District's Recreational Facilities.

3. **Suspension of Rights.** The District, through its Board, District Manager, and Community Director, shall have the right to restrict, suspend, or terminate the Amenity privileges of any person to use the Recreational Facilities for any of the following behavior:

- a. Submits false information on any application for use of the Recreational Facilities, including but not limited to facility rental application;
- b. Fails to abide by the terms of rental applications;
- c. Permits the unauthorized use of an Access Card or otherwise facilitates or allows unauthorized use of the Recreational Facilities;
- d. Exhibits unsatisfactory behavior, conduct or appearance;
- e. Fails to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Fails to abide by any District rules or policies (e.g., Amenity Rules);
- g. Treats the District's supervisors, staff, general/amenity management, contractors, or other representatives, or other residents or guests, in an unreasonable or abusive manner;

- h. Damages, destroys, renders inoperable or otherwise interferes with the operation of District property, or other property located on District property;
- i. Fails to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or its supervisors, staff, amenities management, contractors, or other representatives, or other residents or Guests; or
- k. Commits or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe endangers District residents, staff and Guests;
- l. Engages in another violation after a verbal warning has been given by staff (which verbal warning is not required);
- m. Provides unauthorized access to an individual(s) to any amenity (e.g. the pool); or
- n. Such person's Guest or a member of their household commits any of the above violations.

4. **Authority of District Manager and Community Director.** The District Manager, Community Director or their designee has the ability to remove any person from one or all Recreational Facilities if any of the above-referenced behaviors are exhibited or actions committed or if in his/her discretion it is the District's best interests to do so. The District Manager, Community Director or their designee may at any time restrict or suspend for cause or causes, including but not limited to those described above, any person's privileges to use any or all of the Recreational Facilities until the next regularly scheduled meeting of the Board of Supervisors. Notice of same shall be provided by certified mail.

5. **Process for Termination or Suspension of Amenity Privileges.**

a. **Offenses:**

- i. ***First Offense:*** Verbal warning by Amenity staff and suspension from the Recreational Facilities for up to one week from the commencement of the suspension. Violations that result in any suspension period shall be recorded by Amenity staff, signed by the individual offender(s), and held on file at the Amenity.
- ii. ***Second Offense:*** Automatic suspension of all Amenity privileges for up to thirty days from the commencement of the suspension, with the preparation by Amenity staff of a written report to be signed by the offender(s), filed at the Amenity, and with notification to the Board.
- iii. ***Third Offense:*** Suspension of all Amenity privileges for up to one year. Such suspension shall run to the next regular meeting of the Board of Supervisors. At said meeting, the record of all previous offenses will be presented to the Board for recommendation of termination of the offender(s) privileges for one calendar year. The length of the suspension is in the discretion of the Board and may be for more or less than one year, depending on the nature of the violation.

- b. Each offense shall expire one year after such offense was committed, except in cases of egregious behavior that, in the discretion of the Board, may warrant a longer or even permanent suspension. After the expiration of one year, or longer as provided for herein, the number of offenses on record for such offender(s) shall be reduced by one. For example, if a first offense is committed on February 1 and a second offense on August 1, there will be two offenses on record until February 1 of the following year, at which time the first offense will expire, and the second offense will thereafter be considered a first offense until it expires on the following August 1. The provisions of this paragraph shall not at any time serve to reduce any suspensions or terminations, which may have been imposed prior to the expiration of any offenses.

Notwithstanding the foregoing, any time a user of the Amenity is arrested for an act committed, or allegedly committed, while on the premises of the Amenity, or violates these Policies in a manner that, in the discretion of the District Manager or Community Director upon consultation with either the Chairman or Vice Chairman, justifies suspension beyond the guidelines set forth above, such offender(s) shall have all amenity privileges immediately suspended until the next Board of Supervisors meeting. At the Board meeting, the Board will be presented with the facts surrounding the arrest or violation and the Board may make a recommendation of suspension or termination of the offender(s) privileges, which suspension or termination may include members of the offender(s) household and may, upon the first offense, equal to or exceed one year. In particular situations that pose a long term or continuing threat to the health, safety and welfare of the District and its residents and users, permanent termination of Amenity privileges may be considered and warranted.

- c. Any suspension or termination of Amenity privileges may be appealed to the Board of Supervisors for reversal or reduction. The Board's decision on appeal shall be final.

6. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed any of the infractions noted in Section 3 above, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to suspension or termination is found at the Recreational Facilities, such person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Recreational Facilities after expiration of a suspension imposed by the District.

7. Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to

offset the actual legal and/or administrative expenses incurred by the District as a result of a violation (“**Administrative Reimbursement**”). Such Administrative Reimbursement shall be in addition to any suspension or termination of Recreational Facilities access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

8. Property Damage Reimbursement. If damage to District property occurred in connection with a violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property (“**Property Damage Reimbursement**”). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Recreational Facilities access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

9. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

10. Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

EXHIBIT C**Kiln Safety Guidelines**

www.egisadvisors.com

Pottery Class Rules and Safety

Everyone using the studio must cooperate in maintaining the studio and following the procedures outlined. Each facility must recognize the inherent risk in the operation of kilns and furnaces, regardless of code application and rigorous design. Training of all operators and maintenance personnel should be a continuous process.

GENERAL HEALTH AND SAFETY RULES

1. When chemical purchases are made, approved products (AP) must be considered as a priority.
2. Only premixed glazes may be used.
3. Read the safety data sheet (SDS) for hazardous materials that you use.
4. All chemicals must be labeled with the name of the substance, required hazard warnings and the name of the manufacturer.
5. Shoes must be worn in and around the classroom, (no open toe shoes).
6. Cover all open cuts, especially on your hands and wear gloves when working with hazardous materials.
7. When working or storing work, do not block doors and passageways.
8. Children are not allowed access the classroom.
9. No eating, drinking or smoking in the classroom.
10. All spills should be sponged/mopped up immediately. A wet floor is a safety hazard.
11. Hair must be tied back. Loose clothing and items such as lanyards must not be worn that might be caught in hot or revolving parts/machinery.
12. Wash your hands with soap and water before leaving the classroom.
13. Food or drink is not to be taken into the kiln/ceramic work areas.

CONDITION OF ROOM

1. Tables are to be wet wiped clean, wheels cleaned after use and walls next to the wheels cleaned of splatter.
2. Throwing slip must not be poured down sink drain, put slip in appropriate pail.
3. Shelves are to be marked for
 - a. works in progress
 - b. drying
 - c. hand-building, etc.



Pottery Class Rules and Safety

www.egisadvisors.com

4. Sinks should be wiped out and counters wiped off and dried. Do not leave tools or equipment in sink area

WHEELS

1. Wheel heads and pans will be cleaned after each use.
2. Floor around wheel areas must be cleaned of any splatter or water.
3. Wheels are to be turned off after each use.
4. Masonite batts are to be cleaned for the next use and returned to proper use.
5. Large plaster batts are to be stored on the bottom shelf of the rolling carts.
6. Do not wash off plaster batts, let dry and scrap off.
7. Batts pins are to be stored in a plastic container on the window sill.
8. Rectangular plaster batts are to remain on top of the rolling cart for throwing scraps.

GLAZING

1. Glazes must be applied by brushing or dipping. Spraying, air brushing and dusting is not permitted.
2. Proper instruction of students in using glazes to prevent contamination of glazes.
3. Check pieces to make sure glazes are wiped on bottom before loading in kiln and that they are not over glazed.
4. Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, stirrers, and etc. in the large bucket at the end of the glaze table.
5. Check to ensure that glaze names on lids match their buckets.
6. Encourage students to have their own set of brushes to avoid glaze contamination.
7. Inform the instructor or studio manager if the glaze bucket is empty or low.
8. Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
9. Wet wash table tops.



Pottery Class Rules and Safety

KILN

The safety of a district's kilns involves many choices and operations: choice of kiln for suitability to use, its location, its installation, commissioning, inspection, testing, maintenance, and operation. Operation includes use of Personal Protective Equipment (PPE) and proper selection and use of materials subject to being fired. The best practices in this publication, coupled with manufacturer recommendations, art instructor training, National Fire Protection Agency (NFPA) guidelines, local building and fire inspector guidelines, and employee training, should ensure safe use of these devices. Install electric kilns in accordance with local electrical and fire safety codes and in accordance with manufacturers' suggested installation instructions. Installation must be performed by a qualified electrician.

1. Pottery Instructors are responsible for firing participants work.
2. Instructors are to schedule firings; a firing schedule should be posted.
3. The kilns ventilation must be switched on during the firing process to release gases and fumes to the outdoors.
4. Looking into the glowing kilns is not permitted.
5. Shelves and furniture will be stacked neatly in the appropriate places after firings.
6. When kilns are not in use, leave the lids open.
7. Participants are not allowed to load, unload or operate kilns.
8. Do you have the appropriate personal protective equipment (PPE)?
 - a. Thermal gloves - These should be worn when handling any part of a kiln (other than a control panel) while it is firing or cooling. Even after power or fuel has been turned off, kilns will remain hot for hours. Do not open or touch until fully cooled.
 - b. Aprons (fire rated)
 - c. Eye and face protection--IR and UV protective glasses - These protect your eyes from the radiant heat. Regular sunglasses are inadequate for this purpose and may actually melt. Protective glasses may also allow you to see your cone packs more clearly.
 - d. Respirators as necessary. - Carbon dioxide is given off during any fuel-burning firing. Overexposure leads to blood oxygen levels falling, a decrease in hearing and pulse rate, and a rise in blood pressure. Carbon monoxide is released during reduction firing. Exposure can lead to headaches, dizziness, fatigue, and drowsiness. Carbon monoxide can be lethal and is tasteless and odorless. Sulfur dioxide can be released when firing soluble salts. It is a strong lung irritant and can be lethal. It can be noticed as a rotten egg or sulfur smell.
9. After firing, leave the extraction fan on, open the kiln door and allow the gas emissions to disperse before unloading.

Pottery Class Rules and Safety

10. The kiln area should be free from obstructions and able to be easily accessible. An 18-inch clearance needs to be maintained for non-combustible material and 36-inch clearance for combustible material.
11. The jacket and some of the other fixtures surrounding the kiln will get hot enough to burn your skin when the kiln is heated. Therefore, it is important to be extremely careful when working close to the kiln.
12. Be sure to unplug the kiln before working on the electrical components. If the kiln is hard wired, turn off the circuit breaker using lock-out/tag-out procedures.
13. For your safety, the protection of your kiln, and the protection of your ware inside the kiln, we recommend that you avoid unloading the kiln when it is above 125°F.

CLAY

1. Only premixed clay may be used in the classroom.
2. Hand grinders and Dremel tools must be used to remove dripped glaze from pottery. Bench grinding is not permitted. Use a wet grinding wheel if one is available.
3. All grinding (except wet grinding) must occur outdoors and eye protection must be worn.
4. Finished ceramic ware must be appropriately labeled if it cannot be used for food use (leaching).
5. Boxed clay is stored in the locked cupboards and storage room.
6. No one is allowed to bring in clay of any kind.
7. There is no outside work fired. Only work from enrolled participants is to be fired.

INSTRUCTORS

1. Instructors must educate the students for the chemical and physical hazards relevant to the classroom and the relevant controls.
2. Instructors must ensure the participants understand the classroom rules and safety guidelines and sign them to abide by them.
3. Instructors coordinate schedules with the administrator.
4. Instructors are responsible for the condition of the classroom.
5. Be prompt for classes; let the administrator know ASAP if there are any problems.
6. Instructors may not use the classroom for their own uses.
7. Instructors are to reclaim the clay in the pug mill.

Pottery Class Rules and Safety

8. Instructors are to teach participants to be responsible for returning tools and respecting the all of the Equipment.

9. Check supplies and process re-order.

I have read these rules and safety guidelines; I understand them, and I agree to abide by them.

Name

Signature

Date



EXHIBIT D
ALCOHOL INSURANCE MATRIX

	BYOB (Informal Gatherings)	BYOB Patrons Only (Club Events)	BYOB Patrons and/or Guests (Rental Events)	Served Patrons and/or Guests (Club and Rental Events)	Sold Patrons and/or Guests (Club and Rental Events)
Permitted (CDD Facilities)	Yes	Yes	Yes	Yes, but only if a licensed bartender/caterer is hired or the restaurant/tavern provides required insurance	Yes, but only if a licensed bartender/caterer is hired or the restaurant/tavern provides required insurance
Permitted (Outside Areas)	Yes	Yes	Yes	Yes, but only if a licensed bartender/caterer is hired	Yes, but only if a licensed bartender/caterer is hired
Permitted (Restaurant / Tavern and areas license for point of sale)	All alcohol must be purchased through the Restaurant/Tavern	All alcohol must be purchased through the Restaurant/Tavern	All alcohol must be purchased through the Restaurant/Tavern	All alcohol must be purchased through the Restaurant/Tavern	All alcohol must be purchased through the Restaurant/Tavern
Insurance	None	<u>Events with 25 or fewer attendees:</u> None <u>Events with 26 or more attendees:</u> Homeowner's Insurance Rider/Endorsement providing special event coverage or special event staffing to oversee consumption required.	Homeowner's Insurance Rider/Endorsement providing special event coverage or Required hiring of appropriate party staffing through the District WITH waivers executed by nonresidents	Event liability insurance: <ul style="list-style-type: none"> • \$250,000 property damage; • \$1,000,000 personal injury; • Alcohol Rider; and • District named as additional insured. 	Event liability insurance: <ul style="list-style-type: none"> • \$250,000 property damage; • \$1,000,000 personal injury; • Alcohol Rider; and • District named as additional insured.
Admission Fee Permitted	No	No	No	Admission fee only for District sponsored events with District approval	Admission fee only for District sponsored events with District approval

Notes:

1. If Non-Patrons are present at a club event, the insurance requirements for a rental event will apply.
2. The insurance requirements in this chart may only be altered after consultation with the District Manager and/or District Counsel

Section 6

Consent Agenda

Subsection 6A

Minutes: May 21, 2026 Regular Meeting

**MINUTES OF MEETING
ARLINGTON RIDGE**

1 The regular meeting of the Board of Supervisors of the Arlington Ridge Community Development
2 District was held Thursday, May 21, 2026, at 2:00 p.m. at Fairfax Hall, located at 4475 Arlington
3 Ridge Boulevard, Leesburg, Florida 34748.

4
5 Present and constituting a quorum were:

- | | | |
|----|------------------|---------------------|
| 6 | Robert Hoover | Chairperson |
| 7 | Ted Kostich | Vice Chairperson |
| 8 | Dom Setaro | Assistant Secretary |
| 9 | Jerry Gianoutsos | Assistant Secretary |
| 10 | Walter Kolodziey | Assistant Secretary |

11
12 Also present, either in person or via Zoom Communications, were:

- | | | |
|----|-------------------------------------|--|
| 13 | Lee Graffius | District Manager |
| 14 | John Thomasec | Community Director |
| 15 | David Hamstra | District Engineer: Pegasus Engineering |
| 16 | Patrick Collins | District Counsel: Kilinski/Van Wyk |
| 17 | Kiel Alderink | Golf / F&B General Manager |
| 18 | Shane Schutte | Golf Superintendent |
| 19 | Residents and Members of the Public | |

20
21 *This is not a certified or verbatim transcript but rather represents the context and summary of*
22 *the meeting and actions taken. The full meeting is available in audio format upon request.*
23 *Contact the District Office for any related costs for an audio copy.*
24

25 **FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

26 Mr. Graffius called the meeting to order and called the roll. A quorum was established.
27

28 **SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

29 The Pledge of Allegiance was recited.
30

31 **THIRD ORDER OF BUSINESS** **Public Comments on Agenda Items**

32 Lot #654 raised two maintenance concerns. The first was that a previously reported damaged
33 timer box for the berm irrigation behind the driving range remains unrepaired and that debris from
34 the box should be removed before hurricane season. The second was a garbage bin placed outside
35 its enclosure, with the doors left open and the top unsecured.

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FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

i. Update on Troon Mediation and Greenlee Law Expenses

Mr. Collins spoke on the ongoing litigation against the former golf course management company. The mediation is scheduled for June 8, 2026. Mr. Collins stated the cost has already hit the \$5,000.00 approved amount for legal assistance and requested the Board approve another \$10,000.00 to cover costs. The legal costs associated will be a part of the demand at mediation.

Mr. Hoover made a MOTION to approve the \$10,000.00 to continue mediation litigation.
Mr. Setaro seconded the motion.

Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to approve the \$10,000.00 to continue mediation litigation.

B. District Engineer

Shenandoah's inspection found the pipes to be “really good,” with only a small crack. Element Environmental cleared obstructions, graded the area positively to the lake, installed geotextile underlayment, and constructed a riprap apron. This work is complete.

The initial vendor for the White Plains Way Pedestrian Crossing Project withdrew after scope reductions, and calls to the City’s traffic vendor have not been returned. Mr. Hamstra is to review a cost-effective plan to address pooling water at the intersection of White Plains and Arlington Ridge.

Mr. Hamstra was to meet with the homeowner at 4053 Arlington Ridge to discuss the ability to lay a drainage pipe from his property to the golf course retention pond.

No issues were found at the Roanoke drainpipe with the slight dip in the road. Mr. Hamstra suggested a patch when other work is being scheduled.

Mr. Hamstra spoke on the consideration of adding two new housing lots at Heritage and Hopewell Pass. He stated there would be a process involving the County, the City, and the HOA.

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Mr. Kostich made a MOTION to investigate adding two lots on Heritage Trail.
Mr. Kolodziey seconded the motion.

Mr. Kostich amended the MOTION to include a not-to-exceed amount of \$2,500.00.
Mr. Kolodziey seconded the motion.

Upon VOICE VOTE, motion failed (by a margin of 4-1), with Mr. Hoover, Mr. Setaro, Mr. Gianoutsos and Mr. Kolodziey opposed and Mr. Kostich for, to investigate adding two lots on Heritage Trail.

81 **C. Yellowstone: Regular Report**

82 The Board engaged extensively with Yellowstone regarding the irrigation system performance
83 and contract compliance. There are still issues with the irrigation split from golf that has not been
84 completed. The Board is requesting the irrigation be placed back on the golf course system and
85 that Yellowstone refund the cost of the project. The Board is still requesting detailed
86 documentation for fertilizing. Yellowstone is to set a fertilizing plan with details and notifications
87 each time they are on property. The dead sod is to be replaced when irrigation is corrected.

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Mr. Setaro made a MOTION to have District Counsel draft a default of contract notice for irrigation and fertilizer issues.
Mr. Kolodziey seconded the motion.

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Mr. Setaro amended MOTION to include a remediation plan
Mr. Hoover seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to have District Counsel draft a default of contract notice for irrigation and fertilizer issues with a remediation plan.

100 **D. Landscapes Golf Management Regular Report**

101 Mr. Alderink provided an update to the Board on the status of Golf and Food & Beverage. The
102 report can be found in the agenda package.

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103 Mr. Hoover suggested Golf and Food & Beverage have another town hall meeting to go over
104 the previous strategies and how they were received and plans for moving forward. Specifically
105 with Food & Beverage and the predicted losses.

106

E. District Manager / Community Director Report

108 Mr. Graffius updated the Board on the status of the community, which can be found in the
109 agenda under the Community Director/District Manager report.

110

i. Registered Voters Count (1,707)

112 Mr. Graffius stated that the current number of registered voters for the District is 1,707, as
113 reported by the County as of April 15, 2026.

114

ii. Notice of Qualifying Period for General Election

116 The notice of qualifying period for the 2026 General Election was provided in the agenda
117 package. Candidates need to contact the Lake County Supervisor of Elections Office to apply or
118 ask questions.

119

F. Accounting Snapshot

121 The accounting snapshot with the current summary of the District's financials was included in
122 the agenda packet. Full financial statements can be found on the website and are posted on the
123 25th of each month.

124

FIFTH ORDER OF BUSINESS

Business Items

A. Consideration of Camera Replacement for Grill and Tavern

127 Mr. Kolodziej noted that cameras at the Chesapeake Bay Grill and Tavern are at end-of-life.

128

129 Mr. Kolodziej made a MOTION to approve the Aztek Proposal for
130 \$5,310.82 and to be funded through the CGB repairs and
131 maintenance budget.
132 Mr. Setaro seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to approve the Aztek Proposal for \$5,310.82 and to be funded through the CGB repairs and maintenance budget.

B. Chesapeake Bay Grille / Golf Shop Exterior Painting Proposal

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 139 An RFP yielded six proposals from nine contacted firms with bids ranging from \$24,429.60
 140 (lowest) to \$34,832.00 (highest). The buildings were last painted in 2014–2015 and deferral raises
 141 risk of water intrusion and related issues.

142 Mr. Hoover spoke about the price and noted LEG Enterprises was not the lowest price but was
 143 the preferred vendor as they did Fairfax Hall and were very detailed.

144 Mr. Kolodziej mentioned how easy they were to work with when there were changes or
 145 alterations.

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Mr. Kolodziej made a MOTION to approve the LEG Enterprises Proposal.
 Mr. Kostich seconded the motion.

151 Discussion ensued. Mr. Hoover suggested contacting LEG Enterprise and asking if they would
 152 match the lowest bid price.

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Mr. Kolodziej amended MOTION to approve the LEG Enterprise proposal if they will match the \$24,500.00 bid, and 1 to be funded from the property enhancement funds.
 Mr. Setaro seconded the motion.

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Upon VOICE VOTE, approval was given (by a margin of 4-1) with Mr. Kostich opposed, to ask LEG Enterprise if they would match the lowest bid price and perform the work for \$24,500.00.

163 Mr. Alderink reviewed the proposed budget for Golf and Food & Beverage with the Board,
 164 showing the estimated loss to be \$220,000.00. Discussion ensued, resulting in Mr. Alderink stating
 165 that they have an alternative business plan and budget.

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Mr. Setaro made a MOTION to reject the Golf and Food & Beverage Budget and requested LGM provide a revised business plan and budget for the June CDD meeting.
 Mr. Hoover seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to reject the Golf and Food & Beverage Budget and have LGM provide a revised business plan and budget for the June CDD meeting.

177 **C. Resolution 2026-06; Approving FY2026-2027 Proposed Budget and Setting Public**
 178 **Hearing**

179 Mr. Setaro discussed the projected losses for Golf and F&B for Fiscal Year 2026. While
 180 litigation is still pending to possibly recuperate some funds, an amendment to the Budget is
 181 requested.

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Mr. Setaro made a MOTION to amend the Fiscal Year 2026 Budget and transfer the following amounts from each line item \$2,000 from IT, \$25,000 from Property Insurance, \$15,000 from Engineering, \$7,000 from Street Lighting, \$30,000 from R&M, \$30,000 from Mulch, \$20,000 from Road Repairs and \$35,000 from Security and transfer the \$164,000 into the Golf Course / Food & Beverage line item
 Mr. Gianoutsos seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to amend the Fiscal Year 2026 Budget and transfer the following amounts from each line item \$2,000 from IT, \$25,000 from Property Insurance, \$15,000 from Engineering, \$7,000 from Street Lighting, \$30,000 from R&M, \$30,000 from Mulch, \$20,000 from Road Repairs and \$35,000 from Security and transfer the \$164,000 into the Golf Course / Food & Beverage line item.

199 **i. Exhibit A – FY2026-2027 Proposed Budget**

200 The FY2027 Budget was presented. Discussion ensued and changes were made to certain line
 201 items to provide more funds for the Golf and Food & Beverage losses without increasing the 3.2%
 202 increase that was shown at the April 15, 2026, Budget Workshop. The Budget changes will be
 203 reflected in the Proposed Budget at the August meeting for final approval.

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Mr. Setaro made a MOTION to adopt Resolution 2026-06 Approving Proposed Budget and Setting a Public Hearing with the budget line-item adjustments discussed during the meeting, establishing a 3.2% increase to the Fiscal Year 2027 Budget. Mr. Gianoutsos seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to adopt Resolution 2026-06 Approving Proposed Budget and Setting a Public Hearing with the budget line-item adjustments discussed during the meeting, establishing a 3.2% increase to the Fiscal Year 2027 Budget.

D. FY2026-2027 Proposed Golf / Food & Beverage Budgets

This topic was discussed under section 5B of the agenda by Mr. Alderink.

219

E. Ratification of Element Environment Agreement to Clear #17 Retention Pond

Mr. Graffius explained that Hole #17’s retention pond required repairs to the outlet drain into the pond as part of the inspection and cleaning of the storm drainpipe project between Holes #10 and #17. Element Environment completed the work at a cost of \$6,360.

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Mr. Setaro made a MOTION to ratify the Element Environment Agreement to Clear Hole #17 Retention Pond in the amount of \$6,360.00. Mr. Hoover seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to ratify the Element Environment Agreement to Clear Hole #17 Retention Pond in the amount of \$6,360.00.

F. Discussion on Hopewell Pass Additional Lots for Homes

This topic was discussed under section 4B of the agenda by Mr. Hamstra.

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SIXTH ORDER OF BUSINESS **Consent Agenda**

A. Minutes: April 16, 2026, Workshop

B. Minutes: April 16, 2026, Regular Meeting

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Mr. Kostich made a MOTION to approve the April 16, 2026, Budget Workshop and the April 16, 2026, Regular Meeting Minutes.
Mr. Hoover seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to approve the April 16, 2026, Budget Workshop and April 16, 2026, Regular Meeting Minutes.

248 SEVENTH ORDER OF BUSINESS

Supervisor Request & Comments

249 Mr. Hoover announced he would not be running for the CDD Board in the November 2026
250 election and encouraged residents to consider running or talking to their neighbors and
251 encouraging them to run for the three open seats.

252

253 EIGHTH ORDER OF BUSINESS

Audience Comments

254 Lot #654 re-stated the request for the berm area dead branches between the golf maintenance
255 building and the residents' homes be cleaned up. Mr. Graffius acknowledged this area will be
256 included in the next proposal for tree work to be completed.

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258 NINTH ORDER OF BUSINESS

Adjournment

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Mr. Kolodziej made a MOTION to adjourn the meeting.
Mr. Kostich seconded the motion.

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Upon VOICE VOTE, unanimous approval was given (by a margin of 5-0), to adjourn the meeting at 4:33 p.m.

265 The next meeting is scheduled for June 18, 2026, at 2:00 p.m. in Fairfax Hall.

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Secretary/Assistant Secretary

Chairperson/Vice Chairperson

Subsection 6B

Accounting Snapshot

ARLINGTON RIDGE COMMUNITY DEVELOPMENT DISTRICT

Financial Snapshot June 8, 2026

- **Current Cash Balances:**
 - Valley National Bank Operating: \$1,020,139.23
 - BankUnited MM: \$2,820.41 (minimum to keep account open is \$2,500)
 - Valley National Bank Reserve: \$1,532,755.38
- **Assessment collections:**
 - We received a tax distribution of \$44,665.69 on 6/1/26
 - We are 99% fully collected on the tax roll
- **IRS Update:**
 - We received correspondence from Stephen Bloom that he spoke with our IRS agent regarding an update on 3/18/26. They are currently still processing our requests. We are working to get online access to be able to view the status.
- **Due from Golf/Restaurant:**
 - Due from Restaurant: \$85,524
 - Transfers to the Restaurant include \$19,000 on 9/24/25 and \$50,000 on 10/1/26/
 - This amount was increased by the \$107,028.98 that was wired to the Restaurant on 3/31/26 for April Funding
 - This amount was increased by the \$105,495 that was wired to the Restaurant on 3/16/26 for March Funding
 - This total is adjusted by the \$195,000 budget increase removing this amount from Due from Restaurant to Transfer Out-Golf Course/F&B
- **Audit – FY 2025:**
 - We met with the auditors at the end of May to discuss the Golf and Food & Beverage funds.
 - Additional documents have been provided by Troon. We are waiting on a few more. The audit is close to being in draft form.
- **Expenses:**
 - Current expenses make up 62% of the annual budget through the end of May 2026
Total expenses for the first 8 months are approximately \$1,398,000. This figure may change as we finalize the May financials