

RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 2, 2018 at 6:02 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
Anita Majlish	Supervisor
Tommy Taylor	Supervisor

Also present were:

Daniel Laughlin	District Manager
Katie Buchanan	District Counsel
Chris Hall	Operations Manager

The following is a summary of the actions taken at the May 2, 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 and stated all the supervisors are present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Several residents brought up issues with R&D Landscaping, they felt they were not performing in accordance with their contract, cutting the grass too low, they miss a lot of pond banks and they drive the tractor down the walkways that are clearly marked “pedestrian traffic only” and when pedestrians are on the walkways.

Mr. Porter stated we get an annual contract and this is how it works with every landscaper, you bid it out by the year and sometimes they have to mow more and sometimes they have to mow less but if it hasn’t grown it doesn’t make any sense to have them show up. If they are doing a bad job and it is getting overgrown that is a concern. We bid it out and if it is time to

make a change we will go ahead and bid it out. As these issues come up you need to call and let Daniel and his folks know when you see it happen. They will get in touch with the landscaper whether it is R&D or whoever we replace them with. There is someone out there working hourly who may or may not have a lot of sense and maybe they are good or not good, responsible or not responsible but there is an owner of the company somewhere and we can get in touch with the owner or management and let them know there is a problem and tell them it has to be corrected. The sooner you mention that the sooner we get it done.

**THIRD ORDER OF BUSINESS****Approval of the Minutes of the March 7, 2018 Meeting**

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the minutes of the March 7, 2018 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS****Acceptance of the March 7, 2018 Audit Committee Meeting**

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the minutes of the March 7, 2018 audit committee meeting were accepted.

**FIFTH ORDER OF BUSINESS****Consideration of Audit Proposals for Fiscal Year 2018**

Mr. Porter stated we have a recommendation from the audit committee that we hire Grau & Associates.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the recommendation of the audit committee of Grau & Associates being ranked no. 1 was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2018-02 Approving the Proposed Budget for Fiscal Year 2019**

Mr. Porter stated Resolution 2018-02 approves a proposed budget and sets a public hearing date for adoption. This is only a proposed budget, it is essentially what the management

company has come up with based on what we have been doing so far. We will have a public hearing at which point everybody is welcome to go into as much detail as you want to on any of this. If you are interested in that look at the copy of the proposed budget and think about what you would like to learn more about. The best way to do that is get in touch with Daniel's office if you have questions. Most of this stuff is based on last year's experience and existing contracts. It is pretty straight forward for the most part but just so that meeting doesn't end up lasting forever take a look at it so that you will know what is there and we are happy to discuss anything on there.

A resident stated do we need to put additional money in the budget for the new area in back for landscaping?

Mr. Laughlin stated we kept the assessment the same.

Ms. Buchanan stated it looks to me we had raised the contingencies from \$12,000 to \$24,000 so you have a buffer there. If you look on the second page of the proposed budget under the amenity center category it looks as though we adopted \$122,500 for that but to date we have incurred \$32,000, which means there is a projected approximately \$96,000 so I think Jim did incorporate more. That is the total amenity center line item not necessarily the pools.

Mr. Porter stated this is keeping the same assessments that we currently have. If we bid the landscape contract out it may come in higher.

Mr. Laughlin stated it is better to go with a higher number in the proposed budget and we can always lower it.

Mr. Porter stated we will advertise the amount and when we have the actual budget meeting we will adopt what makes sense but not for more than we advertise. If we advertise something that is a little bit higher today we can always cut it back if we need to. Let's propose an extra \$2,000 a month that would be \$24,000 over the course of the year and that will take care of a lot of that additional landscaping and we will try to figure out what it is between now and then.

Ms. Buchanan stated I need to confirm the assessment cap that was previously noticed.

On MOTION by Ms. Majlish seconded by Mr. Doan with all in favor Resolution 2018-02 approving the proposed budget and setting the public hearing for September 5, 2018 was approved.
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This item revisited later in the meeting.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Proposals from R&D  
Landscape & Irrigation, Inc. for Additional  
Work to Contract**

Mr. Porter stated the additional work has got to be done so I think we can ratify this for now it doesn't mean we are locked in with them for the next few years. It sounds like it may be time to advertise and get some bids from additional landscapers. If everybody agrees we will have Daniel advertise, we have the scope of work that we used before and we will include this additional work in the scope. We will get three or four bids.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the proposals from R&D Landscape & Irrigation, Inc. in the total annual amount of \$12,684 for the additional work 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**

There being none, the next item followed.

**C. Manager**

**1. Report on the Number of Registered Voters – 514**

Mr. Porter stated we have two residents on the board and when we have the election in November we will have two more residents on the board after that election.

**2. General Election**

Mr. Laughlin stated there are two seats up for election, currently held by Mark Dearing and Jan Doan, seat 2 and seat 4. If you are interested in serving on the Board, the qualifying

period is June 18<sup>th</sup> through June 22<sup>nd</sup> . For more information, contact the Clay County Supervisor of Elections or visit [www.clayelections.com](http://www.clayelections.com). The general election is November 6<sup>th</sup>.

Mr. Porter stated if you qualify it will be on the ballot just like county commissioners or governor. Typically we don't have a lot of folks who are willing to do it and if you choose not to run but decide later that you are interested if nobody qualifies then the board will appoint someone. If you are interested I would ask that you get involved. I'm delighted that we have two residents on the board who are getting experience and practice because you are going to run this board. I'm on a lot of them so I'm accustomed to some of the issues that come up but the more experience we have from the community the smoother things are going to be. What we are trying to do is make sure that we have a budget that leaves us with some reserves. We want this organization to run smoothly.

We have a good management company and we have good legal representation so there is good staff and there is not an awful lot that you have to do.

#### **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. Porter stated we have talked internally about building a meeting room next to the original amenity building. I would like to ask the board to authorize D.R. Horton to build a meeting room to be owned and operated by the district. I can't promise it is going to happen, but I think there is a good chance. We are still working on the engineering for the parking lot expansion we talked about. Apparently, what was built originally did not match the original engineering that was submitted so they had to go back and redo the engineering.

On MOTION by Mr. Taylor seconded by Mr. Doan with all in favor D.R. Horton was authorized to build at no cost to the district a meeting room for the district next to the original amenity building for the district to own and operate.

#### **Continued Budget Discussion**

Ms. Buchanan stated originally the landscape maintenance agreement was for \$38,640 and there was a recent amendment for the new park playground area for about \$2,400 then the pool area it looks like we are adding \$12,600, which totals close to \$54,000. Jim has in the budget \$52,000 given it is only a \$3,000 difference and the contingency in the amount of \$12,000 I think you can go back and avoid noticing an increase.

Mr. Porter stated we are going to bid it out and we may find that one of the reasons R&D does such a bad job is that they are \$10,000 less than anybody who is willing to do it for us and if everybody has to pay an extra \$5 a month to have it done right I would rather do that than save a little bit of money.

Ms. Buchanan stated everyone would get a mailed notice, it needs to go out in advance of the budget, but we have plenty of time to send it out. If that is the case what sort of cushion do you want to incorporate?

Mr. Porter stated if we add \$24,000 that is \$2,000 per month we have almost 700 lots by the time we get done that is \$40 a year so I think we should notice a \$40 increase in assessments and put it all into landscaping.

Ms. Majlish stated if we are doing an increase we have talked about concrete for the basketball courts. Is that something we could add now?

Mr. Porter stated we can, we can put money in for capital improvements and this is the right time to do it. We have about 700 lots so for every \$1 a month that we increase it, that is about \$8,000 that we have to spend.

Ms. Buchanan stated you are talking in round numbers, these assessments are broken down into ERUs so it might adjust a little bit up or down.

The board discussed possible capital improvements basketball, tennis courts and playgrounds.

Mr. Porter stated a playground like we put in up at the field they cost about \$40,000 a piece. You have to meet ADA requirements and you have to have something that is safe. The \$40 a year would cover the landscaping and if you did another \$40 it would get you \$28,000 to \$30,000. That is \$40 over the course of a year is \$3.50 a month more or less. If we raised the assessment \$10 a month that is \$120 a year and \$40 of it would go to landscaping potentially and the rest would go for capital improvements then you are at \$60,000 then you have something meaningful.

Ms. Buchanan stated if they do adopt the higher rate, the letter does go to everybody.

Mr. Porter stated we want everybody's input and we will have a good crowd for the budget meeting when we tell them rates are going up. We are talking about on average \$100 per home per year increase to do what we are talking about, which is between \$8 and \$9 per month and it could be a little more or less depending on the size of the lot.

The question right now is do we want to put aside money for capital improvements. If we get the money then you can decide what it ought to be for. If we sent out the letter with a \$50 increase we can't adopt more than the \$50.

Ms. Buchanan stated the most flexibility is to set it a little higher with the understanding that we may drop it back at the public hearing.

Mr. Porter stated let's meet in the middle and make it \$75 but that is just to advertise and it may not be that but it will not be more than \$75.

Ms. Buchanan stated based on a very quick calculation if we did a \$100 increase on the 76 foot lot and then reduce it back for the smaller lots you are looking at give or take a \$50,000 net and if you want to advertise it lower then make it three-quarters of that. We are going to add these line items.

Mr. Porter stated 40% to landscaping and the balance for capital improvements.

On MOTION by Ms. Majlish seconded by Mr. Taylor with all in favor Resolution 2018-02 approving the proposed budget amended as discussed and setting the public hearing for September 5, 2018 at 6:00 p.m. in the same location.

## **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.
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### **Supervisor's Requests Continued**

Ms. Majlish stated the playground latch is not working at all.

Mr. Taylor stated on the subject of the playground we had a problem and we put a hedge on this side of the sidewalk going into the playground and we have plants reused over to the pool and the lilies are gone. They put a bike rack up and a sign up, please don't lock the gate. For the purpose of the minutes we asked the parents to ask their children to take their bicycles in the rack or on the side so the mothers with the strollers can get into the playground. I have seen many times where they just pile them all up there in front of the gate and nobody can get in.

A resident asked what are the chances of putting a no parking on the grass sign in front of that playground?

Mr. Porter stated that is a great idea, we can do that.

A resident stated we have a big problem with people fishing in that front pond, they are lined up there on Saturdays and Sundays.

A resident stated there should be no parking in front of this playground. We saw a van parked on the road, I was outside and saw two kids coming down on their skateboards on the sidewalk just as a car was coming up and they could not see the kids on the skateboards. He hit the brakes and the kids went across the road, but you are only asking for trouble if you allow people to park in front of the playground. Also a sign on the playground that says no dogs because that is another problem.

Mr. Porter stated maybe we can ask people to clean up after their dogs. We have installed doggie stations in other places. Back to the no parking, those are public streets that belong to Clay County and we don't have the right to regulate parking on there. We can put a sign on our property, but we don't have the right to stop parking on the street. I think it is a great idea, but I think you would probably have to request it from the County.

A resident stated at one time we talked about being able to tow cars that are parked in the field.

Mr. Porter stated we have that ability.



A resident stated we talked at a prior meeting about getting a marked crosswalk and with reflective lights and signs by the playground.

Mr. Porter stated the county has to allow us to do that. I think it is a good idea and especially where you have the playground I love the idea of not letting people park there. Maybe the district manager can follow-up with a Clay County commissioner.

A resident stated can you ask them to put in more speed limit signs? I have gone on their website and requested that four times.

Mr. Laughlin stated usually the best thing is when several homeowners call.

A resident stated there are a lot of red ants in the field and playground.

Mr. Porter stated Daniel will get a price and get it done if it is not included in our contract.

A resident asked as part of the capital improvements would you consider illuminating that path that goes all the way up?

Mr. Porter stated once we get the new budget adopted and we find out the cost for the landscape maintenance, we will know how much money we have for capital improvements and we are going to come up with a way to poll everybody and see who would like what. I will make no decisions on what you get to spend this money on. That is for the residents and the board will ultimately decide but by that time four out of the five supervisors will be residents. That will be a separate meeting and we will get input from everybody.

## **TWELFTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, July 5, 2018 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida**

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the meeting adjourned at 6:10 p.m.
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Secretary/Assistant Secretary



Chairman/Vice Chairman