

RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 4, 2016 at 6:00 p.m. at the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

Bob Porter	Chairman
Jan Doan	Supervisor (by telephone)
James Glenn Marvin	Supervisor
Tommy Taylor	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Bill Kinsey	Down to Earth of North Florida
Brian Stephens	Operations Manager

The following is a summary of the actions taken at the May 4, 2016 meeting and a copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Porter called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the March 2, 2015 Meeting**

On MOTION by Mr. Marvin seconded by Mr. Taylor with all in favor the minutes of the March 2, 2016 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2015 Audit Report**

On MOTION by Mr. Marvin seconded by Mr. Taylor with all in favor the fiscal year 2015 audit was accepted and staff authorized to transmit the final document to the State of Florida.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-02 Approving the Proposed Budget for Fiscal Year 2017 and Setting a Public Hearing Date for Adoption**

Mr. Oliver stated this district board will approve a proposed budget and set a public hearing to be held no sooner than 60 days of today. The proposed public hearing date will be September 7<sup>th</sup> at 6:00 p.m. in this library. We will use the next three months to refine the budget so we get it where we want it. Once the budget is adopted after you have a public hearing we will provide it to the tax collector and they will put it on the tax roll and when you get your tax bill in November the CDD fee will be included on that tax bill. The assessments are going to be the same next year as they are right now. There is a little bit of surplus that we are going to be able to use to handle the additional costs that we are going to incur with the additional street lighting that was just installed as well as the operational cost for the expansion of the amenity center and we will talk about that in more detail later. It is a relatively flat budget in terms of assessments there will be no change in assessments. We will have the public hearing on September 7, 2016 at this location.

On MOTION by Mr. Marvin seconded by Mr. Taylor with all in favor Resolution 2016-02 approving the proposed fiscal year 2017 budget and setting a public hearing for September 7, 2016 was approved.

Mr. Doan joined the meeting by telephone during this presentation.

Ms. Buchanan stated this will also be on the district's website.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Improvements**

**A. Amenity Center Expansion and Turf Improvements**

Mr. Porter stated D.R. Horton is basically paying for the expansion of the amenity center. We got plans back from our architect and bid it out and it came in substantially above the budget. We planned to spend \$1 million or a little less and it came in too high so we are making some

changes to it and repricing it. What it expected to include is a new pool, water slide, decks, shade structures and that kind of thing. However, plans are not final. I expect to get it started in July and have it open next year. When we finalize it I will bring some drawings to that everybody can see what it is or I can give them to Jim and he can put them on the website.

**B. Streetlight Installation**

Mr. Porter stated they are in and they work.

**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**

**1. Establishment of SBA Account**

Mr. Oliver stated this would be a governmental account that would allow the district to invest any surplus funds in an overnight account and right now the earnings is about .58% it is not much but it could earn another \$1,200 a year for the district. As we build our capital reserves we want to invest those in an interest bearing account rather than a typical money market. We are asking for approval to open that account. There is a very minor transactional cost to open the account.

On MOTION by Mr. Marvin seconded by Mr. Taylor with all in favor staff was authorized to open an account with the State Board of Administration.

**2. Report on the Number of Registered Voters – 269**

Mr. Oliver stated we received a letter from the supervisor of elections indicating that as of April 15<sup>th</sup> there are 269 registered voters in the district. This is required to go on the record annually and is now in the district’s official records. This flows into the next item, which is transition to general election.

**3. Transition to General Election**

Mr. Oliver stated once the district is at least six years old and has 250 registered voters living in the district we transition to general elections. In 2016 on the general election date of November 8, 2016 we will have two seats that will be filled by residents that are qualified electors. They would register with the Clay County supervisor of elections you can visit their website, which is clayelections.com and to run for office you simply need to be a registered voter living in the district. If you wish to qualify for that office and be on the ballot you would qualify during the period from noon June 20 to noon June 24<sup>th</sup> and I encourage you to call the office before you go down there. They are very helpful and will help you with anything you need to do in terms of paperwork to qualify for office. Once you qualify you would be on the same general election ballot as state and federal offices and local offices. This is a form of government just as other state and local governments. Two years from now there will be two more seats that will be filled by general election. The transition begins with that general election.

Mr. Porter stated the third election after this the last seat goes to general election. Two residents will be on the board this year, one member will be elected at the landowners election. The landowners election will be held in November at a date to be determined.

Mr. Oliver stated Mr. Porter’s, Mr. Doan’s and Mr. Marvin’s seats expire in November.

**D. Operation Manager’s Report – Monthly Manager’s 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 at the last meeting someone talked about paving the walking path.

Mr. Oliver stated Mr. Ma came back with an estimate to pave those multi-use paths and it would be about \$35,000.

Mr. Porter asked do we have that in the budget?

Mr. Oliver responded no, it is not a line item if there is any surplus we could take it from reserves.

A resident stated we started a Neighborhood Watch and would like to know if we could put up some signs.

Mr. Porter stated they are actually county roads, the district does not own or maintain the roads.

A resident stated it would be by the pool area.

Mr. Porter stated I can't imagine that anybody would object.

A resident asked are you going to pave the exit on Long Bay? Right now school buses are not legally allowed to come through there.

Mr. Porter stated there is a maximum side slope of 3% and when the county built the road they built it at the wrong slope. They would love to have D.R. Horton fix the road and D.R. Horton would like the county to do it. I think that will be fixed within the next couple of weeks.

A resident asked can you put up a light on the marquee sign so that it is visible?

Mr. Porter stated yes, I think that is a great idea, put it where it can be seen.

A resident stated on our corner the street sign was knocked off and they replaced it but the spelled our street name wrong.

Mr. Porter stated I think that is the county who put that sign up.

Mr. Oliver stated we will follow-up on that.

A resident asked on Long Bay are you going to put a sign that will give an indication that Horton is building down on that road?

Mr. Porter responded I would love to but Horton doesn't own any property down there. We would have to get permission from the property owner and the county and the county is real tough on doing signs that are on someone else's property.

Mr. Taylor stated the speed limit someone reported last time that was not enforceable that was 15 mph and they were looking to use 25 mph. Someone was going to have a discussion with the residents about changing the 15 mph. Where do we stand on that issue?

Mr. Porter stated if we have 15 mph signs we aren't going to get permission to get new ones and you are right they are not enforceable but I would hate to put something in that was higher.

A resident asked are there plans to put in a playground or something for the children in the neighborhood?

Mr. Porter stated there will be a playground structure that we hope to get started in July.

A resident stated the Times Union is tossing out a free newspaper every Wednesday night that ends up in the middle of your front yard. I have called to get them to stop delivering it because I don't want it. A lot of them end up in the storm drain. How do you stop it?

Mr. Porter stated I don't know how you stop it.

Ms. Buchanan stated your Neighborhood Watch may have an agreement that if the paper is laying there a couple days they pick it up on their regular rounds.

A resident stated I know you put a lot of money in the field but it is full of weeds.

Mr. Porter stated I have someone scheduled to work on that.

Mr. Stephens stated I'm going to have that field mowed. The irrigation works in some areas and in others it does not.

Mr. Marvin stated it needs to be irrigated and mowed on a regular basis.

Mr. Stephens stated I suggest a one time mow to get what's there down. The limited Bahia grass will seed itself and once it is established then cut it again and those seed heads will fall and in an ideal world that will produce a thicker area. A lot of what was put in there was winter grasses that are dying because of the heat.

Mr. Porter stated we need to mow it and we need to irrigate it.

A resident asked could we have a soccer goal for the kids in that field?

Mr. Porter stated that is a great idea. Let's look into that and see what we can put out there.

A resident stated can Brian check with St. Stephens about using their meeting room because it is a lot closer for residents?

Mr. Oliver stated I will check on that but let's still have our budget hearing here as we set it.

**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. Marvin seconded by Mr. Taylor with all in favor the check register was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, July 6, 2016 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida**

Mr. Porter stated the next meeting is Wednesday, July 6, 2016 at 1:30 p.m. at the Courtyard by Marriott on Wells Road.

On MOTION by Mr. Marvin seconded by Mr. Taylor with all in favor the meeting adjourned at 6:33 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman