

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 7, 2012 at 1:36 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
Mark Dearing	Supervisor
Glenn Marvin	Supervisor (by phone)

Also present were:

James Oliver	District Manager
Katie Buchanan	District Counsel
Peter Ma	District Engineer
Rich Whetsel	GMS, LLC
Louis Cowling	GMS, LLC
John Turner	GMS, LLC

*The following is a summary of the minutes and actions taken at the November 7, 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 1:36 p.m.

**SECOND ORDER OF BUSINESS**                      **Affidavit of Publication**  
Mr. Porter stated included in your agenda package is a copy of the affidavit of publication for today's meeting and landowner election.

**THIRD ORDER OF BUSINESS**                      **Organizational Matters**  
**A. Oath of Officer for Newly Appointed Supervisors**  
Mr. Oliver administered an oath of office to Mr. Porter and Mr. Mattix.

**B. Consideration of Resolution 2013-01 Canvassing & Certifying the Results of the Landowners Election**

Mr. Porter stated included in your agenda package is Resolution 2013-01 canvassing and certifying the results of the landowner's election. We will fill in the landowner's election information, showing Mr. Porter and Mr. Marvin were elected to serve four year terms and Mr. Mattix was elected to serve a two year term.

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor Resolution 2013-01 Canvassing & Certifying the Results of the Landowners Election was approved.

**C. Consideration of Resolution 2013-02 Election of Officers**

Mr. Porter stated included in your agenda package is Resolution 2013-02 election of officers.

On MOTION by Mr. Mattix seconded by Mr. Dearing with all in favor Resolution 2013-02 Election of Officers All Officers Remain the Same & Mr. Marvin Added as Assistant Secretary was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the October 3, 2012 Meeting**

Mr. Porter stated included in your agenda package is a copy of the minutes of the October 3, 2012 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor the Minutes of the October 3, 2012 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Update Regarding Community Appearance**

Mr. Oliver handed out a draft scope of services for landscape maintenance. The board and staff will review over the next month. The board also discussed some items regarding the community appearance. Mr. Ma will obtain prices to install street lights along the entryway.

**SIXTH ORDER OF BUSINESS**

**Update Regarding RFP for Construction Services**

Mr. Ma stated we had a mandatory pre-bid meeting last Friday. There were 10 construction companies that attended the meeting. Bids are due back November 28<sup>th</sup>.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Letter Authorizing the CCSO to Enforce Trespass Violations on the Unplatted Lands**

Mr. Porter stated included in your agenda package is the letter authorizing the Clay County Sheriff's Office to enforce trespass violations on the unplatted lands.

Mr. Oliver stated we will have Scott Henry and other District staff members listed on the letter stating that they are allowed to be the unplatted lands.

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor to Authorize Support of Letter Authorizing CCSO to Enforce Trespass Violations on the Unplatted Lands was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Lake Maintenance Proposals**

Mr. Oliver stated presented the proposal from the Lake Doctors to provide lake maintenance services.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the Proposal from the Lake Doctors to Perform Lake Maintenance Services was approved, subject to District Counsel reviewing the agreement & possibly include addendum or change to standard form agreement.

**NINTH ORDER OF BUSINESS**

**Review of Landscape Maintenance Scope with Recommended Changes**

This item was discussed earlier in meeting.

**TENTH ORDER OF BUSINESS**

**Other Business**

Ms. Buchanan discussed purchasing title insurance for the amenity center parcel. The quote is for a not to exceed amount of \$2,000.

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor to Order Title Insurance for the Amenity Center Parcel with a not to exceed amount of \$2,000 was approved.

**ELEVENTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Ma stated presented requisition number 161 in the amount of \$1,200 to A&J Land Surveyors.

On MOTION by Mr. Doan seconded by Mr. Mattix with all in favor Requisition No. 161 was approved.

**C. Manager**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS                      Supervisor's Requests and Audience Comments**

Mr. Scott asked is there any word on the ponds erosion?

Mr. Oliver responded the price was approximately \$25,000 for two ponds. We are still waiting for the bondholders to let us know they will pay for it before we use operational funds for it.

**THIRTEENTH 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. Dearing 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. Assessment Receipt Schedule**

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

**FOURTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, December 5, 2012 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 5, 2012 at 1:30 p.m. at this location.

**FIFTEENTH 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