

*Ridgewood Trails
Community Development District*

July 8, 2020

Ridgewood Trails
Community Development District

475 West Town Place, Suite 114, St. Augustine, Florida 32092
Phone: 904-940-5850 - Fax: 904-940-5899

July 1, 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, July 8, 2020 at 6:00 p.m. via Zoom. 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 May 6, 2020 Meeting
- VI. Consideration of Resolution 2020-08, Resetting the Public Hearing to Adopt the Fiscal Year 2021 Budget
- VII. Consideration of Resolution 2020-09, Resetting the Public Hearing to Adopt the Revised Rules of Procedure
- VIII. Acceptance of Fiscal Year 2019 Draft Audit Report
- IX. Public Hearing Adopting the Budget for Fiscal Year 2021
 - A. Consideration of Resolution 2020-10, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2021
 - B. Consideration of Resolution 2020-11, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2021
- X. Public Hearing Adopting the Revised Rules of Procedure, Resolution 2020-12
- XI. Consideration of Agreement with RMS for Fiscal Year 2021
- XII. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager – Discussion of Meeting Schedule for Fiscal Year 2021
 - D. Operation Manager – Report

- E. Amenity Manager
- XIII. Supervisor's Requests and Audience Comments
- XIV. Financial Reports:
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XV. Next Meeting Scheduled for: 09/02/20 @ 1:30 p.m. at the Azalea Ridge Amenity Center
- XVI. Adjournment

The fourth order of business is organizational matters. Enclosed is a resume for consideration. 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 May 6, 2020 meeting for your review and approval.

The sixth order of business is consideration of Resolution 2020-08, which is enclosed for your review.

The seventh order of business is consideration of Resolution 2020-09, which is enclosed for your review.

The eighth order of business is acceptance of the Fiscal Year 2019 Audit Report, which is enclosed for your review.

The ninth order of business is the public hearing to adopt the Fiscal Year 2021 budget, which is enclosed for your review along with a copy of Resolution 2020-10 and Resolution 2020-11.

The tenth order of business is the public hearing to adopt the revised Rules of Procedure, which are enclosed for your review along with a copy of Resolution 2020-12.

The eleventh order of business is consideration of RMS agreement, which is enclosed for your review.

Enclosed under the Manager's report is a proposed meeting schedule for Fiscal Year 2021.

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
July 8, 2020
1:30 p.m.

Community Website: www.ridgewoodtrailscdd.com

- I. Roll Call
- II. Audience Comments
- III. Affidavit of Publication
- IV. Organizational Matters
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 - A. Balance Sheet & Income Statement
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 - C. Approval of Check Register
- XV. Next Meeting Scheduled for: 09/02/20 @ 1:30 p.m. at the Azalea Ridge Amenity Center
- XVI. 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 PUBLIC HEARING

in the matter of

2020/2021 BUDGET

LEGAL: 46134 ORDER: 312094

was published in said newspaper in the issues:

06/11/2020
06/18/2020

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 06/18/2020.

Christie Lou Wayne
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
CHRISTIE LOU WAYNE
MY COMMISSION # GG24173
EXPIRES: September 20, 2020
3515 US HWY 17, Suite A, Fleming Island FL 32003
Telephone (904) 264-3200 FAX (904) 264-3285
E-Mail: Christie@opofla.com

NOTICE OF
PUBLIC HEARING
TO CONSIDER THE
ADOPTION OF THE FISCAL
YEAR 2020/2021 BUDGETS;
NOTICE OF POSSIBLE
REMOTE PROCEDURES
DURING PUBLIC HEALTH
EMERGENCY DUE TO
COVID-19; AND NOTICE OF
REGULAR BOARD OF
SUPERVISORS' MEETING.
RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT
DISTRICT

The Board of Supervisors ("Board") of
the Ridgewood Trails Community
Development District ("District") will
hold a public hearing on July 8, 2020
at 1:30 p.m. at the Azalea Ridge
Amenity Center, 1667 Azalea Ridge
Boulevard, Middleburg, Florida
32068 for the purpose of hearing
comments and objections on the
adoption of the proposed budgets
("Proposed Budget") of the District
for the fiscal year beginning October
1, 2020 and ending September 30,
2021 ("Fiscal Year 2020/2021"). A
regular board meeting of the District
will also be held at that time where
the Board may consider any other
business that may properly come
before it. A copy of the agenda and
Proposed Budget may be obtained at
the offices of the District Manager,
Governmental Management Services,
475 West Town Place, Suite 114, St.
Augustine, Florida 32092, (904)
940-5850 ("District Manager's Office"),
during normal business hours, or by
visiting the District's website at
www.RidgewoodTrailsCDD.com (

"District's Website").
It is anticipated that the public
hearing and meeting will take place
at the Azalea Ridge Amenity Center,
1667 Azalea Ridge Boulevard,
Middleburg, Florida 32068. In the
event that the COVID-19 public
health emergency prevents the
hearing and meeting from occurring
in-person, the District may conduct
the public hearing by telephone or
video conferencing communications
media technology pursuant to
governmental orders, including but
not limited to Executive Orders
20-52, 20-69, and 20-123 issued by
Governor DeSantis, and any
extensions or supplements thereof,
and pursuant to Section
120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the
above referenced public hearing and
meeting utilizing communications
media technology due to the current
COVID-19 public health emergency,
the District fully encourages public
participation in a safe and efficient
manner. To that end, anyone wishing
to listen to and/or participate in the
meeting can obtain the remote
conference information (Zoom
Application Link & Call-In Number)
by visiting the District's Website or
contacting the District Manager's
Office, both identified above.
Participants are strongly encouraged
to submit questions and comments to
the District Manager's Office at
etorres@gmsnf.com or by calling
(904) 940-5850 by July 7, 2020 at 5:00
p.m. in advance of the meeting to
facilitate the Board's consideration
of such questions and comments
during the meeting.

The public hearing and meeting are
open to the public and will be
conducted in accordance with the
provisions of Florida law. The public
hearing and meeting may be
continued to a date, time, and place
to be specified on the record at the
meeting. There may be occasions
when Board Supervisors or District
Staff may participate by speaker
telephone.

Any person requiring special
accommodations at this meeting
because of a disability or physical
impairment should contact the
District Manager's Office at least
forty-eight (48) hours prior to the
meeting. If you are hearing or speech
impaired, please contact the Florida
Relay Service by dialing 7-1-1, or
1-800-955-8771 (TTY) / 1-800-955-8770
(Voice), for aid in contacting the
District Manager's Office.

Each person who decides to appeal
any decision made by the Board with
respect to any matter considered at
the public hearing or meeting is
advised that person will need a
record of 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 46134 published June 11 and
June 18, 2020 in Clay County's Clay
Today newspaper.

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

LEGAL NOTICE

in the matter of

RULE DEVELOP-RULES OF PROCEDURE

LEGAL: 46138 ORDER: 312093

was published in said newspaper in the issues:

06/04/2020

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 06/04/2020.

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 RULE
 DEVELOPMENT
 BY THE RIDGEWOOD
 TRAILS COMMUNITY
 DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Ridgewood Trails Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District. The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District. The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law.

The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.3146, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure 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
 Legal 46138 published June 4, 2020, in Clay County's Clay Today newspaper.

**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

LEGAL NOTICE

in the matter of


RULE MAKING-RULES OF PROCEDURE

LEGAL: 46137 ORDER: 312068

was published in said newspaper in the issues:

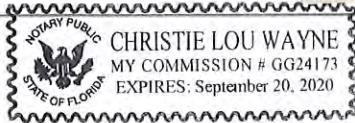
06/11/2020

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 06/11/2020.

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
RULEMAKING
REGARDING THE RULES
OF PROCEDURE OF THE
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 July 8, 2020 at 1:30 p.m. It is anticipated that the public hearing will take place at the at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068. In the event that the COVID-19 public health emergency prevents the public hearing from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Information about how the hearing will occur, assistance connecting to the hearing or arranging further accommodations for participation, may be obtained by accessing the District's website at www.ridgewoodtrailsscd.com or by contacting the office of the District Manager c/o Governmental Management Services LLC North Florida, at (904) 940-5850 or etorres@gmsnf.com ("District Manager's Office"). In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Clay Today on June 4, 2020. The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services,

contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District. Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019). A copy of the proposed Rules of Procedure 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 ("District Manager's Office"). Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twentyone (21) days after publication of this notice to the District Manager's Office. This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a 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, staff or Supervisors may participate in the public hearing by speaker telephone. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Manager's Office. Ernesto Torres, District Manager
Ridgewood Trails Community Development District
Legal 46137 published June 11, 2020 in Clay County's Clay Today newspaper.

FOURTH ORDER OF BUSINESS

A.

Eneida Barnes
4127 Green River Place
Middleburg, FL 32068
Mobile: 904-537-3178
Email: barnesresidence4127@gmail.com

OBJECTIVE

To obtain a position in an organization that will give me the opportunity to gain additional job skills and become an effective member of a team.

Mancon: 04/12- Present:

Human Resources Representative Personnel and pay clerk

Handle all and pay and personnel accounts for active sailors. Provide customer service in full range of Active Duty Military, Reserve Duty and DODF Civilian Personnel Support Activities. Verify eligibility, determined/authorized entitlements, and make pay adjustments in compliance with the standardized military pay rules, regulations, laws, and procedures by deductions, locality-type pay changes, such as variable housing and subsistence allowances, and non-local pay changes relation sea duty pay and cost of living allowances. Review reports, forms, documentation and other related information pertaining to members separating and transitioning from the Navy. Excellent communication skills and strong ability to deal with difficult customers in a professional and tactful manner.

United States Navy: 09/2001-08/2010

Personnel Specialist Second Class/ Human Resource Assistant

Supervised over 10 personnel both military and civilian personnel. Maintained level of 97% accuracy monthly. Ensure the flawless processing of 236 commands both in-conus and o-conus parent commands. Resolved and audited pay and personnel records for military records. Retrieve data from various information sources for use in answering questions, responding to correspondence, or preparing reports of briefings.

Education:

Florida State College of Jacksonville: Jacksonville, FL
9/2010-01/2012

Bilingual:

Fluent in both Spanish and English

References furnished upon request

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 July 8, 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 8TH DAY OF JULY, 2020.

Chairman / Vice Chairman

Secretary / Assistant Secretary

FIFTH ORDER OF BUSINESS

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 6, 2020 at 6:00 p.m. via Zoom.

Present and constituting a quorum were:

Bob Porter	Chairman
Marty Genska	Vice Chairman
Jacqui Proctor Miller	Supervisor
Yolanda Nolte	Supervisor

Also present were:

Ernesto Torres	District Manager
Katie Buchanan	District Counsel
Rich Whetsel	RMS
Chris Hall	Operations Manager
Melissa Brown	Amenity Manager

The following is a summary of the actions taken at the May 6, 2020 meeting and a copy of the proceedings can be obtained by contacting the District Manager.

Some items taken out of order to enable resident participation in the meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:18 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Biggs asked if D.R. Horton would install some benches in some of the older common area sections?

Mr. Porter stated I work for D.R. Horton and I will look into it and I will get back with Ernesto and see if I can get a few more benches installed, but I'm not going to promise until I talk to the folks.

We have a couple of seats that will be open. I'm the only person who is left on the board who does not live out there and my seat is up for election. We have three residents on the board,

it is your community and we need you to get involved. I will be off the board in a couple of months and it is important to have a smooth transition and get some folks who are interested and willing to participate. It does not take much; these meetings are 6 to 8 times a year, we try to keep them to an hour or less.

Mr. Torres stated we have not gotten a response from the email blasts. If you are interested, please let me know or let Melissa know.

Mr. Gerber asked are there any updates on the front pond? The water is covered by grass.

Mr. Hall stated that pond is really low in that section you are talking about. It never really had water in it and not much we can do about it unless it rains. There was a question about putting a fountain on that pond, but it won't help that issue.

Mr. Gerber asked is there a way we can have them dig it out a little more so the water flows? Mosquitos are really bad behind my house because of it.

Mr. Hall stated that is a question for the district engineer. As far as operations there is nothing we can do about it. I will ask the engineer about that.

THIRD ORDER OF BUSINESS

Affidavit of Publication

A copy of the affidavit of publication of the meeting notice was included in the agenda package.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisor to fill Seat 5

B. Oath of Office for Newly Appointed Supervisor

C. Election of Officers, Resolution 2020-03

This item deferred.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the March 4, 2020 Meeting

On MOTION by Mr. Porter seconded by Mr. Genska with all in favor the minutes of the March 4, 2020 meeting were approved as presented.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2020-06
Approving the Proposed Budget for Fiscal
Year 2021 and Setting a Public Hearing Date
to Adopt**

Mr. Torres stated in FY20 the district assessed \$419,989 and you will see in FY21 we are projecting to have the same assessment level with a carry forward of \$95,000, which is good because the district has been very disciplined in the way we treated our budget accounts in the past few years. This is the first time the district is putting in \$65,000 into the capital reserves and that is to consider some of the items on the survey. There won't be a mailed notice for the public hearing because there is no projected assessment increase at this point unless the supervisors point out something tonight that I haven't thought about at this point.

On MOTION by Mr. Porter seconded by Ms. Nolte with all in favor Resolution 2020-06 approving the proposed budget and setting the public hearing for July 1, 2020 was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2020-07
Resetting the Public Hearing to Adopt the
Revised Rules of Procedure**

Ms. Buchanan stated we did not end up having the initially scheduled public hearing for the rules of procedure and we decided to re-advertise it to make sure anyone who wanted to attend would have been able to. I suggest we line up the hearing date with the budget hearing.

On MOTION by Mr. Porter seconded by Ms. Miller with all in favor Resolution 2020-07 resetting the public hearing for the rules of procedures to July 1, 2020 was approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resident Survey**

Ms. Brown stated there were 81 responses to the survey. Dog Park, 40% said it was undesirable. Playground addition, everybody thought it desirable. Additional parking at soccer field, neutral, it wasn't either way. Basketball courts, 42% desirable, however in the extra comments a lot of people said tennis courts instead of basketball courts. Along with the additional

comments were lighting around the biking paths in the major intersections and around the soccer field; comments on an additional pool on the Express home side, and for residents 55 and older to have access to the Freedom section.

Mr. Porter stated it is interesting to see what we got from the survey and I don't see anything that is overwhelming. We have had people at the meetings before that said we should have had pickleball rather than tennis. The playground makes a lot of sense, maybe we pick a spot and try to get a playground.

Ms. Brown stated I have had a lot of feedback that wasn't on the survey. A lot of people are asking for a grill or something at the amenity building.

Mr. Porter stated that is a great idea. Let's look into that because that might be \$3,000 and we can have two grills out there. We can do a couple of grills and a shade structure and pavers, it is probably less expensive than anything else on here. Let's table this at this point and maybe do a little more research if that works for everybody else.

For tonight let Chris and Melissa look at what space is on the other side of Long Bay and bring back to us a proposal for what it would cost to do a playground over there.

Mr. Hall stated I believe we have space for a tot lot. I have gotten proposals recently for other districts and just for the tot lot it is \$20,000 to \$25,000 plus fencing and grading of the property. I can get something specific for that area and bring it to you for the next meeting.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager – Report on the Number of Registered Voters – 886

A copy of the letter from the supervisor of elections indicating there are 886 registered voters residing within the district was included in the agenda package.

Mr. Torres stated Mr. Porter's seat is up for election this year along with seat 5 that is currently vacant.

D. Operation Manager's Report –Report

Mr. Hall stated a copy of the operations manager's report is included in the agenda. At the last meeting we talked about putting aquatic plants in the lake in the back and we have a proposal from The Lake Doctors for that. For that lake they would put in 1,250 aquatic plants and the cost is \$3,700 for installation with a 90 day warranty.

Mr. Porter stated I think that is a great deal and fountains won't work in that lake.

There being no objection from the board staff was authorized to have Lake Doctors install the aquatic plants in the lake in the back.

Mr. Hall stated they worked on that pond and it is a little bit better, they still have a little more to clean up and we will be installing more grass carp in all the ponds and we should see a vast improvement especially for that one.

Mr. Genska stated I have received a few complaints about mowing in the new side. Is that fully operational now?

Mr. Hall responded it is not, it has not been transferred to the district yet. I met with our lawncare company and went over all the areas and we have a proposal to include it in our normal maintenance plan coming up. I asked James Teagle to have his lawncare company clean it up and they did mow it.

Ms. Buchanan stated they have requested that the district accept the common elements and if everybody is comfortable doing that we can move forward and have the deed executed. These are truly just the common elements that D.R. Horton has identified on the plat. I can work with Bob to get that done between the meetings unless there is an objection or concern.

There being no objections,

On MOTION by Mr. Porter seconded by Ms. Miller with all in favor the deed from D.R. Horton for the common elements as outlined above were accepted.

TENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Porter stated something I have been hearing from a lot of folks in different communities is when we have closed everything because of the pandemic and I think that was the responsible thing to do and I still feel good about that, but I will guarantee there are folks out there with the

kids home from school and summer break coming up that would love to be able to go in and use the pool if nothing else. My feeling is that it is too soon to do something like that, it is a board decision. I would not between meetings say, let's open the pool. I think this is too important a decision. I saw a projection from the Wharton School at the University of Pennsylvania yesterday that says if in June everything gets reopened there will be an extra 200,000 people dying in the United States and if everything is reopened in June without the social distancing it could be as much as 950,000 people. I have made a lot of people angry at me over this, but my attitude on all of these has been it is just too soon and the residents' safety is more important than the folks who wish they could swim and take their kids to the pool. It is going to an issue that is going to come up again, I wanted to air it and talk about it and get everyone's opinion.

Ms. Miller stated I agree with you wholeheartedly. After seeing what was sent to us, the only thing I could possibly agree with is the playground, but it would have to be at their own risk. Other than that, none of the items should be reopened.

Mr. Porter stated I wouldn't mind if they are out on the trails, but I would not like to open any of the facilities; the amenity center needs to stay closed.

Ms. Nolte asked has Governor DeSantis addressed public pools?

Ms. Buchanan stated his executive order requires that local governments, like the CDD, implement procedures to ensure social distancing, but it doesn't specifically address the closure of pools. It doesn't specifically authorize the opening or require the closing. I think our office has been advising clients they should consider themselves middle of the pack at best, meaning that it is always a good idea to wait to see what the state and county does before you make decisions on what you do. As far as I understand it, Clay County is continuing to have its public pools closed at this time. By following the local governments, the state requirements and making sure that we make our decisions on a safety basis and making sure we are covered by our insurance.

Ms. Nolte stated we can say we are following the Clay County public pools as an example as to when we should open.

Ms. Buchanan stated that's right.

Ms. Nolte stated if we are doing 10 people or less I'm concerned how we are going to keep only 10 people at the pool without their being upset feelings.

Ms. Buchanan stated I think it is incredibly challenging to ask your onsite staff to manage it. You would need to have monitors there all the time or any time it was opened.

Mr. Genska stated as far as our pools through the CDD I don't know how we could possibly handle 25% access, people signing in, shutting it down every hour and cleaning the filters. I don't know how you can do that.

Mr. Porter stated beyond whether or not we could do it, is it safe. If you found out that half a dozen people had gotten it from someone who was asymptomatic, didn't know they had it and people died because we opened the pools early, that would be horrible. We are not going to have everybody be happy, we are going to have some people very mad at us.

The board members were all in agreement to keep the pools and amenities closed.

Ms. Brown stated I have only had a few residents ask when the pool was going to open but the majority are willing to wait until at least Phase 2.

Mr. Free stated we have nine kids living at the house and we talked it over and even if you open the pool we are not going. I think it is too risky and everything you are saying is absolutely correct, there is no reason to rush opening it back up.

Mr. Biggs stated I agree, we have two kids and love the pool but we probably wouldn't take the kids up there right now. We have a blowup pool that seems to keep them happy now. Maybe look at it when the state is opened up with the second phase.

Mr. Genska asked did we give someone permission to park a tractor trailer in the amenity center?

Ms. Brown responded no, it was there when I got there on Monday morning but it hasn't been back since.

Mr. Hall stated he is not supposed to be there. I had tow-away signs put at both entrances to the parking lot and if it happens again we will have them towed.

Ms. Brown asked do you want to open the playground or not?

Mr. Porter stated I would let people use the trails and that is it.

The board was in consensus to only open the trails.

Mr. Torres asked would it be appropriate if things change and we see some language come out of the governor's office for Phase 2 or 3 pertinent to amenity centers, will the board appoint Mr. Porter for staff to work with in case anything needs to happen before July 1st?

Mr. Porter stated I would rather call a special meeting if it is time to do that, but it is whatever everybody wants to do. I'm pretty conservative.

Mr. Torres stated no problem, we can call a special meeting if need be.

Mr. Bates asked would you still look at a proposal for the dog park? We have two dogs and we would use it. I know it was almost 50/50 undesirable. I don't know if it is something you can look at.

Ms. Brown stated you mentioned to me about having a few more dog waste stations. Would that help out?

Mr. Bates responded yes, it would be nice to have a couple on the walkway area.

