

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, November 4, 2015 at 6:05 p.m. in the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

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| Bob Porter | Chairman |
| Mark Dearing | Vice Chairman |
| Jan Doan | Supervisor |
| James Glenn Marvin | Supervisor |
| Tommy H. Taylor | Supervisor |

Also present were:

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| Jim Oliver | District Manager |
| Wes Haber | District Counsel |
| Rich Whetsel | GMS, LLC |
| Brian Stephens | Operations Manager |

The following is a summary of the actions taken at the November 4, 2015 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 6:05 p.m.

SECOND ORDER OF BUSINESS **Audience Comments**

There being none, the next item followed.

THIRD ORDER OF BUSINESS **Organizational Matters**

A. Appointment of New Supervisor to Fill Unexpired Term of Office 11/2018

Mr. Oliver stated at the August meeting we announced the passing of Vice Chairman Steve Mattix. We announced that we needed to fill that seat and it was the board's intent to seek residents' qualifications to review those candidates. We announced it at the meeting as well as put out an eblast and put it on the website. We received one response from Tommy Taylor who

is here tonight and he has quite a bit of business experience, including serving as a community association manager. He has interacted a lot with staff over the two years he has been here with suggestions to fixing problems and letting us know about issues as they have come up.

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| On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Tommy Taylor was appointed to fill the unexpired term of office for Seat No. 1. |
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B. Oath of Office for Newly Appointed Supervisor

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Mr. Taylor.

Mr. Oliver stated this is a governmental unit like municipalities, counties and other forms of government. You are a public official. You are subject to the same ethical, recordkeeping and public records law that other public officials are subject to, including the Sunshine Law. You can have communications about this district outside of meetings with anybody in the world except for the other four supervisors on the board. The only time you can discuss district matters with them is in a publicly noticed meeting like this one. That includes not just conversation but any type of correspondence such as email or letters or telephone calls and you can't use other people as a conduit. When we send emails to the board members we will put a disclaimer at the top, do not reply to all, so that you don't inadvertently communicate with other supervisors. You can talk with any one of us and if you ever have a question about the sunshine law call me or call Wes. With the exception of certain exemptions, all of the records that we generate as a district are subject to public records law and we maintain official copies at the district offices. You are welcome to keep any of the materials that you get at these meetings and we suggest if you do that you keep them segregated from any personal or business records that you have in case there is ever a records request it would be easier for you to get to. You may want to do the same with your emails, keep a separate email address or put them in a separate email folder.

Mr. Haber stated with respect to the records the district manager retains, you do not need to keep you copies. However, your emails, especially emails that aren't between you and either the district manager or my office, but emails you may have with other district staff will be up to you to maintain. So, don't delete those emails because if we get a public records request we will need to retrieve those from you. Chapter 112, Florida Statute is the code of ethics for

supervisors. Probably the biggest aspect of the code of ethics that will apply to you is conflicts of interest. You are going to fill out a form 1 and file it with the supervisor of elections in Clay County and in that form 1 you will need to identify all sources of income, not amounts of income, but any source of income. The idea being that there is then a public record showing all sources of income so that way if you are ever asked to vote on something in your capacity as a supervisor anyone can see whether your vote would impact your pecuniary interest in any particular business. As an example, if you or a family member worked for a landscape maintenance company and this board was considering awarding a landscape maintenance contract if you had an affiliation with one of the companies that was submitting a proposal you would want to declare that conflict on the record and not vote or participate in that vote because of that conflict. To the extent you ever have any question as to whether a conflict exists check with Jim or check with my office and we will talk you through that and the steps you need to take to make sure that you are not violating the code of ethics. My firm has a notebook we can send you that will have a copy of Chapter 190, Florida Statute, which is the chapter that governs CDDs and Chapter 112 code of ethics and a number of other provisions.

Mr. Doan joined the meeting at this time.

C. Election of Officers, Resolution 2016-01

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Mark Dearing was appointed vice chairman.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Mr. Taylor was appointed assistant secretary.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 2, 2015 Meeting

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the minutes of the September 2, 2015 meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Minutes of the September 2, 2015 Audit RFP Meeting

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the minutes of the September 2, 2015 audit committee meeting were accepted.

SIXTH ORDER OF BUSINESS

Consideration of Proposals Received in Response to the Audit RFP

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the recommendation of the audit committee ranking Berger Toombs Elam Gaines & Frank no. 1 was accepted.

SEVENTH ORDER OF BUSINESS

Consideration of Riverside Management Services Renewal Proposal

Mr. Oliver stated you have a summary of the services in the letter and it is essentially the same contract you have in place now. You budgeted for these numbers when you adopted the fiscal year 2016 budget and this is to authorize staff and counsel to draft the addendum to the agreement.

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the proposal from Riverside Management Services for fiscal year 2016 was approved and staff and counsel were authorized to draft an addendum to the agreement.

EIGHTH ORDER OF BUSINESS

Update Regarding Improvements

A. Entry Features

Mr. Porter stated the entry feature is moving along, they got slowed down on the landscape because the landscaper did not get the locates called in for all of the utilities hopefully they will be done quickly. The one change is at the entryway it is such a long road back with so little landscaping that they are putting in little spots with three palms and decorative grasses.

B. Turf Improvements

Mr. Porter stated our hope is that once the Bahia is established we don't think we will need to irrigate it on a regular basis so the irrigation is there in case of a drought condition.

C. Streetlight Installation

Mr. Porter stated Clay Electric told us they would put in streetlights down the entryway for \$66,000, we told them that Horton would pay for it and they sent us a note that instead of \$66,000 it is \$135,000 and we talked with them and they came back with \$78,000 so we have asked to get that in writing. I don't want to authorize anyone going forward until we get something definite in writing from Clay Electric. As soon as we get that in writing, the district will contract for it and Horton will give the money to the district to pay for the streetlights.

D. Amenity Center

Mr. Porter stated Horton hired W.G. Pitts and John Powers Design, who did the architectural work on the initial amenity center, to come up with the design and they have finally either finished or are real close so we can get it out to bid. We will put it out to bid to find out what it will cost then figure out the phasing. That is not going to be something where we are trying to raise money from the residents that is going to be Horton contributing to get something going. Hopefully, in the next month or so I will be able to tell you a little bit more about exactly what it will consist of. At this point the main features of it are to do a slide tower, another pool, more bathrooms, shade structures, pavilion that sort of thing to expand that footprint.

NINTH ORDER OF BUSINESS

Other Business

Mr. Porter stated we are going to have framed Resolution 2015-04 appreciation for the life of Stephen R. Mattix and our condolences on his passing that I would like to read to everybody.

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.

Mr. Porter stated I would like to add that I enjoyed working with Stephen, it was an honor and we are all sad to see him gone.

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| On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Resolution 2015-04 was adopted. |
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TENTH 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

Mr. Oliver stated we have Brian Stephens on board as the new operations manager. He is replacing Steve Andersen who is still with our company, but working in other districts right now. Brian has a 20 year background in landscape maintenance. He is also the operations manager at Rolling Hills, which is here in Clay County. He has done a great job there and we know he will do a great job here.

D. Operation Manager's Report

1. Monthly Manager's Report

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

2. Consideration of Proposal from Lake Doctors

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the proposal from Lake Doctors for fiscal year 2016 in the amount of \$370 per month or \$5,526 annually was approved.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

A resident asked about a traffic light at the entrance and Mr. Porter stated that is a DOT roadway and we may not meet the standards for a light yet but I expect we will.

A resident stated the new landscaper is doing the best job I have seen since I have been here.

A resident asked how can we better control the speeding in the development with the construction going on? People park on the street across from each other and an emergency vehicle would not be able to get through and people park the wrong way on the street.

Mr. Porter stated the district can't do anything about that but anyone here could ask the county to make it no parking on one side of the street. I will have a note sent to all of our subs and suppliers reminding them that they need to slow down.

A resident stated there is an issue with nails on the road and I have had two flat tires resulting from them.

Mr. Porter stated I will pass that along for them to do a better job.

A resident asked for a lower speed limit sign or children at play sign by the pool and Mr. Porter stated they are county streets and we can request the county to do that but they cannot enforce a 15 mph. If the county doesn't want to put up the children at play signs we will ask permission to install them ourselves.

A resident stated at the homeowners association meeting a couple weeks ago every question that was asked they said that is the CDD. This lady does nothing for this community.

Mr. Dearing stated I can talk to her supervisor.

Mr. Porter stated the CDD has no authority over the HOA. When you see grass that is overgrown it is often a home in foreclosure and there is not much the HOA can do.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

A copy of the balance sheet and income statement were included as part of the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Approval of Check Register

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

**THIRTEENTH ORDER OF BUSINESS Next Meeting Scheduled for Wednesday,
January 6, 2016 at 1:30 p.m. at the
Courtyard by Marriott, 610 Wells Road,
Orange Park, Florida**

Mr. Porter stated our next meeting is January 6, 2016 at 1:30 p.m. at the Courtyard by Marriott on Wells Road in Orange Park.

The meeting adjourned at 6:55 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman