

**RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, March 7, 2018 at 1:32 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida.

Present and constituting a quorum were:

Bob Porter	Chairman
Mark Dearing	Vice Chairman
Jan Doan	Supervisor
Tommy Taylor	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Brian Stephens	Operations Manager
Ernesto Torres	Governmental Management Services, LLC
Chris Hall	Riverside Management Services, LLC

The following is a summary of the actions taken at the March 7, 2018 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 1:32 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 1,  
2018 Meeting**

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the minutes of the November 1, 2018 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Audit RFP Criteria for Fiscal Year 2018 Audit**

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the recommendation of the audit evaluation criteria by the audit committee was approved.

**FIFTH ORDER OF BUSINESS**

**Update Regarding Amenity Center Expansion**

Mr. Porter stated we are close, we have had a terrible time over the slide tower. The contractor that built the actual structure was six months later getting it to us, they put the pumps in the ground early so we had to have them remove the pumps and get them cleaned because the vault had sediment in it. It is built, we have ordered a water meter and as soon as that comes in we will be able to fill it up, turn it on and make sure the slide really works as it is supposed to. We are finishing the landscaping right now. We relocated the palm trees that were on the entry road and we plan to put in pampas grass.

Mr. Taylor asked what about the parking lot expansion?

Mr. Porter stated the problem is the original parking lot was not built exactly according to the plans and we hired an engineer who is working with the county on a redesign to make it match up with the rest of it. When they get that approved we can get a contractor to do the work and that will probably be three months.

The tot lot is in, the swings are in and I think it turned out pretty good.

Mr. Taylor stated it is very well used. The swing has been very popular.

Mr. Porter stated thank you for bringing that up because that was not in our original plan. We have plenty of room if the community wants to expand it some day. It looks like the grass is growing in well, we have the goal posts and soccer goals up and I think we are getting more use on the field.

**SIXTH ORDER OF BUSINESS**

**Ratification of Secondary Employment Contract with Clay County Sheriff's Office**

Mr. Porter stated we have off-duty CCSO deputies come out from time to time to patrol and try to keep down theft and vandalism and that sort of thing. We pay \$30 per hour with a 3-hour minimum.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the secondary employment contract with Clay County Sheriff's Office for off-duty officers to patrol the amenity center, recreational facilities and common areas was ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Proposal from R&D Landscape & Irrigation, Inc. for Landscape Maintenance**

Mr. Oliver stated this proposal added new common areas, the new playground area and some trees that surround that.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the proposal from R&D Landscape & Irrigation, Inc. for landscape maintenance of additional areas in the annual amount of \$2,424.00 was ratified.

**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 – Presentation of Public Facilities Report**

Mr. Porter stated once a year we are required to do a public facilities report that talks about what is there and we didn't find any real problems.

Mr. Oliver stated Supervisor Taylor noted that the Pine Ridge map was inadvertently included at the end of the report and we notified the district engineer Peter Ma to correct the exhibit.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the public facilities report was approved as amended.

**C. Manager**

There being none, the next item followed.

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

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

**TENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments**

Mr. Taylor stated there have been a lot of complaints again in the neighborhood about the subs. They don’t have anything on their truck to identify who they are but maybe a supervisor can say something to them again. The police look into that when they are there.

Mr. Porter stated I will pass that along as a reminder to everybody. It is a constant problem.

**ELEVENTH 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 Mr. Doan with all in favor the check register was approved.

**TWELFTH ORDER OF BUSINESS Next Meeting Scheduled for Wednesday, May 2, 2018 at 6:00 p.m. at the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida**

Mr. Porter stated the next meeting is scheduled for May 2<sup>nd</sup>.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the meeting adjourned at 1:45 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman