

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, 2018 at 6:00 p.m. 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
Marty Genska	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by telephone)
Ernesto Torres	GMS, LLC
Chris Hall	Operations Manager

The following is a summary of the actions taken at the November 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 and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Tom Taylor

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor Tom Taylor's resignation was accepted.

B. Appointment of New Supervisor to Fill the Unexpired Term of Office (Seat 1 Expires 11/2020)

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor Marty Genska was appointed to fill the unexpired term of office.

C. Oath of Office for Newly Appointed Supervisor

Mr. Oliver being a notary public of the State of Florida administered the oath of office to Mr. Genska.

Mr. Oliver stated you are now a government official in the State of Florida and you are subject to the sunshine law and if any business is to be discussed about Ridgewood Trails CDD you can talk with anyone else in the world about it, but you can only talk to the other four supervisors at a publicly noticed meeting. You are also subject to Florida's broad public records law and any documents that you have that are related to the district are subject to public records requests. To the extent that you keep records like that you may want to keep them segregated so if there is a request you can get to them very easily. That includes your email and you may want to set up a separate email account just for CDD matters. Very rarely are there public records requests of supervisors. We keep all the official records in our office so if there is ever a records request we can handle it from our office. The first thing you should do if there is a records request is to contact me or Katie Buchan, district counsel and we will work with you on that. Right after the meeting I will have some documents for you to sign and included in that is a Q&A about district business, Chapter 190, Florida Statutes that tells you everything about CDDs and also the Florida ethics and sunshine law.

Mr. Porter stated if Jim sends out an email a lot of times it goes to all of us and if you hit reply to all then you have illegally communicated with other members. Any time he sends something out be sure to hit reply and not reply to all. If I have any email that I'm going to do that has anything to do with the district I make sure that I copy Jim on it then I don't have to worry about keeping a copy because I know he is keeping them.

D. Election of Officers, Resolution 2019-01

Mr. Porter stated next is election of officers, currently I'm chairman, Mark is vice chairman.

Mr. Oliver stated for tonight it is just to add a new assistant secretary, Marty, and there are also three other staff members we would like to add, Ariel Lovera as assistant treasurer and Ernesto Torres and Daniel Laughlin as assistant secretaries.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor Resolution 2019-01 designating Ariel Lovera assistant treasurer, Daniel Laughlin, Ernesto Torres and Marty Genska assistant secretaries.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 5, 2018 Meeting

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the minutes of the minutes of the September 5, 2018 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Grau & Associates for Fiscal Year 2018

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the engagement letter with Grau & Associates to perform the fiscal year 2018 audit was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Website Compliance Regarding ADA Compliance

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor the proposal from VGlobalTech was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Agreement with Tree Amigos for Landscape Maintenance Services

Mr. Porter stated this is going to be our contract that Katie has approved and it matches the decision we made last time.

Mr. Genska stated the walkway from the amenity center back towards Long Bay have quite a few areas where the fence has been damaged and it is also very dirty.

Mr. Porter stated I think the part of the fence you can see from the walkway the only way it is going to get cleaned is if we send somebody out to pressure wash it.

Mr. Hall stated we can do that.

On MOTION by Mr. Dearing seconded by Ms. Majlish with all in favor the agreement with Tree Amigos for landscape maintenance services in the monthly amount of \$4,212.50 was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Water Management Agreement with The Lake Doctors, Inc.

On MOTION by Mr. Dearing seconded by Mr. Doan with all in favor the agreement with The Lake Doctors, Inc. for lake maintenance services in the \$658.00 monthly was ratified.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH 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

Mr. Oliver stated the two seats that were not filled by the general election, we will advertise again for the month of December and Anita and Marty if you will help get the word out we need two more candidates that would be great.

D. Operation Manager's Report –Report

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

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Ms. Majlish stated the three sidewalks still do not have the ADA yellow coating that I brought up before.

Mr. Hall stated I will get that taken care of.

Mr. Genska stated during our meeting we had a huge turnout and they were all parking in the common area. Has anyone checked the sprinklers in that area? That is why they have the do not park on the grass signs.

Mr. Hall stated Tree Amigos checks it monthly, but we can check it. In the area between the amenity center and the field it looks like there are supposed to be some valves with covers and there are no covers.

Ms. Majlish stated the skimmer is gone from the pool. I don't know if they moved it or what.

Mr. Porter stated any of these items that come up during the month you can report them on the website because we don't always meet every month.

A resident stated I saw on Facebook this week something about the speed limit that is 30 coming into the complex but 15 going out.

Mr. Genska stated no, it is 30 mph as you come off Blanding the only other speed limit signs that are 15 mph are next to the model homes. Nowhere else in the community has any speed limit signs. They can only enforce down to 25 mph and I have contacted the county many times about getting speed limit signs and they said get the CDD involved they may have more pull.

Mr. Porter stated I wouldn't mind us buying the 25 mph speed limit signs and put them up if the county would let us.

A resident stated I thought Horton had the sidewalks. What is the CDD versus Horton?

Mr. Porter stated a community development district is a unit of local government just like a city council or board of county commissioners that is formed to own and maintain items in the community. The CDD owns the big field in the middle and all the buildings on it, the waterslide, the playground and so forth, the sidewalk that goes between the lots belongs to the district, the open areas belong to the district and the district maintains the landscaping, the ponds and the grass around the ponds, landscaping going out to Blanding Boulevard, the sign and landscaping at the entryway. D.R. Horton owns some lots and that is all. Horton also owns the piece across the street that is to be developed that will be part of the community. Horton has paid for a lot of this stuff

and I work for Horton and Mark works for Horton as well but the CDD owns and maintains that stuff and sets the rules for it.

A resident stated we are backed up to trees and the electric wires and is that a pond that the CDD takes care of or is that a pond that Freedom HOA takes care of?

Mr. Porter stated I think that is the CDD's. Back behind the gate in the Freedom section the roads are private and there is an amenity center being put in that is private, the CDD is not involved in that but a separate homeowners association being paid for only by the Freedom people.

A resident stated the last meeting I attended was earlier this year and they talked about towing people's cars and putting up signs. I haven't seen any and I wondered where we stood on that.

Mr. Porter stated Chris can you get us some signs?

Mr. Hall stated I can get those.

Mr. Porter stated we approved a policy that gives us the right to tow people who are parking on district property and we will post signs.

TWELFTH 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 Ms. Majlish with all in favor the check register was approved.


THIRTEENTH ORDER OF BUSINESS

**Next Meeting Scheduled for Wednesday,
January 2, 2019 at 1:30 p.m. at the Courtyard
by Marriott, 610 Wells Road, Orange Park,
Florida**

Mr. Porter stated the next meeting is Wednesday, January 2, 2019 at the Courtyard by Marriott on Wells Road.

On MOTION by Mr. Doan seconded by Mr. Dearing with all in favor
the meeting adjourned at 6:24 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman