

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.

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.

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.


Secretary/Assistant Secretary


Chairman/Vice Chairman