

RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, November 1, 2017 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
Anita Majlish	Supervisor
Tommy Taylor	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Brian Stephens	Operations Manager

The following is a summary of the actions taken at the November 1, 2017 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.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident asked when will the amenity center expansion be done?

Mr. Porter stated right now there is work going on and the new pool and slide is not finished yet. It will be finished by year end. I'll provide more info when we get to that agenda item.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

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

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the September 6, 2017 Meeting**

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the minutes of the September 6, 2017 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Public Hearing to Adopt Rules Regarding Overnight Parking and Traffic Enforcement, Resolution 2018-01**

Mr. Porter stated next is a public hearing to adopt rules regarding overnight parking and traffic enforcement.

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

Mr. Porter stated the point of this rule is that we can keep folks from parking overnight at the amenity center parking lot, on the field and that kind of thing. If we do not pass a rule and somebody parks there we can't do anything about it. Once we pass this rule if it is a problem we can have vehicles towed.

This is a public hearing if anyone has a comment or question on this issue.

A resident stated I think it is necessary because some vehicles have been parked at the amenity center for a week or two at a time.

Mr. Porter stated it doesn't require us to tow somebody, but it gives us the right to do so. There is also a provision that if there is some reason, if someone has a problem and needs to park there they can get in touch with the manager and ask for permission.

A resident stated on our community page I have seen several people that have said I'm having someone visit for the weekend, where can I park and several people have suggested that parking lot. If we are going to do that we need some kind of signage or get it out to the community and let them know they need to ask permission if they are going to use that facility for parking.

Mr. Porter stated that is a good idea. Let's order a sign that says, no overnight parking and put a telephone number on it. We will also have it on the CDD website.

A resident stated it may not be a CDD resident who parks there.

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

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor Resolution 2018-01 was approved.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Amenity Center Expansion**

Mr. Porter stated we had a local welding contractor that was supposed to have delivered that tower in May and it is now delivered and hopefully by the end of the month it will be up and everything will be finished. We aren't going to open the pool or slide this late in the year but we are close.

Mr. Taylor stated I saw a sketch of the parking lot and it is the same as before the expansion. I don't know if that was a mistake or if something has changed.

Mr. Porter stated I will find out.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Expansion of Existing Security Camera System**

Mr. Oliver stated we don't have a final proposal yet because the project isn't completed yet and we will get a proposal once that is done.

Mr. Porter asked do you have an idea of the cost?

Mr. Oliver responded right now it is around \$6,000 although you may want to have a not to exceed amount.

Mr. Porter stated I want to get it done as soon as we are in there because we have had some problems with vandalism.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the chairman was authorized to execute a contract for expansion of the security camera system in an amount not to exceed \$8,000.

**EIGHTH ORDER OF BUSINESS**

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

Mr. Porter stated every year the district has an audit of all the finances that is required by state law and we solicit proposals and this year Berger Toombs gave us the best proposal.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2017 audit was ratified.

**NINTH ORDER OF BUSINESS**

**Consideration of The Lake Doctors Proposal for Fiscal Year 2018**

Mr. Porter stated next is the Lake Doctors proposal for fiscal year 2018, which is the same price as last year.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor The Lake Doctors proposal for fiscal year 2018 was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposal from Riverside Management Services for Fiscal Year 2018 Lifeguard Services**

Mr. Porter stated next is Riverside Management Services proposal for lifeguard services and they came up with doing weekends from spring break through September, every weekend from noon to 7:00 p.m. You are required to have two lifeguards, one at the top of the slide and one at the bottom when the slide is open. The slide will only be open those hours and if we decide we need more we can order more but basically that is 937 ½ hours at \$15,000, which is \$16 per hour for the lifeguards.

A resident asked is there a way to lock to slide when it is not open?

Mr. Porter stated there is, yes.

On MOTION by Mr. Doan seconded by Ms. Majlish with all in favor the proposal from Riverside Management Services for lifeguard services for fiscal year 2018 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Appointment of Audit Committee**

Mr. Porter stated typically what we do for an audit committee is appoint the entire board.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the board members were appointed as the audit committee.

**TWELFTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**THIRTEENTH 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 Fiscal Year 2018 Meeting Schedule**

Mr. Oliver stated our next two meetings will be our daytime meetings, January and March. At the next meeting we will decide upon the May and August dates on a night other than a Wednesday.

**D. Operation Manager’s – Report**

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

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

Mr. Taylor stated since the playground was installed with lower seats I have seen a lot of usage. That coupled with the field being mowed I have seen a lot more people out there on the field playing ball.

Mr. Porter stated James is getting two sets of goal posts and one will have soccer goals on it, too.

A resident stated a couple of residents asked about getting swings, I don’t know if it has to wait for the 2019 budget. It is a great playground and everybody loves it but some people are asking for swings.

Mr. Porter stated I will look into that.

Mr. Taylor stated I suggest that we look at putting swings in the pocket park, it is being mowed and it is a big space.

Mr. Porter asked is that a better spot than having it by the existing tot lot?

A resident stated it is a little more central.

Mr. Porter stated let me find out. It is surprising how much some of this stuff costs because they have to be ADA accessible and they are very specific about what constitutes an acceptable base for it. I will look into it and report back at the next meeting.

Mr. Doan stated if you are considering a swing in the pocket park you may want to check with the residents over there because it seems like there was a resident who lived there who was opposed to that.

A resident stated construction trucks are going through the neighborhood and now that the playground is there it is becoming more dangerous. I think they should use another entrance.

A resident asked are you responsible for mowing by the powerlines.

Mr. Porter stated it is the power company's responsibility but whether they will keep it below 3 feet is a different question. Realistically what we probably ought to do is add it to our mowing schedule. If we did it as the district I would only do the road right of way, which is 50 to 60 feet wide. We aren't going to mow their easement for them.

A resident asked should I call Seminole Electric and ask them to mow it?

Mr. Porter stated I would start with Clay Electric.

A resident stated the new trees they put in they put in a new irrigation system. Do they spray or are they drip lines?

Mr. Stephens stated they are referred to as bubblers, they will shoot up in the air a little bit maybe 6" or so then fall directly down. They are designed to water just that tree.

**FIFTEENTH 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.

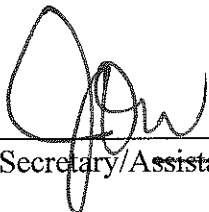
**C. Approval of Check Register**

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

**SIXTEENTH ORDER OF BUSINESS      Next Meeting Scheduled for – To Be Determined**

Mr. Oliver stated the next meeting is January 3<sup>rd</sup> at 1:00 p.m. at the Courtyard by Marriott.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the meeting adjourned at 6:35 p.m.



Secretary/~~Assistant Secretary~~



Chairman/Vice Chairman