

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 3, 2017 at 6:00 p.m. at the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

Bob Porter	Chairman
Mark Dearing	Vice Chairman
Jan Doan	Supervisor (by telephone)
Anita Majlish	Supervisor
Tommy Taylor	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Brian Stephens	Operations Manager
Bill Kinsey	R&D Landscape
Tom Rowand	R&D Landscape

The following is a summary of the actions taken at the May 3, 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 at 6:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

A resident asked what is the Down to Earth letter?

Mr. Oliver stated Down to Earth has had an internal reorganization and are now going to be known as R&D Landscape and Bill Kinsey from Down to Earth is here and he will explain that to us.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 1, 2017 Meeting

On MOTION by Mr. Dearing seconded by Mr. Taylor with all in favor the minutes of the March 1, 2017 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Acceptance of the Draft Audit Report for Fiscal Year 2016

Mr. Porter stated we are required by law to have an audit every year and we have an audit that basically says they found no problems.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the draft fiscal year 2016 audit was accepted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-04 Approving the Proposed Budget for Fiscal Year 2018 and Setting a Public Hearing

Mr. Oliver stated we are going to set the budget hearing for September 6, 2017 at this location at 6:00 p.m. and there is no change to the budget and assessments will stay the same. We will tweak the line items over the next three months approaching that budget hearing.

Mr. Porter stated the budget will go on our website so prior to the meeting in September you can go on the website and get a copy and see what's going on but essentially it is business as usual. Line items change because now we are going to have more amenities and that sort of thing but most of the things that are in the budget are based on contracts. If anybody decides we have to cut something out of it that can be done but we cannot increase it because if you increase it you have to go back through the process again and re-notice and so forth. If there is information you want ahead of time you can get in touch with Jim through the website. If you look at a line item and it makes no sense to you and you want to find out what that is so you are better prepared let Jim know and he will send you whatever info you need.

Mr. Taylor asked when would be the appropriate time to do a capital reserve study? I know the amenity center is new but based on my past experience the sooner you do it the less it is going to be per year and it gives maximum participation. Is it appropriate to consider that in next year's budget or do we wait another year?

Mr. Oliver stated I can get a proposal for a capital reserve study. We are doing it for a lot of districts especially after a major capital asset is constructed. I suggest we start having a capital reserve contribution in the fiscal year 2019 budget. You have \$150,000 in reserves right

now, which is good based on the small footprint you have but we do need to start doing that especially as the residents take control over the board. At our next meeting I will bring some proposals in and we can get started on the capital reserve study right after these assets are completed and turned over to the CDD.

Mr. Taylor stated that means major replacements like the roof, pump system for the pool, exercise equipment replacement, a/c system and putting money aside as we go so we can pay for those things when the time comes.

Mr. Porter stated that is absolutely critical. Tommy is absolutely right we always want to have reserves because otherwise it would mean a special assessment and we don't want to get stuck with that. We always want to be financially secure and be able to replace things if we need to.

<p>On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor Resolution 2017-04 approving the proposed fiscal year 2018 budget and setting the public hearing for September 6, 2017 in the same location was approved.</p>

SIXTH ORDER OF BUSINESS

Discussion of Down to Earth Letter

Mr. Kinsey stated I have been with Down to Earth for 18 years and in August we asked you to sign a similar letter we had sold our company to firm out of Ohio called Safeguard Industries and at this point we are asking for that letter to be signed again. We are basically taking all of our resources in Jacksonville and instead of having a Down to Earth office and an R&D office we are combining it all into R&D. Tom will be responsible for all the maintenance I'm going to be doing installation construction but R&D is an \$8 million a year business is primarily maintenance oriented where we were kind of split half and half. We also have a new person onsite we made a change a few week ago trying to get a few things straightened out for you hopefully, it will work out a little better from here.

Mr. Oliver stated we have seen some positive results with this transition at Bartram Springs in Duval County as well as Aberdeen in St. Johns County.

Mr. Taylor asked what would be an example of a positive change that you have made?

Mr. Kinsey stated they are considerably larger than us and they have a lot of more experienced project managers, property managers that sort of thing, a true divisional setup with

an irrigation division where they have an irrigation manager who has 12 technicians underneath him. It is a combination that is going to really be beneficial to us and hopefully for the client because I won't have split duties, he won't have split duties we will have our own things that we are responsible for in the area and Brian will only have to reach out to one person, which would now be Tom and if there ends up being some type of installation it will get called over to me for my people to take care of. We are getting positive results and seems to be working very well.

Mr. Porter stated if no one objects I'm just going to sign the letter I don't think we need a formal motion.

**SEVENTH ORDER OF BUSINESS Update Regarding Amenity Center
Expansion**

Mr. Porter stated James Teagle who works for Horton and is kind of the project manager is still hoping he is going to have it complete and open in July but that means if we get no rain and everything goes perfectly.

**EIGHTH ORDER OF BUSINESS Consideration of Amenity Center Policies
(slide tower rules)**

Mr. Oliver stated you have amenity center policies here but one of the new features you are going to have is a slide tower and we have a special set of policies for those. Kids of a certain age and a certain height go on the slide, there can be no tandem riding, just one child at a time for safety reasons. There are certain things we incorporate into the policies.

Mr. Porter stated basically it is all about trying to keep everybody safe. The policy we adopt can be changed. If we put this in and find out for whatever reason we think the age is too young or too old or we have a height requirement that is different or whatever we can come back and change it but this is a policy that has been used in a lot of places and works. I recommend we adopt it.

Mr. Oliver stated in addition to that one of the key things in the policy to comply with the Florida Statute is that anytime the slide tower is open it has to be staffed by lifeguards. You are going to have more staffing the hours it is open and we will have to find the right balance of hours to fit within the budget.

Mr. Porter stated when people ask why is it not open all day everyday that basically is the answer, we have to have licensed lifeguards every minute that slide is open. Kids have a good

time, it keeps them safer but it raises our operations costs. The hours will change as we find out how much use it gets and what time of the day works best for everybody and that kind of thing. This will get it started.

A resident asked who is going to enforce the rules? As an adult I don't want to enforce it for someone else's child. I thought it was a policy that children had to be accompanied by an adult but that is not always the case.

Mr. Porter stated that is a problem we are always going to face. As we get more and more folks we are going to end up with more staffing and hours and that kind of thing and that probably means that everybody's fees will go up a little bit. There are about 700 homes so if we have to change the hours a little bit it is not a huge difference.

A resident stated I have a question about the security of the slide. My friend lives in Pine Ridge and they have the same rules with the lifeguard but they also have a problem with the pump to turn on the slide is locked and they have to unlock it to turn the slide on. Are there going to be more cameras and security put up around the pool?

Mr. Oliver stated we will have additional cameras around there and I manage Pine Ridge also so I know exactly what you are talking about. It is an unusual dynamic there compared to all the other districts I'm involved with. We have had to increase law enforcement presence there. I realize there will always be some people who are breaking the rules but at the same time I think when those things do happen we have policies in place we can enforce and set the necessary example. Last summer we had some kids that were playing beer pong there and then they threw the furniture in the pool and the cameras did show who it was and we called the parents and the parents talked to the child and came to the meeting and the child was suspended, there was restitution but the process worked and there was good parenting involved also.

A resident asked is there a plan for future development of the amenity center? Is there going to be a snack bar, something else done with the rest of the land?

Mr. Porter stated there is not a plan for that in the future at this time. It is about a nine acre site all together so there is room for more stuff it is just a question of what everybody wants, what everybody is willing to pay to do it. What is going on now is being paid for by Horton and it is about \$900,000 and that would have been a huge expense for the district but that is also the end of what Horton intends to contribute so from this point on it will be up to the district and the residents to decide but any of that can change. We are lucky we have a giant site. The initial

developer did not intend to have a pool at all he was just going to do sports fields and it stuck me as odd that they were going to spend a couple million on sports fields but there would be no pool, no pavilion and that kind of thing. We were trying to get back to something that was more useable.

A resident asked what are the rules on a BBQ pit?

Mr. Oliver stated I don't think that was in the plan but that is not to say that one can't be added later. We did one at Pine Ridge right outside the pool area.

Mr. Porter stated that is a good idea and it is not terribly expensive. Once we get this finished if we don't have it that is easy to add. It gets a lot of use and is great for kid's birthday parties.

A resident stated a lot of people use the area around the exercise area going around the amenity center. Is there any way a sidewalk can be added because sometimes people go into the street?

