

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, April 4, 2012 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32043.

Present and constituting a quorum were:

Bob Porter	Chairman
Steve Mattix	Vice Chairman
Jan Doan	Supervisor

Also present were:

James Oliver	District Manager
Jere Earlywine	District Counsel
Katie Buchanan	Hopping Green & Sams (by phone)
Peter Ma	District Engineer
Rich Whetsel	

*The following is a summary of the minutes and actions taken at the April 4, 2012 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 1:30 p.m.

**SECOND ORDER OF BUSINESS**                      **Affidavit of Publication**

Mr. Porter stated the affidavit of publication is enclosed in your agenda package for today's audit committee meeting and regular meeting.

**THIRD ORDER OF BUSINESS**                      **Organizational Matters**

**A. Appointment of New Supervisor to Fill the Unexpired Term of Office (11/2012)**

On MOTION by Mr. Mattix seconded by Mr. Doan with all in favor the Appointment of Ms. Rose Bock to Fill Seat #5 was approved.
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**B. Oath of Office for Newly Appointed Supervisor**

This item was tabled.

**C. Election of Officers, Resolution 2012-02**

On MOTION by Mr. Mattix seconded by Mr. Doan with all in favor Resolution 2012-02 Election of Officers Appointed Ms. Bock as Assistant Secretary & All Other Seats Remaining the Same was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the March 7, 2012 Meeting**

Mr. Porter stated included in your agenda package is a copy of the minutes of the March 7, 2012 meeting.

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor the Minutes of the March 7, 2012 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Update on Amenity Center**

Mr. Oliver stated we only received one proposal in response to the RFQ for architectural services for the amenity center. It was from an Orlando firm.

Mr. Mattix stated I am concerned that we only received one response and they are not local. We are trying to control the costs and if we hire someone from Orlando I know we are going to end up with travel costs, etc. I recommend we contact other companies and let them know the RFQ is coming out, in order to generate more bids.

Mr. Earlywine stated we will notify the one proposer that the board decided to reject all bids and we will also encourage them to resubmit a proposal.

Ms. Buchanan stated the proposer has a citation on file as of May of 2011.

Mr. Earlywine stated we will add language to the RFQ that we require an explanation of all citations received in the last five years. The new proposals will be considered at the May 2, 2012 meeting.

On MOTION by Mr. Mattix seconded by Mr. Doan with all in favor to Reject All Bids & Publish New RFQ for Architectural Services was approved.

**SIXTH ORDER OF BUSINESS**

**Update on O&M Funding**

Mr. Oliver stated we have \$57,000 in the fund. Darrin Mossing has sent in invoices to the bondholders for more funding.

**SEVENTH ORDER OF BUSINESS**

**Report of Audit Committee**

Mr. Porter stated the audit committee recommended the evaluation criteria included in your agenda package, to include price as one of the criteria to be considered.

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor the Audit Evaluation Criteria & Authorize Staff to Issue Audit RFP was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Ma stated the currency agreement for Azalea Ridge will expire December of 2012. The condition is you have to have 270 homes built by the end of the year or we could file some type of extension. I don't know if we are doing this for the board or the SPE but we probably need to figure out what the steps are to get that extension.

Mr. Porter stated it is probably the SPE because it deals solely with the remaining vacant land.

Mr. Ma stated I also understand there is a new Senate or House Bill that provides for an additional two year extension on permits.

**C. Manager**

Mr. Oliver introduced Mr. Rich Whetsel, who is the Director of Operations for Governmental Management Services. Since the Developer is no longer involved in this District, he will work closely with maintenance contractors at Ridgewood Trails CDD.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Mattix asked what are we doing about our mowing situation?

Mr. Oliver responded Brian Rotter gave us a set of proposals to present to the bondholders for them to fund. Some of this is land that is controlled by the SPE. Before we can move forward, the SPE has to agree to pay it.

Mr. Porter advised to remove the silt fence at the entrance.

A resident complained about dumping in the District. Fencing was discussed as an option to help the situation.

Mr. Porter stated we need to send an email blast out that the dumping that is going on is illegal. I recommend fencing at access points. I also recommend that we call the Clay County Sheriff's Department and have them patrol that area.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Check Register**

Mr. Oliver stated included in your agenda package is a check register.

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor the Check Register was approved.

**B. Balance Sheet & Income Statement**

Mr. Oliver stated included in your agenda package are the financial statements.

**C. Construction Schedule**

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

**D. Assessment Receipt Schedule**

Mr. Oliver stated included in your agenda package is an assessment receipt schedule.

April 4, 2012

Ridgewood Trails CDD

**TWELFTH ORDER OF BUSINESS**

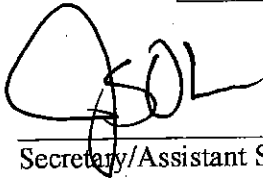
**Next Meeting Scheduled for Wednesday,  
May 2, 2012 at 1:30 p.m. at Courtyard by  
Marriott, 610 Wells Road, Orange Park,  
Florida 32043**

Mr. Porter stated the next meeting is scheduled for May 2, 2012 at 1:30 p.m. at this location.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman