

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 1, 2019 at 6:00 p.m. at the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

Bob Porter	Chairman
Marty Genska	Vice Chairman
Jan Doan	Supervisor
Yolanda Nolte	Supervisor
Anita Majlish	Supervisor

Also present were:

Ernesto Torres	District Manager
Katie Buchanan	District Counsel (by telephone)
Chris Hall	Operations Manager
Mark Dearing	

The following is a summary of the actions taken at the May 1, 2019 meeting and a copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisors to Fill Seat 2 and Seat 4

Mr. Porter stated we need supervisors to fill a couple of seats. Initially the landowner appoints the supervisors then there is an election every couple of years when you get six years out and have 250 registered voters living in the district then a couple of seats go to general election, two years later two more seats go to general election and after that the last seat goes to general

election. We did not get people to qualify this year and we have a couple of holdover seats and we are looking for people who are interested. Do we have anyone?

Mr. Torres stated no, and I did not receive any letters of interest. Based on the meeting in March I contacted the HOA, they did post it and we posted it on our website, we passed a resolution giving us 90 days to fill the vacancies and that 90 days will expire in June and we don't have a meeting in June.

Mr. Porter asked are either of you interested in being on this board?

Mr. Torres stated the other young lady is Marty's wife.

Mr. Porter stated think about it and if you know anybody involved in the neighborhood who may be interested please let them know.

Ms. Nolte stated I am interested.

Mr. Porter stated as far as I'm concerned, we are two members short.

Mr. Torres stated Jan and Mark's seats are the holdover seats, seat 2 is Mark's and seat 4 is Jan's.

Mr. Porter stated Mark is on a lot of these boards we can let Mark go. Come on up. Ernesto is going to swear you in and something to remember is this is a unit of local government and there will be a some forms you will have to file and we have government in the sunshine and you cannot discuss any business that may come before the board with anybody that is on the board other than in a publicly noticed meeting.

B. Oath of Office for Newly Appointed Supervisor

Mr. Torres being a notary public of the State of Florida administered the oath of office to Ms. Nolte.

C. Election of Officers, Resolution 2019-02

Mr. Torres stated I would like to change the secretary from James Oliver to myself and put James Oliver as an assistant secretary.

Mr. Porter stated every time we have an election we have to reappoint officers. I have been chairman, Mark was vice chairman so we need someone to be vice chairman.

On MOTION by Mr. Doan seconded by Mr. Genska with all in favor Resolution 2019-02 was approved reflecting the following officers: Bob Porter chairman, Marty Genska vice chair, Jan Doan, Yolanda Nolte and James Oliver assistant secretaries, Ernesto Torres secretary and Ariel Lovera treasurer.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the March 6, 2019 Meeting

On MOTION by Mr. Genska seconded by Mr. Doan with all in favor the minutes of the March 6, 2019 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2019-04 Approving the Proposed Budget and Setting a Public Hearing Date for Adoption

Mr. Porter stated Resolution 2019-04 approves the proposed budget and sets a public hearing date. We are not adopting the budget tonight, this is just being approved so that it can be noticed. At the public hearing everybody gets an opportunity to comment on it and at that point we will set a real budget. Ernesto has a budget based on our current contracts and experience. This a proforma budget based on what we are spending today.

Mr. Dearing stated I did want to add that James gave me some mockups of the improvements being done at the amenity center and when it comes time to go over that, there are two sets, one is the landscape plan and the other one is the as-built.

Mr. Dearing left the meeting at this time.

Ms. Majlish joined the meeting at this time.

Mr. Torres stated the only recommendation I am going to make is we do have the facilities that should be completed in 2020 and we would like to start staffing and I know we can propose a higher budget then when we adopt the budget we can lower it once the supervisors have time to review it but perhaps add another \$60,000 under the facilities administration and we can change that title to facility manager. That way we can have somebody start staffing there.

Mr. Porter stated I like that. We have to put in the maximum we are considering for right now because that goes into the notice. We can cut it back at the public hearing and this will give us the opportunity to do that. Let's add the \$60,000 and approve this proposed budget.

Mr. Genska asked would this be a fulltime staff person at the facility?

Mr. Torres stated I'm not sure how much time that would give you, there are expenses for FICA and insurance. I don't know if that will get you a fulltime person but it should be close.

Mr. Porter stated I think it is important to not try to save \$5 a month. We have a nice facility here now, the meeting rooms will be done in a couple of months and we need people to be able to take advantage of this. We will end up renting out the meeting room and it will end up paying for itself. I would rather come in a little high and any money left over in the budget at the end of the year belongs to the district and is in your budget for next year. If you decide you want one more tot lot because there is a spot in the community that is too far away and you think something should be done you have the right to do that but you have to raise the money to do it.

On MOTION by Mr. Doan seconded by Ms. Majlish with all in favor Resolution 2019-04 approving the proposed budget as amended and setting the public hearing for September 4, 2019 at 6:00 p.m. at the Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida was approved.

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

There being none, the next item followed.

C. Manager – Report on Number of Registered Voters (672)

A copy of the letter from the supervisor of elections indicating there are 672 registered voters residing within the district was included in the agenda package.

D. Operation Manager’s Report –Report

Mr. Hall gave an overview of the operations report, copy of which was included as part of the agenda package.

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

Mr. Porter stated if you have questions that come between meetings or whatever, get in touch with Ernesto and we have the district website set up to be able to quickly answer questions.

Mr. Genska asked can we talk about what we do here?

Mr. Porter stated yes, something what confuses folks is we are not a homeowners' association. A homeowner association basically takes care of violations of the covenants, architectural control and that kind of thing and we have nothing to do with that and by law we cannot have anything to do with that. We take care of district properties, which is primarily the amenity center, pocket parks scattered throughout, the entry road and entry monument and the ponds. We are a unit of local government, which is why we have the rules of what you can and cannot do. If we want to hire a landscaper if it is a small amount we can just hire someone if it is a larger amount we are required by law to do a public bid. We have to have an audit every year, we always have professional management, district engineer and district counsel.

Mr. Genska stated people who drive to the events park on people's lawns when the parking lot is full.

Mr. Porter stated the parking lot is being expanded. I don't know that we will ever have enough parking but it may be 50% more parking. As far as additional sidewalk the district can do that but it is a question of funding, which is why I like to see a few dollars extra in the budget.

NINTH 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. Doan seconded by Ms. Majlish with all in favor the check register was approved.

TENTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, July 3, 2019 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida

Mr. Porter stated the next meeting is July 3rd, we will probably cancel that. Watch the website; there is not much of a chance we are going to meet on July 3rd.

On MOTION by Mr. Doan seconded by Ms. Majlish with all in favor the meeting adjourned at 6:30 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman