

RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, September 5, 2018 at 6:00 p.m. at the Clay County Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

Bob Porter	Chairman
Mark Dearing	Vice Chairman
Jan Doan	Supervisor (by telephone)
Anita Majlish	Supervisor
Tommy Taylor	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Ernesto Torres	GMS, LLC
Chris Hall	Operations Manager

The following is a summary of the actions taken at the September 5, 2018 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**

**Affidavit of Publication**

A copy of the affidavit of publication for the public hearing was included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 2, 2018 Meeting**

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the minutes of the May 2, 2018 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the May 2, Audit Committee Meeting**

On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor the minutes of the May 2, 2018 audit committee meeting were accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape Maintenance Services**

Mr. Porter stated we gave all the contractors a list of what we were going to rank them on and how many points for each item. I have done a ranking, Jim has done a ranking as well. Price is one of the things that we consider but we also look at who the people are that are involved, the history of the company, what equipment they have, do they have the ability to do it, what do they have in the way of client references, what other projects have they done that would be similar and that kind of thing and each of those gets anywhere from 5 to 25 points. We add it up and that is typically the way we pick somebody. We make sure we get somebody that is hopefully giving us a good price but who we know can do the work. Jim and I had different numbers for various categories but the same result.

Mr. Oliver stated our operations manager Chris Hall put together a scope and we reviewed the scope and it made sense. He then reached out to quality companies so that we could get a wide variety of proposals. We heard back from seven of those companies, which is a good number of proposals to choose from. The prices ranged from a low of \$50,550 from Tree Amigos to a high of \$152,000 from Core Outdoors so the lowest price gets the most points in that category, the one that came in at \$152,000 would be at the lowest number of points. I will also say that the scope that was put together took into account the performance over the last couple of years and we also brought into the scope the new areas to include recreation fields and the new common areas as the development continues to grow.

The scoring I had based on a number of factors was Tree Amigos first, they had the lowest price but I looked closely to see if that price was an outlier and the reason that price was so much lower than the other companies is that during the high maintenance months they charge about the

same price as everyone else in the \$5,500 range but during the five winter months they charge a reduced fee so when everyone else is having the same flat fee all the way through they are charging about half that rate about \$2,500 for those winter months. R&D Landscape ranked third. I gave them full points for experience because they are very familiar with this particular project, plus they are also locally located. Yellowstone is second and their price of \$71,000 did not garner as many points under price, otherwise they were very close to Tree Amigos. R&D Landscaping came in a close third, again price was at \$82,000 and Duval Landscape came in at \$70,000 and were fourth with 82 points. The other ones coming in at 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> were LawnBoy, Verdego and Core Outdoors and they were all significant prices. I couldn't find any large properties LawnBoy maintains they do in Clay County. Verdego came in at \$117,000 they operate out of Palm Coast not local and Core Outdoors out of Jacksonville did not have CDD experience.

Mr. Porter stated I have Tree Amigos no. 1. I felt like we got three very professional packages from Duval Landscape, Tree Amigos and Yellowstone and they all talked about the equipment they have and the people they have, which are questions we asked. LawnBoy didn't tell us what they had in the way of equipment or people and told us they are small so I ranked them lower than Jim did. Core Outdoors for completeness of response I gave them zero because they had no discussion of equipment or people, they just ignored a lot of what we asked for. I had Tree Amigos first and second and third were one point different, Duval and Yellowstone and R&D right behind them. We are close but we both came very clearly to Tree Amigos as being the best qualified and happily they are also the lowest price.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor Tree Amigos was ranked no. 1 and staff was authorized to prepare a contract for landscape maintenance services.

#### **SEVENTH ORDER OF BUSINESS**

#### **Public Hearing Adopting the Budget for Fiscal Year 2019**

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the public hearing was opened.

Mr. Porter stated we are going to adopt the budget. At the last meeting we showed you a preliminary budget and talked about things we might want to add or subtract and everybody has

had time to look at it and this is the time to talk about whether there are things here that you think should be changed. We are not going to come up with a budget that is higher than this because we have notified everybody and advertised what the budget is. If there is something we think we don't need that we want to cut out we can.

A resident asked where in the budget is the money to fix our road and drainage problems on High Prairie Lane?

Mr. Porter stated the roads belong to the county they are not the district's responsibility. The district doesn't have the right to do roadwork.

A resident asked what about the drainage, we all have pools in our backyards?

Mr. Porter stated that is a concern for the builder and I work for D.R. Horton so it is not like I'm trying to put it on somebody else. I will give you my card and you can send me an email and we will get back in touch with you. I know Horton is getting ready to do some work in the area and there is one street where everybody's yard is full of water and it needs underdrain. Horton is signing a contract for about \$150,000 to fix that because the county doesn't have money in their budget to do it. Something is coming and if you get in touch with me later we will talk about it.

A resident asked is the line item for security for Clay County Sheriff or is that part of additional security?

Mr. Porter stated we only have the right to secure the stuff that the district owns, which is primarily the amenity center so we will have occasional patrols. Normally we will contract with the sheriff's office because we feel it is more effective when a cop in uniform in a car comes out opposed to private security.

We also want to talk about imposing the assessments and basically we will adopt a budget and once we adopt it we send it to the tax collector. We certify an assessment roll and impose the assessments and the tax collector puts it on everybody's tax bill. For most folks it ends up coming out of your mortgage, which is the same thing that happens every year. It is two separate processes, but we will adopt a budget and then adopt the method to assess it and collect it.

A resident asked is that going up this year?

Mr. Porter stated each year we will have a meeting like this and as our insurance gets more expensive or somebody has given us an increase in landscaping costs or a decrease or whatever every year we adopt a budget and at the end of the year any money that is left over is rolled into next year.

A resident asked when does the CDD bond expire?

Ms. Buchanan stated 30 years from the date of issuance, 2038.

Mr. Porter stated that is the bond the O&M goes on forever because the district owns that amenity center and has to maintain it. This budget is going up, but I can't tell you what will happen next year.

A resident asked what is the increase from last year?

Mr. Oliver responded depending on product type the 50-foot unit went from \$423 to \$494, the 60-foot unit went from \$512 to \$598 and the 79-foot unit went from \$596 to \$696. The increase was largely to establish a capital reserve fund for repairs & replacements and you put more money in your landscaping this year.

Mr. Porter stated the district owns the amenity center and we have insurance but sooner or later the roof is going to wear out and we will put a new roof on, the pool is going to need to be marcited, stuff wears out and what I don't want to have happen is five years from now we need a new roof and we don't have any money so all of a sudden we do a special assessment for \$500 on every house to pay for the roof. What we are doing instead is putting away a little bit of money every year, the money belongs to the district, it is in our bank account and it is available for capital improvements or repairs and that kind of thing. Mark and I both work for Horton and one of the two of us will be off the board in November we have two residents now and we will have four residents then and I want to be sure that when you take it over it is sustainable. I don't want financial problems down the road I want to know that basically we are saving for a rainy day, which to me is one of the things that governments need to do. It is the responsible thing to do. Yes, we raised it, most of it is taking care of reserves but it is the right thing to do.

A resident asked is the 55+ part of our district?

Mr. Porter responded it is behind a gate and it is going to have its own amenity center that will be paid for entirely by the folks who live there and it will be theirs. They will pay fees for it and their lot cost went up in order to pay for it. They are paying an HOA fee \$200 to \$300 a month to take care of that stuff, which is just theirs. They are also members of the district just like you are so they are paying the same O&M that everybody else pays so they won't use the amenities as much because they are going to have their own pool, but they still have the right to use the pool and they pay the same amount that everybody else is.

A resident stated I thought as you add more folks back there that is more money coming into the district.

Mr. Porter stated not really because Horton is paying on all the vacant land at this point.

We will do this every year and we are a unit of local government, we have the same open records rules that the county and state have. If there are any of these things that you want copies of or you want to look at, you have the right to, most of it is available on the website. You can contact Jim's office if you have questions. None of this is a secret it is your money, it is your organization, it is your government. As time goes on get as involved as you want to be. Do we have people who qualified for the election?

Mr. Oliver stated no one qualified for those two seats.

Mr. Porter stated we are going to have two seats that ought to be residents. If people had gone to the supervisor of elections to qualify they would show up on the ballot in November, nobody qualified and that opportunity is closed. We are going to be looking for two of you or two of your neighbors to volunteer to sit on the board with Anita and Tommy. It is a five-person board, I try to keep the meetings to less than an hour so it is not a lot of trouble to do but if you are interested think about it and get in touch with Jim. If we have more than two people who are interested we will ask you to give us a resume. The board will appoint two people to fill those seats but every election cycle there will be a chance for you to participate.

A resident asked does the new budget incorporate lifeguards?

Mr. Porter stated yes. I don't remember the number of hours, but we budget for a certain number of hours basically it is weekends only generally or a holiday weekend. We have to have a lifeguard at the top and bottom of the slide. That is something you can consider next year if you want to have it open more or less as you get into the budget process.

A resident asked does that cover insurance for disability if someone were to get hurt?

Mr. Porter stated yes, we are insured. That is another expense that tends to go up over time.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the public hearing was closed.

**A. Consideration of Resolution 2018-03 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2019**

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor Resolution 2018-03 was approved.

**B. Consideration of Resolution 2018-04 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2019**

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor Resolution 2018-04 was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Draft Capital Reserve Study**

Mr. Oliver stated you have a copy of the draft report in the agenda packets. I have provided some revisions to the consultant who prepared this. This is a tool so that you can put enough funds aside to re-marcite the pool, replace the roof, or any other repairs and replacements of capital assets. This is a 30-year plan and it makes sure we have those funds when needed. The plan lists every asset that the district owns, when it was put into service, the expected life, when we think we will need to replace it, and the expected replacement cost. These reports are usually updated every two or three years.

Mr. Porter asked how does this match up with what we put in the budget for reserves?

Mr. Oliver stated I think we are in good shape. Right now the consultant would like you to have fully funded at \$94,000 and this puts us at \$30,000 but it ramps up pretty quickly and as you will see on page 2-1 under the item, annual contribution they recommend that we are going to have 3% increases over the next couple of years. Again, it is just a tool, any given board doesn't have to follow this as long as they have a plan to have enough funds. They recommended for this year \$27,971 and even a few years out it slowly goes up to \$29,030.

Mr. Porter stated we are on the right track and this is something your board is going to decide each year and I encourage you to make sure that you always have reserves. I think it is critical.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Buchanan stated we have seen an uptick in litigation for CDD websites, there have been a number of lawsuits filed where an individual goes to the website, and if they are blind determine if it is accessible to them. We are a government entity and are required to make things accessible under the ADA and our firm is working with Jim’s firm to come up with a bulk rate and package with an advisor who can go through and inventory our websites and give us an action item list. We don’t have any proposed changes to bring back to you yet I just wanted to let you know we are working on it.

Ms. Majlish asked is it something that needs to be read out loud?

Ms. Buchanan stated it is interesting there are contrast, light and dark, accessibility with a tablet opposed to the mouse button and making some of the documents audible.

**B. Engineer**

There being none, the next item followed.

**C. Manager – Discussion of Meeting Schedule for Fiscal Year 2019**

Mr. Oliver stated in your agenda packet is a proposed meeting schedule and this would be bi-monthly meetings as we have had the past few years with three meetings being held here at the Clay County Public Library and three others at the Courtyard by Marriott.

Mr. Porter stated we don’t meet every month because when we have a meeting we are paying our attorney who come from Tallahassee, we pay Jim’s company for being here and so forth so fewer meetings mean a little less expense. That is why we don’t meet more often. Horton is building on behalf of the CDD a meeting room at the amenity center so when that gets done we will be able to hold our meetings there. Hopefully, by the next meeting the plans will be a little further along and I will bring the plans that everybody can see.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the following meeting schedule was approved.: November 7, 2018, May 1, 2019 and September 4, 2019 to be held at the Clay County Library, January 2, 2019, March 6, 2019 and July 3, 2019 to be held at the Courtyard by Marriott.

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



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

**ELEVENTH ORDER OF BUSINESS                      Supervisor's Requests and Audience Comments**

Ms. Majlish stated there are some sidewalks that don't have the ADA yellow tread pad, by the playground there are three in a row that aren't ADA approved. Other than that all the sidewalks have been taken care of.

Mr. Porter stated I will mention it to my guys.

A resident asked what can we do about speeding?

Mr. Porter stated call your county commissioner, they are elected by you. The more people who call and complain about stuff the more likely it will get fixed.

Mr. Oliver stated I believe Wayne Bolla is the commissioner for this district.

Mr. Porter stated if you feel he is being responsive you can invite him to come to one of these meetings. They love to come and talk to potential voters. The better relationship you have with the county the better off you are.

A resident asked have you fixed the sign as you are coming off the slide, it is always hanging by one strap.

Mr. Hall stated my maintenance guy was supposed to fix that.

Mr. Porter stated if you see stuff like that don't wait for the meeting go to the website and let Jim know and he will pass it on to folks.

A resident asked what is the timetable for them to fix the sinkhole?

A resident stated it is a county road and every time I call the county they don't have the money.

Mr. Taylor stated there are two ongoing besides the one in the middle of the road. Most of them are related to the stormwater system and they connect to the big pipe underground when they breach and the water is running it takes the sand with it. The one on Great Falls with the A frame on it has been there so long they is going to have to drain the big retention pond in front of the community behind those properties because the feed pipes are on the bottom of the retention pond. I had this discussion with the county with the guy in charge of it. I guess they are waiting for the monsoon season to be over before they dump that thing out to be able to fix it.

A resident stated there is so much standing water on our street you can't even mow your lawn. Who do we talk to?

Mr. Porter stated D.R. Horton talked to the county and got the same answer you did, they don't have any money in the budget it will be at least October before there are any appropriations. The county talked to England Thims & Miller, the engineer who had ECS Geotechnical Services go out to do some borings and so forth. The geotechnical company has come back with a recommendation for underdrain, which is basically a perforated pipe in a bed of gravel which is wrapped in a filter cloth so water will filter through the cloth and keep clay from getting into it through the grout, in the pipe, in the storm drain and out. That is what they have suggested. The first contractor we asked to bid the job refused to do it because he didn't want to have to work there. The underdrain has to go through everybody's driveway, which means driveways have to be cut out and replaced but it also has to fit among the existing sewer line, the water line, the reuse line, the electric line, the cable line and telephone line. That is not a job that very many contractors want to mess with. The first contractor chose not to give us a bid. It is not a big job in terms of scope but it is a complicated job. I think the number we got was \$158,000 when we getting a contractor willing to do it, which we have agreed to. We will get that scheduled shortly.

A resident asked what happens when you get the underground spring and the water goes down and we have sinkholes?

Mr. Porter stated what Tommy was talking about where you are seeing those sinkholes is where there is gap, a pipe that has come loose from the storm drain box so there is an opening and there is a ton of water running through there and pulling sand with it and as the sand leaves it is going to fall down. I can't tell you it will never happen again.

A resident stated I don't understand why all of a sudden we have water in the streets.

Mr. Porter stated the simple answer to that is we have had more rain in the last year than we have had in any year in the past century. The answer is it is an act of God and every job we have is behind because the rain has been so extraordinary.

A resident stated at least you told us something, more than anyone else has.

Mr. Porter stated we are trying to figure it out and get it fixed. I think you are going to see a huge difference, not immediately because the water table has to come down. The stuff next to the pipe will be in there instantly and then the water table as you get further away will take a little bit of time to go down. I think you are going to be happy.

A resident stated the bathroom floors at the pool are extremely slippery when wet.

Mr. Porter stated I will check that.

A resident asked is the pump facility locked? I saw someone jump the fence and he had some equipment and he opened everything up. He said he was a resident and he was checking everything out.

Mr. Hall stated everything has been locked up.

Mr. Porter stated if you see something like that report it to Jim's office.

A resident asked is alcohol allowed at the pool or not? Also I have an issue with food being on the pool deck.

Mr. Porter stated I'm sure alcohol is not allowed and it is against state law to have food on the deck or in the pool.

Mr. Hall stated that is posted on the new sign.

A resident asked are homes going to be built on the corners that are vacant?

Mr. Porter stated where you see the corners with just grass with no houses, those belong to the district and if the district at some point wants to do something with them then the district has the right to. The district doesn't have the money right now but if you wanted to put in a tot lot or swing set or whatever it could be done.

I appreciate everyone coming today. It is important that everybody get involved and we need a couple of folks to be on the board in a couple of months.

A resident asked what are the requirements for that?

Mr. Oliver stated you have to be a resident and registered voter.

## **TWELFTH 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 Ms. Majlish with all in favor the check register was approved.

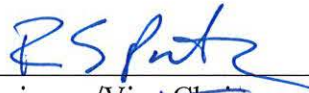
**THIRTEENTH ORDER OF BUSINESS      Next Meeting – To Be Determined**

Mr. Porter stated our next meeting is November 7, 2018 at 6:00 p.m. in this location.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the meeting adjourned at 7:00 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman