

MINUTES OF MEETING  
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, January 8, 2014 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32043.

Present and constituting a quorum were:

Steve Mattix	Vice Chairman
Mark Dearing	Supervisor
Jan Doan	Supervisor

Also present were:

James Oliver	District Manager
Katie Buchanan	District Counsel
Peter Ma	District Engineer (by phone)
Steve Andersen	Riverside Management Services, LLC

*The following is a summary of the minutes and actions taken at the November 6, 2013 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 1:30 p.m.

**SECOND ORDER OF BUSINESS**                      **Audience Comments**  
There being none, the next item followed.

**THIRD ORDER OF BUSINESS**                      **Approval of Minutes of the November 6, 2013 Meeting**  
Mr. Oliver stated included in your agenda package is a copy of the minutes of the November 6, 2013 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the Minutes of the November 6, 2013 Meeting were approved.
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**FOURTH ORDER OF BUSINESS**                      **Update Regarding Amenity Center Construction Project**

Mr. Ma updated the Board on the amenity center construction. He explained that there was a modification necessary to the plans between meetings that was approved by the Chairman so as not to avoid slowing down the construction schedule. He also explained that the CDD is coordinating an interim mowing schedule until new scope is developed and implemented in conjunction with the completion of the amenity center.

On MOTION by Mr. Dearing seconded by Mr. Mattix with all in favor the Chairman's Actions Regarding Change of Scope/Plan for Amenity Center Site Construction Plan was ratified.

**FIFTH ORDER OF BUSINESS**                      **Update Regarding Community Appearance**  
Steve Andersen updated the board and staff on the community appearance.

**SIXTH ORDER OF BUSINESS**                      **Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**                      **Staff Reports**

**A. Attorney**  
Ms. Buchanan presented a rate change to the agreement for District Counsel services.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the Rate Change to \$215/Hour for District Counsel Services was approved.

**B. Engineer**  
Mr. Ma presented Requisition numbers 174 and 175 in the amount of \$63,275.

On MOTION by Mr. Marvin seconded by Mr. Doan with all in favor Requisition No. 174 was ratified & Requisition No. 175 was approved.

**C. Manager**

There being none, the next item followed.

**D. Operations Manager – Monthly Manager’s Report**

Mr. Andersen presented the monthly operation manager’s report.

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

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**                      **Financial Reports**

**A. Approval of Check Registers**

1. December 4, 2013
2. January 8, 2014

Mr. Oliver stated included in your agenda package are the check registers for December 4, 2013 and January 8, 2014.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the Check Register was approved.
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**B. Balance Sheet & Income Statement**

Mr. Oliver stated included in your agenda package is the balance sheet and income statement.

**C. Construction Schedule**

Mr. Oliver stated included in your agenda package is a construction schedule.

**TENTH ORDER OF BUSINESS**                      **Next Meeting Scheduled for Wednesday, February 5, 2014 at 1:30 p.m. at Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32043**


Mr. Oliver stated the next scheduled meeting is Wednesday, February 5, 2014 at 1:30 p.m. at this location.

January 8, 2014

Ridgewood Trails CDD

**ELEVENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor the Meeting was adjourned.



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Secretary/Assistant Secretary



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Chairman/Vice Chairman