

RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, January 4, 2017 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida.

Present and constituting a quorum were:

Mark Dearing	Vice Chairman
Anita Majlish	Supervisor
Tommy Taylor	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Brian Stephens	Operations Manager
Daniel Laughlin	GMS, LLC

The following is a summary of the actions taken at the January 4, 2017 meeting and a copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:30 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

Mr. Oliver stated we had a general election on November 8<sup>th</sup> and Tom Taylor was elected to fill a supervisor seat. The other seat that was to be filled by general election, but no resident s filed with the Supervisor of Elections to qualify for the seat. Subsequently, this board announced that vacancy and two very qualified residents applied to fill that vacancy. At the last meeting held in November, the Board reviewed and discussed those resumes and selected Anita to fill that position. Both Anita and Tom were sworn in earlier this afternoon so they are part of the quorum today. They are now serving on the Board of Supervisors as elected officials and subject

to the same laws as other elected officials in Florida, including the Sunshine Law and Ethics Guidelines.

The essential thing to remember about the Sunshine Law is that supervisors may only discuss CDD matters among themselves in a publicly noticed meeting. You can talk about CDD matters with anyone else in the world including residents and staff, but if you want to talk with other board members about CDD matters, you can only do so at a noticed meeting. You can talk about anything else with other board members, anything that is not CDD related.

The other part is public records law. Any documents you have related to the CDD are public documents. Our office maintains all of the district's official documents so there is no need for you to maintain them unless you just want to keep copies. If you do keep copies, they are subject to public records requests and you need to provide those. If you keep CDD documents, you may want to keep them segregated from your other business and personal documents in case there is a records request. . The same thing goes for email if you have email accounts those emails could be requested. Sometimes people set up separate email accounts just for their CDD business and that is an easy way to deal with it.

Ms. Buchanan stated if you have any questions feel free to reach out to me or to Jim.

**A. Appointment of Jan Doan to Fill Seat No. 4**

Mr. Oliver stated Tom Taylor resigned from his previous seat to qualify to run for his new seat to which he was elected. That created a Board vacancy. Former board member Jan Doan's seat just expired and at the last meeting the board discussed appointing Jan Doan to fill seat no. 4 and we would be looking for a motion to that effect.

On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor Jan Doan was appointed to fill seat no. 4.
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**B. Oath of Office for Newly Appointed and Elected Supervisors**

Mr. Doan will be sworn in at a future meeting.

**C. Consideration of Resolution 2017-02 Election of Officers**

Mr. Oliver stated the next item is consideration of Resolution 2017-02 election of officers. Currently Bob Porter serves as chair, Mark Dearing serves as vice chair, the other three

supervisors serve as assistant secretaries, and various staff members serve as officers of the board also so we can execute documents for audits and financials. I serve as the district's secretary, James Perry, a CPA with my firm serves as the treasurer and other staff members serve as assistant treasurers and assistant secretaries. The board has the option of continuing with that slate of officers by adopting this resolution with the change to the one office.

On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor Resolution 2017-02 was approved with the same slate of officers and adding Ms. Majlish as an assistant secretary.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the November 2, 2016 Meeting**

On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor the minutes of the November 2, 2016 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the November 2, 2016 Landowners' Meeting**

On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor the minutes of the November 2, 2016 landowners' meeting were accepted.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Amenity Center Expansion**

Mr. Oliver stated when this district was established in 2006 by a previous developer that like many developers in that timeframe was hit hard by the recession that we had in 2007 and beyond. He went into default with the bonds that were issued to build the infrastructure. D.R. Horton stepped in and became the developer and what had been pretty much a dead project, it has come to life again. A few years ago, with the small remaining funds that we had available, a small amenity center was built. Since that time D.R. Horton made a commitment to expand that amenity center using their own funds with no additional cost to the residents and landowners. They have been going through the permitting and planning process. Mark Dearing, the vice chair

has brought the latest version of the plans to update the board. As soon as possible we would like to as a district put those plans on the website so that people will know what's coming.

Mr. Dearing stated as I understand it everything is in for permitting, although the plans have been tweaked a little bit since the last rendering.

Mr. Oliver stated we haven't seen a rendering since last summer.

Mr. Dearing stated I will circulate what I have that shows what will be added. Hopefully at the next meeting we will have a better update in terms of timing and a better rendering that we can put on the website.

Mr. Taylor asked what size is the pool?

Mr. Dearing stated I don't know the square footage but it will be sized appropriately for the community. I don't have anything that shows it in relation to the existing pool and that is what we will try to get for the next meeting. There is still going to be a good bit of acreage in that center island tract but it is designed to have some significant multi-use fields as well.

Mr. Taylor stated there will be a tot lot and a bathroom, right.

Mr. Dearing stated this is adding a larger pool, slide tower, and separate set of bathrooms. I don't know that a playground will be added as part of this or will be coming after this.

Mr. Oliver stated typically for a district at this point it would be a matter of the plans being tweaked in conjunction with the county. The county may come back with more comments, you have to respond and revise as needed until finally Caly County off on the project.

Mr. Dearing stated hopefully, we will have a better sense of timing and closer to final style by the next meeting.

Mr. Oliver stated if we get that information well before the next meeting, I will circulate it to the board members.

Mr. Taylor stated if we get it up on the website I would like to let the community know.

Mr. Oliver asked do you mind if I mark these plans "preliminary draft pending county approval" and put them on the website?

Mr. Dearing stated I understand these are the latest ones, but I don't know if there are any comments that are pending. Anything we put on the website would be subject to change.

A resident asked will there be an attendant at this pool?

Mr. Oliver stated it will be bigger so hopefully there will be room to staff someone. With a slide tower, there must be lifeguards on duty during the hours the slide is open. There may be some type of staffing, but that is something the board will decide to what level.

Mr. Dearing stated with a slide tower you need two attendants.

Mr. Oliver stated as we move forward with this we will also change the district policies to take into account the new pool.

A resident asked is there a lot more parking or just the parking we have now?

Mr. Oliver stated I don't know, it would be whatever the county code requirements are.

Mr. Dearing stated with a bigger structure like that I'm sure there will be additional parking.

Mr. Oliver stated as we get more information we will make it available, first to the supervisors then to the residents.

**SEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Oliver stated our next meeting will be March 1<sup>st</sup> and if I get information regarding this project before that I will let the board and community know as quickly as possible.

**D. Operation Manager's Report –Report**

A copy of the Operation Manager's monthly report was included as part of the agenda package.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Taylor stated the palm trees that were put up by a contractor two years ago they never braced them and they only watered them for about a week and a half. I have not seen any fertilization take place and the only reason they haven't fallen down is because there are woods on both sides buffering them from the wind. So far I think Brian has arranged to replace seven or eight.

Mr. Stephens stated I think it has been nine total. The two that are dead now were replacement trees, they were not the initial install, they were replaced under warranty and I'm working with D.R. Horton to get Greenpoint, the original installer to honor those two trees. We do have the two that were run over in a car accident. I'm still waiting on a police report they said 5 – 10 business days before it is available but I have already reached out to Down to Earth, our landscape provider, and they have given me a proposal not to exceed \$800 to remove the two existing trees and replace them with good trees, properly planted. I'm in a holding process until I get the police report because the insurance company will be the one to pay for that.

Mr. Oliver stated we would go ahead and take whatever measures that are necessary. The District will file a claim and be reimbursed from the insurance proceeds. Regarding the irrigation piece, please come up with a plan that the board can look at to install irrigation if that is the missing piece.

Mr. Stephens stated I don't think irrigation installed is necessary, once they are established they will be fine on their own. They make a product called a gator bag, which I mentioned to the Greepoint people about using and they did not do it. It is basically a bag with holes in the bottom, you fill it with water once a week and it acts like drip irrigation and if you do that for the first six months they will be fine on their own.

Mr. Oliver stated either your guys or Down to Earth would make sure that happens.

Mr. Stephens stated it would be our staff. Those will be set up on the trees that Down to Earth will be replacing.

Mr. Taylor asked what about bracing for the newer ones? Do you think that is necessary?

Mr. Stephens stated I checked a couple of them that look like they are holding pretty good but there are some that will. Not all the trees will need bracing.

A resident asked what about the plants that are around the palms?

Mr. Stephens stated that is something with the time of year that I don't want to install new relatively tender plant material I want to wait until spring to install something.

A resident stated I heard they are doing a new playground at the back?

Mr. Taylor stated they cleared it and grassed it because it had gotten overlooked but there has never been any discussion about creating a secondary playground.

Mr. Oliver stated we will check with D.R. Horton and see.

A resident stated there is a concern with golf carts and four-wheelers driving around the pond. At night I see lights going back and forth and I don't like seeing people going down there after dark. My understanding is they are kids and they are not supposed to be out there. Would you consider fencing? I don't think a sign would make any difference.

Mr. Stephens stated I will contact Scott about that.

A resident stated on the paved strip that comes through the neighborhood that is a loop, I have a concern of seeing a child come off that hill straight down into the street. Can you put some kind of iron post or something on the outside of the sidewalk that would keep a child or someone coming down that hill from going into street?

Mr. Oliver asked Brian can you develop some options for us?

Mr. Stephen responded yes.

A resident asked can staff approach the city or county about installing speed humps as you come into the neighborhood? Can we get "children at play" signs put up throughout Great Falls Loop area?

Mr. Oliver stated the second part is easy because the district can be proactive regarding "children at play" signage. The first part is more challenging as the CDD does not own the roads, Clay County does. Clay County has a very defined process for approval of speed bumps. It involves a series of meetings with the residents and you have to meet thresholds of resident consent by vote to put in speed bumps. The process usually fails for public roads in most communities. It is not something the CDD can request from the county and they do it. It takes resident vote and there is a process. Before the next meeting you may want to go to Clay County's website or call their traffic division and ask about the process for speed bump requests and traffic calming study requests. We looked into it about a few years ago for Rolling Hills and Eagle Landing, which are also in Clay County. The Board was going to assist the community with the request, but the community did not move forward with that. I suggest you do that

research first, but it is a pretty tough hill to climb because you don't necessarily get the level of resident support that you need for it to pass.

A resident asked have we ever talked about lighting the path through the houses?

Mr. Oliver stated we have never had that discussion. The paths are more of a Branan-Field Road/Clay County requirement and doesn't necessarily impact Duval and St. Johns Counties as much. We don't have them everywhere. We haven't seen this particular request before. You have to take into account the residents' feelings who live right there too. We'll look into the matter.

A resident stated I noticed before the holidays one of the vendors was working, the Del-Air a/c unit guys and he actually drove down the walkway.

Mr. Dearing stated I will touch base with my construction VP and the superintendent for the community to get word out to all the subs and all the trades. We don't always have one of our employees onsite. We will make sure that we specifically bring it up to Del-Air and put out a general notice to everyone.

A resident stated I live off Great Falls Loop in front of the park area and behind that is the pond and they just cleared all of it out of trees. Was that just cleaning up that area or did you have a plan for something right near where the new entrance for Phase 3?

Mr. Dearing stated that is going to be additional phases of development back in there. Some of it depends on whether it is part of our community or the adjacent timbering land. I don't know without have a site map to look at it.

A resident stated when the construction people get off work in the afternoon they fly down our streets at least 60 mph.

Mr. Dearing stated okay, I will mention something.

A resident stated where the soccer goals are there are a lot of fire ant hills.

Mr. Stephens stated when it gets cold they go down deep and when it warms up they pop up with a new mound. We treat the mounds and that will hold it in check that is not going to eradicate them. I will get with my guys to make sure it is taken care of.

## **TENTH ORDER OF BUSINESS**

## **Financial Reports**

### **A. Balance Sheet & Income Statement**

A copy of the balance sheet and income statement were included as part of the agenda package.

**B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

**C. Approval of Check Register**

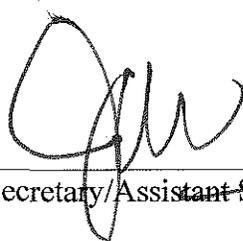
On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor the check register was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, March 1, 2017 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida**

Mr. Oliver stated the next meeting is Wednesday, March 1, 2017 at 1:30 p.m.

On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor the meeting adjourned at 2:05 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman