

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, August 27, 2014 at 6:00 p.m. in the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

Bob Porter	Chairman
Steve Mattix	Vice Chairman
Mark Dearing	Supervisor
Glenn Marvin	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Peter Ma	District Engineer
Rich Whetsel	GMS, LLC
Steve Andersen	Riverside Management Services, LLC

The following is a summary of the minutes and actions taken at the August 27, 2014 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.

SECOND ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

Affidavits of Publication

A copy of the affidavits of publication noticing the public hearings were included as part of the agenda package. Mailed notice was sent to all property owners.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 7, 2014 Meeting

Mr. Porter stated the next item is approval of the minutes. Are there any changes to the minutes?

There not being any,

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the minutes of the May 7, 2014 meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2013 Audit

There being no comments or questions on the audit,

On MOTION by Mr. Mattix seconded by Mr. Marvin with all in favor the fiscal year 2013 audit was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Proposals

Mr. Porter stated Mr. Andersen has reviewed the bids and ranked them and Down to Earth came in as the low bidder, the scope of work has increased a little but at the same time price has come down a little.

On MOTION by Mr. Marvin seconded by Mr. Mattix with all in favor the contract for landscape maintenance was awarded to Down to Earth and staff was authorized to prepare an agreement for services in accordance with their low proposal.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Fiscal Year 2015

A. The Lake Doctors, Inc.

On MOTION by Mr. Marvin seconded by Mr. Mattix with all in favor the one-year extension to the contract with The Lake Doctors was approved with no increase in the monthly charge of \$370.

B. Riverside Management Services, Inc. for Pool Maintenance, Field Operations Management and Janitorial Services

Mr. Oliver stated you approved the pool maintenance and janitorial at the June meeting pending opening of the pool and we are actually contracting that agreement through FY 2015.

The operations services increases from \$15,000 to \$20,000. As you are aware, market rates are about \$30,000 to \$35,000 for this service.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor the Riverside Management Services contract was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2014-05
Rescheduling the Public Hearing to Adopt
the Budget**

Ms. Buchanan stated when you initially set the budget hearing we established August 7th as the date and we had a conflict with the library so staff moved it to August 27, 2014. We are ratifying that action.

On MOTION by Mr. Mattix seconded by Mr. Marvin with all in favor Resolution 2014-05 was approved.

NINTH ORDER OF BUSINESS

**Public Hearing Adopting the Budget for
Fiscal Year 2015**

**A. Consideration of Resolution 2014-06 Relating to the Annual Appropriations
and Adopting the Budget for Fiscal Year 2015**

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the public hearing was opened.

A resident stated you answered all my questions in a general sense. This is proposed and after you sign the contracts then it will be the actual?

Mr. Oliver responded in June at a public meeting held here the board approved a budget in accordance with Florida Statutes and set this public hearing. We worked on the budget over the next 60+ days. Tonight after the public hearing the board will adopt the budget, they can adopt it as is or make changes but once it is adopted that is the budget. They can amend it during the year if they need to.

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the public hearing was closed.

On MOTION by Mr. Mattix seconded by Mr. Marvin with all in favor Resolution 2014-06 was approved.

B. Consideration of Resolution 2014-07 Imposing Special Assessments and certifying an Assessment Roll for Fiscal Year 2015

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor Resolution 2014-07 was approved.

TENTH ORDER OF BUSINESS

Public Hearing Setting Policies, Rates and Fees for the District Amenity Center, Resolution 2014-08

On MOTION by Mr. Mattix seconded by Mr. Marvin with all in favor the public hearing was opened.

Mr. Oliver stated you approved the policies for the amenity center at the May and June meetings and this is to set the rates. You don't have a lot of rates but non-residents must be given the opportunity to access the pool because these facilities were built with tax-free bonds. However, it doesn't have to be free and we have a proposed rate of \$950 for any non-resident family for a one-year period. We do this in every district I'm involved in and it is very unusual to have anyone pay it.

Ms. Buchanan stated I would like the district manager to verify that the fees are just and equitable and based on the services furnished and that the fees when combined with our O&M assessments will be sufficient to cover the cost of operating the facility.

Mr. Oliver responded yes.

On MOTION by Mr. Dearing seconded by Mr. Marvin with all in favor the public hearing was closed.

On MOTION by Mr. Marvin seconded by Mr. Dearing with all in favor Resolution 2014-08 was approved.

ELEVENTH ORDER OF BUSINESS

Update Regarding Amenity Center Construction Project

Mr. Porter stated it is finished and open. DR Horton has agreed to irrigate, re-grade and re-grass the 9 acre area around the amenity center. The district will have to mow it but DR Horton will put in the irrigation and grass.

TWELFTH ORDER OF BUSINESS Other Business

There not being any, the next item followed.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There not being any, the next item followed.

B. Engineer – Requisition Summary

Mr. Ma stated requisition 190A to Tim Young Construction for \$24,232.00 was for punch list items at the amenity center.

On MOTION by Mr. Marvin seconded by Mr. Mattix with all in favor requisition 190A for Tim Young Construction, Inc. in the amount of \$24,232.00 was ratified.

Mr. Ma stated requisition 191 to WG Pitts is for the remainder of the CEI related to the amenity center in the amount of \$5,050.

On MOTION by Mr. Marvin seconded by Mr. Mattix with all in favor requisitions 191 for WG Pitts in the amount of \$5,050 was approved.

C. Manager – Consideration of Meeting Schedule for Fiscal Year 2015

Mr. Oliver stated the proposed meeting schedule is in the meeting package and we have six bi-monthly meetings, three here at 6:00 p.m. in November, May and September and three meetings during the day at 1:30 p.m. at the normal meeting site. That is in keeping with the request to have more meetings here. I would ask that we also add October 1st at the Courtyard site at 1:30 p.m. and we can cancel if we need to.

On MOTION by Mr. Mattix seconded by Mr. Marvin with all in favor the fiscal year 2015 meeting schedule was approved as amended adding an October 1, 2014 meeting.

D. Operation Manager’s Report – Monthly Manager’s Report

A copy of the operation manager’s report was included as part of the agenda package.

FOURTEENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments

Maintenance of common property and undeveloped lots along with security was discussed.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Approval of Check Register

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

B. Balance Sheet & Income Statement

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

C. Construction Schedule

A copy of the construction schedule was included as part of the agenda package

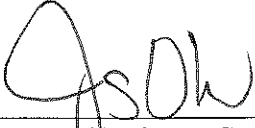
D. Assessment Receipt Schedule

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

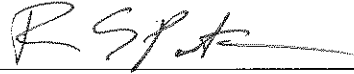
SIXTEENTH ORDER OF BUSINESS Next Meeting Scheduled for Wednesday, October 1, 2014 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida

Mr. Porter stated our next scheduled meeting is Wednesday, October 1, 2014 at the Courtyard in Orange Park at 1:30 p.m.

On MOTION by Mr. Mattix seconded by Mr. Marvin with all in favor the meeting adjourned at 6:50 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman