

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, September 11, 2019 at 6:00 p.m. Clay County Public Library, 2245 Aster Avenue, Middleburg, Florida.

Present and constituting a quorum were:

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

Also present were:

Ernesto Torres	District Manager
Katie Buchanan	District Counsel
Chris Hall	Operations Manager

The following is a summary of the actions taken at the September 4, 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

Ms. Miller stated I would like to discuss getting an aerator for the lake behind my house because it is stagnant.

Mr. Hall stated give me your address and I will take a look at it and get prices for that.

THIRD ORDER OF BUSINESS

Affidavit of Publication

A copy of the affidavit of publication of the public hearing was included in the agenda package.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisor to Fill Seat 4

B. Oath of Office for Newly Appointed Supervisor

C. Election of Officers

This item deferred to the next meeting.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the May 1, 2019 Meeting

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor the minutes of the May 1, 2019 meeting were approved as presented.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Fiscal Year 2020

A. The Lake Doctors

Mr. Torres stated Lake Doctors has proposed an increase in their services from \$658 to \$672 per month.

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor The Lake Doctors agreement for fiscal year 2020 was approved.

B. Riverside Management Services

Mr. Torres stated we budgeted for FY20 to have a fulltime staff for the amenity. We put that in the budget and that is included in their proposal along with the rest of their fees for operations manager, pool service, janitorial and lifeguards. The one item not included in the budget is the part time staffing, 24 hours per week for \$33,800 and I will ask the board to table that and approve the rest of the items on the proposal and I will work with Riverside Management on an adjusted schedule for coverage.

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor the Riverside Management Services agreement for fiscal year 2020 was approved minus the part time position.

SEVENTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2018 Audit Report

Mr. Torres gave an overview of the audit that had no prior year or current year findings or recommendations and is considered to be a clean audit.

On MOTION by Ms. Majlish seconded by Ms. Nolte with all in favor the fiscal year 2018 audit was accepted.

EIGHTH ORDER OF BUSINESS

Public Hearing Adopting the Budget for Fiscal Year 2020

Mr. Torres stated in May we approved the budget, there was some discussion about the overall budget and the line item for facility manager. The facility manager is a \$60,000 budgeted item that was not in your fiscal year 2019 budget and there have been some small increases for utilities and other services and that is the reason for the budget increase that required a mailed notice to residents.

Mr. Genska asked when we get into facility management will we have a discussion of the actual duties?

Ms. Buchanan stated the proposal had a work authorization attached to it with a list of duties they suggested. If we decide you want to adjust them a little bit, you are entering your shoulder season and we can always adjust the contract if this isn't working.

Mr. Genska asked is there a list of capital improvements?

Mr. Torres stated we haven't identified any capital improvements for the upcoming year.

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor the public hearing was opened.

Mr. Porter joined the meeting at this time.

The following items were raised and discussed: lifeguard services on weekends from spring break to Labor Day when slide is open, two lifeguards have to be on duty when slide is open, if more lifeguard hours are wanted it can be addressed at the next budget meeting, purpose of security, gated neighborhoods, what happens to money that is not spent in a specific line item, duties of the facility manager, policies for rental of the amenity center meeting rooms, request for

a dog park, possible improvements for the 9-acre empty lot is a long-term project, explanation of methodology and process to change O&M methodology, special events to be created by amenity manager who will e-blast the information to the residents, process of requesting the board to make capital improvements.

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor the public hearing was closed.

A. Consideration of Resolution 2019-05 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2020

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor Resolution 2019-05 was approved.

B. Consideration of Resolution 2019-06 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor Resolution 2019-06 was approved.

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 – Discussion of Fiscal Year 2020 Meeting Schedule

Mr. Torres stated the fiscal year 2020 meeting schedule starts November 6, 2019. The rules have changed for reserving this room, there is now a fee and I’m not sure when the new amenity center is going to be open. We can move the November 6th meeting to the hotel where

we normally have it then change the January meeting to the amenity center and have it at 6:00 p.m. Other than that, you have a meeting in November, January, March, May, July and September.

Mr. Porter stated all the meetings are listed on the website and before you drive to one, make sure it hasn't been canceled. If we have no business to conduct, we cancel the meeting rather than spending the money.

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor the fiscal year 2020 meeting schedule reflecting meetings on the first Wednesday of the month in November, January (2nd Wednesday), March, May, July and September with the location changes as noted was approved.

D. Operation Manager's Report --Report

Mr. Hall stated special events was brought up and Maria has one scheduled for October 9th and she is planning a Halloween event and the new amenity manager will be involved.

Mr. Hall gave an overview 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

Mr. Porter stated we can have the new manager keep track of email addresses and mailing addresses and ask everyone to let the manager know if you would rather be notified by mail we will do that. Email is less expensive and simpler and quicker but if you don't have email and want to be notified by mail, I don't want anyone to feel like they are getting left out.

Mr. Hall stated we basically use Constant Contact and we want everyone's email if they are willing to give it. Sometimes they will have small events such as coffee and donuts in the morning so everybody should be involved.

A resident asked how big does that alligator get before something is done? I keep seeing things on Facebook about the alligator.

Mr. Porter stated as a general rule if you have a problem with an alligator you call Fish & Wildlife and their general standard is if it is less than four-feet they won't mess with it, if it over four-feet they will send a trapper and get rid of it.

A resident stated the fire ants are still in the field.

Mr. Hall stated I had the playground treated and we had a proposal to treat the entire field, which was a significant cost and it was not approved but is something that can be brought up in the future.

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 Ms. Majlish seconded by Mr. Genska with all in favor the check register was approved.

THIRTEENTH ORDER OF BUSINESS Next Meeting To be Announced at Meeting

Mr. Porter stated the next scheduled meeting is the one Ernesto talked about in November, which is the last one offsite and after that we will be at the new amenity center.

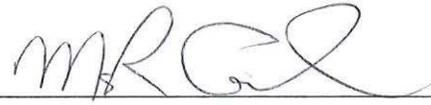
Mr. Torres stated it will be November 6, 2019 at 1:30 p.m.

Mr. Porter stated most districts will have meetings sometime during the day because at each meeting we will have the attorney usually in person, sometimes by phone, Ernesto and the manager will be here, sometimes the engineer will be here and if we do them all in the evening it just costs more. Ultimately someone will say can't you do them at night and we will do one a quarter at night and my experience is I see more people show up at the 1:00 p.m. meetings than at 6:00 p.m.

On MOTION by Ms. Majlish seconded by Mr. Genska with all in favor the meeting adjourned at 7:12 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman