

*Ridgewood Trails  
Community Development District*

*March 4, 2020*

# *Ridgewood Trails*

## *Community Development District*

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475 West Town Place, Suite 114, St, Augustine, Florida 32092

Phone: 904-940-5850 - Fax: 904-940-5899

February 26, 2020

Board of Supervisors  
Ridgewood Trails  
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District will be held on Wednesday, March 4, 2020 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Affidavit of Publication
- IV. Organizational Matters
  - A. Appointment of New Supervisors to Fill Seat 5
  - B. Oath of Office for Newly Appointed Supervisor(s)
  - C. Election of Officers, Resolution 2020-03
- V. Approval of the Minutes of the January 8, 2020 Meeting
- VI. Public Hearing Adopting Rates for the Use of the District's Recreational Facilities, Resolution 2020-04
- VII. Consideration of Amenities Rules & Policies
- VIII. Consideration of Resolution 2020-05, Adopting Internal Controls
- IX. Consideration of Resident Survey
- X. Consideration of Pond Aerator or Fountain Proposals
- XI. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager – General Elections
  - D. Operation Manager - Report
- XII. Supervisor's Requests and Audience Comments
- XIII. Financial Reports:
  - A. Balance Sheet & Income Statement
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register

- XIV. Next Meeting Scheduled for: 05/06/20 @ 6:00 p.m. at the Azalea Ridge  
Amenity Center
- XV. Adjournment

The fourth order of business is organizational matters. At this time the Board can appoint a new supervisor to fill the expired term of office. The newly appointed supervisor will then be given the Oath of Office and the Board can consider appointing them as an officer of the District by adopting Resolution 2020-03.

Included in your agenda package is a copy of the minutes of the January 8, 2020 meeting for your review and approval.

The sixth order of business is the public hearing adopting rates. A copy of Resolution 2020-04 will be sent under separate cover.

The seventh order of business is consideration of amenities rules & policies, which are enclosed for your review.

The eighth order of business is consideration of Resolution 2020-05, which is enclosed for your review.

The ninth order of business is consideration of resident survey, which is enclosed for your review.

The tenth order of business is consideration of pond aerator or fountain proposals. Any support material will be sent under separate cover.

Enclosed under the Operation Manager's report is a memorandum.

Enclosed is a copy of the balance sheet & income statement, an assessment receipt schedule and the check register.

I look forward to seeing you at the meeting and in the meantime if you have any questions, please contact me.

Sincerely,

*Ernesto Torres*

Ernesto Torres  
District Manager

cc: Peter Ma      Rich Whetsel  
Chris Hall      Shelley Blair      Katie Buchanan

## *AGENDA*

# *Ridgewood Trails*

## *Community Development District*

### *Agenda*

Wednesday  
March 4, 2020  
6:00 p.m.

Azalea Ridge Amenity Center  
1667 Azalea Ridge Boulevard  
Middleburg, Florida 32068

**Call In # 1-800-264-8432 Code 292656**

***Community Website: [www.ridgewoodtrailscdd.com](http://www.ridgewoodtrailscdd.com)***

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D. Operation Manager - Report

XII. Supervisor's Requests and Audience Comments

XIII. Financial Reports:

A. Balance Sheet & Income Statement

B. Assessment Receipt Schedule

C. Approval of Check Register

XIV. Next Meeting Scheduled for: 05/06/20 @ 6:00 p.m. at the Azalea Ridge  
Amenity Center

XV. Adjournment

### *THIRD ORDER OF BUSINESS*

**PUBLISHER AFFIDAVIT**  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA**  
**COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF MEETING**

in the matter of

**MARCH MEETING**

**LEGAL: 45682 ORDER: 309033**

was published in said newspaper in the issues:

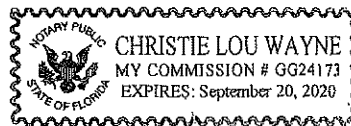
**02/20/2020**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 02/20/2020.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**Notice of Meeting**  
**Ridgewood Trails**  
**Community Development**  
**District**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District will be held on Wednesday, March 4, 2020 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Ernesto Torres

District Manager

Legal 45682 published Feb 20, 2020  
 in Clay County's Clay Today  
 newspaper.



THE FLORIDA TIMES-UNION  
Jacksonville, FL  
Affidavit of Publication

Florida Times-Union

**RIDGEWOOD TRAILS CDD -  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FL 32092**

ACCT: 36928  
AD# 0003255237-01

State of Florida  
County of Duval

Before the undersigned authority personally appeared Brenda Ramirez who on oath says he/she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

PUBLISHED ON: 01/30/2020

FILED ON: 01/30/2020

**NOTICE OF RULE DEVELOPMENT BY  
THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**

In accordance with Chapters 190 and 120, Florida Statutes, the RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT ("District") hereby gives notice of its intention to develop rules establishing fees related to the use of the District's recreational facilities and services. The purpose and effect of these rules is to provide for efficient and effective District operations by setting rates and fees to implement the provisions of Section 190.035, Florida Statutes. Specific legal authority for the rules includes Sections 190.035(2), 190.011(5), 120.54 and 120.81, Florida Statutes (2019). A public hearing will be conducted by the District on Wednesday, March 4, 2020, at 6:00 p.m., at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida. A copy of the proposed rules may be obtained by contacting the District Manager c/o Governmental Management Services, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092, (904) 940-5850.

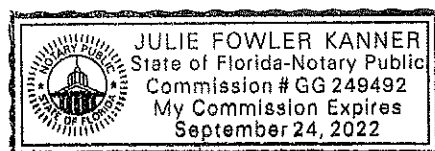
Ernesto Torres, District Manager  
Ridgewood Trails Community Development District

Name: Brenda Ramirez Title: Legal Advertising Representative

In testimony whereof, I have hereunto set my hand and affixed my official Seal the day and year aforesaid.

NOTARY:

*Julie Fowler Kanner*



Florida Times-Union

**RIDGEWOOD TRAILS CDD**  
**475 WEST TOWN PLACE STE 114**  
**SAINT AUGUSTINE, FL 32092**

ACCT: 36928  
AD# 0003255247-01

State of Florida  
County of Duval

Before the undersigned authority personally appeared Brenda Ramirez who on oath says he/she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

PUBLISHED ON: 01/31/2020

FILED ON: 01/31/2020

**NOTICE OF RULEMAKING FOR AMENITY CENTER RATES BY  
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Ridgewood Trails Community Development District ("District") on Wednesday, March 4, 2020, at 6:00 p.m., at the Courtyard by Marriott, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

In accordance with Chapters 190 and 120, Florida Statutes, the District hereby gives the public notice of its intent to adopt proposed rules related to the use of the District's recreational facilities. The public hearing will provide an opportunity for the public to address proposed rules establishing rental fees for the use of such facilities. The proposed fees are as follows:

	Rental Fee	Deposit
Building	\$150.00	\$250.00 Private party
Building w/small pool	\$200.00	\$500.00 Private party

The proposed rates may be adjusted at the public hearing pursuant to discussion by the Board of Supervisors and public comment. The purpose and effect of the Amenity Center Policies is to provide for efficient District operations by setting policies, regulations, rates and fees to implement the provisions of Section 190.035, Florida Statutes (2019). Specific legal authority for the rule includes Sections 190.035(2), 190.011(5) and 120.54, Florida Statutes. Prior Notice of Rule Development was published in The Florida Times Union on January 30, 2020.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice.

The public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, one or more Supervisors may participate in the public hearing by speaker-telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this hearing is asked to advise the District Manager at c/o Governmental Management Services, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092, (904) 940-5850 ("District Office") at least forty-eight (48) hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

A copy of the proposed rule may be obtained by contacting the District Office.

Ernesto Torres, District Manager  
Ridgewood Trails Community Development District

THE FLORIDA TIMES-UNION  
Jacksonville, FL  
Affidavit of Publication

Florida Times-Union

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**RIDGEWOOD TRAILS CDD**  
**475 WEST TOWN PLACE STE 114**  
**SAINT AUGUSTINE, FL 32092**

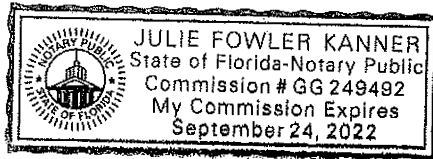
ACCT: 36928

Name: Brenda Ramirez Title: Legal Advertising Representative

In testimony whereof, I have hereunto set my hand and affixed my  
official Seal the day and year aforesaid.

NOTARY:

*Julie Fowler Kanner*



## *FOURTH ORDER OF BUSINESS*

*C.*

**RESOLUTION 2020-03**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT  
DISTRICT**

**WHEREAS**, the Board of Supervisors of the Ridgewood Trails Community Development District at a regular business held on March 4, 2020 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Ernesto Torres</u>	Secretary
<u>James Perry</u>	Treasurer
<u>Ariel Lovera</u>	Assistant Treasurer (s)
<u>James Oliver</u>	
<u>Patti Powers</u>	
<u>James Oliver</u>	Assistant Secretary
<u>Daniel Laughlin</u>	
<u>James Perry</u>	
_____	
_____	
_____	

**PASSED AND ADOPTED THIS 4<sup>TH</sup> DAY OF MARCH, 2020.**

\_\_\_\_\_  
Chairman / Vice Chairman

\_\_\_\_\_  
Secretary / Assistant Secretary

## *MINUTES*

**RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, January 8, 2020 at 1:30 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida.

Present and constituting a quorum were:

Marty Genska	Vice Chairman
Jan Doan	Supervisor
Yolanda Nolte	Supervisor
Jacqui Proctor Miller	Supervisor

Also present were:

Ernesto Torres	District Manager
Katie Buchanan	District Counsel (by telephone)
Chris Hall	Operations Manager
Melissa Brown	Community Manager

The following is a summary of the actions taken at the January 8, 2020 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 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 Letter from Supervisor Majlish (Seat 5)**

On MOTION by Mr. Doan seconded by Mr. Genska with all in favor Supervisor Majlish's resignation was accepted.
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**B. Appointment of New Supervisors to Fill Seats 4 and 5**



Mr. Torres stated we received one letter of interest from the community to be appointed to the board and the supervisors have reviewed that resume.

On MOTION by Mr. Doan seconded by Mr. Genska with all in favor Jackie Proctor Miller was appointed to fill seat 4.

**C. Oath of Office for Newly Appointed Supervisors**

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

Mr. Doan left the meeting at this time.

Mr. Torres stated as a supervisor you are now a public official and subject to the sunshine law and I provided that information to you in the packet. You can talk to your neighbors and residents about issues of the CDD, but you cannot talk to your fellow board members about issues of the CDD unless it is in a public forum such as this meeting.

Ms. Buchanan stated I will be happy to talk to her after the meeting and we want to focus on public records compliance, sunshine law and ethics. I have a notebook that we will provide with this information.

Mr. Torres stated you are subject to public records requests and we ask that you segregate your emails and correspondence from your personal accounts and we encourage you to create an email for district business. If you ever have a public records request, please notify Katie or me immediately.

**D. Election of Officers, Resolution 2020-01**

On MOTION by Mr. Genska seconded by Ms. Nolte with all in favor Resolution 2020-01 was approved adding Ms. Miller as an assistant secretary.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the September 11,  
2019 Meeting**

On MOTION by Mr. Genska seconded by Ms. Nolte with all in favor the minutes of the September 11, 2019 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-02 Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Ms. Buchanan stated in the agenda package there is a memorandum that explains the proposed changes to the rules of procedure. The resolution sets the hearing it does not adopt the rules.

Ms. Nolte stated members of the community have asked that we have evening meetings so that they may attend. I understand it costs more to have them in the evening, but it is in the best interests of the community to hear their voice.

Mr. Torres stated let's table this item until we get to item ten, which is ratification of the meeting schedule. In many districts we have a mix of meetings such as we have here. We have a mix of meetings at night and during the day so that we have an opportunity to reach everyone.

**SIXTH ORDER OF BUSINESS**

**Consideration of Audit Engagement Letter from Grau & Associates to Perform the Fiscal Year 2019 Audit**

Mr. Torres stated this is the firm that was selected to conduct our fiscal year 2019 financial audit.

On MOTION by Mr. Genska seconded by Ms. Miller with all in favor the engagement letter with Grau & Associates to perform the 2019 audit was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Nondisclosure Agreement with Clay County Property Appraiser for Information Exempt from Public Disclosure**

Ms. Buchanan stated every year Clay County prepares the assessment roll for us so they put together a list of property owners and the piece of property that is owned and we take that information and add to it our assessment information and submit that back to the county tax collector and that is how we put the assessments on the tax bills that are received by the residents. Clay County is trying to protect against the inadvertent release of confidential information. For example, if you were a sheriff's officer your name and address should not be on a public document.

While they are willing to provide a complete list to us so that we know what to transmit back to the tax collector to make sure all our assessments are collected they want us to ensure that we won't disclose that confidential information. This is a form they put together and asked all the CDDs in Clay County to sign. Our office has reviewed it and we are comfortable with it.

On MOTION by Ms. Nolte seconded by Mr. Genska with all in favor the agreement with the Clay County Property Appraiser was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Facility Rental Policies and Application**

Mr. Torres stated the amenity center is complete and today is the first day we can legally open it to the public because we just received the certificate of occupancy. Our meetings going forward will be held there. Staff has put together a document for the use of the facility and the rental of the facility to include fees and deposits. We still have to have a public hearing to allow the residents to attend before we adopt this. We can discuss the intentions of this facility and the proposed fees and deposits, but we will still have to formalize it later.

Mr. Hall gave an overview of the proposed rental policies and fees.

Ms. Buchanan stated our rental forms probably need some language regarding the use of the small pool being rented along with the Gathering Room. When a pool is included in a rental there is more wear and tear on the furnishings in the facility and you have a general concern for the community that 25 people are monopolizing half of the facility. I will defer to management on whether they think this works and it sounds like they do; those are operational issues but those are also issues I have seen come up repeatedly as communities grow. My question would be the deposit amount because \$100 won't cover a lot of damage. You get your deposit back when you take care of the facilities but sometimes when you have a higher deposit it is a higher encouragement to maintain the facilities.

Mr. Torres stated we will add the liability language recommended by Katie, we will increase the Gathering Room/Pool deposit, and add cancellation language. We can set the public hearing for the March meeting. We can advertise high and bring the amount down at the public hearing.

Ms. Buchanan stated at this time we will advertise a \$500 rental fee and \$500 deposit understanding that is a maximum and it is likely the board will draw that down. I'm giving you the maximum flexibility by noticing it high.

On MOTION by Ms. Nolte seconded by Mr. Genska with all in favor staff was authorized to initiate the rulemaking process establishing the rental rates and deposit rates for use of the amenity center room and the amenity center room/pool for the March meeting date.

## **NINTH ORDER OF BUSINESS**

### **Discussion of Capital Improvements**

Mr. Torres stated this item was brought up at the last meeting, we had some residents suggesting that the district should consider Capital Improvement projects. . One of the suggestions was a dog park and we can continue to have that discussion, I'm looking for direction from the board as to whether or not we need an engineer to attend the meeting, or get proposals and bring them to the board or if we just need to table this for now and discuss it at another meeting.

Mr. Genska asked is it possible to get a dog park? That is one of things that I have heard that people would like to have. Is there a way to get an estimate so that we know if we pursue this how that would affect a single-home's assessment? I think that is what people will understand and that is what they will need to know.

Mr. Torres stated it will affect the operation and maintenance that we would budget for each year. I can get some information on that.

Mr. Genska stated because we don't have a huge turnout for the meetings is that something we would send out as a global communication to the residents that they would vote on and we would send it back?

Mr. Torres stated the residents don't vote on this. You are their representatives so it is important for you to talk to your constituents and let them know what direction the board is moving and understand what is involved. They can express their view during audience comments. We can send out some sort of survey.

Mr. Genska stated a survey of what they would like to see that we could pursue as a board.

Mr. Torres stated I can work with Marty to draft a survey to bring back to the board for their review and approval before we send it out to the residents. It is only a draft and the board will have an opportunity to tweak it. I can send Marty plenty of samples.

**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 – Ratification of Fiscal Year 2020 Meeting Schedule**

Mr. Torres stated we have four meetings scheduled for the rest of the fiscal year with the two evening meetings scheduled for May and September. If you are going to change the time this would be a good time to do that.

Mr. Genska stated I think we need an evening meeting in March if that is going to be the public hearing.

Ms. Buchanan stated the two meetings in the summer are the evening meetings because they are tied to the budget process so that people in the community have the opportunity to come in the evening and make their comments and contributions on the proposed budget and how their assessment money is going to be spent.

Mr. Torres stated I suggest we keep the May meeting at 6:00 p.m. Do you want to add the March meeting as an evening meeting? At this time it is scheduled for 1:30 p.m.

On MOTION by Ms. Nolte seconded by Mr. Genska with all in favor the fiscal year 2020 meeting schedule reflecting the new meeting location and changing the March meeting to be at 6:00 p.m. rather than 1:30 p.m. was approved.
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**D. Operation Manager**

**1. Report**

Mr. Hall gave an overview of the operation manager's report and will bring to the next meeting proposals for an aerator and fountain.

**2. Proposal from Tree Amigos**

On MOTION by Mr. Genska seconded by Ms. Miller with all in favor the proposal from Tree Amigos to change the battery operated irrigation system to electric in the amount of \$6,520 for the soccer field was approved.

Ms. Brown gave an overview of events that took place since the last meeting and upcoming events.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Supervisor's Requests and Audience Comments**

Ms. Miller stated in regard to the survey I would like to have dog waste receptacles in case the dog park is too much.

Mr. Hall stated if you want to include some they are not that expensive, they are about \$100 each. The bags cost about \$30 a box and will be an ongoing expense. I will need to know the locations. We have several pocket parks with nothing on them and those are good locations.

Ms. Miller stated the corner or Azalea Ridge and Green River is an open area by the mailboxes.

Mr. Genska stated another thing that has come up is an additional park/playground. If we had one in another part of the development that would be good.

Mr. Hall stated I just went through playgrounds in another community and for the kind of setup you have now it is between \$18,000 and \$24,000 and does not include fencing. All the pocket parks are pretty much level so you don't have to do any major work to put in equipment.

Mr. Genska stated I think we would want that on the survey.

Ms. Ventenilla asked how do they determine the fee for the CDD? Is it the same as other houses?

Ms. Buchanan stated there are two parts to the CDD assessment depending on which house you live in. There is a debt assessment that is fixed and doesn't change from year to year and that was established at the time the district issued bonds and at the time it was established I think everyone paid the same amount. There is some history there as some of the houses don't pay the debt assessment because before there were houses and when they were owned by the first developer the district foreclosed on the developer's property. You would need to get a precise determination from the district manager as to whether or not you have any debt. The other

component of the assessment on the tax roll is the operations and maintenance costs and it varies by lot size. The bigger the lot the more you pay but it is based on a proportionate amount so there are small variations based on the size of the lot you have and essentially every year in May we approve a proposed budget and it may be \$500,000 and the district manager's office divides it up between the number and type of lots based on that proportionate formula that is shown in the budget documents. The higher the budget the district adopts the higher your assessment may be from year to year, but we don't increase them without sending you a letter saying this is what is happening. Your assessment on the tax bill is set based on what sort of expenses the district has to pay for and it does vary depending on the size of your lot.

Mr. Torres stated you have a payment to the 2007 bond of \$761 and the O&M is \$605 so your assessment is \$1,300. A neighbor of yours may not be paying the 2007 bond they are only responsible for the O&M portion and that could be \$605 or \$733 depending on the lot size.

Ms. Buchanan stated everyone had a debt assessment in the beginning but when the developer didn't pay the debt assessment the district foreclosed on the property and took ownership of that property in satisfaction of the debt assessment payment and then the district was able to sell the property and get the money back for it and pay off its bonds that way. While you may have a debt assessment and your neighbor doesn't it is because the property that your neighbor owns now wasn't foreclosed upon by the district.

Ms. Collazo stated before we lived in Oakleaf in a townhome and had use of the facilities, the water park and stuff and I rented their facilities and their room rental for 35 people was \$150 and if you wanted to use the pool it was \$250. That facility had a kitchen and couch and tables. The deposit was \$250. There are some of us who don't need a dog park, but we have children and we could use a playground for toddlers.

Mr. Waters stated I'm in the Freedom portion. Are we included in this discussion?

Mr. Torres stated yes.

Mr. Waters stated I'm confused on CDD fees. There is a sign at the entrance that says no CDD bond fees. I just moved in a couple months ago and I had a CDD fee and I don't understand it.

Mr. Torres stated I can look up your address after the meeting and see if you have a bond payment.

Ms. Buchanan stated that portion of the property was subject to the foreclosure so there is no debt on that new development area.

Mr. Torres stated there are no bonds, but your home resides within the district property lines therefore, you are still subject to the operation and maintenance assessment that will be on your tax bill.

A resident asked with the new parks that are going in will there be a basketball court so the kids don't have to play in the street? Are there signs for speed limits because I'm on the backside and I see a lot of people driving more than 40 mph. I feel that the average speed should be 20 to 25 mph.

Mr. Torres stated these are county roads and we can't arbitrarily put up speed limit signs, but we can look into that a little further and we can add the basketball court to the survey that will go out.

Ms. Briggs stated you talked about soccer and where they park. Where are they supposed to be parking?

Mr. Genska stated that is part of the issue, there is no place to park.

Ms. Briggs stated you are looking for a playground and dog park and you have an amenity center and you didn't think about people wanting to come to play soccer in the park.

Mr. Genska stated it is not a soccer field it was a common area. Somebody put up soccer nets.

Ms. Briggs stated it seems like you could pour concrete and give them some place to park.

Mr. Genska stated we looked at that before and that will be on the survey.

Mr. Torres stated it is to take the pulse of the community, it is information gathering.

Ms. Briggs asked what prevents someone spending \$50 and get the pool all to themselves? Does it have to be an event so that it is not your family affair for your kids to have freedom of the pool?

Mr. Torres stated it is a rental and they pay the fee, but the board can change the fees. If there is an abuse like that the board can change those things.

## **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. Genska seconded by Ms. Miller with all in favor the check register was approved.

Mr. Torres stated before we adjourn we need to go back and consider Resolution 2020-02 setting the public hearing for the revised rules of procedure.

On MOTION by Ms. Miller seconded by Mr. Genska with all in favor Resolution 2020-02 setting the public hearing for the revised rules of procedure for May 6, 2020 at 6:00 p.m. was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday,  
March 4, 2020 at 1:30 p.m. at the Azalea Ridge  
Amenity Center, 1667 Azalea Ridge  
Boulevard, Middleburg, Florida**

Mr. Torres stated the next meeting is March 4, 2020 at 6:00 p.m. at the amenity center.

On MOTION by Mr. Genska seconded by Ms. Nolte with all in favor the meeting adjourned at 2:52 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *SEVENTH ORDER OF BUSINESS*

*Policies approved by Board of Supervisors May 7, 2014.  
Rates adopted August 27, 2014  
Revised Fitness Center Hours March 1, 2017*

## **RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**

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### **AMENITIES RULES & POLICIES**

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**Ernesto Torres**, District Manager  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092  
(904) 940-5850 Ext 403

**Chris Hall**, Operations Manager  
Riverside Management Services  
9655 Florida Mining Boulevard  
Jacksonville, Florida 32257  
(904) 509-5445

**Melissa Brown**  
**Riverside Management Services**  
**9655 Florida Mining Boulevard**  
**Jacksonville, Florida 32257**  
**(904) 214-3346**

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**PART 1: Ridgewood Trails Community Development District**  
*Rule for Amenities Rates*

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**In accordance with Chapters 190 and 120 of the Florida Statutes, and on August 6, 2014 (to be scheduled) at a duly noticed public meeting and after a duly noticed public hearing, the Board of Supervisors of the Ridgewood Trails Community Development District adopted the following rules to govern rates for the District's Amenities.**

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1. **Introduction.** This rule addresses various rates, fees and charges associated with the Amenities.

2. **Definitions.** All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Amenities Policies of Ridgewood Trails Community Development District, as amended from time to time.

3. **Annual User Fee.** For Non-Resident Patrons, the Annual User Fee is \$950.

4. **Miscellaneous Fees.**

Item	Fee
Access Cards (two per Patron household)	Free
Replacement of Damaged, Lost, or Stolen Access Card	\$25.00
Guest Fee (for first four guests)	Free
Insufficient Funds Fee (for submitting an insufficient funds check)	\$30.00

5. **Adjustment of Rates.** Not more than once per year, the Board may adjust by resolution adopted at a duly noticed public meeting any of the fees set forth in paragraphs 3 and 4 by not more than five percent per year to reflect actual costs of operation of the Amenities, to promote use of the Amenities, or for any other purpose as determined by the Board to be in the best interests of the District. The Board may also in its discretion authorize discounts for certain services.

6. **Policies.** The District's Amenities Policies, as may be amended from time to time, govern all use of the Amenities.

7. **Severability.** The invalidity or unenforceability of any one or more provisions of this rule shall not affect the validity or enforceability of the remaining portions of this rule, or any part of this rule not held to be invalid or unenforceable.

Law Implemented: ss. 190.011, 190.035, Fla. Stat. (2009)  
Effective Date: August 27, 2014

## **PART 2: Ridgewood Trails Community Development District**

### ***Amenities Policies***

(adopted May 7, 2014)

#### **DEFINITIONS**

The following definitions shall apply to these policies in their entirety:

**“Access Card”** – shall mean the identification card issued to Patrons.

**“Amenities”** – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the District’s fitness center, swimming pool, multi-purpose field and picnic area, together with their appurtenant areas, facilities, equipment, and any other appurtenances.

**“Amenities Policies” or “Policies”** – shall mean all Amenities Policies of the District, as amended from time to time.

**“Amenity Manager”** – shall mean the management company, including its employees, staff and agents, contracted by the District to manage the Amenities.

**“Annual User Fee”** – shall mean the base fee established by the District for the non-exclusive right to use the Amenities. The amount of the Annual User Fee is set forth in the District’s rules.

**“Board of Supervisors” or “Board”** – shall mean the Board of Supervisors of the District.

**“District”** – shall mean the Ridgewood Trails Community Development District.

**“District Manager”** – shall mean the professional management company with which the District has contracted to provide management services to the District.

**“Family”** – shall mean a group of individuals living under one roof or head of household. This can consist of individuals who have not yet attained the age of eighteen, together with their parents or legal guardians. This does not include visiting relatives, or extended family not residing in the home.

**“Guest”** – shall mean any person or persons, other than a Patron, who are expressly authorized by the District to use the Amenities, or invited and accompanied for the day by a Patron to use the Amenities.

**“Non-Resident”** – shall mean any person that does not own property within the District.

**“Non-Resident Patron”** – shall mean any person or Family not owning property in the District who is paying the Annual User Fee to the District.

**“Patron” or “Patrons”** – shall mean Residents, Non-Resident Patrons, and Renters.

**“Person”** – shall mean an individual, or legal entity recognized under Florida law.

**“Renter”** – shall mean any tenant residing in a Resident’s home pursuant to a valid rental or lease agreement.

**“Resident”** – shall mean any person or Family owning property within the District.

#### **AUTHORIZED USERS**

**Generally.** Only Patrons and Guests, as set forth herein, have the right to use the Amenities.

**Residents.** A Resident must pay the Annual User Fee applicable to Residents in order to have the right to use the Amenities. Such payment must be made in accordance with the District’s annual assessment collection resolution and typically will be included on the Resident’s property tax bill. Payment of the Annual User Fee entitles the Resident to use the Amenities for one full fiscal year of the District, which year begins October 1 and ends September 30.

**Non-Residents.** A Non-Resident Patron must pay the Annual User Fee applicable to Non-Residents in order to have the right to use the Amenities for one full year, which year begins from the date of receipt of payment by the District. This fee must be paid in full before the Non-Resident may use the Amenities. Each subsequent Annual User Fee shall be paid in full on the anniversary date of application.

**Renter’s Privileges.** Residents who rent or lease residential unit(s) in the District shall have the right to designate the Renter of the residential unit(s) as the beneficial users of the Resident’s privileges to use the Amenities.

1. A Renter who is designated as the beneficial user of the Resident’s rights to use the Amenities shall be entitled to the same rights and privileges to use the Amenities as the Resident.
2. During the period when a Renter is designated as the beneficial user, the Resident shall not be entitled to use the Amenities.
3. Residents shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Resident owners are responsible for the deportment of their respective Renter.

4. Renters shall be subject to all rules and policies as the Board may adopt from time to time.

**Guests.** Except as otherwise provided for herein, each Patron who is at least sixteen years of age may bring a maximum of four guests to the Amenities, provided however that Guests must be accompanied by the Patron when using the Amenities and provided however that the Patron will be responsible for any harm caused by the Patron's Guests while using the Amenities. For clarification purposes, the preceding sentence shall be construed to place a four Guest limitation on the total number of Guests that a Patron may bring on behalf of that Patron's particular residence or household – e.g., a Patron Family consisting of four people cannot bring up to four Guests each for a total of sixteen Guests, but instead can only bring a total of four Guests on behalf of the entire household. The District may also in its discretion invite Guests as part of any community programming activities. Applicable fees may apply. Guests shall be subject to all rules and policies as the Board may adopt from time to time.

**Registration / Disclaimer.** In order to use the Amenities, each Patron, all members of a Patron's Family, and all Guests shall register with the District by executing a Registration Form, and by executing the Consent and Waiver Agreement, a copy of which is attached hereto as **Exhibit A. All persons using the Amenities do so at their own risk and agree to abide by the rules and policies for the use of the Amenities. As set forth more fully later herein, the District shall assume no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of property arising from the use of the Amenities or from the acts, omissions or negligence of other persons using the Amenities. Patrons are responsible for their actions and those of their Guests.**

#### ACCESS CARDS

**Use of Access Cards.** Patrons can use their Access Cards to gain access to the Amenities. Upon arrival at the clubhouse, Patrons will scan their Access Cards in the card reader located outside of the main entrance doors in order to unlock the doors. Under no circumstance should a Patron provide an access card to another person to allow him or her to use the Amenities.

**Issuance of Access Cards.** Each Patron household will receive two Access Cards upon registration with the District.

**Non-Transferrable.** Access Cards are the property of the District and are non-transferable except in accordance with the District's rules and policies.

**Lost or Stolen Cards.** All lost or stolen cards need to be reported immediately to the District. Fees may apply to replace any lost or stolen cards.



## GENERAL PROVISIONS

All Patrons and Guests using the Amenities are expected to conduct themselves in a responsible, courteous and safe manner, in compliance with all rules and policies of the District.

**Emergencies:** After contacting 911 if required, all emergencies and injuries must be reported to the Operations Manager at (904) 509-6445 and to the office of the District Manager at (904) 940-5850.

**Hours of Operation.** All hours of operation of the Amenities will be established and published by the District. The District may restrict access or close some or all of the Amenities for purposes of providing a community activity, for making improvements, for conducting maintenance, or other purposes. Any programs or activities of the District may have priority over other users of the Amenities.

Except as otherwise stated herein, the following additional guidelines govern the use of the Amenities generally:

1. **Registration and Access Cards.** All Patrons must have their assigned Access Card upon entering the clubhouse. Cards are only to be used by the Patron to whom they are issued. Patrons must present their Access Cards upon request by the Amenity Manager.
2. **Guests.** Guests must be accompanied by a Patron while using the Amenities.
3. **Minors.** Except as otherwise stated herein, children under sixteen (16) years of age must be accompanied by an adult aged eighteen (18) or older.
4. **Attire.** With the exception of the pool and wet areas where bathing suits are permitted, Patrons and Guests must be properly attired with shirts and shoes to use the Amenities. Bathing suits and wet feet are not allowed indoors with the exception of the restroom areas.
5. **Food and Drink.** Food and drink will be limited to designated areas only.
6. **Alcohol.** Alcoholic beverages shall not be served or sold, nor permitted to be consumed on the premises of the Amenities, except at pre-approved special events. Patrons will be required to hire a licensed and insured vendor of alcoholic beverages, and they must provide proof of this to the Amenity Manager prior to the event. Anyone that appears to be under the influence of drugs or alcohol will be asked to leave the Amenities.
7. **No Smoking.** Smoking is not permitted in any building, or enclosed or fenced area, including but not limited to the clubhouse, fitness center, swimming pool, swimming pool deck area, or playground. All waste must be disposed of in the appropriate receptacles.
8. **Pets.** With the exception of service animals, pets are only permitted in designated areas, and they are not permitted indoors. Where service animals are permitted on the grounds, they must be leashed. Patrons are responsible for picking up after all pets as a courtesy to others and in accordance with the law.

9. **Vehicles.** Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic. Golf carts, off-road bikes/vehicles (including ATV's), and motorized scooters are prohibited on all property owned, maintained, and operated by the District or at any of the Amenities within District unless they are owned by the District.
10. **Skateboards, Etc.** Bicycles, skateboards, rollerblades and other similar use is limited to designated outdoor areas only.
11. **Fireworks.** Fireworks of any kind are not permitted anywhere on the Amenities or adjacent areas.
12. **Service Areas.** Only District employees and staff are allowed in the service areas of the Amenities.
13. **Courtesy.** Patrons and their Guests shall treat all staff members and other Patrons and Guests with courtesy and respect.
14. **Profanity.** Loud, profane or abusive language is prohibited.
15. **Horseplay.** Disorderly conduct and horseplay are prohibited.
16. **Equipment.** All equipment and supplies provided for use of the Amenities must be returned in good condition after use. Patrons are encouraged to let the staff know if an area of the Amenities or a piece of equipment is in need of cleaning or maintenance.
17. **Littering.** Patrons are responsible for cleaning up after themselves and helping to keep the Amenities clean at all times.
18. **Solicitation and Advertising.** Commercial advertisements shall not be posted or circulated in the Amenities. Petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenities property unless approved in writing by the District.
19. **Firearms.** Firearms or any other weapons are not permitted in any of the Amenities.
20. **Trespassing / Loitering.** There is no trespassing or loitering allowed at the Amenities. Any individual violating this policy may be reported to the local authorities.
21. **Compliance with Laws.** All Patrons and Guests shall abide by and comply with any and all federal, state and local laws and ordinances, as well as any District rules and policies, while present at or utilizing the Amenities, and shall ensure that any minor for whom they are responsible also complies with the same.
22. **Surveillance.** Various areas of all Amenities are under twenty-four (24) hour video surveillance.
23. **Grills.** Grills are permitted only outdoors and at the discretion of, and in areas designated by, the District.
24. **Bounce Houses.** Bounce houses and similar apparatus are permitted only outdoors and at the discretion of, and in areas designated by, the District. Proof of liability insurance acceptable to the District shall also be required.
25. **Lost Property.** The District is not responsible for lost or stolen items. Staff members are not permitted to hold valuables or bags for Patrons or Guests. All found items should be turned in to the Amenity Manager for storage in the lost and found. Items will be stored in the lost and found for up to one month.

## FITNESS CENTER

The following policies apply to the District's fitness center:

1. **Exercise at Your Own Risk.** The fitness center is not supervised and may be accessed 24 hours a day. All Patrons are encouraged to consult their physician before beginning an exercise program.
2. **Usage Restrictions.** Patrons and Guests ages 16 and older may use the fitness center. Patrons and Guests between the ages of 13 – 15 must participate in a fitness room orientation program and be accompanied by a parent/guardian at all times to use the fitness room.
3. **Attire.** Appropriate attire including shorts, shirts, and closed toed athletic footwear must be worn at all times in the fitness center. To maintain clean and sweat-free equipment, clothing must cover any part of the body exposed to direct contact with the equipment.
4. **Courtesy.** If a Patron/guest is waiting, cardiovascular equipment utilization is limited to 30 minutes. If a Patron or Guest is waiting for the weight equipment, individuals should allow others to "work in" between sets. All equipment must be wiped down after use with the wipes and/or spray provided.
5. **Food and Drink.** No food or chewing gum is permitted in the fitness center. Water or other sport drinks must be contained in non-breakable spill-proof containers.
6. **Noise.** Personal music devices are permitted if used with headphones and played at a volume that does not disturb others.
7. **Equipment.** Weights or other fitness equipment may not be removed from the fitness center. Please replace weights to their proper location after use. Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights.
8. **Hand Chalk.** Hand chalk is not permitted.
9. **Personal Training.** Except as expressly authorized by the District, personal training for fees, or solicitation of personal training services for fees, is prohibited.

## POOL

The following policies apply to the District's pool:

1. **Swim at Your Own Risk.** The pool areas are not supervised during operating hours.
2. **Operating Hours.** The pool areas are open from dawn to dusk only. No one is permitted in the pool at any other time unless a specific event is scheduled.
3. **Supervision of Children.** Children 15 years and younger must be accompanied by an adult at least 18 years of age at all times for usage of the pool.
4. **Skateboards, Etc.** No bicycles, scooters, roller skates, roller blades or skate boards are permitted on the pool deck.

5. **Food and Drink.** Food, drinks, gum, glass containers or breakable objects of any kind are not permitted in the pool area or locker rooms.
6. **Horseplay.** No jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
7. **Diving.** Diving is strictly prohibited at the pool, with the exception of swim team competitions pre-approved by the District.
8. **Noise.** Radios, tape players, CD players, MP3 players and televisions, and the like are not permitted unless they are personal units equipped with headphones.
9. **Aquatic Toys and Recreational Equipment.** Aquatic toys and equipment are not permitted in the pool. Prohibited items include, but are not limited to, rafts, kickboards, inner tubes, scuba gear, snorkels, dive sticks, swim fins, balls, frisbees, inflatable objects, or other similar water play items. Exceptions are Coast Guard approved personal floatation devices, kickboards for lap swimming/swim classes, masks, goggles, water wings, and water toys for organized special events. Amenities staff has the final say regarding the use of any and all recreational floatation devices, and the District reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment provides a safety concern.
10. **Entrances.** Pool entrances must be kept clear at all times.
11. **Railings.** No swinging on ladders, fences, or railings is allowed.
12. **Pool Furniture.** Pool furniture is not to be removed from the pool area.
13. **Chemicals.** Chemicals used in the pool may affect certain hair or fabric colors. The District is not responsible for these effects.
14. **Pets.** Pets, (with the exception of service animals), are not permitted on the pool deck area inside the pool gates at any time.
15. **Attire.** Appropriate swimming attire (swimsuits) must be worn at all times.
16. **Prevention of Disease.** All swimmers must shower before initially entering the pool. Persons with open cuts, wounds, sores or blisters may not use the pool. No person should use the pool with or suspected of having a communicable disease which could be transmitted through the use of the pool.
17. **Swim Diapers.** Parents should take their children to the restroom before entering the pool. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers and a swimsuit over the swim diaper. If contamination occurs, the pool will be closed for twenty four (24) hours and the water will be shocked with chlorine to kill the bacteria. Any individual responsible for contamination of the pool may be held responsible for any clean-up or decontamination expenses incurred by the District.
18. **Pollution.** No one shall pollute the pool. Anyone who does pollute the pool is liable for any costs incurred in treating and reopening the pool.
19. **Pool Closure.** The pool may close due to weather warnings, fecal accidents, chemical balancing, or general maintenance and repairs.
20. **Weather.** The pool and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty 30 minutes after the last sighting. Everyone must leave the pool

deck immediately upon hearing thunder or sighting lightning, or when instructed to do so by the staff.

21. **Swim Instruction.** Except as expressly authorized by the District, swim instruction for fees, or solicitation of swim instruction for fees, is prohibited.

### **SLIDE RULES**

1. Ride the slide at your own risk.
2. Children less than forty inches tall are not permitted to ride the slide, except with a responsible adult.
3. Only one person may ride the slide at a time, except as noted in Rule 2.
4. No shorts with snaps or rivets will be allowed on the slide.
5. Keep arms and hands inside flumes at all times. Slide feet first only.
6. No flotation devices are allowed on the water slide.
7. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
8. You may only use the slide during pool hours when water slide is attended by a Recreational Facility Staff member.

### **MEETING ROOM AND RENTAL USE**

Patrons may reserve the Meeting Room for private events. Persons interested in doing so should contact the Amenity Manager regarding the anticipated date and time of the event to determine availability. Please note that the Meeting Room is NOT available for private events on the following holidays.

<u>_____</u>	<u>Easter Sunday</u>	<u>_____</u>	<u>Thanksgiving</u>	<u>_____</u>	<u>Memorial Day</u>
<u>_____</u>	<u>Christmas Eve</u>	<u>_____</u>	<u>Christmas Day</u>	<u>_____</u>	<u>Labor Day</u>
<u>_____</u>	<u>New Year's Eve</u>	<u>_____</u>	<u>New Year's Day</u>	<u>_____</u>	<u>4<sup>th</sup> of July</u>

#### **Available Facilities:**

The Meeting Room is available for private rental for up to five (5) total hours (including set-up and post-event cleanup). There is a maximum number of attendees for the Meeting Room rental of **TBA**. The Patron renting the Meeting Room shall be responsible for any and all damages and expenses arising from the event.

#### **Reservations:**

Patrons interested in reserving the Meeting Room must submit a

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completed Facility Rental application to the Amenity Manager. At the time of approval, two (2) checks or money orders made out to Ridgewood Trails CDD shall be submitted in order to complete the reservation. Please submit all checks and completed rental application to the Amenity Manager. One (1) check should be in the amount of the rental fee, and the other check should be in the amount of the deposit. The Amenity Manager will review the Facility Rental application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration. If for some reason you need to cancel your reservation, we ask that this be done at least 7 days prior to your reservation date.

#### **Fees and Deposits:**

The rental fee and deposit for the use of the District's Meeting Room and/or small pool for private social gatherings are as follows:

	<b>Fee</b>	<b>Deposit</b>
Building	\$50.00	\$250.00- Private party (TBA attendees)
Building w/small pool	\$100.00	\$500.00- Private party ( TBA attendees)

#### **a). Saturday and Sunday Building rental time blocks:**

1. 10:00 am to 3:00 pm
2. 4:00 pm to 9:00pm

#### **b.) Saturday and Sunday Building & pool rental time blocks:**

1. 9:00 am to 1:00 pm
2. 4:00 pm to 8:00 pm

#### **Refund of Deposit:**

To receive a full refund of the deposit, the following must be completed where applicable:

- Ensure that all garbage is removed and placed in the dumpster.
- Remove all displays, favors, or remnants of the event.
- Restore the furniture and other items to their original position.
- Wipe off all counters, tabletops, sink area, windows, and doors and replace garage liner in the renter area.
- Clean out and wipe down the refrigerator, and all cabinets and used appliances.

- Ensure that no damage has occurred to the Amenity building and its property.
- Patron and Patron's guest are required to adhere to all Amenity Center and pool rules and regulations.
- Failure to comply with such rules and regulations may result in the forfeiture of Patron's deposit.

If additional cleaning is required, the Patron reserving the building will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of the cleaning by a professional cleaning service hired by the District. The Amenity Manager shall determine the amount of deposit to return, if any.

Deposit checks will be returned only to the Patron who completed the Facility Rental Application or to a party designated by the Patron at the time of the submittal of the Facility Rental Application. Photo identification shall be required for the return of deposit checks.

#### **General Policies:**

- Patrons are responsible for ensuring that their guests adhere to the policies set forth herein.
- No decorations may be affixed to the walls, doors, or any fixtures.
- The Amenity building may be rented until 10:00 pm
- The pool with Amenity building rental may be rented until dusk.
- The volume of live or recorded music must not violate applicable Clay County noise ordinances.
- No glass, breakable items or alcohol are permitted on District property, unless pre-approved by Amenity Manager per policies set forth by the Board of Supervisors.
- No offensive music, lyrics, or profanity is allowed on the Amenity Center premises.
- Event Liability Coverage may be required on a case-by-case basis in the discretion of the Board of Supervisors.

#### **Staffing:**

Patrons will not be required to pay for additional staff, unless otherwise

required by the District.

#### **MULTI-PURPOSE FIELD (for future use)**

Our community offers a multi-purpose field. The following policies apply:

1. **First Come Basis.** The field is available for use by Patrons and Guests only on a first come first serve basis.
2. **Vehicles.** No bicycles, scooters, skate boards, or other equipment or vehicles with wheels are permitted.
3. **Chalking.** Chalking or marking the field must be approved in advance and proper marking materials must be used.
4. **Glass Containers.** No glass containers or breakable objects of any kind are permitted on the field.
5. **Pets.** Pets must be kept on leash, and Patrons and Guests must pick up and dispose of pet waste in appropriate receptacles.
6. **Equipment.** Patrons are responsible for bringing their own equipment.
7. **Golfing.** Golfing is not permitted on the field.
8. **Sports Instruction.** Except as expressly authorized by the District, sports instruction for fees, or solicitation of sports instruction for fees, is prohibited.

#### **EVENT LAWN, PATIO, PICNIC AREAS, AND OUTDOOR AREAS (for future use)**

The following policies apply to the event lawn, patio, and other outdoor areas:

1. **First Come Basis.** The picnic areas, and patio grill, are available for use by Patrons and Guests only on a first come first serve basis. The event lawn and patio areas may only be reserved for a program or event approved by the District.
2. **Vehicles.** No bicycles, scooters, skate boards, or other equipment or vehicles with wheels are permitted.
3. **Grill.** Patrons are responsible for cleaning the patio grill after use. The fire pit may be used by adult Patrons and Guests only.
4. **Skateboards, Etc.** Bikes, rollerblades, skateboards and equipment with wheels are prohibited.
5. **Chalking.** Chalking or marking the outdoor areas must be approved in advance and proper marking materials must be used.
6. **Pets.** Pets must be kept on leash and Patrons must pick up and dispose of pet waste in appropriate receptacles.
7. **Equipment.** Patrons and Guests are responsible for bringing their own equipment. The staff may have some equipment available for sign out on a first come first serve basis. Removal of tables and grills from the picnic area is prohibited.

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8. **Noise.** Amplified sound systems and DJs are prohibited unless it is an approved program, event or rental.
9. **Clean-Up.** Patrons and Guests must clean up after themselves and dispose of trash in the appropriate receptacles.

### **LAKE OR POND AREAS**

The lakes and ponds throughout the community are not designed for swimming or boating, but may be used by Patrons and Guests for fishing as set forth herein. We ask that you respect your fellow landowners and access the ponds through the proper access points. The District has a catch and release policy for all fish caught in the ponds. The ponds are not intended for anything but catch and release, as they are mostly retention ponds and man made lakes. The purpose of the ponds is to help facilitate the District's natural water system for run off and overflow. The ponds are not to State code for keeping your catch so please protect yourself and the fish population and return them to the water.

The following additional guidelines apply:

1. Please be respectful of the privacy of the residents living near the ponds.
2. Children under the age of sixteen must be accompanied by adults when fishing.
3. Parking along the county right of way or on any grassed area near the ponds is prohibited. It is recommended that residents wishing to fish walk or ride bicycles to the ponds.
4. Do not leave fishing poles, lines, equipment or bait unattended.
5. Do not leave any litter. Fishing line is hazardous to wildlife.
6. Do not feed the wildlife anything, ever.
7. Fish caught from the lakes may not be edible since the lakes are designed to detain pollutants. Catch and release is required.
8. Swimming is prohibited in all ponds on District property.
9. No watercrafts of any kind are allowed in any of the ponds on District property.
10. Licensing requirements from other governmental agencies may apply. Check the regulations.

### **PLAYGROUND AND TOT LOTS for future use**

The community provides several tot lots and playground areas for Patrons and Guests to enjoy with their children. The following guidelines apply:

1. Patrons and Guests may use the playgrounds and tot lots at their own risk.
2. Adult supervision (eighteen years and older) is required for children under the age of sixteen. Children must remain in the sight of parents/guardians. All children are expected to play cooperatively with other children.
3. Proper footwear is required and no loose clothing especially with strings should be worn.

4. The mulch material is necessary for reducing fall impact and for good drainage. It is not to be picked up, thrown, or kicked for any reason.
5. No food, drinks or gum are permitted at the playground.
6. No pets of any kind are permitted at the playground.
7. No glass containers are permitted at the playground.
8. No jumping off from any climbing bar or platform.
9. Profanity, rough-housing, and disruptive behavior are prohibited.
10. If anything is wrong with the equipment or someone gets hurt, notify the District immediately.

### **DISCIPLINARY POLICY**

Please be aware that staff must protect the rights and privileges of rule-abiding Patrons, and that inappropriate behavior will not be accepted. All Patrons and Guests are responsible for compliance with the rules and policies established for the safe operations of the Amenities.

The District, through its District Manager, Amenity Manager or otherwise, reserves the right to restrict, suspend, or terminate the privileges of a Patron or Guest to use the Amenities for any of the following behavior:

1. Submits false information on any application for use of the Amenities;
2. Permits the unauthorized use of an amenity pass;
3. Exhibits unsatisfactory behavior, deportment or appearance;
4. Fails to pay fees owed to the District in a proper and timely manner;
5. Fails to abide by any District rules or policies;
6. Treats the District's supervisors, staff, facility management, contractors, or other representatives, or other Patrons or Guests, in an unreasonable or abusive manner;
7. Damages or destroys District property; or
8. Engages in conduct that is improper or likely to endanger the health, safety, or welfare of the District, or its supervisors, staff, facility management, contractors, or other representatives, or other Patrons or Guests.

If a Patron or Guest subject to a suspension or termination is found on the Amenity premises, such Patron or Guest will be subject to arrest for trespassing.

### **PROPERTY DAMAGE**

Each Patron shall be liable for any property damage at the Amenities caused by him or her, his or her Guests, or members of his or her Family. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage.

Each Patron and Guest, as a condition of invitation to the premises of the Amenities, assumes sole responsibility for his or her property. The District shall not be

responsible for the loss or damage to any private property used or stored on the premises of the Amenities, whether in lockers or elsewhere.

#### **USE AT OWN RISK; INDEMNIFICATION**

Any Patron, Guest, or other person who participates in the Activities (as defined below), shall do so at his or her own risk, and shall indemnify, defend, release, hold harmless, and forever discharge the District and its contractors, and the present, former, and future supervisors, staff, officers, employees, representatives, agents, and contractors of each (together, "Indemnitees"), for any and all liability, claims, lawsuits, actions, suits or demands, whether known or unknown, in law or equity, by any individual of any age, or any corporation or other entity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney's fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, the participation in the Activities, by said Patron, Guest, or other person, and any of his or her Guests and any members of his or her Family.

Should any Patron, Guest, or other person, bring suit against the Indemnitees in connection with the Activities or relating in any way to the Amenities, and fail to obtain judgment therein against the Indemnitees, said Patron, Guest, or other person shall be liable to the District for all attorney's fees, costs, and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings.

The waiver of liability contained herein does not apply to any act of intentional, willful or wanton misconduct by the Indemnitees.

For purposes of this section, the term "Activities," shall mean the use of or acceptance of the use of the Amenities, or engagement in any contest, game, function, exercise, competition, sport, event, or other activity operated, organized, arranged or sponsored by the District, its contractors or third parties authorized by the District.

#### **SOVEREIGN IMMUNITY**

Nothing herein shall constitute or be construed as a waiver of the Districts' limitations on liability contained in Section 768.28, F.S., or other statutes or law.

#### **SEVERABILITY**

The invalidity or unenforceability of any one or more provisions of these policies shall not affect the validity or enforceability of the remaining provisions, or any part of the policies not held to be invalid or unenforceable.

#### **AMENDMENTS / WAIVERS**

The Board in its sole discretion may amend these policies from time to time. The Board may also elect in its sole discretion at any time to grant waivers to any of the provisions of these policies.

**ATTACHMENT A:        Consent and Waiver Agreement**

## **EXHIBIT A**

### **CONSENT AND WAIVER AGREEMENT - Ridgewood Trails Community Development District -**

Thank you for using the Ridgewood Trails Community Development District's ("District") Amenities and/or participating in its community programs. We appreciate your understanding and cooperation in maintaining both your safety and health, and the safety and health of others, by reading and signing the following Consent and Waiver Agreement ("Agreement"). This Agreement applies to, but does not by itself grant any rights regarding, the use of any of the District's Amenities, which feature among other things a fitness center, swimming pool, playground and multi-purpose field and to participation in any of the District's many community programming activities.

Any capitalized terms not defined herein shall have the meaning ascribed to them in the District's amenities rules and policies, as may be amended from time to time. For purposes of this Agreement, the term "Activities," shall mean the use of or acceptance of the use of the Amenities, or engagement in any contest, game, function, exercise, competition, sport, event, or other activity operated, organized, arranged or sponsored by the District, its contractors or third parties authorized by the District.

In consideration for Participant being allowed to participate in some or all of the Activities, I, as the participant identified below ("Participant"), or I, as the parent and/or legal guardian of the Participant, who is a minor child, and on behalf of the Participant ("Participant's Guardian"), agree as follows.

#### **Acknowledgement of Participation**

Participant intends to voluntarily participate in one or more Activities. If Participant is a minor child, Participant's Guardian authorizes the Participant to voluntarily participate in one or more Activities.

#### **Acknowledgement of Health**

Participant acknowledges and understands that the District recommends that Participant consult a physician prior to engaging in the Activities, and that it is Participant's sole responsibility to obtain an examination by a physician prior to involvement in the Activities. Participant certifies that he or she is physically and mentally capable of participating in the Activities and that Participant is not under any kind of medical treatment or has any mental or physical condition that would prevent Participant from participating in the Activities. Participant further acknowledges that Participant has either had a physical examination and been given a physician's approval to participate in the activities, or has elected to participate in the activities without the approval of a doctor and hereby assumes all risk and responsibility for participation in the activities.

### **Role of the District**

Participant acknowledges and understands that some or all of the Activities may be provided through third parties, that any such third parties are not affiliated with the District in any way, that the District does not endorse any such third parties, and that the District makes no representations concerning the qualifications or ability of any such third parties to conduct, teach, or lead the Activities.

### **Assumption of Risk**

Participant acknowledges and understands that participation in the Activities may have certain inherent risks, including, but not limited to, economic loss, significant changes in the Participant's physical or mental health, injury, disabilities, or even death to the Participant. Participant willfully and voluntarily assumes and accepts sole responsibility for all risks related to participation in the Activities, including, but not limited to, the risks mentioned above, damage to, loss or theft of real or personal property, or other loss or harm of any kind or nature. Participant is voluntarily participating in the Activities with knowledge of the dangers involved, and Participant agrees to assume and accept sole responsibility for Participant's safety and for any and all harm that may occur.

### **Waiver and Indemnification**

As stated in the District's policies, any Patron, Guest, or other person who participates in the Activities, including the Participant, shall do so at his or her own risk, and shall indemnify, defend, release, hold harmless, and forever discharge the District and its contractors, and the present, former, and future supervisors, staff, officers, employees, representatives, agents, and contractors of each (together, "Indemnitees"), for any and all liability, claims, lawsuits, actions, suits or demands, whether known or unknown, in law or equity, by any individual of any age, or any corporation or other entity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney's fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, the participation in the Activities, by said Patron, Guest, or other person, including Participant, and any of his or her Guests and any members of his or her Family.

Should any Patron, Guest, or other person, including Participant, bring suit against the Indemnitees in connection with the Activities or relating in any way to the Amenities, and fail to obtain judgment therein against the Indemnitees, said Patron, Guest, or other person, including Participant, shall be liable to the District for all attorney's fees, costs, and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings.

The waiver of liability contained herein does not apply to any act of intentional, willful or wanton misconduct by the Indemnitees.

### **Sovereign Immunity**

Nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, Florida Statutes or other statute or law.

### **Emergency Transportation and Care**

In the event that Participant is incapacitated and unable to respond, or in the event the Participant is a minor child, the District is authorized to seek emergency treatment, as required, and to transport the Participant to the appropriate medical facility in the event that urgent/emergency care is necessary. The medical facility and its medical staff have authorization to provide any treatment that a physician deems necessary for the well-being of the Participant. Participant shall be responsible for any resulting expenses. The District is not responsible for providing any such treatment or transportation, and the "Waiver and Release of Liability" provisions set forth above apply to any emergency medical transportation and/or treatment of Participant.

### **Rules and Policies**

Participant agrees to read and comply with the written rules and policies adopted by the District and relating to the Amenities, and further agrees to act in a safe manner when participating in the Activities. Participant further agrees to immediately inform a representative of the District, and to stop participating in the Activities, if Participant observes any unsafe condition or broken equipment, or if Participant experiences any pain, discomfort or other symptoms that Participant may suffer during or after participating in the Activities. Participant understands that Participant may stop or delay participation in the Activities if Participant so desires and that Participant may also be requested to stop and rest by a District representative who observes any symptoms of distress or abnormal response, and Participant agrees to comply with such directions.

### **Insurance Coverage**

Participant understands that Participant is responsible for obtaining appropriate insurance coverage when participating in the Activities and that the District has no obligation to provide any insurance coverage.

### **Binding Effect**

This Agreement is binding on the Participant, and the Participant's spouse, minor children, heirs, executors, administrators, legal representatives, successors and assigns. If Participant is a minor child, this Agreement is also binding on the Participant's parents and/or legal guardians, including Participant's Guardian, not only on behalf of the Participant but also on the parents and/or legal guardians, including Participant's Guardian, in their own rights and capacity and to the same extent as Participant. The undersigned represents that he or she is authorized to bind to this Agreement all applicable parties, as set forth in this paragraph.

#### **Miscellaneous Provisions**

This Agreement supersedes any prior written and/or oral agreements or representations made with respect to the subject matter contained herein. The provisions of this Agreement will continue in full force and effect even after the termination of the Activities. The provisions of this Agreement may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of the District and the party whose signature appears below. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable. This Agreement shall be governed by Florida Law. Venue for any actions arising under this Agreement shall be in a court of appropriate jurisdiction in Clay County, Florida.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**



**I AM OF LAWFUL AGE AND LEGALLY COMPETENT TO SIGN THIS AGREEMENT. I HAVE READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT, AND UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL LEGAL RIGHTS FOR MYSELF, MY SPOUSE, MY MINOR CHILDREN, HEIRS, EXECUTORS, ADMINISTRATORS, LEGAL REPRESENTATIVES, SUCCESSORS, AND ASSIGNS. I ACKNOWLEDGE THAT I AM SIGNING THE AGREEMENT FREELY AND VOLUNTARILY, AND INTEND BY MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY AS SET FORTH HEREIN AND TO THE GREATEST EXTENT ALLOWED BY LAW. IF PARTICIPANT IS A MINOR CHILD, I FURTHER CERTIFY THAT I AM THE PARTICIPANT'S PARENT AND/OR LEGAL GUARDIAN AND THAT I AM LEGALLY AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF THE PARTICIPANT.**

Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if Participant is 18 years of age or older)

Parent/Guardian Name: \_\_\_\_\_  
(if Participant is a minor child)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if Participant is a minor child)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number (home): \_\_\_\_\_

Phone Number (alternate): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **Azalea Ridge Amenity Center Rental Application**

**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**FL**

**Estimated Attendance:** \_\_\_\_\_ **Intended use:** \_\_\_\_\_ **Rental area:** \_\_\_\_\_

\_\_\_\_\_

**Date requested:** \_\_\_\_\_ **Time start:** \_\_\_\_\_ **End by:** \_\_\_\_\_

\_\_\_\_\_

I have read, understood and agree to abide by all of the District policies and procedures regarding the use of the facility. This includes (please initial):

\_\_\_\_\_ No beer, wine, or alcoholic beverages will be brought in or consumed on the premises-

\_\_\_\_\_ Unless a certificate of liability insurance is presented and approved by the Amenity Manager as set forth in the policies.

\_\_\_\_\_ No glass or breakable items are permitted in the facility.

\_\_\_\_\_ Smoking is not permitted in the facility.

\_\_\_\_\_ No pets allowed, except seeing-eye dogs.

\_\_\_\_\_ Volume of live or recorded music must not violate Clay County noise ordinances.

I agree to indemnify and hold harmless the Azalea Ridge Community Development District and their agents, supervisors, officers, directors, employees,

and staff for any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death, property damage of any nature arising out of, or in connection with, the use of the Azalea Ridge Amenity Center and facilities. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla Stat.

I have read, understand and agree to abide by all policies and rules of the District governing the Azalea Ridge Amenity center and facilities. Failure to adhere to the District's policies and rules may result in the suspension or termination of my privileges to use the facility. **I also understand that I am financially responsible for any damages caused by family members, my guest and myself.** If requested, I will obtain an event insurance policy naming the Azalea Ridge Community Development District and their agents, supervisors, officers, directors, employees, and staff as additional insured.

Make checks Payable to: **Azalea Ridge CDD**

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Deposit (refundable): \$ \_\_\_\_\_ Check #: \_\_\_\_\_  
\_\_\_\_\_

Rental Fee (non-refundable): \$ \_\_\_\_\_ Check #: \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**\*\* To receive a full refund of the cleaning deposit, all tables must be cleaned, floors clean, and garbage from the party must be removed and place in the**

dumpster. This is including removal of all party displays and remnants. In addition, the entire Amenity Center and/or pool needs to be returned to the condition it was upon receipt of it.

Deposit Returned on: \_\_\_\_\_ Handed to: \_\_\_\_\_ Shredded: \_\_\_\_\_

*EIGHTH ORDER OF BUSINESS*

**RESOLUTION 2020-05**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE  
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT  
DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY  
CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES;  
PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Ridgewood Trails Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

**WHEREAS**, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

**WHEREAS**, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY  
DEVELOPMENT DISTRICT:**

**SECTION 1.** The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

**SECTION 2.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED THIS 4<sup>TH</sup> DAY OF MARCH, 2020.**

**ATTEST:**

**RIDGEWOOD TRAILS COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairman, Board of Supervisors

## **EXHIBIT "A"**

### **RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY**

#### **1. Purpose.**

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Ridgewood Trails Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
  - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
  - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
  - 1.2.3. Support economical and efficient operations.
  - 1.2.4. Ensure reliability of financial records and reports.
  - 1.2.5. Safeguard Assets (as hereinafter defined).

#### **2. Definitions.**

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

### **3. Control Environment.**

#### **3.1. Ethical and Honest Behavior.**

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

### **4. Risk Assessment.**

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
  - 4.1.1. Identifying potential hazards.
  - 4.1.2. Evaluating the likelihood and extent of harm.
  - 4.1.3. Identifying cost-justified precautions and implementing those precautions.



## **5. Control Activities.**

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

- 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.
- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.
- 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).
- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.
- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).
- 5.1.1.7. Retaining and restricting access to sensitive documents.
- 5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

- 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
- 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.

- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.
- 5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

## **6. Information and Communication.**

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

## **7. Monitoring Activities.**

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
  - 7.1.1.1. Review its operational processes.
  - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
  - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
  - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

- 7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.
  - 7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.
- 7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

**Specific Authority:** §§ 190.011(5), 218.33(3), *Florida Statutes*

**Effective date:** March 4, 2020

## *NINTH ORDER OF BUSINESS*

The Ridgewood Trails Community Development District ("CDD") Board of Supervisors has given much consideration to the state of our community and has identified several potential capital improvement projects. The Board wishes to gauge the interest of the residents on resident preferences for new enhancements. Item number 5 below is an open space for the provision of written feedback on any specific enhancement/improvement you wish the Board to consider but is not on the list.

Funding is to be made available using current funds in the Capital Reserve Account or the General Fund Account which, depending on the enhancement/improvement, may or may not result in higher assessments. In the event the board's decision is to fund the project using General Funds and increase in annual assessment may occur. As an example, the dog park is estimated to cost \$20,000; to raise \$20,000 through the assessment process an approximate annual increase of \$30.00 in Operations and Maintenance fund per home or landowner.

Please rank each of the following items in order of most desirable to you/your family to least desirable to you/your family. The Board would note that the results of this survey will not guarantee any one improvement is funded, or that any of the improvements are funded, as there are numerous factors to consider when spending your public dollars.

We hope the survey results will help inform the Board as to the desire of the residents and we anticipate using the results to make capital funding priorities. It is important to have your voice heard!

1. Dog Park. The district will designate an area dedicated for residents with dogs to mingle and play off-leash. The area will provide fence, gate, benches, and water. The estimated cost for the dog park project is less than \$20,000.

- 1- Desirable
- 2- Moderately desirable
- 3- Neutral
- 4- Moderately undesirable
- 5- Undesirable

2. Playground addition, with the goal of providing kids a challenging enjoyable playground environment. The anticipated placement of this addition would be at a vacant pocket park away from the meeting room and pool area. Estimated cost is \$40,000 - \$60,000.

- 1- Desirable
- 2- Moderately desirable
- 3- Neutral
- 4- Moderately undesirable
- 5- Undesirable

3. Additional parking at the soccer field and meeting room. Estimated cost is \$15,000 – \$30,000.

- 1- Desirable
- 2- Moderately desirable

- 3- Neutral
- 4- Moderately undesirable
- 5- Undesirable

4. Basketball Courts. The District will contract to build two courts to be located near the meeting room and pool area. Estimated cost is \$50,000 - \$60,000.

- 1- Desirable
- 2- Moderately desirable
- 3- Neutral
- 4- Moderately undesirable
- 5- Undesirable

5. If you had one suggested improvement the Board of Supervisors did not consider what would it be? Also, let us know if you have other prioritization of the items listed above. [FREE TEXT]

## *ELEVENTH ORDER OF BUSINESS*

*D.*



# **Ridgewood Trails Community Development District**

**9655 Florida Mining Blvd W, Bldg. 300, Suite 305, Jacksonville, FL 32257**

## **Memorandum**

**Date: March 4, 2020**

**To: Rich Whetsel                      via email**  
**Operations Director**

**From: Chris Hall                      Melissa Brown**  
**Operations Manager                  Amenity Manager**

**Re: Ridgewood Trails CDD**  
**Operations Report**

### **Access Cards:**

- Total Access Cards Issued to Date: 599

### **Amenity Center:**

- The social room has seven (7) reservations on the calendar.
- Social room has been decorated with wall art and rugs.
- Star Gazing Event will be taking place the evening of the Feb 29<sup>th</sup>
- Community yard sale March 28<sup>th</sup> & 29<sup>th</sup>
- Community Easter event April 4<sup>th</sup> 2-4 petting zoo, pony rides, bounce houses, egg hunt
- Easter event is scheduled for April 4<sup>th</sup> from 11a-2p at the amenity center.
- Dive in Movie is scheduled for March 21<sup>st</sup> at the amenity center pool.
- Community database is in process of being updated, letters are being sent out to residents requesting updated information.
- Clay County Sheriff's Office continues to provide security for the amenity center and is patrolling 2-3 times per week.
- Food trucks are scheduled for the first Friday of every month.
- Florida Pest Control continues to treat the amenity buildings and pool deck.
- Riverside Management continues to perform janitorial services for the amenity center.
- Amenity center and parking lot lights and timers are being inspected monthly and replaced as needed.
- Riverside Management continues to service and clean the pools.

**Fitness Center:**

- Yoga mats and holder is being installed in the fitness center.
- Fitness Pro continues to perform the preventative maintenance on the fitness equipment.
- Riverside Management cleans and inspects the fitness equipment weekly.

**Landscape:**

- Palm tree at the back entrance that fell has been reset into the ground.
- The battery irrigation controllers have been replaced with electric control system.
- Tree Amigos continues to maintain all the common area landscaping.
- Riverside Management and Tree Amigos inspects landscaping monthly.
- Irrigation inspections are being performed monthly and repairs are made as needed.

**Lakes:**

- The broken lake fountain is being repaired under warranty.
- The Lake Doctors continue to monitor and treat the lakes monthly.
- RMS continues to clean and inspect the lakes and outfall structures bi-weekly.

**Other Projects:**

- The fire extinguishers have all been inspected and certified.
- New bulletin board has been installed by the fitness center.
- Message boards for the two other entrances has been ordered.
- A television has been installed in the social room.
- Microwave stand, microwave, and small refrigerator was installed.
- New no parking signs and post have been installed around the playing fields.
- No pets in the playground signs has been added.
- Broken post on the playground fence is being repaired by the landscape company.
- Dog waste receptacles have been installed and being monitored.
- Pressure washing of the buildings, furniture and water slide is being scheduled.
- Common area roadways are being inspected and cleaned weekly.
- Park and pool trash can liners are being changed on a weekly basis.
- Playground equipment safety check is performed monthly.

Should you have any questions or comments regarding the above information, please feel free to contact Chris Hall at (904) 657-9211 or Rich Whetsel at (904) 759-8923.

*THIRTEENTH ORDER OF BUSINESS*

*A.*

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
January 31, 2020

	<u>Governmental Fund Types</u>			<u>Totals</u> <u>(Memorandum Only)</u>
	<u>General</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	
<b><u>ASSETS:</u></b>				
CASH	\$80,843	\$12,284	---	\$93,127
INVESTMENTS - STATE BOARD	\$484,005	---	---	\$484,005
INVESTMENTS - STATE BOARD - CAPITAL RESERVE	---	\$164,043	---	\$164,043
INVESTMENTS				
Reserve A	---	---	\$9,593	\$9,593
Revenue A	---	---	\$13,117	\$13,117
PREPAID EXPENSES	\$1,129	---	---	\$1,129
DEPOSITS	\$2,833	---	---	\$2,833
DUE FROM GENERAL FUND	---	\$9,330	---	\$9,330
DUE FROM CAPITAL RESERVES	\$4,602	---	---	\$4,602
<b>TOTAL ASSETS</b>	<u>\$573,413</u>	<u>\$185,657</u>	<u>\$22,710</u>	<u>\$781,780</u>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$13,826	\$0	---	\$13,826
DUE TO GENERAL	---	\$4,602	---	\$4,602
DUE TO CAPITAL RESERVE	\$9,330	---	---	\$9,330
<b>FUND BALANCES:</b>				
UNASSIGNED	\$508,004	---	---	\$508,004
NONSPENDABLE	\$2,833	---	---	\$2,833
ASSIGNED	\$39,420	---	---	\$39,420
ASSIGNED FOR CAPITAL RESERVE	\$0	\$181,055	---	\$181,055
RESTRICTED FOR DEBT SERVICE	---	---	\$22,710	\$22,710
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<u>\$573,413</u>	<u>\$185,657</u>	<u>\$22,710</u>	<u>\$781,780</u>

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended January 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/20	ACTUAL THRU 01/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments - Tax Roll	\$364,604	\$357,179	\$357,179	\$0
Assessments - Direct	\$55,385	\$27,693	\$27,693	\$0
Interest Earned/Misc. Income	\$5,000	\$1,667	\$2,043	\$376
<b>TOTAL REVENUES</b>	<b>\$424,989</b>	<b>\$386,538</b>	<b>\$386,915</b>	<b>\$376</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisor Fees	\$12,000	\$4,000	\$1,000	\$3,000
FICA Expense	\$918	\$306	\$77	\$230
Engineering	\$5,000	\$1,667	\$0	\$1,667
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$600	\$0	\$0	\$0
Dissemination	\$1,000	\$333	\$333	\$0
Attorney	\$12,000	\$4,000	\$665	\$3,335
Annual Audit	\$4,100	\$0	\$0	\$0
Trustee	\$4,500	\$4,500	\$3,388	\$1,112
Management Fees	\$41,000	\$13,667	\$13,667	(\$0)
Telephone	\$100	\$33	\$0	\$33
Postage	\$800	\$267	\$174	\$93
Printing & Binding	\$1,500	\$500	\$269	\$231
Insurance	\$6,690	\$6,690	\$6,298	\$392
Legal Advertising	\$2,200	\$733	\$1,247	(\$514)
Other Current Charges	\$1,800	\$600	\$265	\$335
Office Supplies	\$250	\$83	\$646	(\$563)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$250	\$83	\$0	\$83
Meeting Room Rental	\$600	\$200	\$125	\$75
Records Storage	\$250	\$83	\$0	\$83
<b>TOTAL ADMINISTRATIVE</b>	<b>\$100,993</b>	<b>\$43,181</b>	<b>\$33,589</b>	<b>\$9,592</b>
<b><u>AMENITY CENTER</u></b>				
Insurance	\$11,463	\$11,463	\$13,654	(\$2,191)
Facility Manager	\$60,000	\$20,000	\$19,333	\$667
General Facility Maintenance	\$10,000	\$3,333	\$3,310	\$23
Lifeguards	\$15,000	\$0	\$0	\$0
Pool Maintenance	\$15,910	\$5,303	\$5,303	\$0
Pool Chemicals	\$12,640	\$4,213	\$3,346	\$868
Other Current Charges	\$1,000	\$333	\$0	\$333
Water & Sewer	\$13,500	\$4,500	\$2,847	\$1,653
Electric	\$11,000	\$3,667	\$4,057	(\$390)
Internet/Cable	\$1,680	\$560	\$1,221	(\$661)
Janitorial	\$9,980	\$3,327	\$3,328	(\$1)
Janitorial Supplies	\$1,500	\$500	\$186	\$314
Security (1)	\$16,000	\$5,333	\$6,100	(\$767)
Refuse Service	\$3,000	\$1,000	\$0	\$1,000
Special Events	\$6,300	\$2,380	\$2,380	\$0
Pool Permit	\$375	\$0	\$0	\$0
Maintenance Reserves	\$6,174	\$2,058	\$0	\$2,058
Pest Control	\$480	\$160	\$160	\$0
Capital Reserve	\$22,000	\$0	\$0	\$0
<b>TOTAL AMENITY CENTER</b>	<b>\$218,002</b>	<b>\$68,131</b>	<b>\$65,226</b>	<b>\$2,905</b>

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended January 31, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/20	ACTUAL THRU 01/31/20	VARIANCE
<b><u>EXPENDITURES:</u></b>				
<b><u>    <b>  <b>  </b>  </b>  <b>  </b>  <b>  </b>  </u></b>				
Operations Management	\$21,218	\$7,073	\$7,073	(\$0)
Access Cards	\$1,000	\$333	\$0	\$333
Electric	\$8,000	\$2,667	\$2,483	\$184
Water	\$8,300	\$2,767	\$2,234	\$532
Repairs & Maintenance	\$17,000	\$5,667	\$4,560	\$1,107
Landscape Maintenance	\$72,000	\$24,000	\$19,096	\$4,904
Landscape Reserve	\$10,000	\$3,333	\$2,384	\$949
Lake Maintenance	\$7,896	\$2,632	\$2,688	(\$56)
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>\$145,414</b>	<b>\$48,471</b>	<b>\$40,518</b>	<b>\$7,953</b>
<b>TOTAL EXPENDITURES</b>	<b>\$464,409</b>	<b>\$159,783</b>	<b>\$139,333</b>	<b>\$20,450</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$39,420)</b>		<b>\$247,582</b>	
FUND BALANCE - Beginning	\$39,420		\$302,675	
FUND BALANCE - Ending	\$0		\$550,257	

(1) Includes Access/Service Plan

RIDGEWOOD TRAILS CDD  
GENERAL FUND

FY2020

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<b>REVENUES:</b>													
Assessments - Tax Roll	\$0	\$101651	\$254183	\$1345	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$357,179
Assessments - Direct	\$0	\$0	\$27693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,693
Interest Earned/Misc. Income	\$424	\$341	\$535	\$743	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,043
<b>TOTAL REVENUES</b>	<b>\$424</b>	<b>\$101992</b>	<b>\$282410</b>	<b>\$2089</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$386915</b>

**EXPENDITURES: ADMINISTRATIVE**

Supervisor Fees	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
FICA Expense	\$0	\$0	\$0	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll	\$5,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,260
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
Attorney	\$120	\$178	\$368	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$665
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee	\$0	\$0	\$0	\$3,388	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,388
Management Fees	\$3,417	\$3,417	\$3,417	\$3,417	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,667
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$19	\$5	\$8	\$143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174
Printing & Binding	\$57	\$28	\$13	\$171	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$269
Insurance	\$6,298	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,298
Legal Advertising	\$65	\$0	\$66	\$1,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,247
Other Current Charges	\$58	\$56	\$71	\$80	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$265
Office Supplies	\$1	\$633	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$646
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meeting Room Rental	\$0	\$0	\$0	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DEPARTMENT TOTALS</b>	<b>\$15,552</b>	<b>\$4,399</b>	<b>\$4,026</b>	<b>\$9,612</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,589</b>

**EXPENDITURES: AMENITY CENTER**

Insurance	\$11,245	\$0	\$2,409	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,654
Facility Manager	\$4,833	\$4,833	\$4,833	\$4,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,333
General Facility Maintenance	\$1,297	\$1,033	\$839	\$141	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,310
Lifeguards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$1,326	\$1,326	\$1,326	\$1,326	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,303
Pool Chemicals	\$1,077	\$796	\$753	\$720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,346
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water & Sewer	\$618	\$739	\$581	\$909	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,847
Electric	\$1,103	\$1,041	\$999	\$914	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,057
Internet/Cable	\$140	\$140	\$140	\$801	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,221
Janitorial	\$832	\$832	\$832	\$832	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,328
Janitorial Supplies	\$60	\$80	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186
Security (1)	\$1,480	\$2,700	\$1,080	\$840	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,100
Refuse Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$1,120	\$0	\$1,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,380
Pool Permit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$40	\$40	\$40	\$40	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$160
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>AMENITY CENTER TOTALS</b>	<b>\$25,171</b>	<b>\$13,561</b>	<b>\$15,138</b>	<b>\$11,356</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,228</b>



RIDGEWOOD TRAILS CDD  
GENERAL FUND

FY2020

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<b><u>EXPENDITURES: GROUNDS MAINTENANCE</u></b>													
Operations Management	\$1,768	\$1,768	\$1,768	\$1,768	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,073
Access Cards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$536	\$660	\$583	\$704	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,483
Water	\$657	\$743	\$408	\$426	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,234
Repairs & Maintenance	\$997	\$1,416	\$2,107	\$40	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,560
Landscape Maintenance	\$4,582	\$4,282	\$4,282	\$5,949	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,096
Landscape Reserve	\$0	\$1,034	\$1,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,384
Lake Maintenance	\$672	\$672	\$672	\$672	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,688
Capital Outlay - Streetlighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GROUND MAINTENANCE TOTAL</b>	<b>\$9,213</b>	<b>\$10,575</b>	<b>\$11,171</b>	<b>\$9,559</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,518</b>
<b>TOTAL EXPENDITURES</b>	<b>\$49,935</b>	<b>\$28,535</b>	<b>\$30,335</b>	<b>\$30,528</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$139,333</b>
<b>EXCESS REV/(EXP)</b>	<b>\$49,511</b>	<b>\$73,457</b>	<b>\$252,075</b>	<b>\$28,439</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$247,582</b>

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**CAPITAL RESERVE**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended January 31, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/20	ACTUAL THRU 01/31/20	VARIANCE
<b>REVENUES:</b>				
Capital Reserve Transfer In	\$22,000	\$0	\$0	\$0
Landscape Reserve Transfer In	\$10,000	\$0	\$0	\$0
Interest Income	\$1,000	\$333	\$1,061	\$728
<b>TOTAL REVENUES</b>	<b>\$33,000</b>	<b>\$333</b>	<b>\$1,061</b>	<b>\$728</b>
<b>EXPENDITURES:</b>				
Capital Reserves	\$10,000	\$7,038	\$7,038	\$0
Other Current Charges	\$450	\$150	\$236	(\$86)
<b>TOTAL EXPENDITURES</b>	<b>\$10,450</b>	<b>\$7,188</b>	<b>\$7,274</b>	<b>(\$86)</b>
<b>OTHER SOURCES AND USES:</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES/USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$22,550</b>		<b>(\$6,213)</b>	
FUND BALANCE - Beginning	\$191,081		\$187,268	
FUND BALANCE - Ending	<u>\$213,631</u>		<u>\$181,055</u>	

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND - 2007A**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended January 31, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/20	ACTUAL THRU 01/31/20	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments - On Roll	\$13,359	\$13,087	\$13,087	\$0
Interest Income	\$100	\$33	\$68	\$34
Other Revenue Sources	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$13,459</b>	<b>\$13,120</b>	<b>\$13,154</b>	<b>\$34</b>
<b><u>EXPENDITURES:</u></b>				
Interest Expense - 11/1	\$4,238	\$4,238	\$4,238	\$0
Interest Expense - 5/1	\$4,238	\$0	\$0	\$0
Principal Expense - 5/1	\$5,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$13,475</b>	<b>\$4,238</b>	<b>\$4,238</b>	<b>\$0</b>
<b><u>OTHER SOURCES AND USES:</u></b>				
Interfund Transfer In/(Out)	\$0	\$0	\$98	\$98
<b>TOTAL OTHER SOURCES/USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$98</b>	<b>\$98</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$16)</b>		<b>\$9,015</b>	
FUND BALANCE - Beginning	\$4,170		\$13,695	
FUND BALANCE - Ending	<u>\$4,154</u>		<u>\$22,710</u>	

*Ridgewood Trails*  
*Community Development District*  
*Long Term Debt Report*

<b>Series 2007A Capital Improvement Revenue Bonds</b>	
Interest Rate:	5.650%
Maturity Date:	5/1/2038
Reserve Fund Definition:	
Reserve Fund Requirement:	\$9,503
Reserve Fund Balance:	\$9,593
Bonds outstanding - 6/1/2019	\$150,000
Current Bonds Outstanding	\$150,000

*B.*

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2020 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2007A DEBT SERVICE ASSESSED	FY20 O&M ASSESSED	TOTAL ASSESSED
DR HORTON BULK LANDS (2)	92	(1)	55,385.36	55,385.36
TOTAL DIRECT BILLS ASSESSED	92		55,385.36	55,385.36
NET TAX ROLL ASSESSED	599	13,358.77	364,603.64	377,962.41
TOTAL ASSESSED	691	13,358.77	419,989.00	433,347.77

DUE / RECEIVED	BALANCE DUE	SERIES 2007A DEBT SERVICE PAID	O&M PAID	TOTAL PAID
DR HORTON BULK LANDS	27,692.68	(1)	27,692.68	27,692.68
DIRECT BILLS DUE / RECEIVED	27,692.68	-	27,692.68	27,692.68
TAX ROLL DUE / RECEIVED	7,696.73	13,086.74	357,178.94	370,265.68
TOTAL DUE / RECEIVED	35,389.41	13,086.74	384,871.62	397,958.36

(1) Debt has been accelerated due to non-payment of assessments by original Developer

(2) O&M is due 50% by 12/1/19, 25% by 2/1/20, 25% by 5/1/20

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2007A DEBT RECEIPTS	O&M RECEIPTS
1	11/13/19	3,076.53	108.74	2,967.79
2	11/21/19	102,298.88	3,615.67	98,683.21
3	12/11/19	254,888.93	9,008.84	245,880.09
4	12/18/19	8,606.60	304.19	8,302.41
5	01/22/20	1,394.74	49.30	1,345.44
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		370,265.68	13,086.74	357,178.94

PERCENT COLLECTED	TOTAL	DEBT	O&M
% COLLECTED DIRECT BILL	50.00%	0.00%	50.00%
% COLLECTED TAX ROLL	97.96%	97.96%	97.96%
TOTAL PERCENT COLLECTED	91.83%	97.96%	91.64%

*C.*

# RIDGEWOOD TRAILS

Community Development District

## Check Run Summary 1/1/20 - 1/31/20

Fund	Date	Check Numbers	Amount	
<b><u>General Fund</u></b>				
	1/9/20	1724-1734	\$29,575.32	
	1/16/20	1735-1740	\$12,259.32	
	1/23/20	1741-1743	\$1,220.03	
	1/31/20	1744-1752	\$6,603.64	
				\$49,658.31
<b><u>Capital Reserve</u></b>				
	1/6/20	4	\$818.00	
				\$818.00
<b><u>Autopayments</u></b>				
	12/6/19	Comcast	\$140.19	
	12/23/20	Clay Electric	\$1,582.00	
	12/27/20	CCUA	\$989.50	
	1/9/20	Comcast	\$800.75	
	1/30/20	Clay Electric	\$1,618.00	
	1/29/20	CCUA	\$1,335.11	
				\$6,465.55
<b>Total</b>				<b>\$56,941.86</b>

\* Fedex invoices available upon request.



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
1/09/20	00015	12/17/19 307247	201912 310-51300-48000	NOTICE OF MEETING 1/8/20	*	66.15	
			CLAY TODAY				66.15 001724
1/09/20	00003	1/01/20 201	202001 310-51300-34000	JAN MANAGEMENT FEES	*	3,416.67	
		1/01/20 201	202001 310-51300-31300	JAN DISSEMINATION SERVICE	*	83.33	
		1/01/20 201	202001 310-51300-51000	OFFICE SUPPLIES	*	12.68	
		1/01/20 201	202001 310-51300-42000	POSTAGE	*	8.51	
		1/01/20 201	202001 310-51300-42500	COPIES	*	171.00	
			GOVERNMENTAL MANAGEMENT SERVICES				3,692.19 001725
1/09/20	00042	1/01/19 477618	202001 330-53800-46400	JAN LAKE MAINTENANCE	*	672.00	
			THE LAKE DOCTORS, INC.				672.00 001726
1/09/20	00082	12/23/19 12232019	201912 320-57200-34500	12/16/19 SECURITY SERVICE	*	120.00	
		12/23/19 12232019	201912 320-57200-34500	12/17/19 SECURITY SERVICE	*	120.00	
			MATTHEW MCREE				240.00 001727
1/09/20	00095	1/01/20 13129559	202001 320-57200-52100	JAN POOL CHEMICALS	*	720.00	
			POOLSURE				720.00 001728
1/09/20	00039	10/01/19 218	201910 320-57200-34200	OCT JANITORIAL SERVICE	*	832.00	
		10/01/19 218	201910 320-57200-46500	OCT POOL MAINTENANCE	*	1,325.83	
		10/01/19 218	201910 330-53800-34000	OCT OPER MANAGEMENT SRVC	*	1,768.17	
		10/01/19 218	201910 320-57200-46200	OCT FACILITY MANAGEMENT	*	4,833.33	
			RIVERSIDE MANAGEMENT SERVICES, INC.				8,759.33 001729
1/09/20	00039	1/01/20 228	202001 320-57200-34200	JAN JANITORIAL SERVICE	*	832.00	
		1/01/20 228	202001 320-57200-46500	JAN POOL MAINTENANCE	*	1,325.83	
		1/01/20 228	202001 330-53800-34000	JAN OPER MNGM SERVICES	*	1,768.17	

RDGE --RIDGEWOOD-- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		1/01/20 228	202001 320-57200-46200		*	4,833.33	
		JAN FACIL MNGM SERVICES		RIVERSIDE MANAGEMENT SERVICES, INC.			8,759.33 001730
1/09/20 00091	10/31/19	12191	201910 330-53800-46300		*	650.00	
		PINE TREE CUT DOWN		TREE AMIGOS OUTDOOR SERVICES			650.00 001731
1/09/20 00091	10/31/19	12193	201910 330-53800-46300		*	384.00	
		SCHILLINGS 3GL		TREE AMIGOS OUTDOOR SERVICES			384.00 001732
1/09/20 00091	12/27/19	12192	201912 330-53800-46300		*	1,350.00	
		REMOVE STUMPS/REPL PALMS		TREE AMIGOS OUTDOOR SERVICES			1,350.00 001733
1/09/20 00091	12/30/19	12437	201912 330-53800-46200		*	4,282.32	
		DEC LANDSCAPE MAINTENANCE		TREE AMIGOS OUTDOOR SERVICES			4,282.32 001734
1/16/20 00043	1/13/20	01132020	202001 310-51300-60100		*	125.00	
		BOARD ROOM RENTAL 1/8/20		COURTYARD MARRIOTT ORANGE PARK			125.00 001735
1/16/20 00063	1/13/20	01132020	202001 320-57200-34500		*	120.00	
		1/6/20 SECURITY SERVICES		EDGAR HOWELL			120.00 001736
1/16/20 00008	12/31/19	112077	201911 310-51300-31500		*	177.50	
		NOV GEN COUNSEL/MEETING		HOPPING GREEN & SAMS			177.50 001737
1/16/20 00042	10/01/19	460226	201910 330-53800-46400		*	672.00	
		OCT LAKE MAINTENANCE		THE LAKE DOCTORS, INC.			672.00 001738
1/16/20 00039	12/17/19	227	201911 320-57200-46100		*	833.00	
		NOV G.F.M.-AMENITY			*	1,416.00	
	12/17/19	227	201911 330-53800-46000		*	80.49	
		NOV R/M-FIELD			*	76.00	
	12/17/19	227	201911 320-57200-52200		*		
		NOV JANITORIAL SUPPLIES			*		
	12/17/19	227	201911 320-57200-52100		*		
		NOV POOL CHEMCIALS		RIVERSIDE MANAGEMENT SERVICES, INC.			2,405.49 001739

