

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, September 7, 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
Mark Dearing	Vice Chairman
Jan Doan	Supervisor (by telephone)
James Glenn Marvin	Supervisor
Tommy Taylor	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Brian Stephens	Operations Manager
Several Residents	

The following is a summary of the actions taken at the September 7, 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

A resident asked do the turf improvements have anything to do with the palm trees they planted a couple of which are dying?

Mr. Porter stated I heard today that there are five that will be replaced at no cost to the district. These are the last ones that D. R. Horton puts in and the district will maintain them.

A resident stated a new resident asked about the amenity expansion.

Mr. Porter stated D.R. Horton has hired K & G Construction to build a new amenity, there will be a pool and slide tower and some additional bathrooms and shade structures and seating and what we refer to as a tot lot. The contractor applied for a permit and got his first

round of comments back from the county. It is a single design, not something that we repeat at other communities, so it is a little complicated to get a permit. The county has given their comments and the contractor is getting the changes made to the plans and we will be back in for permit in the next couple of weeks and hopefully be started around the end of the month or the first of October.

THIRD ORDER OF BUSINESS

Affidavit of Publication

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

FOURTH ORDER OF BUSINESS

**Acceptance of Tommy Taylor's Resignation
Effective November 8, 2016**

Mr. Porter stated we have Mr. Taylor's resignation effective November 8th and he has qualified to be on the ballot so you will see his name on the ballot in November.

Mr. Oliver stated he is the only one running for that seat so he will not be on the ballot.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Mr. Taylor's resignation to be effective November 8, 2016 was accepted.

FIFTH ORDER OF BUSINESS

**Approval of the Minutes of the May 4, 2016
Meeting**

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the minutes of the May 4, 2016 meeting were approved as presented.

SIXTH ORDER OF BUSINESS

**Acceptance of Audit Engagement Letter with
Berger Toombs Elam Gaines & Frank**

Mr. Porter stated we put out a request for proposals and these are the folks we ranked no. 1 and chose and this is what we need to sign to get them started.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2016 audit was accepted.

SEVENTH ORDER OF BUSINESS

**Public Hearing Adopting the Budget for
Fiscal Year 2017**

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

Mr. Porter stated we are going to go through the budget in whatever detail everybody wants to. If you have any questions about things in general or specific items or whatever we are happy to talk about them. Tonight we will adopt a budget this will not be any higher than this if there is something we decide we don't want to do and we want to cut it out we have the ability to do that. We have to adopt the budget so we can get it to the tax collector's office so it will come out on everybody's tax bill.

A lot of our expenses are contracted, the folks who maintain the ponds who are under contract, our landscaper is under contract for a fixed amount our attorney and management company and so forth and that is the majority of what we are expending. Some of the stuff you will see is a little higher than last year because we are going to have more amenities by the end of the year that we will be maintaining.

Mr. Oliver stated the assessment levels stayed the same as last year and there is no increase in assessments for fiscal year 2017. You will see some movement between the three budget sections of admin, amenity center and community appearance but there is no total change and we did move some money around certain line items to make the budget work. Another thing to remind the board and the audience of is as new things come on line like the amenity center there are additional grounds to maintain, the utilities associated with the streetlights and the additional irrigation we have room in the budget to absorb that. Even if we were to greatly miss on that we have some reserves we could tap. I'm comfortable with the budget.

Mr. Porter stated we always try to have some reserves so if something goes wrong such as a big windstorm and we need to fix something then we are prepared for it. Eventually the various things the district owns will need to be repaired or replaced such as a new roof for the amenity center or that kind of thing so we try to build the reserves so we will be financially stable.

A resident stated something I never saw before was internet payment for the amenity center.

Mr. Oliver stated we have internet for the security and card access system.

A resident stated if you have Comcast you can log into the Comcast wifi at the amenity center. Any other provider it won't hook up.

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

A. Consideration of Resolution 2016-03 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2017

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor Resolution 2016-03 was approved.

B. Consideration of Resolution 2016-04 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2017

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Resolution 2016-04 was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2016-05
Declaring a Vacancy in Seat 5**

Mr. Porter stated next is Resolution 2016-05 declaring a vacancy in Seat 5 and this is the seat that is up this year and no one qualified. This is a seat that we need to have filled by a resident. When November rolls around one of us will be off the board and we need a resident to fill that seat. If one of you are interested in being on the board or if you know someone who is get in touch with Jim and hopefully, we will have two or three people interested. Just send him a little bit of information about yourself and why you think you would be a good board member, something about your experience and at the meeting in November we will pick somebody.

Mr. Oliver stated I will put some information on the ridgewoodtrailsccd.com website.

Mr. Porter stated there is not a lot of work involved, we have meetings once a month and we cancel them if we don't have something to do. It will give you a chance to be more involved

in the community. This year we will have two residents on and two years from now there will be two more and the following election it will be all residents.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Resolution 2016-05 was approved.

NINTH ORDER OF BUSINESS

Consideration of Assignment of Agreement with Down to Earth

Mr. Porter stated Down to Earth does our landscaping and they have merged or been absorbed by another company so basically it is going to be all the same people, same contract amount, same scope of services the only difference is going to be the name of the company.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the assignment of the agreement with landscape maintenance agreement to SSS Down to Earth Opco LLC d/b/a Down to Earth was approved.

TENTH ORDER OF BUSINESS

Update Regarding Improvements

A. Amenity Center Expansion

Mr. Porter stated some of you arrived while the meeting was in progress. A company called K & G Construction has been hired to build the amenity expansion that will include a new pool, water slide, additional bathrooms, shade structures, bigger deck and that sort of thing. They have already submitted plans to the county, the county sent back some comments, they are revising the plans and should be resubmitted within the next week. They will probably start the first of October and should be open for swimming next season.

B. Turf Improvements

Mr. Porter stated Horton has had their contractor out a couple times picking up weeds and it looks like it is starting to grow in a little bit better, we are using the irrigation when it is needed. It looks a lot better than it has.

C. Neighborhood Paths

Mr. Oliver stated Brian obtained cost estimates for concrete footpaths and it is about \$32,000 and he is ready for board direction to have that happen.

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

Mr. Oliver stated yes.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the proposal to concrete the footpaths in the amount of \$32,000 was approved.

ELEVENTH ORDER OF BUSINESS Other Business

Mr. Taylor asked we have a community information sign in the front now that we have a rear entrance should we put one there?

Mr. Porter stated good idea, let's find out what it will cost to put one in the back.

Mr. Oliver stated okay.

A resident asked who is in charge of picking up messages? I knew nothing about this meeting until about 20 minutes ago.

A resident stated it was on the front board yesterday usually we have it up sooner.

A resident stated as a resident I would like to know what is going on and if there are no emails going out and I see a sign a day or so before the meeting I don't have time to plan.

Mr. Porter stated we are going to talk about the meeting dates in a minute and you will know the dates of all the meetings that are scheduled for next year although if we have no business we cancel them so we don't have to pay our attorney and that kind of thing. We have a website ridgewoodtrailsccd.com and it has copies of agendas, all the meeting dates and that sort of thing. It is a pretty easy way to check. We do them in the afternoon and quarterly we have one in the evening.

TWELFTH 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 – Discussion of Meeting Dates for Fiscal Year 2017 and Selection of a Landowners’ Meeting Date, Resolution 2016-06

Mr. Oliver stated we have the meeting schedule for fiscal year 2017 and we have six meetings scheduled, three meetings at night here at the Clay County Library on November 2, May 3 and September 6th and three at the Courtyard by Marriott to be held January 4, March 1 and July 5th. Once approved, we will publish the meeting schedule in the newspaper, post it to the website and e-blast it to residents.

Mr. Porter stated we try to make sure that things like the budget meeting, which was tonight, is one of our evening meetings. Most of the stuff we end up during the day is pretty much administrative.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Resolution 2016-06 was approved.

Mr. Oliver stated we have a landowners meeting and there are three vacancies to fill this year, two by general election and Tommy Taylor is filling one of those seats because no one ran against him after he qualified with the supervisor of elections. The second seat no one qualified for and you informed the residents that they should contact me so they can be considered by the board to fill the vacancy and the seat that Mr. Porter is holding will be filled by landowners election and we need to set the landowners election... We can hold that November 2nd with our regular meeting and if we have some guidance regarding the landowners election we will put that on the website. In the general election every registered voter gets one vote the landowners election for every lot you get one vote and for every acre you get one vote.

Mr. Porter stated this is something that a lot of people don't think is fair but it is the statute. Basically, Horton will have the majority of the votes at the landowner election. Each of you have one vote per lot so if it is husband and wife together you have one vote, Horton will have a vote for every acre they own and for every platted lot that they own. We will have hundreds of votes you will get one that you share with your husband or wife. Part of the reason is that Horton is still paying 80% of the assessments because we pay on future lots on the O&M. We will set a meeting for the landowners' election everybody is welcome to come you will have

an opportunity to vote but I'm going to cast 200, 300, or 400 votes whatever the number is for me and somebody else who works for Horton.

Ms. Buchanan stated this year you are going to control the landowner election and the community will get to fill the other seats. Tommy was one choice because no one else qualified and you will have the second seat.

Mr. Porter stated two years from now two more of us drop off and two years after that the rest of us are gone. I'm happy to have everyone come to the election who wants to but I don't want you to take a day off work because you think this election is important and I cast 300 votes for myself.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the landowners' election was scheduled for November 2, 2016 at 6:00 p.m. in the same location.

D. Operation Manager's Report

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

THIRTEENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

A resident stated we need to have Scott to be our security representative. This past weekend we had 15 to 20 cars broken into. The back gate is busted and left open. One of the neighbors told me there are a lot of four-wheelers back there. Can we get security to patrol back there?

Mr. Porter stated I will get the gates replaced that are torn up. I didn't know about it. Has Scott moved?

A resident stated no he has been out of town.

Mr. Oliver stated I talked to Scott on the phone two weeks ago and he is still conducting security patrols. He coordinated with another trooper to provide security while he was out of town.

Mr. Taylor stated this also brings up the Neighborhood Watch and even the police walked door to door to try to get something going, put up a sign for a meeting but I haven't heard any more about it. Now we are having robberies and no Neighborhood Watch in place.

Mr. Porter stated it is just a matter of having enough folks interested in it to join.

A resident stated that would be a good thing to do. It is not just Azalea Ridge it is all over Clay County, people are breaking into cars and trucks.

FOURTEENTH 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. Dearing with all in favor the check register was approved.

FIFTEENTH ORDER OF BUSINESS Next Meeting Scheduled: November 2, 2016

Mr. Oliver stated the next meeting will be immediately following landowners' meeting November 2nd scheduled for at 56:00 p.m. at this library.

On MOTION by Mr. Marvin seconded by Mr. Doan with all in favor the meeting adjourned at 6:50 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman