

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, November 6, 2013 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
Mark Dearing	Supervisor
Jan Doan	Supervisor
Glenn Marvin	Supervisor

Also present were:

James Oliver	District Manager
Katie Buchanan	District Counsel (by phone)
Peter Ma	District Engineer
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. Porter 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 October 2, 2013 Meeting**

Mr. Porter stated included in your agenda package is a copy of the minutes of the October 2, 2013 meeting. Are there any additions, corrections or deletions?

**FOURTH ORDER OF BUSINESS**                      **Update Regarding Amenity Center Construction Project**

Mr. Ma stated all building permit applications have been submitted to Clay County. Construction is still projected to begin before the end of the calendar year with the pool opening for the summer.

**FIFTH ORDER OF BUSINESS**                      **Discussion of Revised Landscape Maintenance Scope**

Mr. Oliver advised the revised landscape scope is on hold until the construction is underway. DR Horton to coordinate the leveling of the amenity site and surrounding area.

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

There being none, the next item followed.

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

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Ma handed out a requisition summary consisting of Requisitions 169 and 179 totaling \$1,386.89 for Hopping Green & Sams.

On MOTION by Mr. Marvin seconded by Mr. Doan with all in favor Requisition Nos. 169 & 170 were approved.

**C. Manager**

Mr. Oliver stated the County tax bills have gone out to the residents.

**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**

After resident comments pertaining to issues in the District, Mr. Oliver and Mr. Andersen will follow up on the following items: Street light plan for the entryway, to prepare a security plan for the SPE areas, which Glenn Marvin will present to Oppenheimer, request speed bumps/humps and speed limit signs from Clay County, focus on weed control and trash pick-up throughout District, research no parking and keep off the grass signs in amenity center areas and coordinate with Turkworks to mow the amenity center area.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Approval of Check Register**

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

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

**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.

**D. Special Assessment Receipt Schedule**

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

**TENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, December 4, 2013 at 1:30 p.m. at Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32043**

Mr. Porter stated the next scheduled meeting is Wednesday, December 4, 2013 at 1:30 p.m. at this location.


November 6, 2013

Ridgewood Trails CDD

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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



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Secretary/Assistant Secretary



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Chairman/Vice Chairman