

RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, September 2, 2015 at 6:15 p.m. in the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

Mark Dearing	Supervisor
Jan Doan	Supervisor
James Glenn Marvin	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Rich Whetsel	GMS, LLC
Steve Andersen	Operations Manager

The following is a summary of the minutes and actions taken at the September 2, 2015 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 6:15 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2015-04 In Honor of Dedicated Service of Vice Chairman Steve Mattix**

Mr. Oliver stated item three is consideration of Resolution 2015-04 in honor of dedicated service of Vice Chairman Steve Mattix. Once we have that adopted and signed by the members of the board including Mr. Porter who is not here tonight, we will have that framed and present that to Debbie Mattix who also serves the district in her capacity as a resident.

Resolution 2015-04

A resolution of appreciation for the life of Stephen R. Mattix and of condolences on his passing.

Whereas, the Ridgewood Trails Community Development District was established in 2005 to provide infrastructure and services to a new community in Clay County, Florida, and to improve the quality of life of landowners and residents in the community;

Whereas, Stephen R. Mattix was the Vice-Chairman of the Ridgewood Trails Community Development District for many years;

Whereas, Mr. Mattix was the only resident serving on the District's board of Supervisors, requiring him to respond effectively not only to demands made by the Board but by the District's constituents, property owners and residents;

Whereas, Mr. Mattix was instrumental in the evolution of the Ridgewood Trails Community Development District through dedicated and faithful attention to the needs of the community:

Whereas, under his leadership, the Ridgewood Trails Community Development District has provided numerous facilities and services benefiting its residents;

Whereas, the development and management of a community like Ridgewood Trails Community Development District requires vision, patience and energy;

Whereas, Mr. Mattix was blessed with all of these attributes and his guidance, focus and dedication helped give rise to the success the District has experienced;

Whereas, Mr. Mattix was gifted with an easy sense of humor, enabling him to see the best in people and earning him the respect and admiration of those with whom he worked;

Whereas, Mr. Mattix's recent unexpected death has saddened the Board, its staff, consultants, landowners and residents.

Now, therefore, be it resolved by the Board of Supervisors of the Ridgewood Trails Community Development District a follows:

1. The Board, on behalf of its staff, consultants, residents and landowners, extends its thanks and appreciation for the gifts of time and talent that Mr. Mattix shared with us in the development and management of our community.

2. The Board expresses its deepest sympathies and condolences to Mr. Mattix's family on his passing. He was an excellent leader, a true professional and a friend. He will be both missed and fondly remembered.

Dated this 2<sup>nd</sup> day of September, 2015

The Board of Supervisors of the

Ridgewood Trails Community Development District

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor Resolution 2015-04 was approved.

Mr. Oliver stated we will have that signed by all the members of the board and present that to Mrs. Mattix.

**FOURTH ORDER OF BUSINESS**

**Affidavit of Publication**

A copy of the affidavit of publication of notice the public hearing was included as part of the agenda package.

**FIFTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 6, 2015 Meeting**

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the minutes of the May 6, 2015 meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2014 Audit Report**

Mr. Oliver stated the next item is acceptance of the fiscal year 2014 audit report, a copy of that was provided in your agenda packet and it was provided to the auditor general prior to the June 30<sup>th</sup> deadline. Inside the front cover is the opinion letter of the independent accounting firm, Berger Toombs Elam Gaines & Frank. On page 2 of that the auditor says in our opinion the basic financial statements referred to above present fairly in all material respects the financial position of the governmental activities, general fund, debt service fund and the capital projects fund of the Ridgewood Trails Community Development District as of September 30, 2014 in accordance with generally accepted accounting principles of the United States of America.

The notes to the financial statements begin on page 16. One of those subsequent events that it notes on page 28 is that in October 2014 Ridgewood Trails CDD Holdings LLC, a special entity sold the land it was holding to a new developer and the SPE was closed in December 2014. The land held by the SPE secured approximately \$5,800,000 series 2007A bonds and they have been paid or cancelled prior to closing SPE. This is simply saying after the district went through the foreclosure process on the previous developer, a new developer came in and bought that. The district is operating again.

The next page is the report on internal controls and in the third paragraph the auditor notes we did not identify any deficiencies in internal control that we consider to be material weaknesses.

The next page is the management letter and you will see prior year findings for the year 2013 and certain debt service payments were not made during that year and that was because the previous developer had gone into default and those payments were not being made and that has been cured with the sale of the property to a new developer. That same finding shows on page 33 that we did not meet the reserve requirement for the series 20007A bonds and that is because to fund the district during those times, the bondholder was taking funds out of the reserve account to fund the district's operations and we appreciate that.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the fiscal year 2014 audit report was accepted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Audit RFP Criteria for Fiscal Year 2015 Audit**

Mr. Oliver stated the next item is consideration of audit RFP criteria for fiscal year 2015 audit. Section 218, F.S. requires every three years that we go through a process to select a new auditor. The audit committee selected evaluation criteria. The CDD will issue a notice of RFP and we will get proposals from audit firms and bring those proposals back to the audit committee for consideration. The criteria in the agenda packet shows five different criteria, equally weighted at 20 points and those are: ability of personnel, proposer's experience, understanding of scope of work, ability to furnish the required services and price.

On MOTION by Mr. Marvin seconded by Mr. Doan with all in favor the audit RFP criteria was approved and staff was directed to issue RFP for audit services.

**EIGHTH ORDER OF BUSINESS**

**Public Hearing Adopting the Budget for Fiscal Year 2016**

Mr. Oliver stated when the budget was approved the board made a decision that they did not want to increase assessments this year and the assessments have stayed stable, no increase in assessments. The only difference you will see from last year's budget is last year the developer was making contributions to fund the shortfall in the general fund now all the lands pay an equal assessment. Before the residents were paying about \$65,000 in assessments and DR Horton was paying about \$250,000 in assessments, the numbers remain the same but they all show up under maintenance assessments on the top line and that line will be \$321,059 we will be reducing that by \$1,800 to keep assessments level. The only difference in administrative is the insurance and that is now \$117,423, amenity center expenses is reduced from \$71,950 to \$68,196 and we increased grounds maintenance slightly from \$132,000 to \$137,000. The entire budget comes in the same as last year at \$321,059 and we will reduce the landscape reserve from \$24,000 to \$22,200 and that is so there is no increase for any of the units. There is a table showing the per unit O&M assessments. On page 8 is the debt service fund and these are for the two semi-annual interest payments made on November 1<sup>st</sup> and May 1<sup>st</sup> as well as the principal payment made on May 1<sup>st</sup>.

On MOTION by Mr. Doan seconded by Mr. Marvin with all in favor the public hearing was opened.

A resident asked will there be an increase this year on fees?

Mr. Oliver stated there is no increase in assessments.

A resident stated I have a question about the security line item.

Mr. Oliver stated because of the fact that most law enforcement agencies are stretched with their dollars, many districts and other communities contract for private security or off duty officers from agencies whether it be Florida Highway Patrol, the sheriff's office or local police departments. We find them to be more effective because they are not just observing but they can

take action and have better communications with those agencies. We employ an off duty officer on a random basis. We know when he is working, but we don't publish his schedule so it is not predictable.

On MOTION by Mr. Marvin seconded by Mr. Doan with all in favor the public hearing was closed.

**A. Consideration of Resolution 2015-05 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2016**

Mr. Haber stated there are two resolutions included in your agenda package. You held your public hearing on the budget, the first resolution you will be considering is a resolution adopting the budget it is referred to as an appropriation resolution because you are by virtue of adoption of the resolution appropriating the funds in each of those line items.

On MOTION by Mr. Marvin seconded by Mr. Doan with all in favor Resolution 2015-05 was approved.

**B. Consideration of Resolution 2015-06 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2016**

Mr. Haber stated the next resolution is your assessment resolution and it imposes the operation and maintenance assessments and this year the O&M assessments will be levied on all the property throughout the district whether it is owned by a homeowner or the developer. The operation and maintenance assessments will serve to fund the budget you just adopted there are also debt assessments and the debt assessments pay the principal and interest payments that are due on the bonds on May 1 and November 1. The resolution includes the findings as required by law that the budget provides benefit to the property, and that the benefit exceeds the burden put on the property by the assessments, etc. It levies the assessments and certifies them for collection.

On MOTION by Mr. Doan seconded by Mr. Marvin with all in favor Resolution 2015-06 was approved.

**NINTH ORDER OF BUSINESS**

**Update Regarding Improvements**

**A. Entry Features**

Mr. Dearing stated we had an original design on the entry feature that was too tall and we had to redesign it and it has now been approved and is in for permitting and we are looking for that area to be complete as far as the old entry monumentation and landscaping removed and new entry monumentation and landscaping installed to be complete in the next couple months.

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

Mr. Dearing stated the turf improvements are supposed to be started within a week and it should be complete within the next three weeks. As far as the amenity expansion that is still in design approval and permitting submission is pending.

**C. Streetlight Installation**

Mr. Dearing stated we were told by Clay County it was going to be about \$65,000 to install the entry lights along the main entry corridor and we said we would like to do that then they came back and said we think it will be around \$125,000. I think it has now been settled around \$75,000 and we have given them the go ahead and that has been ordered but I don't know the timing on that.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH 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. Discussion of Meeting Dates for Fiscal Year 2016**

Mr. Oliver stated in your agenda packet is a proposed meeting schedule and it is the same model we have been doing, bi-monthly meetings with three meetings scheduled for this location

and they are night meetings at 6:00 p.m. on November 4, May 4, and September 7<sup>th</sup>. We will also have meetings at the Courtyard by Marriott October 7, January 6, March 2 and July 6. We will put these on the website. There is a good likelihood of the October 7<sup>th</sup> meeting being canceled but I will check with the chairman and see what new business we may have.

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the fiscal year 2016 meeting schedule was approved.

## **2. JLAC Letter**

Mr. Oliver stated behind tab 2 is a letter to the Joint Legislative Audit Committee and this is in response to the audit that was completed in 2013. They look at any district that had an audit that had financial problems in the past and this district had financial problems when we were in default and weren't making bond payments. We have a response in our agenda packet saying this district was going through financial difficulties as the result of the default and that has since been cured with the sale of the property to a new developer.

## **3. Suspension of Amenity Center Privileges**

Mr. Oliver stated please see the letter in your agenda packet. I have taken out the name and address of the residents, but there was a teenager with some of his friends had jumped the fence, had the beer pong table and they started throwing furniture in the pool and destroyed some furniture. We sent them a letter saying this is what happened, we have it on videotape that is how we identified you and privileges are suspended and you need to make the district whole in terms of costs. I spoke with both parents they were very supportive of those actions, I'm sure that child has been corrected. Both parents were very concerned, but not angry with the district but with their child. We have given them an estimate and when the rest of the furniture comes in we will give them the actual invoice.

A resident asked are you going to fill the vacancy?

Mr. Oliver stated I did not put this on this month's agenda just out of sensitivity to Mrs. Mattix in case she was at the meeting but this board can consider applicants to serve on the board and we will put that on the next agenda to discuss the item. Typically the board will have some discussion and determine how they are going to fill that vacancy. We can't really have that discussion tonight because the chairman is not here but we will do that at the next meeting.

**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.

**TWELFTH ORDER OF BUSINESS                      Supervisor’s Requests and Audience Comments**

Mr. Marvin stated I drove through the community before the meeting and I think it looks really nice. I didn’t see trash anywhere.

Mr. Andersen stated we are having Down to Earth provide trash pickup on a monthly basis.

A resident stated we have concerns about where the new model home is and the people that run the model home and people who come to see the model home park and you can’t get through. We have a lot of issues weaving through the cars because they are parked on both sides of the street. I thought you had designated parking.

Mr. Dearing stated we have some designated parking on the adjacent lot and I will talk to our sales manager to see what we can do.

Mr. Marvin asked if someone wants to be on the board should they contact you?

Mr. Oliver stated if the board wants to take this approach we can reach out to the community, have people provide a letter of interest and resume and the board can consider that at a subsequent meeting. We will publicize that and send an eblast to the community and also put it on the website.

**THIRTEENTH 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.

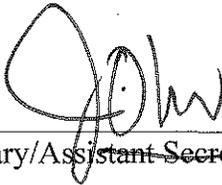
**C. Approval of Check Register**

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

**FOURTEENTH ORDER OF BUSINESS      Next Meeting Scheduled – October 7, 2015**

Mr. Oliver stated the next scheduled meeting is October 7<sup>th</sup> at the Courtyard by Marriott and I will confer with the chair to see if we need to hold that meeting.

On MOTION by Mr. Doan seconded by Mr. Marvin with all in favor the meeting adjourned at 6:51 p.m.



Secretary/~~Assistant Secretary~~



Chairman/~~Vice Chairman~~