Mr. Porter stated it belongs to the district and we can put in whatever we want to do it is just a question of what choices we make and how much we spend for it. When I see runners they are usually on the street anyway. I don't know that a sidewalk does any good for runners.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

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 – Report on Number of Registered Voters (440)

Mr. Oliver stated each year we are required by the statute to state for the record the number of registered voters in the district and we received a letter from the supervisor of elections office indicating that we now have 440 registered voters in the district. Once we

surpass 250 registered voters we started having supervisors elected by general election and those are seats that are filled right now by Anita and Tom. In 2018 two more seats will be filled through the general election process and after November 2018 you will have four residents on this board.

Mr. Porter stated as the next election is coming around if you are interested in being a supervisor get in touch with the supervisor or elections and your name will show up on the ballot when folks are voting for their congressman and commissioners and it is only open to residents of the community.

D. Operation Manager's Report –Report

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

ELEVENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

Mr. Taylor stated at the last meeting we talked about a parcel on Reed Valley Way next to 1882 and there is not a sidewalk there and I want to know the status of getting that done. Has that been approved to put a sidewalk there and sod it?

Mr. Porter asked is that Horton's or the district?

Mr. Stephens stated that is Horton's. I have been talking to James Tegel and he is working with their contractor to get that scheduled to be done.

Mr. Porter stated I apologize I should have followed up on that. We have also removed all the dead palm trees but we haven't replaced them because there is a question as to whether or not the county will allow it.

Mr. Taylor stated when they get ready to put in the sidewalk by that parcel we will have to notice the cars that have been using it for the last several years as a parking lot to not park there anymore.

Mr. Porter asked have we adopted a towing policy?

Mr. Oliver stated we haven't but we do have those policies in several districts.

Mr. Porter asked why don't you prepare one for the next meeting? If we want to be able to take action we have to adopt a towing policy and it is a good thing to have.

Ms. Majlish asked who enforces it if you see it?

Mr. Oliver stated we will enter into an agreement with ASAP Towing and we would report it to them. If they had a report they would call my office to get clearance before they towed. They don't do as you have seen in some areas if they see it they tow it. We want to realize these are our residents out there and we want to try to meet them halfway.

Mr. Porter stated it could be someone who has seen someone park there for a year and assumes that is what it is for and that it is okay and we want to be sure they know about it rather than show up and think someone stole their car.

A resident asked wouldn't it be easier to put up a "no parking" sign?

Mr. Porter stated it is a good idea and we will start with a sign but we need the policy in place in case it doesn't work.

A resident stated you said you were going to have a slide and have a lifeguard. What is the responsibility going to be for the lifeguard?

Mr. Oliver stated it will just be for managing that slide tower. There will be one at the top of the slide and one at the bottom and they are to make sure the kids leave the top of the slide safely and once they hit the landing zone clear the landing zone. That is going to be their primary scope. They are not going to be worried about the rest of the pool, which is swim at your own risk and they are not going to be monitoring the pool deck.

Mr. Porter stated they are your employees.

A resident stated I'm just concerned about the slide coming down, that is going to be popular with people coming in from outside the neighborhood.

Mr. Porter stated we have policies if you are not from the neighborhood you are not allowed there. We may have to work harder on enforcing that but we will figure that out. Do we have cards?

Mr. Oliver stated we do have access cards and we have some of these same problems they happen any time you open an amenity center. We will have ways to deal with that including pop up inspections. We will be stopping by and checking and there are ways to diplomatically approach people and start chatting to them about the community and determine if they don't live here. We don't want to directly challenge people but we can handle that.

Mr. Porter stated Jim's company, Governmental Management Services, does a good job. I have worked with Jim for many years on a number of different districts and we are lucky to have them. They have a hit most of these problems, most of this stuff whether it is graffiti or

kids challenging security officers or whatever at one time or another his guys have had to put up with it and they have gotten very good at diffusing situations like that and figuring out how to make it so we don't end up with half the families in the neighborhood warring with the other half and that kind of thing. They do a very good job for us.

A resident asked who takes care of the trees on the back of Long Bay Road along the back of the houses?

Mr. Porter responded I don't think anybody takes care of those. I think the areas where there is still woods for the most part are designed as natural areas or preserved wetlands or that kind of thing.

A resident stated random trash coming from the road gets blown into the yards. I don't know if anybody manages that area in the back.

Mr. Porter stated I don't think so. I don't think the district owns any property back there.

Mr. Taylor asked where the utility lines go through?

A resident responded, yes right on the back of Gray Falls Loop.

Mr. Taylor stated that is an easement where the utility lines are.

A resident asked at the main entrance to Azalea Ridge as you come in from the east and are turning right the pavement appears to have chipped away and is eroding and at some point in time that is going to be a safety issue.

A residents stated about three years ago they filled in that hole and with trucks coming in they hit it and it gets ripped up but there are no trucks going through anymore now.

Mr. Porter asked is that something you can fill in?

Mr. Stephens stated I can or I can contact Clay County since it is a county road.

Mr. Porter stated the roads belong to the county. If the roads end up with potholes the county fixes that it is not the district's responsibility but if there is a hole next to it Brian can fill that in for now and get the grass growing again.

Mr. Taylor stated I called Clay County and they did fill it in one time but they argue that it belongs to the state, it is a DOT road and good luck finding someone there.

Mr. Porter stated if it is minor fill it in.

A resident asked how long are the lights left on in the bathrooms when you go in?

Mr. Stephens stated it is usually two or three minutes once they sense the last motion they go off but if you wave your arm they will come back on.

A resident stated on page 2 of the proposed budget at the bottom where it says, gross per unit, does that refer to the O&M fees or CDD fees for next year? Is that what we are going to see on our tax bill? I know with the amenity center it is probably going to go up a little bit.

Mr. Porter stated it is not going up this year. There is a number the district is going to get when it gets billed is actually marked up a little bit.

Mr. Oliver stated that is the gross number.

Mr. Porter stated if you pay it in November there is a 4% discount, the other 3 ½% is the county charges us to collect the money. Over time with inflation our lawn care is going to go up and when the rest of the neighborhood is complete there will be more entryways to take care of and that kind of thing.

Mr. Rowand of R&D Landscape stated Josh, Brian and myself toured the property last week and we have already made a lot of progress and headway on some of the areas of neglect. A lot of the plant material that you inherited was substandard in my opinion so we are going to make the best of what we have and make it as attractive as possible. We are going to work on different areas, one of the things we are going to do differently going forward is make sure that everything gets cut on our service day so we don't have one crew coming here and cutting this and another crew coming back the latter part of the week to do another area. The ponds aren't irrigated and they are burning up right now as is most of the state. We will approach those with common sense, we are not going to mow it just for the sake of mowing it but we are going to make sure we mow it on a bi-weekly rotation. We have the soccer field that gets limited use right now because of the construction and we are going to mow that as needed and we are going to take a proactive approach and communicate that to Brian and tell him when we feel it needs it as opposed to waiting for him to tell us when it is time to be done. I personally went through the irrigation at both entrances and at the pool and it is not a perfect design but it seldom is but what we have to work with we are going to make the most out of it. The new entrance in the back leaves a lot to be desired. There are gaps where there is no turf it looks like the county came in and did some utility work and it needs to look better and I will get with Brian and we will press on it and see what we can do to move forward to make both entrances look as attractive as it should be.

Mr. Taylor stated there is an irrigation system that was installed when you redid the grass at the big field and it has been off since last fall. I know it is probably off right now because

where the pool is at is where they put all the valves. Is that going to be reconstructed when the pool is done or is that the end of the irrigation for the big field?

Mr. Porter stated we spent \$40,000 putting irrigation in, not the district but Horton did. I did not realize that was where the valves were.

Mr. Taylor stated instead of a central system they put one valve in at the head of each run so you have no central control.

Mr. Porter stated Brian will get with James Teagle from Horton and figure out what needs to be done.

Mr. Stephens stated we just need to relocate those valves before it is too late.

Mr. Porter stated why don't we get Tommy involved to make sure that what we are doing makes sense.

A resident asked has anyone thought about a crime watch organization?

A resident stated we started one, we have a neighborhood watch that was going on for a year and it kind of died off we had no participation. If that happens again I would sign up for it.

A resident stated since the last meeting and you talked about hiring off duty Clay County sheriff's Officers I see them all the time at different times.

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

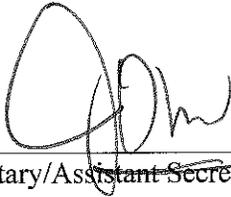
On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the check register was approved.

THIRTEENTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, July 5, 2017 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida

Mr. Porter stated the next meeting is Wednesday, July 5, 2017 at 1:30 p.m. at the Courtyard by Marriott on Wells Road.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the meeting adjourned at 6:45 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman