

*Ridgewood Trails
Community Development District*

November 4, 2015

Ridgewood Trails
Community Development District

475 West Town Place, Suite 114, St. Augustine, Florida 32092
Phone: 904-940-5850 - Fax: 904-940-5899

October 29, 2015

Board of Supervisors
Ridgewood Trails
Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District will be held on Wednesday, November 4, 2015 at 6:00 p.m. at the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

Audit Committee Meeting

- I. Roll Call
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

Regular Meeting

- I. Roll Call
- II. Audience Comments
- III. Organizational Matters
 - A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2018)
 - B. Oath of Office for Newly Appointed Supervisor
 - C. Election of Officers, Resolution 2016-01
- IV. Approval of the Minutes of the September 2, 2015 Meeting
- V. Acceptance of the Minutes of the September 2, 2015 Audit RFP Meeting
- VI. Consideration of Proposals Received in Response to the Audit RFP
- VII. Consideration of Riverside Management Services Renewal Proposal
- VIII. Update Regarding Improvements

- A. Entry Features
- B. Amenity Center Expansion and Turf Improvements
- C. Streetlight Installation
- IX. Other Business
- X. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - D. Operation Manager
 - 1. Monthly Manager's Report
 - 2. Consideration of Proposal from Lake Doctors
- XI. Supervisor's Requests and Audience Comments
- XII. Financial Reports:
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XIII. Next Meeting Scheduled for Wednesday, January 6, 2016 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32043
- XIV. Adjournment

Prior to the regular meeting will be the Audit Committee Meeting.

The third order of business is organizational matters. At this time the Board can appoint a new supervisor to fill the unexpired seat. Once a supervisor is appointed they will subscribe to an oath of office and the Board can appoint them as an officer of the District by adopting Resolution 2016-01.

Included in your agenda package is a copy of the minutes of the September 2, 2015 meeting for your review and approval.

The fifth order of business is acceptance of the minutes from the September 2, 2015 RFP meeting, which are enclosed for your review.

The sixth order of business is consideration of proposals for auditing services. Included in your Fed Ex package is a copy of each proposal received in response to the RFP.

The seventh order of business is consideration of a proposal from Riverside Management Services, which is enclosed for your review.

Enclosed under the Operation Manager's report is a monthly manager's report and a proposal from Lake Doctors.

Enclosed is a copy of the balance sheet & income statement, an assessment receipt schedule and the check register.

I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,



James Oliver
District Manager

cc: Jere Earlywine
Peter Ma
Steve Andersen

Danny Tyler
Shelley Blair

Rich Whetsel
Katie Buchanan

AGENDA

Ridgewood Trails
Community Development District
Agenda

Wednesday
November 4, 2015
6:00 p.m.

Clay County Public Library
2245 Aster Avenue
Middleburg, Florida 32068
Call In # 1-800-264-8432 Code 292656

- I. Roll Call
- II. Audience Comments
- III. Organizational Matters
 - A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2018)
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XI. Supervisor's Requests and Audience Comments

XII. Financial Reports:

- A. Balance Sheet & Income Statement
- B. Assessment Receipt Schedule
- C. Approval of Check Register

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XIV. Adjournment

THIRD ORDER OF BUSINESS

A.

Tommy H. Taylor

Retired IT Executive

Progressively increased my responsibilities from basic production systems support in the IBM/insurance environment to executive over a national desktop PC, server, network and telecommunications support organization primarily in the health insurance arena.

EXPERIENCE **Technology Manager:** Aetna (Jacksonville, FL), 1999-2002.

When Prudential sold its healthcare division to Aetna, I was one of 14,000 people who moved to Aetna. My job was to maintain what was in place for all offices in the area of desktop and mobile computers, servers, networks and staff that came from Prudential and to make it all Y2K compliant. After that, all Prudential equipment was replaced by Aetna equipment and procedures by my staff. I then integrated needed staff into Aetna support and packaged out unneeded staff. I also took a package.

Vice President,IT :Prudential (Jacksonville, FL), 1967-1999.

Progressively moved from basic IBM mainframe production systems support/management to managing a national staff of 180 technicians and support staff that provided desktop and mobile computer, server and network support.

US Army Reserves: Major (Jacksonville, FL), 1966-1990.

Received direct commission from Sergeant to Second Lieutenant in the Adjutant General Branch. Moved to the Transportation Branch and provided support in multiple areas.

EDUCATION **Bachelor of Science:** Charter Oak State College, New Britain,CT (2009)

Interdisciplinary Studies (Concentration in Management and Insurance).

Command and General Staff School, US Army (1985)

ADDITIONAL **Community Association Manager**

While I hold a license in Florida, I have not worked in this field. I took the tests for the license and updates for 4 years to stay abreast in issues related to HOA and Condo Association laws and issues, especially when the bubble burst in real estate. (The license is considered active but I have not renewed it and no longer intend to due to costs).

Volunteer, Saint Vincent's Hospital, Clay (2015 – present)

Mentor, Take Stock in Children, Middleburg High School (2014-2015)

Resident of Azalea Ridge since September 2013.

C.

RESOLUTION 2016-01

**A RESOLUTION DESIGNATING OFFICERS OF THE
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Ridgewood Trails Community Development District at a regular business held on November 4, 2015 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer(s)
_____	Assistant Secretary(s)

PASSED AND ADOPTED THIS 4TH DAY OF NOVEMBER, 2015.

Chairman / Vice Chairman

Secretary / Assistant Secretary

MINUTES

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 2nd 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 30th 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 1st and May 1st as well as the principal payment made on May 1st.

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 7th. 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 7th 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 7th 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

FIFTH ORDER OF BUSINESS

MINUTES OF MEETING
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT

Ridgewood Trails Community Development District audit committee meeting was held on Wednesday, September 2, 2015 at 6:10 p.m. at the Clay County Library, 2245 Aster Avenue, Middleburg, Florida .

Present were:

Mark Dearing
Jan Doan
Glenn Marvin
Wes Haber
Jim Oliver

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the audit committee meeting to order at 6:10 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Request for Proposals and Selection
Criteria**

Mr. Oliver stated we have in the agenda packet behind tab seven evaluation criteria to make a selection for an audit firm. These are the same criteria that we use for most of our districts. There are five different criteria and they are equally weighted at twenty points each. We would recommend that the committee approve these.

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the evaluation criteria was approved.

Mr. Oliver stated there is no other business and we would ask for a motion to adjourn the audit committee meeting.

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the audit committee meeting was adjourned.

SIXTH ORDER OF BUSINESS

Ridgewood Trails Community Development District
Auditor Selection Evaluation Criteria

	Ability of Personnel (e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	Proposer's Experience (e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Understanding of Scope of Work Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Ability to Furnish the Required Services Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Price Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	Point Total
Proposer	20	20	20	20	20	100
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						
McDermitt Davis & Company, LLC						
Sexton & Schnoll						

SEVENTH ORDER OF BUSINESS

RIVERSIDE MANAGEMENT SERVICES, INC.

9655 Florida Mining Boulevard West – Building 300 – Suite 305 – Jacksonville, Florida - 32257

September 1, 2015

Jim Oliver
Ridgewood Trails Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Operations, Pool Service, and Janitorial Service

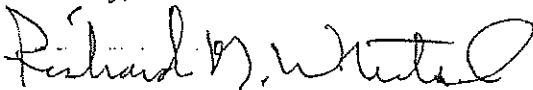
Dear Jim:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Ridgewood Trails Community Development District:

<u>Services</u>	<u>Proposed Fee FY 2016</u>	<u>FY 2016 Budget</u>
Operations Manager	\$20,600	\$20,600
Pool Service	\$8,820	\$10,400
Janitorial Service	\$6,000	\$6,000

The proposed fees correspond with the District's Adopted Budget for Fiscal Year 2016. Should you have any questions or comments, please feel free to give me a call.

Sincerely,



Rich Whetsel
President

TENTH ORDER OF BUSINESS

D.

1.

Ridgewood Trails Community Development District
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, FL 32257

Memorandum

Date: November 4, 2015

To: Board of Supervisors via email
Jim Oliver, District Manager
Rich Whetsel, Operations Director

From: Brian Stephens
Operations Manager

Re: Ridgewood Trails CDD
Monthly Report

Amenity Center:

- Riverside Management held a Pumpkin Dive in on Saturday October 17th. Approximately 50 residents attended the event. Children were allowed to jump in-the pool to choose their pumpkin. Pizza, candy and refreshments were served.

Access Cards:

- 238 access cards have been issued to date.

Landscape:

- Riverside Management and Down To Earth are conducting monthly landscape inspections.
- Down to Earth started the Winter mowing schedule October 1st and will be mowing as needed to prevent seed head production.

Lakes:

- The Lake Doctors continue to monitor and treat the lakes as needed.
- The Lake Doctors will be providing a proposal to stock the lakes with Grass Carp in the Spring of 2016

Other Projects:

- Entrance and Amenity Center light are being inspected monthly.
- Lakes and outfall structures are being cleaned and inspected bi weekly.
- Trash can liners are being changed on a weekly basis.
- Common area and roadways are being inspected and cleaned weekly.

Should you have any questions or comments regarding the above information, please feel free to contact Brian Stephens at (904) 627-9271 or Rich Whetsel at (904) 759-8923.

2.

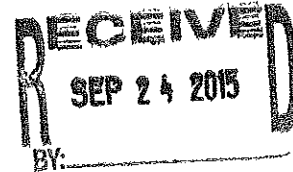


The Lake Doctors, Inc.
Aquatic Management Services®

Corporate Offices
3543 State Rd. 419
Winter Springs, FL 32708
(407) 327-1080
1-800-666-LAKE
FAX (407) 327-7930
www.lakedoctors.com

September 23, 2015

Mr. Steve Anderson
Ridgewood Trails CDD
C/O GMS
475 West Town Place, #114
St. Augustine, FL 32092



Dear Mr. Anderson:

Your current Lake Doctors, Inc. Water Management Agreement for **Ridgewood Trails CDD** is due for renewal on November 1, 2015. We are pleased to enclose a renewal proposal for your approval. Your monthly investment amount of \$370.00/per month will remain unchanged.

If you have any questions or concerns regarding your Lake Doctors Water Management Program, **please feel free to give me a call at (904)626-0287 or contact me by email at mark.seymour@lakedoctors.com.**

To assure continuous and uninterrupted service, kindly return a copy of the executed agreement by October 15, 2015. For your convenience, we have provided a pre-addressed, stamped envelope.

As always, we will continue to focus upon fully satisfying your water management needs by providing excellent, quality service, quick response to questions or problems and deep concern for the health of your pond, lake or waterway.

We at The Lake Doctors very much appreciate your current business and look forward to continuing to work with you to keep your waterway(s) in excellent condition.

Sincerely,

Mark A. Seymour
Sales Manager

MAS/jkw
718416



ATTACH PAYMENT HERE



The Lake Doctors, Inc.
Aquatic Management Services

Corporate Offices
3543 State Road 419
Winter Springs, FL 32708
1-800-666-5253
lakes@lakedoctors.com
www.lakedoctors.com

Water Management Agreement

EXHIBIT

MAS/718416 R

This Agreement, made this _____ day of _____ 20__ is between The Lake Doctors, Inc., a Florida Corporation, hereinafter called "THE LAKE DOCTORS" and

NAME _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE () _____

EMAIL ADDRESS _____

IF YOU WOULD LIKE YOUR INVOICE EMAILED, CHECK HERE: _____

Hereinafter called "CUSTOMER" REQUESTED START DATE: _____
PURCHASE ORDER #: _____

The parties hereto agree to follows:

A. THE LAKE DOCTORS agrees to manage certain lakes and/or waterways for a period of twelve (12) months from the date of execution of this Agreement in accordance with the terms and conditions of this Agreement in the following location(s):

Three (3) ponds associated with Ridgewood Trails CDD, Middleburg, FL.

Includes a minimum of twelve (12) inspections and treatments, as necessary, for control and prevention of noxious aquatic weeds and algae.

B. CUSTOMER agrees to pay THE LAKE DOCTORS, its agents or assigns, the following sum for specified aquatic management services:

1. Underwater and Floating Vegetation Control Program	\$	<u>370.00 monthly</u>
2. Shoreline Grass and Brush Control Program	\$	<u>INCLUDED</u>
3. Free Callback Service	\$	<u>INCLUDED</u>
4. Monthly Written Service Reports	\$	<u>INCLUDED</u>
5. Additional Treatments, if required	\$	<u>INCLUDED</u>
Total of Services Accepted	\$	<u>370.00 monthly</u>

\$0.00 of the above sum-total shall be due and payable upon execution of this Agreement, the balance shall be payable in monthly installments of \$370.00, including any additional costs such as sales taxes, permitting fees, monitoring, reporting, water testing and related costs mandated by any governmental or regulatory body related to service under this Agreement.

C. THE LAKE DOCTORS uses products which, in its sole discretion, will provide effective and safe results.

D. THE LAKE DOCTORS agrees to commence treatment within fifteen (15) business days, weather permitting, from the date of receipt of this executed Agreement plus initial deposit and/or required government permits.

E. The offer contained herein is withdrawn and this Agreement shall have no further force and effect unless executed and returned by CUSTOMER to THE LAKE DOCTORS on or before October 15, 2015.

F. The terms and conditions appearing on the reverse side form an integral part of this Agreement, and CUSTOMER hereby acknowledges that he has read and is familiar with the contents thereof. Agreement must be returned in its entirety to be considered valid.

THE LAKE DOCTORS, INC.

CUSTOMER

Signed Mark A Seymour
MARK A. SEYMOUR, SALES MANAGER

Signed _____ Dated _____
Name _____

OFFICE/CUSTOMER

ATTACH PAYMENT HERE



The Lake Doctors, Inc.
Aquatic Management Services

Corporate Offices
3543 State Road 419
Winter Springs, FL 32708
1-800-666-5253
lakes@lakedoctors.com
www.lakedoctors.com

Water Management Agreement

EXHIBIT

MAS/718416 R

This Agreement, made this _____ day of _____ 20____ is between The Lake Doctors, Inc., a Florida Corporation, hereinafter called "THE LAKE DOCTORS" and

NAME _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE () _____

EMAIL ADDRESS _____

IF YOU WOULD LIKE YOUR INVOICE EMAILED, CHECK HERE: _____

Hereinafter called "CUSTOMER"

REQUESTED START DATE: _____

PURCHASE ORDER #: _____

The parties hereto agree to follows:

A. THE LAKE DOCTORS agrees to manage certain lakes and/or waterways for a period of twelve (12) months from the date of execution of this Agreement in accordance with the terms and conditions of this Agreement in the following location(s):

Three (3) ponds associated with Ridgewood Trails CDD, Middleburg, FL.

Includes a minimum of twelve (12) inspections and treatments, as necessary, for control and prevention of noxious aquatic weeds and algae.

B. CUSTOMER agrees to pay THE LAKE DOCTORS, its agents or assigns, the following sum for specified aquatic management services:

1. Underwater and Floating Vegetation Control Program	\$	<u>370.00 monthly</u>
2. Shoreline Grass and Brush Control Program	\$	<u>INCLUDED</u>
3. Free Callback Service	\$	<u>INCLUDED</u>
4. Monthly Written Service Reports	\$	<u>INCLUDED</u>
5. Additional Treatments, if required	\$	<u>INCLUDED</u>
Total of Services Accepted	\$	<u>370.00 monthly</u>

\$0.00 of the above sum-total shall be due and payable upon execution of this Agreement, the balance shall be payable in monthly installments of **\$370.00**, including any additional costs such as sales taxes, permitting fees, monitoring, reporting, water testing and related costs mandated by any governmental or regulatory body related to service under this Agreement.

C. THE LAKE DOCTORS uses products which, in its sole discretion, will provide effective and safe results.

D. THE LAKE DOCTORS agrees to commence treatment within **fifteen (15)** business days, weather permitting, from the date of receipt of this executed Agreement plus initial deposit and/or required government permits.

E. The offer contained herein is withdrawn and this Agreement shall have no further force and effect unless executed and returned by CUSTOMER to THE LAKE DOCTORS on or before October 15, 2015.

F. The terms and conditions appearing on the reverse side form an integral part of this Agreement, and CUSTOMER hereby acknowledges that he has read and is familiar with the contents thereof. Agreement must be returned in its entirety to be considered valid.

THE LAKE DOCTORS, INC.

CUSTOMER

Signed

Signed _____

Dated _____

MARK A. SEYMOUR, SALES MANAGER

Name _____

OFFICE/CUSTOMER

TWELFTH ORDER OF BUSINESS

A.

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET

September 30, 2015

	<u>Governmental Fund Types</u>			Capital Projects	Totals (Memorandum Only) 2015
	General	SPE	Debt Service		
<u>ASSETS:</u>					
CASH	\$246,904	\$0	---	---	\$246,904
INVESTMENTS					
Reserve A	---	---	\$15,000	---	\$15,000
Interest A	---	---	\$0	---	\$0
Revenue A	---	---	\$1,408	---	\$1,408
Prepayment A	---	---	---	---	\$0
Construction A/B	---	---	---	---	\$0
Deferred Costs	---	---	---	\$0	\$0
DEPOSITS	\$1,500	---	---	---	\$1,500
PREPAID EXPENSES	\$5,000	---	---	---	\$5,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ASSETS	\$253,404	\$0	\$16,408	\$0	\$264,813
<u>LIABILITIES:</u>					
ACCOUNTS PAYABLE	\$7,548	\$0	---	---	\$7,548
FUND BALANCES:					
UNASSIGNED	\$244,357	(\$0)	---	---	\$244,357
NONSPENDABLE	\$1,500	---	---	---	\$1,500
RESTRICTED FOR DEBT SERVICE	---	---	\$16,408	---	\$16,408
RESTRICTED FOR CAPITAL PROJECTS	---	---	---	\$0	\$0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	\$253,404	(\$0)	\$16,408	\$0	\$269,813

Ridgewood Trails
COMMUNITY DEVELOPMENT DISTRICT

General Fund
Statement of Revenues & Expenditures
For the Period Ending
September 30, 2015

	ADOPTED BUDGET FY 2015	PRORATED BUDGET THRU 9/30/15	ACTUAL THRU 9/30/15	VARIANCE
REVENUES:				
Maintenance Assessments	\$65,248	\$65,248	\$63,438	(\$1,810)
Developer Contributions	\$255,811	\$255,811	\$257,855	\$2,044
Misc. Income	\$0	\$0	\$50	\$50
TOTAL REVENUES	\$321,059	\$321,059	\$321,343	\$284
EXPENDITURES:				
ADMINISTRATIVE:				
Supervisor Fees	\$9,600	\$9,600	\$2,400	\$7,200
FICA Expense	\$734	\$734	\$184	\$550
Engineering	\$10,000	\$10,000	\$1,259	\$8,741
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$1,200	\$1,200	\$1,200	\$0
Dissemination	\$5,000	\$5,000	\$0	\$5,000
Attorney	\$20,000	\$20,000	\$9,430	\$10,570
Annual Audit	\$4,100	\$4,100	\$3,950	\$150
Trustee	\$5,000	\$5,000	\$4,106	\$894
Management Fees	\$41,000	\$41,000	\$41,000	(\$0)
Telephone	\$300	\$300	\$12	\$288
Postage	\$750	\$750	\$412	\$338
Printing & Binding	\$1,500	\$1,500	\$683	\$817
Insurance	\$6,100	\$6,100	\$5,923	\$177
Legal Advertising	\$4,000	\$4,000	\$3,302	\$698
Other Current Charges	\$740	\$740	\$828	(\$88)
Office Supplies	\$300	\$300	\$60	\$240
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$250	\$250	\$240	\$10
Meeting Room Rental	\$600	\$600	\$0	\$600
ADMINISTRATIVE EXPENDITURES	\$116,609	\$116,609	\$80,424	\$36,185
AMENITY CENTER				
Insurance	\$8,000	\$8,000	\$2,901	\$5,099
General Facility Maintenance	\$5,000	\$5,000	\$0	\$5,000
Pool Maintenance	\$10,400	\$10,400	\$8,820	\$1,580
Pool Chemicals	\$9,800	\$9,800	\$1,905	\$7,895
Other Current Charges	\$750	\$750	\$823	(\$73)
Water & Sewer	\$9,000	\$9,000	\$2,398	\$6,602
Electric	\$7,000	\$7,000	\$4,213	\$2,787
Internet/Cable	\$0	\$0	\$1,380	(\$1,380)
Janitorial	\$7,000	\$7,000	\$6,297	\$703
Refuse Service	\$3,000	\$3,000	\$0	\$3,000
Special Events	\$2,000	\$2,000	\$0	\$2,000
Pool Permit	\$150	\$150	\$125	\$25
Maintenance Reserves	\$5,000	\$5,000	\$0	\$5,000
Contingencies	\$4,850	\$4,850	\$5,407	(\$557)
AMENITY CENTER EXPENDITURES	\$71,950	\$71,950	\$34,270	\$37,680

Ridgewood Trails

COMMUNITY DEVELOPMENT DISTRICT General Fund

Statement of Revenues & Expenditures
For the Period Ending
September 30, 2015

ADOPTED BUDGET FY 2015	PRORATED BUDGET THRU 9/30/15	ACTUAL THRU 9/30/15	VARIANCE
------------------------------	------------------------------------	------------------------	----------

GROUNDS MAINTENANCE:

Operations Management	\$20,000	\$20,000	\$20,000	(\$0)
Security	\$10,000	\$10,000	\$6,019	\$3,981
Electric	\$1,500	\$1,500	\$423	\$1,077
Water	\$10,000	\$10,000	\$993	\$9,007
Repairs & Maintenance	\$9,000	\$9,000	\$11,362	(\$2,362)
Landscape Maintenance	\$65,000	\$65,000	\$38,640	\$26,360
Lake Maintenance	\$7,000	\$7,000	\$4,440	\$2,560
Contingencies	\$10,000	\$10,000	\$846	\$9,154
GROUNDS MAINTENANCE EXPENDITURES	\$132,500	\$132,500	\$82,724	\$49,776
TOTAL EXPENDITURES	\$321,059	\$321,059	\$197,418	\$123,641
EXCESS REVENUES (EXPENDITURES)	\$0		\$123,925	
FUND BALANCE - Beginning			\$121,931	
FUND BALANCE - Ending			\$245,857	

Ridgewood Trails
COMMUNITY DEVELOPMENT DISTRICT
SPECIAL PURPOSE ENTITY

Statement of Revenues & Expenditures

For The Period Ending
September 30, 2015

REVENUES:

	ADOPTED BUDGET	PRORATED THRU 9/30/15	ACTUAL THRU 9/30/15	VARIANCE
Bondholder Funding	\$272,961	\$272,961	\$65,953	(\$207,008)
Misc. Income	\$0	\$0	\$50	\$50
TOTAL REVENUES	\$272,961	\$272,961	\$66,003	(\$206,958)

EXPENDITURES:

Attorney Fees	\$2,500	\$2,500	\$3,743	(\$1,243)
Management Fees	\$5,000	\$5,000	\$3,652	\$1,348
Insurance	\$1,500	\$1,500	\$0	\$1,500
Other Current Charges	\$5,000	\$5,000	\$160	\$4,840
Annual Corporate Fees	\$150	\$150	\$0	\$150
Property Taxes	\$3,000	\$3,000	\$0	\$3,000
TOTAL EXPENDITURES	\$17,150	\$17,150	\$7,555	\$9,595

OTHER SOURCES AND USES:

Interfund Transfer Out	(\$255,811)	(\$255,811)	(\$2,967,129)	(\$2,711,318)
Land Sale Revenue	\$0	\$0	\$2,909,386	\$2,909,386
TOTAL OTHER SOURCES/USES	(\$255,811)	(\$255,811)	(\$57,743)	\$198,068

EXCESS REVENUES (EXPENDITURES)

\$0	\$705
------------	--------------

FUND BALANCE - Beginning

\$0	(\$706)
-----	---------

FUND BALANCE - Ending

\$0	(\$0)
-----	-------

Ridgewood Trails
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND 2007A

Statement of Revenues & Expenditures

For The Period Ending
September 30, 2015

REVENUES:

	ADOPTED BUDGET	PRORATED THRU 9/30/15	ACTUAL THRU 9/30/15	VARIANCE
Interest Income	\$0	\$0	\$112	\$112
Assessments - On Roll	\$13,359	\$13,359	\$13,409	\$50
Other Revenue Sources	\$441,771	\$441,771	\$0	(\$441,771)
TOTAL REVENUES	\$455,130	\$455,130	\$13,520	(\$441,610)

EXPENDITURES:

Interest Expense - 11/1	\$170,065	\$170,065	\$170,065	\$0
Interest Expense - 5/1	\$170,065	\$170,065	\$4,944	\$165,121
Principal Expense - 5/1	\$115,000	\$115,000	\$5,000	\$110,000
TOTAL EXPENDITURES	\$455,130	\$455,130	\$180,009	\$275,121

OTHER SOURCES AND USES:

Interfund Transfer In	\$0	\$0	\$2,967,133	\$2,967,133
Interfund Transfer Out	\$0	\$0	(\$4)	(\$4)
Other Debt Service Costs	\$0	\$0	(\$3,035,166)	(\$3,035,166)
TOTAL OTHER SOURCES/USES	\$0	\$0	(\$68,037)	(\$68,037)

EXCESS REVENUES (EXPENDITURES)

(\$0)	(\$234,525)
--------------	--------------------

FUND BALANCE - Beginning

\$172,184	\$250,933
-----------	-----------

FUND BALANCE - Ending

\$172,184	\$16,408
-----------	----------

Ridgewood Trails
COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECT FUND 2007A
Statement of Revenues & Expenditures

For The Period Ending
 September 30, 2015

	ADOPTED BUDGET	PRORATED THRU 9/30/15	ACTUAL THRU 9/30/15	VARIANCE
<u>REVENUES:</u>				
INTEREST INCOME:				
Construction	\$0	\$0	\$0	\$0
Deferred costs	\$0	\$0	\$1	\$1
TOTAL REVENUES	\$0	\$0	\$1	\$1
<u>EXPENDITURES:</u>				
Improvements - A	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
<u>OTHER SOURCES AND USES:</u>				
Interfund Transfer In	\$0	\$0	\$4	\$4
Interfund Transfer Out	\$0	\$0	(\$5)	(\$5)
Interfund Transfer Out - SPE Funding	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES/USES	\$0	\$0	(\$1)	(\$1)
EXCESS REVENUES (EXPENDITURES)	\$0			\$0
FUND BALANCE - Beginning			\$0	
FUND BALANCE - Ending			<u>\$0</u>	

B.

C.

Ridgewood Trails
Community Development District

Check Run Summary - General Fund

November 4, 2015

Date	Check Numbers	Amount
General Fund		
October 20, 2015	833-841	\$ 11,428.27
		\$ 11,428.27

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/20/15	00027	10/07/15 00260145	201509 330-53800-43100			*	61.02	
			1799-2 AZALEA RIDGE IRR					
		10/07/15 00517174	201509 320-57200-43100			*	81.11	
			1667 AZALEA RIDGE -AMENTY					
		10/07/15 00517175	201509 320-57200-43100			*	40.62	
			1667 AZALEA RIDGE - IRR					
		10/07/15 00517176	201509 320-57200-43100			*	106.81	
			1667 AZALEA RDG - REC IRR					
					CLAY COUNTY UTILITY AUTHORITY			289.56 000833
10/20/15	00028	10/07/15 7636863	201509 330-53800-43000			*	38.46	
			1799-1 AZALEA RIDGE BLVD					
		10/07/15 8874493	201509 320-57200-43000			*	317.68	
			1667 AZALEA RIDGE BLVD					
					CLAY ELECTRIC COPPERATIVE, INC.			356.14 000834
10/20/15	00015	9/23/15 242745	201509 310-51300-48000			*	61.20	
			NOTICE OF MEETING					
					CLAY TODAY			61.20 000835
10/20/15	00051	9/15/15 5907	201509 330-53800-46200			*	3,220.00	
			SEP 15 - LANDSCAPE MAINT					
					DOWN TO EARTH OF NORTH FLORIDA LLC			3,220.00 000836
10/20/15	00003	10/01/15 145	201510 310-51300-34000			*	3,416.67	
			OCT 15 - MGMT FEES					
		10/01/15 145	201510 310-51300-51000			*	6.13	
			OCT 15 - SUPPLIES					
		10/01/15 145	201510 310-51300-42000			*	6.89	
			OCT 15 - POSTAGE					
		10/01/15 145	201510 310-51300-42500			*	73.80	
			OCT 15 - COPIES					
		10/01/15 145	201510 310-51300-41000			*	6.84	
			OCT 15 - TELEPHONE					
					GOVERNMENTAL MANAGEMENT SERVICES			3,510.33 000837
10/20/15	00008	8/31/15 84147	201508 310-51300-31500			*	676.00	
			AUG 15 - GENRAL COUNSEL					
					HOPPING GREEN & SAMS			676.00 000838
10/20/15	00042	9/01/15 190906	201509 330-53800-46400			*	370.00	
			SEP 15 - WTR MGMT SVC					
		10/01/15 196043	201510 330-53800-46400			*	370.00	
			OCT 15 - WTR MGMT SVCS					
					THE LAKE DOCTORS, INC.			740.00 000839

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

RUN 10/27/15

PAGE 2

*** CHECK DATES 09/29/2015 - 10/27/2015 ***

RIDGEWOOD TRAILS CDD
BANK A RIDGEWOOD TRAILS

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/20/15	00032	9/11/15 C1635647	201509 310-51300-48000	NOTICE OF MEETINGS	*	556.62	
				MORRIS PUBLISHING GROUP			556.62 000840
10/20/15	00039	10/16/15 88	201509 330-53800-46000		*	1,098.00	
		SEP 15 -	FACILITY MAINT				
		10/16/15 88	201509 320-57200-46000		*	630.00	
		SEP 15 -	FACILITY MAINT				
		10/16/15 88	201509 320-57200-52100		*	128.00	
		SEP 15 -	FACILITY MAINT				
		10/16/15 88	201509 320-57200-52200		*	162.42	
		SEP 15 -	FACILITY MAINT				
				RIVERSIDE MANAGEMENT SERVICES, INC.			2,018.42 000841
				TOTAL FOR BANK A		11,428.27	
				TOTAL FOR REGISTER		11,428.27	