RDGE --RIDGEWOOD-- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
1/16/20	00039	12/01/19 224	201912 320-57200-34200		*	832.00	
		DEC JANITORIAL SERVICES			*	1,325.83	
		12/01/19 224	201912 320-57200-46500		*	1,768.17	
		DEC POOL MAINTENANCE SRVC			*	4,833.33	
		12/01/19 224	201912 330-53800-34000		*		
		DEC OPER MNGNT SERVICES			*		
		12/01/19 224	201912 320-57200-46200		*		
		DEC FACILITY MNGNT SRVC					
				RIVERSIDE MANAGEMENT SERVICES, INC.			8,759.33 001740
1/23/20	00070	1/16/20 SSI09431	201912 320-57200-34500		*	140.00	
		DEC EMPLOYMENT FEE			*	100.00	
		1/16/20 SSI09431	201912 320-57200-34500		*		
		DEC SCHEDULING FEE					
				CLAY COUNTY SHERIFF'S OFFICE			240.00 001741
1/23/20	00082	1/21/20 01212020	202001 320-57200-34500		*	150.00	
		1/13/20 SECURITY SERVICES			*	120.00	
		1/21/20 01212020	202001 320-57200-34500		*		
		1/14/20 SECURITY SERVICES					
				MATTHEW MCREE			270.00 001742
1/23/20	00039	12/11/19 226	201912 320-57200-49500		*	710.03	
		CHRISTMAS EVENT 12/7/19					
				RIVERSIDE MANAGEMENT SERVICES, INC.			710.03 001743
1/31/20	00098	1/14/20 009	202001 320-57200-46000		*	141.00	
		INSTALL RECEIPTAL FOR TV					
				ADELCO ELECTRIC INC			141.00 001744
1/31/20	00063	1/26/20 01262020	202001 320-57200-34500		*	90.00	
		1/24/20 SECURITY SERVICES					
				EDGAR HOWELL			90.00 001745
1/31/20	00029	12/06/19 10367	201912 320-57200-45000		*	1,585.00	
		INSUR UPDATE SITE VISIT					
				EGIS INSURANCE ADVISORS, LLC			1,585.00 001746
1/31/20	00099	11/19/19 8460867	201911 320-57200-43200		*	40.00	
		NOV PEST CONTROL					
				FLORIDA PEST CONTROL			40.00 001747
1/31/20	00099	1/21/20 8483737	202001 320-57200-43200		*	40.00	
		JAN PEST CONTROL					
				FLORIDA PEST CONTROL			40.00 001748
				RDGE --RIDGEWOOD-- BPEREGRINO			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/31/20	00099	12/12/19 8472078	201912 320-57200-43200	DEC PEST CONTROL	*	40.00	
				FLORIDA PEST CONTROL			40.00 001749
1/31/20	00064	12/30/19 12302019	201912 320-57200-34500	12/23/19 SECURITY SERVICE	*	120.00	
		12/30/19 12302019	201912 320-57200-34500	12/24/19 SECURITY SERVICE	*	120.00	
				KEITH A. SMITH			240.00 001750
1/31/20	00082	1/26/20 01262020	202001 320-57200-34500	1/20/20 SECURITY SERVICES	*	120.00	
		1/26/20 01262020	202001 320-57200-34500	1/21/20 SECURITY SERVICES	*	120.00	
				MATTHEW MCREE			240.00 001751
1/31/20	00039	1/15/20 229	201912 320-57200-46100	DEC GEN FACIL MAINTENANCE	*	839.00	
		1/15/20 229	201912 330-53800-46000	DEC REPAIR/MAINT-FIELD	*	2,107.00	
		1/15/20 229	201912 320-57200-52200	DEC JANITORIAL SUPPLIES	*	46.00	
		1/15/20 229	201912 320-57200-52100	DEC POOL CHEMICALS	*	32.64	
		1/15/20 229	201912 320-57200-60000	DEC FITNESS CENTER IMPROV	*	1,163.00	
				RIVERSIDE MANAGEMENT SERVICES, INC.			4,187.64 001752
TOTAL FOR BANK A						49,658.31	
TOTAL FOR REGISTER						49,658.31	

45413  
adreceipt

**CLAY  
TODAY**

3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200

**Recorder**  
Not your average newspaper, not your average recorder.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8631

## Advertising Invoice

**RIDGEWOOD TRAILS C.D.D.**  
475 W TOWN PL # 114  
SAINT AUGUSTINE, FL 32092

Cust#: 503014  
Ad#: 307247  
Phone#: 904-940-5850  
Date: 12/17/2019

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 4.90

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	12/26/2019	12/26/2019	1	66.15	66.15

### Payment Information:

Date:	Order#	Type
12/17/2019	307247	BILLED ACCOUNT

Total Amount: 66.15

Tax: 0.00

Amount Due: 66.15

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

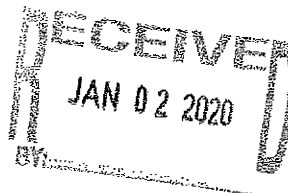
### Ad Copy

**Notice of Meeting**  
Ridgewood Trails  
Community Development  
District

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District will be held on Wednesday, January 8, 2020 at 1:30 p.m. at the Courtyard by Marriott, 810 Wells Road, Orange Park, Florida 32073. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the

V-15 (A)  
1,310, 573, 480



PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA**  
**COUNTY OF CLAY:**

Before the undersigned authority personally appeared  
 Jon Cantrell, who on oath says that he is the publisher of the  
 "Clay Today" a newspaper published weekly at Orange Park in  
 Clay County, Florida; that the attached copy of advertisement  
 being a

**NOTICE OF MEETING**

in the matter of

**JANUARY MEETING**

**LEGAL: 45413 ORDER: 307246**

was published in said newspaper in the issues:

**12/26/2019**

Affiant further says that said "Clay Today" is a newspaper published  
 at Orange Park, in said Clay County, Florida, and that the said newspaper  
 has heretofore been continuously published in said Clay County, Florida,  
 weekly, and has been entered as Periodical material matter at the post  
 office in Orange Park, in said Clay County, Florida, for period of one  
 year next proceeding the first publication of the attached copy of  
 advertisement; and affiant further says that he has neither paid nor promised  
 any person, firm or corporation any discount, rebate, commission or  
 refund for the purpose of securing this advertisement for publication in  
 the said newspaper.



Sworn to me and subscribed before me 12/26/2019.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**Notice of Meeting  
 Armstrong Community  
 Development District**

The regular meeting of the Board of  
 Supervisors of the Armstrong  
 Community Development District  
 will be held on Thursday, January 9,  
 2020 at 3:30 p.m. at the Plantation  
 Oaks Amenity Center, 845 Oakleaf  
 Plantation Parkway, Orange Park,  
 Florida 32065. The meeting is open  
 to the public and will be conducted  
 in accordance with the provisions of  
 Florida Law for Community  
 Development Districts. A copy of the  
 agenda for this meeting may be  
 obtained from the District Manager,  
 at 475 West Town Place, Suite 114,  
 St. Augustine, FL 32092 (and phone  
 (904) 940-5850). This meeting may be  
 continued to a date, time, and place  
 to be specified on the record at the  
 meeting. There may be occasions  
 when one or more Supervisors will  
 participate by telephone.

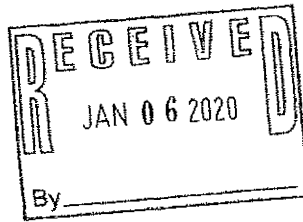
Any person requiring special  
 accommodations at this meeting  
 because of a disability or physical  
 impairment should contact the  
 District Office at (904) 940-5850 at  
 least two calendar days prior to the  
 meeting. If you are hearing or speech  
 impaired, please contact the Florida  
 Relay Service at 1-800-955-8770 for  
 aid in contacting the District Office.  
 Each person who decides to appeal  
 any action taken at these meetings is  
 advised that person will need a  
 record of the proceedings and that  
 accordingly, the person may need to  
 ensure that a verbatim record of the  
 proceedings is made, including the  
 testimony and evidence upon which  
 such appeal is to be based.

James Perry  
 District Manager  
 Legal 45413 published Dec 7, 2019  
 in Clay County's Clay Today  
 newspaper

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Bill To:  
Ridgewood Trails CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

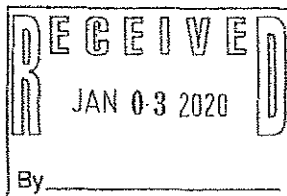


Invoice #: 201  
Invoice Date: 1/1/20  
Due Date: 1/1/20  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - January 2020	1,310, 513, 340	3,416.67	3,416.67
Dissemination Agent Services - January 2020	11-813	83.33	83.33
Office Supplies	570	12.68	12.68
Postage	425	8.51	8.51
Copies	425	171.00	171.00
V-3 (A)			
Total			\$3,692.19
Payments/Credits			\$0.00
Balance Due			\$3,692.19



3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253



## INVOICE

Invoice #	477618
Account #	718416
Invoice Date	1/1/2020
Due Date	1/11/2020
Rep	ERW

<b>Bill To</b> RIDGEWOOD TRAILS CDD 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092
--

Invoice Questions: Lakes@lakedoctors.com Payment Questions: Payments@lakedoctors.com
---

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R)  <i>C. Hall 1/3/20</i> <i>Lake Maint.</i> <i>1,330.53800, 46400</i> <i>V-42</i> <i>(A)</i>  <b>Customer Total Balance \$1,344.00</b>	672.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$672.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b> RIDGEWOOD TRAILS CDD 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092
--

Amount Enclosed
-----------------

Invoice #	477618
Account #	718416
Date	1/1/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

The Lake Doctors, Inc.  
3543 State Road 419  
Winter Springs, FL 32708

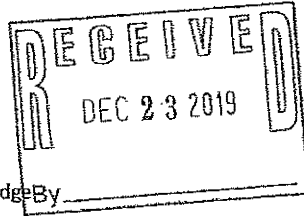


IF PAYING BY CREDIT CARD, FILL OUT BELOW	
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa <input type="checkbox"/> American Express
Card #	_____
Card Verification #	_____
Exp. Date #	_____
Print Name	_____
Billing Address:	_____ Check box if same as above
Signature	_____



**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: DECEMBER 23, 2019  
WEEK OF: 12/15/19-12/21/19

**TO:**

Ridgewood Trails CDD aka Azalea Ridge  
Maggie Phillips  
5385 N. Nob Hill Road  
Sunrise, FL 33351

**FOR:**

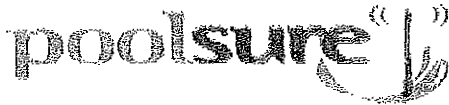
Azalea Ridge  
and  
Brian Stephens

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
12/16/19	MATTHEW MCREE	1730-2130	4	30.00	120.00
12/17/19	MATTHEW MCREE	1745-2145	4	30.00	120.00
TOTAL					\$240.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

V.82 (A)  
1,320,572.845



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 1/1/2020

Invoice # 131295590480

Terms	Net 20
Due Date	1/21/2020
PO #	
Customer #	13AZA025

<b>Bill To</b> RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	<b>Ship To</b> Azalea Ridge by DR Horton 1667 Azalea Ridge Blvd Middleburg FL 32068
--	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate  <i>C. Hall 1/3/20</i> <i>pool chemicals</i> <i>1. 320. 57200. 52100</i> <i>V-950</i> <div>RECEIVED JAN 03 2020 By _____</div>	1	ea	720.00

A prepayment discount of 5% is available if the entire amount for 2020 is paid by December 31st, 2019. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

Total Amount Due 720.00 \$720.00

## Remittance Slip

Customer  
13AZA025  
Invoice #  
131295590480

Amount Due \$720.00

Amount Paid \_\_\_\_\_

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295590480

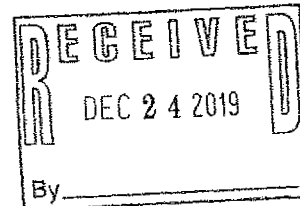
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
10/1/2019	218

Bill To
Ridgewood Trails CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - October 2019 320,572,3420	832.00	832.00
	Pool Maintenance Services - October 2019 320,572,4650	1,325.83	1,325.83
	Operations Management Services - October 2019 320,538,3400	1,768.17	1,768.17
	Facility Management Services - October 2019 - 320-672.462	4,833.33	4,833.33
	Bern Please create GL code		
	V-89 (A)		
Total			\$8,759.33

RW  
10,2,19

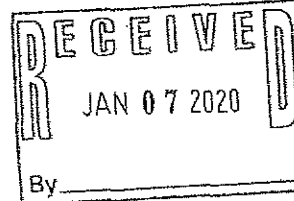
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
1/1/2020	228

Bill To
Ridgewood Trails CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - January 2020 320,572,3420	832.00	832.00
	Pool Maintenance Services - January 2020 320,572,4650	1,325.83	1,325.83
	Operations Management Services - January 2020 330,538,3400	1,768.17	1,768.17
	Facility Management Services - January 2020 320,572,4620	4,833.33	4,833.33
	V-39 (A)		
Total			\$8,759.33

RMW  
1.6.20



# Tree Amigos

Outdoor Services

## Invoice

Invoice#: 12191

Date: 10/31/2019

**Billed To:** Governmental Management Services, LLC  
475 West Town Place Suite 114  
St. Augustine FL 32092

**Project:** Ridgewood Trails CDD O/S  
475 West Town Place Suite 114  
World Golf Village  
St. Augustine FL 32092

Description	Quantity	Price	Ext Price
Location: Southside Entry - Blanding Blvd. Keep Pine Trees cut down & left in natural area Tree Tech to do work Job #TAOS 191030-1	1.00	650.00	650.00

### Notes:

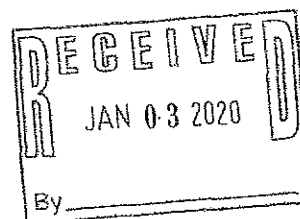
12-11-19 Completed per Doug Hill  
11-13-19 See P.O. #14437 issued to Tree Tech  
10-31-19 Signed approval received-work order issued  
10-31-19 See attached Tree Tech quote  
10-29-19 Emailed in by Jim Proctor & quoted

Invoice Total: \$650.00

*C. Hall 1/3/20*  
*Landscape Contingency*

*1,330.53800.46300*

*✓ 91 (A)*





## Invoice

Invoice#: 12193

Date: 10/31/2019

**Billed To:** Governmental Management Services, LLC  
475 West Town Place Suite 114  
St. Augustine FL 32092

**Project:** Ridgewood Trails CDD O/S  
475 West Town Place Suite 114  
World Golf Village  
St. Augustine FL 32092

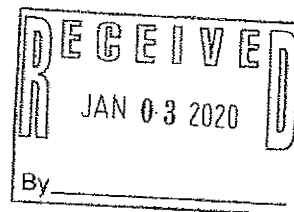
Description	Quantity	Price	Ext Price
Location: Playground Schillings 3GL	32.00	12.00	384.00

**Notes:**

12-11-19 Completed per Doug Hill  
10-29-19 Emailed in by Jim Proctor-emailed quote to Chris Hall  
10-31-19 Signed approval received-Work Order Issued

**Invoice Total: \$384.00**

*C. Hall 1/3/20*  
*Landscape Contingency*  
*1.330.53800.46300*  
*V.91 (A)*





# Tree Amigos

Outdoor Services

## Invoice

Invoice#: 12192

Date: 12/27/2019

**Billed To:** Governmental Management Services, LLC  
475 West Town Place Suite 114  
St. Augustine FL 32092

**Project:** Ridgewood Trails CDD O/S  
475 West Town Place Suite 114  
World Golf Village  
St. Augustine FL 32092

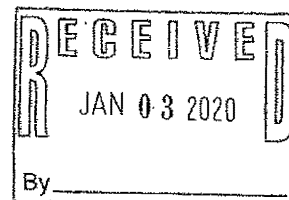
Description	Quantity	Price	Ext Price
Location; Entry and Long Bay Palm Trees			
Remove Stumps, replace Washingtonia Palm Trees-12' clear trunk	2.00	375.00	750.00
Equipment	1.00	300.00	300.00
Dump Fee	1.00	200.00	200.00
Delivery	1.00	100.00	100.00

**Notes:**

10-29-19 Emailed in by Jim P. and quoted to Chris Hall  
10-31-19 Signed approval received and work order issued

**Invoice Total: \$1,350.00**

*C. Hall 1/3/20*  
*Landscape Contingency*  
*1,380.53800.46300*  
*V-91 (A)*



5000-18 Highway 17 No. 235 Fleming Island, FL 32003 Office: (904) 778-1030 Fax: (904) 778-1045

Email: mrich@treeamigosoutdoor.com Website: www.TreeAmigosOutdoor.com

Page  
1 of 1



# Tree Amigos

Outdoor Services

## Invoice

Invoice#: 12437

Date: 12/30/2019

**Billed To:** Governmental Management Services, LLC  
475 West Town Place Suite 114  
St. Augustine FL 32092

**Project:** Ridgewood Trails CDD  
475 West Town Place Suite 114  
St. Augustine FL 32092

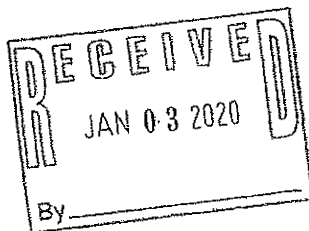
---

Description	Quantity	Price	Ext Price
Dec Monthly Landscaping Maintenance Services	1.00	4,282.32	4,282.32

**Notes:**

THANK YOU FOR YOUR BUSINESS!

Invoice Total: \$4,282.32



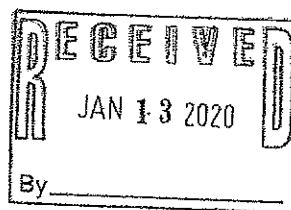
*C. Hall 1/3/20*  
*Landscape Maint.*  
*1,330.53800.46200*  
*V-91 (A)*



# COURTYARD®

BY MARRIOTT

Courtyard by Marriott® Cy Jacksonville Orange Park  
610 Wells Rd, Orange Park, FL 32073 P 904.854.1500  
Marriott.com/JAXCO



Ridgewood Trails Cdd  
Xx  
Xx FL 32073  
Ridgewood Trails Cdd

Room: FNC  
Room Type: HSE  
Number of Guests: 0  
Rate: \$0.00  
Clerk: CLW

Arrive: 08Jan20 Time: 03:23PM Depart: 10Jan20 Time: 03:13PM Folio Number: F5545

DATE	DESCRIPTION	CHARGES	CREDITS
08Jan20	Board Room	125.00	
08Jan20	Meeting Room Tax	8.75	
10Jan20	Tax Exempt- Room		8.75

BALANCE: 125.00

1.310.573.601 43 (A)

As a Marriott Bonvoy Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

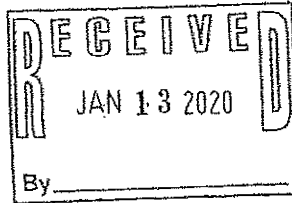
See our "Privacy & Cookie Statement" on Marriott.com.

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Bring the Courtyard sleep experience home with you. Visit ShopCourtyard.com.

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: JANUARY, 13 2020  
WEEK OF: 01-5-20 -01-12-20

**TO:**  
Ridgewood Trails CDD aka Azalea Ridge  
Bernadette Peregrino  
435 West Town Place Ste 114  
St Augustine, FL 32092

**FOR:**  
Azalea Ridge  
and  
Chris Hall

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01/06/20	Edgar Howell 63	1800-2200	4	30.00	120.00
TOTAL					120.00

**Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Angel Albritton.**

THANK YOU FOR YOUR BUSINESS!

1,320,572,345 (A)

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

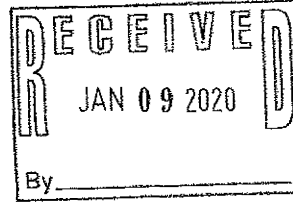
V-8 4  
1, 310, 513, 815.

## STATEMENT

December 31, 2019

Ridgewood Trails Community Development District  
c/o Jim Oliver, District Manager  
GOVERNMENTAL MANAGEMENT SERVICES, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 112077  
Billed through 11/30/2019



### General Counsel / Monthly Meeting

RIDGE 00001 KSB

### FOR PROFESSIONAL SERVICES RENDERED

11/08/19	KEM	Prepare and send Capitol Conversations newsletter.	0.10 hrs
11/27/19	KSB	Perform meeting follow up.	0.60 hrs
Total fees for this matter			\$177.50

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50
Buchanan, Katie S.	0.60 hrs	275 /hr	\$165.00

TOTAL FEES \$177.50

TOTAL CHARGES FOR THIS MATTER \$177.50

### BILLING SUMMARY

Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50
Buchanan, Katie S.	0.60 hrs	275 /hr	\$165.00

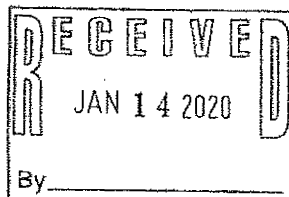
TOTAL FEES \$177.50

TOTAL CHARGES FOR THIS BILL \$177.50

Please include the bill number on your check.



3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253



# INVOICE

Invoice #	460226
Account #	718416
Invoice Date	10/1/2019
Due Date	10/11/2019
Rep	ERW

<b>Bill To</b>
RIDGEWOOD TRAILS CDD 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided	
	NET 10 DAYS		
Item	Description	Amount	
	Monthly Water Management Service (R)	672.00	
		<i>V- 42 (A)</i> <i>1,330,538, 1/5/1</i>	
		<b>Customer Total Balance \$1,344.00</b>	
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice</b>	<b>\$672.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
RIDGEWOOD TRAILS CDD 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092

Amount Enclosed

Invoice #	460226
Account #	718416
Date	10/1/2019

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

The Lake Doctors, Inc.  
3543 State Road 419  
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
____ Mastercard	____ Visa
Card # _____	____ American Express
Card Verification # _____	
Exp. Date # _____	
Print Name _____	
Billing Address: _____	Check box if same as above
Signature _____	

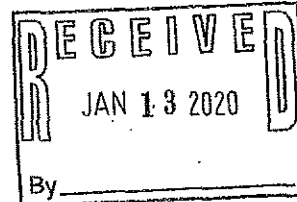
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
12/17/2019	227

Bill To
Ridgewood Trails CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance November 1 - November 30, 2019 Maintenance Supplies <i>V-38A</i>	2,409.39 814.10	2,409.39 814.10
	Gen. Facility Maint. - Amenity 320,572,4610 \$ 833.00		
	R/M - Field 330,538,4600 \$ 1416.00		
	Janitorial Supplies 320,572,5220 \$ 80.49		
	Pool Chemicals 320,572,5210 \$ 76.00		
	Capital Improvements (Holiday Decor & lighting) <u>032,600 53800,6000</u> \$ 818.00		
		$\Sigma = 2405.49$	
Total			<del>83,223.49</del>

RMW  
12, 18, 19

RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF NOVEMBER 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/19	3	C.P.	Removed debris around pool deck, parking lot, playground and common areas, checked and changed trash receptacles on pool deck and playground
11/4/19	3	B.M.	Removed debris in all common areas, reset fountain and light in lake, tightened swing set top bar, playground inspection, cleaned boards
11/6/19	8	B.M.	Removed debris in all common areas, repaired exit button on small pool, painted white cap of entry sign main entry (Blanding), painted white cap of entry sign (Long Bay)
11/7/19	2	B.M.	Repaired loose stone on entry sign (Blanding entry), replaced men's restroom sign at pool restroom, removed debris in all common areas
11/11/19	2	B.M.	Checked and changed all trash receptacles on common areas, pool deck and park, removed debris in all common areas, repacked pool gate by replacing hinges, inspected small pool gate, cleaned windows
11/13/19	2	L.F.	Picked up pool supplies
11/15/19	2	C.P.	Removed debris around pool deck, parking lot, playground and common areas, checked and changed trash receptacles on pool deck and playground
11/15/19	3	L.F.	Checked all Christmas lights, inspected button on front gate, replaces light bulbs in bathroom
11/18/19	2	B.M.	Reset timer on fountain in lake, removed debris in common areas, checked and changed all trash receptacles in common areas and pool deck, tightened toilet seat in ladies room
11/21/19	8	B.M.	Started to set up Christmas decorations, repaired stones on big sign on landing, removed graffiti off playground, removed debris in all common areas
11/21/19	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
11/21/19	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
11/21/19	8	L.F.	Installed Christmas lights, cleaned and organized storage closets, picked up supplies
11/22/19	8	L.F.	Hung hooks on post for life rings, painted hook and post, picked up supplies, prepped and painted push button post for front gate, light inspection, changed light in bathroom, inspected playground for loose or faulty equipment and graffiti
11/22/19	2	C.P.	Removed debris around amenity center, parking lot, playground and common area, checked and changed trash receptacles on pool deck and playground
11/25/19	2	B.M.	Removed debris in common areas, checked and changed all trash receptacles on pool deck, installed new Christmas lights on back sign
11/29/19	2	C.P.	Removed debris around parking lot, amenity center, playground and common areas, checked and changed trash receptacles at playground

TOTAL 65

MILES 302

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS				
	10/25/19	Generator for Lights	134.25	C.H.
	11/11/19	Hinge Gate D&D Black 2 pk	36.49	B.M.
	11/13/19	Chlorine Gallon (11)	66.79	L.F.
	11/21/19	Wire Rope	4.31	L.F.
	11/21/19	Clampset	6.99	L.F.
	11/21/19	Mini LED Lights	10.33	L.F.
	11/21/19	Pad Lock 3pk	36.77	L.F.
	11/21/19	John Deere Gator/Trailer Rental	70.00	R.W.
	11/21/19	Contractor Trash Bags	22.94	R.W.
	11/21/19	Gas for John Deere Gator	7.60	R.W.
	11/22/19	Hanging Bracket	3.43	L.F.
	11/22/19	Broom & Dustpan	12.62	L.F.
	11/22/19	Sheet Metal Screw	1.36	L.F.
	11/22/19	Rugged Reacher	34.48	C.P.
	11/22/19	Rake	18.38	C.P.
	12/4/19	Acetone	9.17	C.P.
	12/4/19	Disposable Gloves 50ct	6.72	C.P.
	12/4/19	Pro Gloss White Gallon	34.48	C.P.
	12/4/19	Short Cut Brush	6.75	C.P.
	12/4/19	Towels	9.18	C.P.
	12/4/19	Roller Trays (2)	4.30	C.P.
	12/4/19	White Foam 4" mini 2pk	5.72	C.P.
	12/5/19	Light Clips (2)	9.15	C.P.
	12/5/19	LED Christmas Lights (6)	206.86	B.M.
	12/5/19	60' Extension Cord (2)	34.22	B.M.
	12/5/19	Photo Sensor Auto Timers (2)	22.93	B.M.

TOTAL \$814.10

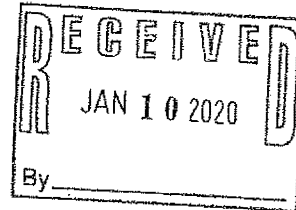
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
12/1/2019	224

Bill To
Ridgewood Trails CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - December 2019 320,572,3420	832.00	832.00
	Pool Maintenance Services - December 2019 320,572,4650	1,325.83	1,325.83
	Operations Management Services - December 2019 330,538,3400	1,768.17	1,768.17
	Facility Management Services - December 2019 320,572,4620	4,833.33	4,833.33
	V-39 (A)		
Total			\$8,759.33

RAW  
12.2.19





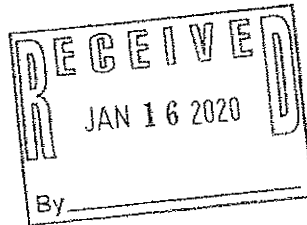
Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI09431  
Invoice Date: 1/16/2020  
Page: 1

Attn: Fiscal - Accounts Receivable

Bill  
To: RIDGEWOOD TRAILS CDD  
1408 HAMLIN AVE  
UNIT E  
SAINT CLOUD, FL 34771  
BERNADETTE PEREGRINO

Ship  
To: RIDGEWOOD TRAILS CDD  
1408 HAMLIN AVE  
UNIT E  
SAINT CLOUD, FL 34771  
BERNADETTE PEREGRINO



Due Date 1/31/2020  
Terms Net 15 Days

Customer ID C0000575  
P.O. Number  
P.O. Date 1/16/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-DECEMBER 2019		28	28	5.00	140.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00

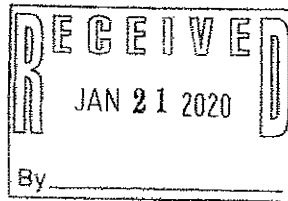
V70 (A)  
1.320.572.345

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 240.00

Subtotal: 240.00  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 240.00

RIDGEWOOD TRAILS CDD	12/5/2019	6445	SMITH, KEITH A.	4.00
RIDGEWOOD TRAILS CDD	12/6/2019	6375	HOWELL, JR., EDGAR W.	4.00
RIDGEWOOD TRAILS CDD	12/13/2019	6375	HOWELL, JR., EDGAR W.	4.00
RIDGEWOOD TRAILS CDD	12/16/2019	7665	MCREE, MATTHEW	4.00
RIDGEWOOD TRAILS CDD	12/17/2019	7665	MCREE, MATTHEW	4.00
RIDGEWOOD TRAILS CDD	12/23/2020	6445	SMITH, KEITH A.	4.00
RIDGEWOOD TRAILS CDD	12/24/2019	6445	SMITH, KEITH A.	4.00
			TOTAL	28.00

P.O. Box 548  
Green Cove Springs, FL 32043



INVOICE DATE: JANUARY 21 2020  
WEEK OF: 1-12-20 TO -1-18-20

FOR:  
Azalea Ridge

82 (A)  
1,320,572.345

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01-13-20	MATTHEW MCREE	1725-2145	5	30.00	150..00
01-14-20	MATTHEW MCREE	1730-2130	4	30.00	120.00
TOTAL					270.00

**THANK YOU FOR YOUR BUSINESS!**

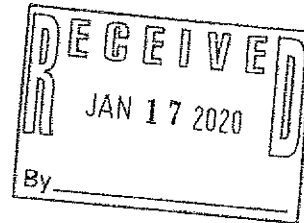
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
12/11/2019	226

Bill To
Ridgewood Trails CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Christmas Event - 12/7/19  V-39 (A) 1,822.572.495	710.03	710.03
Total			\$710.03

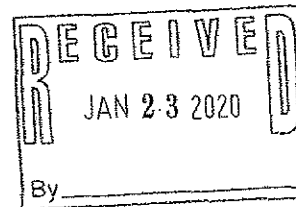
# Invoice

ADELCO  
ELECTRIC INC  
PO Box 309  
Middleburg FL 32050  
904 759-6408

Date	Invoice #
1/14/2020	009

Adelcoelectric@comcast.net

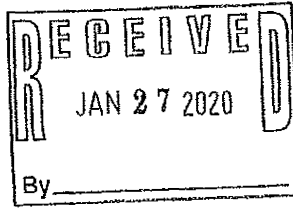
Bill To Ridgewood Trails CDD  
Riverside Management services  
9655 Florida Mining Blvd.  
Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Install receptacle for TV.	0.00	
	Material	16.00	16.00
	Labor	125.00	125.00
<p><i>C. Hadr 1/23/20</i> <i>Repairs + Maint.</i> <i>1. 320.57200. 46000</i> <i>gsta</i></p>			
		<b>Total</b>	<b>\$141.00</b>

P.O. Box 548  
Green Cove Springs, FL 32043



INVOICE DATE: JANUARY 26 2020  
WEEK OF: 1-19 -20 TO -1-25 -20

FOR:  
Azalea Ridge

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01-20-20	MATTHEW MCREE	1000-1400	4	30.00	120.00
01-21-20	MATTHEW MCREE	1000-1400	4	30.00	120.00
01-24-20	EDGAR HOWELL 63	1800-2100	3	30.00	90.00
TOTAL					330.00

**THANK YOU FOR YOUR BUSINESS!**

(A) 1, 322, 572, 845



# INVOICE

Customer	Ridgewood Trails Community Development District
Acct #	291
Date	01/22/2020
Customer Service	Kristina Rudez
Page	1 of 1

Ridgewood Trails Community Development District  
c/o Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Payment Information	
Invoice Summary	\$ 1,585.00
Payment Amount	
Payment for	Invoice#10367
100119143	

Thank You

Please detach and return with payment



Customer: Ridgewood Trails Community Development District

Invoice	Effective	Transaction	Description	Amount
10367	12/06/2019	Policy change	Policy #100119143 10/01/2019-10/01/2020 Florida Insurance Alliance Package - Site Visit update Sched Due Date: 1/22/2020  1-32.572.45 29 A  <div style="border: 1px solid black; padding: 5px; display: inline-block;">             RECEIVED              JAN 23 2020              By _____           </div>	1,585.00
				<b>Total</b>
				\$ 1,585.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC	(321)233-9939	Date
Lockbox 234021 PO Box 84021	sclimer@egisadvisors.com	01/22/2020
Chicago, IL 60689-4002		

527



2820 Spring Glen Rd  
Jacksonville FL 32207  
(904) 396-5805  
www.flapest.com

## TECHNICIAN NOTES:

42.80

V-93 (A)

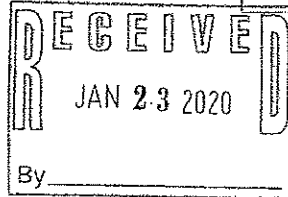
NT NSC NS NL NCG

RT.	DAY	ACCOUNT NO.	DATE SERVICED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.	TODAY'S CHARGE
7	32	RI0258- 1	11/19/19				846086 7	P370	40.00
Non-Taxable		CLAY		ZONE MDG		TYPE 22 M			\$40.00

## MAIL INVOICE

RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

F



C. Clark 1/23/20  
Maint.  
1.320.57200.4600 432  
CUSTOMER SIGNATURE

F

2820 Spring Glen Rd  
Jacksonville FL 32207  
(904) 396-5805  
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KEEP THIS PORTION FOR YOUR RECORDS

Scientific Pest Control

DIRECTED BY GRADUATE ENTOMOLOGISTS

RT.	DAY	ACCOUNT NO.	DATE SERVICED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.
7	32	RI0258- 1	11/19/19				846086 7	P370
				PREVIOUS BALANCE		TODAY'S CHARGE		BALANCE DUE
				42.80		40.00		
								11/07/19

CDD  
E BLVD

PAYMENTS ON OTHER CHARGES MADE AFTER  
ARE NOT INCLUDED IN BALANCES ABOVE.

## MAIL INVOICE

RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

## CLAY

## TODAY'S SERVICE:

- ☒ Inspected / treated around windows, eaves,  
door facings and all entry points.  
☒ Inspected / treated around perimeter of structure.

- ☒ Inspected / treated for control of rats  
and / or mice.  
☒ Cobweb cleaning.

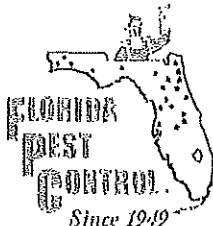
- ☐ Inspected / treated around  
garage and utility room.

## COMMENTS:

Inspection and treatment of all exterior entry points.  
Interior inspection and treatment as needed.

Thanks  
Rhianon

PLEASE PAY THE TECHNICIAN AT THE TIME OF SERVICE OR RETURN THIS PORTION WITH YOUR PAYMENT

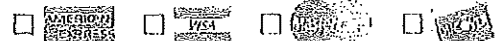


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Jacksonville FL 32207  
(904) 396-5805  
www.flapest.com

MAIL INVOICE  
RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

## Payment Information

- ☐ I'm enclosing a check or money order, payable to  
Florida Pest Control & Chemical Co.



Card number \_\_\_\_\_

Expires \_\_\_\_\_

Cardholder \_\_\_\_\_  
(please print name exactly as it appears on card)

Signature \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Invoice No. 846086 7

Account No. RI0258 - 1

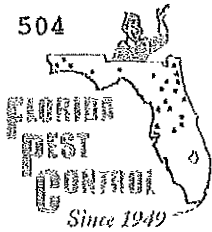
Amount Enclosed \$ \_\_\_\_\_

MOSS MAY ADD BEAUTY TO YOUR TREES,  
BUT TOO MUCH MAY BE UNSIGHTLY  
AND UNHEALTHY FOR THE TREE.

CALL US FOR A FREE INSPECTION.



504



2820 Spring Glen Rd  
Jacksonville FL 32207  
(904) 396-5805  
www.flapest.com

TECHNICIAN NOTES:

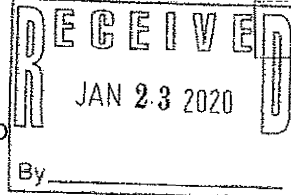
40.00

NT NSC NS NL NCG

RT.	DAY	ACCOUNT NO.	DATE SERVICED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.	TODAY'S CHARGE
7	32	RI0258- 1	12/ 12 /19				847207 8	P370	40.00
Tax-Exempt# 858013571499C6 CLAY							ZONE MDG	TYPE 22 M	\$40.00

MAIL INVOICE

RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL



C. Ham 1/23/20  
maah  
1. 320. 57200. 46000 432  
CUSTOMER SIGNATURE

F

F



2820 Spring Glen Rd  
Jacksonville FL 32207  
(904) 396-5805  
www.flapest.com

KEEP THIS PORTION FOR YOUR RECORDS

Scientific Pest Control

DIRECTED BY GRADUATE ENTOMOLOGISTS

RT.	DAY	ACCOUNT NO.	DATE SERVICED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.
7	32	RI0258- 1	12/ 12 /19				847207 8	P370
				PREVIOUS BALANCE		TODAY'S CHARGE		BALANCE DUE
				40.00		40.00		
				12/05/19				

PAYMENTS OR OTHER CHARGES MADE AFTER  
ARE NOT INCLUDED IN BALANCES ABOVE.

CLAY

TODAY'S SERVICE: ☒ Inspected / treated around windows, eaves,  
door facings and all entry points.  
☒ Inspected / treated around perimeter of structure.

☒ Inspected / treated for control of rats  
and/or mice.  
☒ Cobweb cleaning.

☐ Inspected / treated around  
garage and utility room.

COMMENTS:

Thanks!

Inspection and treatment applied to prevent insect entry.  
Interior inspection and treatment as needed.

Rhannon

PLEASE PAY THE TECHNICIAN AT THE TIME OF SERVICE OR RETURN THIS PORTION WITH YOUR PAYMENT

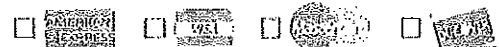


2820 Spring Glen Rd  
Jacksonville FL 32207  
(904) 396-5805  
www.flapest.com

MAIL INVOICE  
RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

## Payment Information

☐ I'm enclosing a check or money order, payable to  
Florida Pest Control & Chemical Co.



Card number \_\_\_\_\_

Expires \_\_\_\_\_

Cardholder \_\_\_\_\_  
(please print name exactly as it appears on card)

Signature \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Invoice No. 847207 8

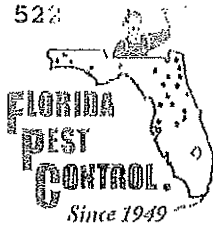
Account No. RI0258 - 1

Amount Enclosed \$ \_\_\_\_\_

THANK YOU FOR CHOOSING  
FLORIDA PEST CONTROL  
WE APPRECIATE YOUR BUSINESS AND  
THE CONFIDENCE YOU HAVE PLACED IN US.

MAY YOU AND YOUR FAMILY HAVE A  
HAPPY AND SAFE HOLIDAY SEASON.

522



2820 Spring Glen Rd  
Jacksonville FL 32207  
(904) 396-5805  
www.flapest.com

TECHNICIAN NOTES:

80.00

V-93A

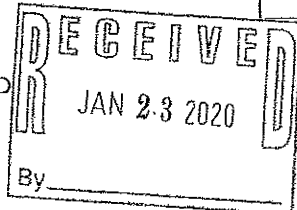
NT NSC NS NL NCG

RT.	DAY	ACCOUNT NO.	DATE SERVICED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.	TODAY'S CHARGE
7	32	RI0258- 1	01/ 21 /20				848373 7	P370	40.00
Tax-Exempt# 858013571499C6 CLAY							ZONE MDG	TYPE 22 M	\$40.00

## MAIL INVOICE

RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

F



C. Hall 1/23/20  
Main  
1. 320. 57200. 46000 432

CUSTOMER SIGNATURE

F

2820 Spring Glen Rd  
Jacksonville FL 32207  
(904) 396-5805  
www.flapest.com

KEEP THIS PORTION FOR YOUR RECORDS

Scientific Pest Control

DIRECTED BY GRADUATE ENTOMOLOGISTS

RT.	DAY	ACCOUNT NO.	DATE SERVICED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.
7	32	RI0258- 1	01/ 21 /20				848373 7	P370
							PREVIOUS BALANCE	TODAY'S CHARGE
							80.00	40.00
							BALANCE DUE	
							1/07/20	

## MAIL INVOICE

RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

CLAY

PAYMENTS OR OTHER CHARGES MADE AFTER  
ARE NOT INCLUDED IN BALANCES ABOVE.

TODAY'S SERVICE:

- ☒ Inspected / treated around windows, eaves,  
door facings and all entry points.  
☐ Inspected / treated around perimeter of structure.

- ☒ Inspected / treated for control of rats  
and / or mice.  
☒ Cobweb cleaning.

- ☐ Inspected / treated around  
garage and utility room.

COMMENTS:

See you next month :)  
Inspection and treatment of all exterior entry points.  
Interior inspection and treatment as needed.

Thanks!

Rhannon

PLEASE PAY THE TECHNICIAN AT THE TIME OF SERVICE OR RETURN THIS PORTION WITH YOUR PAYMENT

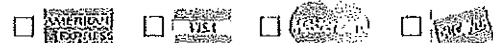


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(904) 396-5805  
www.flapest.com

MAIL INVOICE  
RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

## Payment Information

- ☐ I'm enclosing a check or money order, payable to  
Florida Pest Control & Chemical Co.



Card number

Expires

Cardholder

(please print name exactly as it appears on card)

Signature

Phone

E-mail

Invoice No. 848373 7

Account No. RI0258 - 1

Amount Enclosed \$

INSECTS LOVE TO BE  
IN A GUTTER FULL OF DEBRIS!

CALL US FOR A FREE  
COURTESY GUTTER PEST DEFENSE ESTIMATE!

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: DECEMBER 30, 2019  
WEEK OF: 12/22/19-12/28/19

**TO:**

Ridgewood Trails CDD aka Azalea Ridge  
Maggie Phillips  
5385 N. Nob Hill Road  
Sunrise, FL 33351

**FOR:**

Azalea Ridge  
and  
Brian Stephens

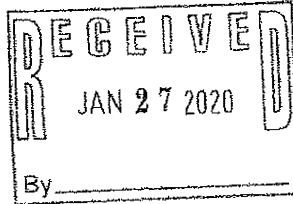
DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
12/23/19	KEITH SMITH 64		4	30.00	120.00
12/24/19	KEITH SMITH		4	30.00	120.00
TOTAL					\$240.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Angel Albritton.

THANK YOU FOR YOUR BUSINESS!

Ⓟ 1,300,572.815

P.O. Box 548  
Green Cove Springs, FL 32043



INVOICE DATE: JANUARY 26 2020  
WEEK OF: 1-19 -20 TO -1-25 -20

FOR:  
Azalea Ridge

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01-20-20	MATTHEW MCREE 82	1000-1400	4	30.00	120.00
01-21-20	MATTHEW MCREE	1000-1400	4	30.00	120.00
01-24-20	EDGAR HOWELL	1800-2100	3	30.00	90.00
TOTAL					330.00

**Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Alyssa Rosenbaum.**

**THANK YOU FOR YOUR BUSINESS!**

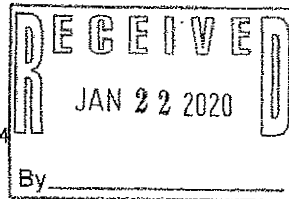
(A) 1,320,572,345

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 229  
Invoice Date: 1/15/2020  
Due Date: 1/16/2020  
Case:  
P.O. Number:

Bill To:  
Ridgewood Trails CDD  
475 West Town Place Suite 114  
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Facility Maintenance December 1 - December 31, 2019		3,420.10	3,420.10
Maintenance Supplies		767.54	767.54
Gen. Facility Maint. 320,572,4610		\$ 839. <sup>00</sup>	
R/Maint, - Field 330,538,4600		\$ 2107. <sup>00</sup>	
Janitorial Supplies 320,572,5220		\$ 46. <sup>00</sup>	
Pool Chemicals 320,572,5210		\$ 32. <sup>64</sup>	
Capital Improvements Cap. outlay. V-39 (A) 1,320,572.600		\$ 1163. <sup>00</sup>	
Total			\$4,187.64
Payments/Credits			\$0.00
Balance Due			\$4,187.64

RMW  
1,20,20

RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF DECEMBER 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/2/19	2.5	B.M.	Checked and changed all trash receptacles, removed debris around community, light inspection around amenity center, removed debris along Long Bay near and around entry signage
12/4/19	8	C.P.	Cleaned signs and painted post, picked up supplies
12/5/19	5	B.M.	Put lights on roof at amenity center and new building
12/5/19	5	C.P.	Installed Christmas lights around fitness center and social room
12/6/19	2.5	L.F.	Removed debris around amenity center and common areas, met with insurance members, blew leaves and debris off pool deck
12/9/19	2	B.M.	Scrubbed crayon off window sill, painted bike rack at park, checked and changed all trash receptacles on pool deck and park, removed debris in all common areas
12/11/19	3	L.F.	Installed holiday lights
12/12/19	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
12/12/19	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
12/13/19	2	C.P.	Removed debris along common areas and amenity center, checked and changed all trash receptacles on pool deck and playground
12/13/19	4	L.F.	Prepped walls in fitness center, painted walls in fitness center, picked up paint supplies
12/16/19	2	B.M.	Removed debris in all common areas, checked and changed all trash receptacles on pool deck and park, reset lake fountain
12/16/19	8	L.F.	Painted fitness center
12/17/19	8	L.F.	Painted fitness center
12/18/19	8	L.F.	Painted fitness center
12/19/19	6	L.F.	Prepped and painted vents on bathroom doors, painted fitness center door, installed vent in men's bathroom, checked GFI outlets at entrances
12/20/19	2	C.P.	Removed debris along common areas and amenity center, checked and changed all trash receptacles
12/20/19	5	L.F.	Replaced ground light fixtures at front entrance, picked up new fixtures, replaced lights in fitness center, cleaned ceiling fans in fitness center
12/23/19	2	B.M.	Dusted building for cobwebs, removed debris in common areas, checked and changed trash receptacles on pool deck and playground, cleaned entry to pool, fitness and restrooms, straightened pool furniture
12/26/19	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
12/26/19	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
12/30/19	2	B.M.	Checked and changed all trash receptacles, removed debris in community common areas
<b>TOTAL</b>	<u><u>93</u></u>		
<b>MILES</b>	<u><u>371</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 01/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS				
	12/6/19	Poolsure Chemical Fees	32.66	C.H.
	12/12/19	John Deere Gator/Trailer Rental	70.00	R.W.
	12/13/19	Paint Cup	3.42	L.F.
	12/13/19	Behr Paint 1 gallon	32.18	L.F.
	12/13/19	Short Cut Brush (2)	13.50	L.F.
	12/13/19	Spackling 1pt	7.13	L.F.
	12/13/19	Sanding Block	5.37	L.F.
	12/13/19	Clorox 32 oz (2)	7.52	C.P.
	12/16/19	Behr Paint 1 gallon	32.18	L.F.
	12/16/19	Short Cut Brush (2)	13.50	L.F.
	12/18/19	9x3/8" Roller Cover 3pk	11.70	L.F.
	12/19/19	Scotch Tape Blue	7.57	L.F.
	12/19/19	Painters Touch Spray Paint	4.58	L.F.
	12/19/19	Stripping Brush	3.42	L.F.
	12/20/19	6.5w LED Bulbs (2)	17.18	L.F.
	12/20/19	Wire Connectors	3.12	L.F.
	12/20/19	Shark Rocket Vacuum	171.35	L.F.
	12/20/19	15w LED Light Fixtures (3)	143.78	L.F.
	12/26/19	John Deere Gator/Trailer Rental	70.00	R.W.
	12/26/19	Contractor Trash Bags	22.94	R.W.
	12/26/19	Gas for John Deere Gator	18.97	R.W.
	12/30/19	Clorox 32 oz	4.45	B.M.
	1/2/20	Fire Ant Killer (3)	39.57	L.F.
	1/2/20	Short Cut Brush (2)	13.50	L.F.
	1/2/20	Replacement Toilet Paper Holder (2)	6.39	L.F.
	1/2/20	Gloss Black Paint Qt	11.48	L.F.
		TOTAL	<u>\$767.54</u>	

[illegible]

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
1/16/20	00024	12/17/19 227A HOLIDAY	201911 600-53800-60000 DECOR/LIGHTING	RIVERSIDE MANAGEMENT SERVICES, INC.	*	818.00	818.00 000004
TOTAL FOR BANK D						818.00	
TOTAL FOR REGISTER						818.00	

RDGE --RIDGEWOOD-- BPEREGRINO



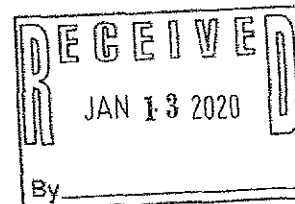
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
12/17/2019	227A

Bill To
Ridgewood Trails CDD 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance November 1 - November 30, 2019	2,409.39	2,409.39
	Maintenance Supplies	814.10	814.10
	Gen. Facility Maint. - Amenity 320,572,4610	\$ 833.00	
	R/M - Field 330,538,4600	\$ 1416.00	
	Janitorial Supplies 320,572,5220	\$ 80.49	
	Pool Chemicals 320,572,5210	\$ 76.00	
	Capital Improvements (Holiday Decor & Lighting) V-24 D 032,600.53800,6000	\$ 818.00	
Total			\$3,223.49

RMW  
12, 18, 19

RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF NOVEMBER 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/19	3	C.P.	Removed debris around pool deck, parking lot, playground and common areas, checked and changed trash receptacles on pool deck and playground
11/4/19	3	B.M.	Removed debris in all common areas, reset fountain and light in lake, tightened swing set top bar, playground inspection, cleaned boards
11/6/19	8	B.M.	Removed debris in all common areas, repaired exit button on small pool, painted white cap of entry sign main entry (Blanding), painted white cap of entry sign (Long Bay)
11/7/19	2	B.M.	Repaired loose stone on entry sign (Blanding entry), replaced men's restroom sign at pool restroom, removed debris in all common areas
11/11/19	2	B.M.	Checked and changed all trash receptacles on common areas, pool deck and park, removed debris in all common areas, repacked pool gate by replacing hinges, inspected small pool gate, cleaned windows
11/13/19	2	L.F.	Picked up pool supplies
11/15/19	2	C.P.	Removed debris around pool deck, parking lot, playground and common areas, checked and changed trash receptacles on pool deck and playground
11/15/19	3	L.F.	Checked all Christmas lights, inspected button on front gate, replaces light bulbs in bathroom
11/18/19	2	B.M.	Reset liner on fountain in lake, removed debris in common areas, checked and changed all trash receptacles in common areas and pool deck, lightened toilet seat in ladies room
11/21/19	8	B.M.	Started to set up Christmas decorations, repaired stones on big sign on landing, removed graffiti off playground, removed debris in all common areas
11/21/19	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
11/21/19	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
11/21/19	8	L.F.	Installed Christmas lights, cleaned and organized storage closets, picked up supplies
11/22/19	8	L.F.	Hung hooks on post for life rings, painted hook and post, picked up supplies, prepped and painted push button post for front gate, light inspection, changed light in bathroom, inspected playground for loose or faulty equipment and graffiti
11/22/19	2	C.P.	Removed debris around amenity center, parking lot, playground and common area, checked and changed trash receptacles on pool deck and playground
11/26/19	2	B.M.	Removed debris in common areas, checked and changed all trash receptacles on pool deck, installed new Christmas lights on back sign
11/29/19	2	C.P.	Removed debris around parking lot, amenity center, playground and common areas, checked and changed trash receptacles at playground

TOTAL 65MILES 302

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2008-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS				
	10/25/19	Generator for Lights	134.25	C.H.
	11/11/19	Hinge Gate D&D Black 2 pk	36.49	B.M.
	11/13/19	Chlorine Gallon (11)	66.79	L.F.
	11/21/19	Wire Rope	4.31	L.F.
	11/21/19	Clampset	6.99	L.F.
	11/21/19	Mini LED Lights	10.33	L.F.
	11/21/19	Pad Lock 3pk	36.77	L.F.
	11/21/19	John Deere Gator/Trailer Rental	70.00	R.W.
	11/21/19	Contractor Trash Bags	22.94	R.W.
	11/21/19	Gas for John Deere Gator	7.50	R.W.
	11/22/19	Hanging Bracket	3.43	L.F.
	11/22/19	Broom & Dustpan	12.62	L.F.
	11/22/19	Sheet Metal Screw	1.36	L.F.
	11/22/19	Rugged Reacher	34.48	C.P.
	11/22/19	Rake	18.98	C.P.
	12/4/19	Acetone	9.17	C.P.
	12/4/19	Disposable Gloves 50ct	6.72	C.P.
	12/4/19	Pro Gloss White Gallon	34.48	C.P.
	12/4/19	Short Cut Brush	6.75	C.P.
	12/4/19	Towels	9.18	C.P.
	12/4/19	Roller Trays (2)	4.30	C.P.
	12/4/19	White Foam 4" mini 2pk	5.72	C.P.
	12/5/19	Light Clips (2)	9.15	C.P.
	12/5/19	LED Christmas Lights (6)	206.86	B.M.
	12/5/19	60' Extension Cord (2)	34.22	B.M.
	12/5/19	Photo Sensor Auto Timers (2)	22.93	B.M.

TOTAL \$814.10