Mr. Porter stated I am a big fan of putting in more doggie stations.

Mr. Hall stated I can order those and have them installed.

Ms. Erwin stated I agree with all you have been saying. Do we have any idea when paving will start and what street they will be paving?

Ms. Brown stated the paving will occur mostly toward the Freedom section, they started today and I was told it will take a few days.

Ms. Erwin stated then it is not near where I am.

Ms. Brown responded no.

Mr. Free stated we are talking about putting in a park and there are a lot of kids that live on our side of the neighborhood in Express we were hoping we could get the playground put there. I agree with everything you said about basketball courts, I think it may bring people in but my kids go to the church and play and the only kids that play on that basketball court are kids from this community. I don't think we would have a bunch of people from the outside coming in if we put one in.

Mr. Porter stated we have not ruled out doing basketball courts, I would not want to do it somewhere that was obvious. As to the idea of doing the playground on your side of Long Bay, that is what Chris is going to get us numbers on.

Mr. Hall stated that is an excellent place for a park.

Mr. Porter stated Chris is going to get prices and we will decide at a future meeting what we do. Get proposals for different sorts of playground equipment and let's look at doing one on each side of Long Bay because I don't like the idea of people crossing Long Bay at all, especially kids.

The board was in agreement with getting prices for playgrounds on both sides of Long Bay. A resident stated I never received a survey.

Ms. Brown stated it went out the beginning of March and if you didn't receive it, I will get your contact information and add it to the list.

ELEVENTH 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. Porter seconded by Mr. Genska with all in favor the check register was approved.

TWELFTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, July 1, 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 July 1, 2020 at 1:30 p.m. and we will advertise the meeting both ways, via Zoom and at the amenity center.

On MOTION by Mr. Miller seconded by Mr. Genska with all in favor the meeting adjourned at 7:24 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SIXTH ORDER OF BUSINESS

RESOLUTION 2020-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2020-06 TO RE-SET THE DATE AND TIME OF THE PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ridgewood Trails Community Development District (“District”) is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure improvements; and

WHEREAS, on May 6, 2020, at a duly noticed public meeting, the District’s Board of Supervisors (“Board”) adopted Resolution 2020-06, approving the proposed budget for Fiscal Year 2020/2021 and setting a public hearing on the proposed budget for July 1, 2020 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068; and

WHEREAS, due to the current COVID-19 public health emergency, and pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, as such orders may be extended (“Executive Orders”), the Board may use communications media technology for Board meeting in lieu of meeting in person; and

WHEREAS, to better accommodate the schedules of the Board Members, the District Manager rescheduled the date of the public hearing to July 8, 2020 at 1:30 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 320681, and the District Manager has caused the notice of the public hearing, with the new date to be published in a newspaper of general circulation in Clay County, Florida, consistent with the requirements of Chapters 190 and 197, *Florida Statutes*; and

WHEREAS, the Board desires to ratify the District Manager’s action in re-setting the public hearing.

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

SECTION 1. RATIFICATION OF PUBLIC HEARING DATE RESET. The actions of the Board in resetting the public hearing and the District Secretary in publishing the notice of public hearing are hereby ratified. Resolution 2020-06 is hereby amended to reflect that the public hearing as declared in Resolution 2020-06 is re-set to July 8, 2020 at 1:30 p.m. In the event the Executive Orders are still in effect, the District shall hold the public hearing utilizing

communications media technology and shall publish notice providing access information for the same. If the Executive Orders have expired, the public hearing shall be held at the following location:

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

SECTION 2. RESOLUTION 2020-06 OTHERWISE REMAINS IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2020-06 continue in full force and effect.

SECTION 3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 8th day of July, 2020.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

SEVENTH ORDER OF BUSINESS

RESOLUTION 2020-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE AMENDMENT TO RESOLUTION 2020-07 TO RE-SET THE DATE OF THE PUBLIC HEARING TO CONSIDER AND HEAR COMMENT ON THE ADOPTION OF RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ridgewood Trails Community Development District (“District”) was established by an ordinance adopted by the County Commission of Clay County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure improvements; and

WHEREAS, on May 6, 2020, at a duly noticed public meeting, the District’s Board of Supervisors (“Board”) adopted Resolution 2020-07, setting a public hearing to consider and hear comment on the adoption of Rules of Procedure on July 1, 2020 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068; and

WHEREAS, due to the current COVID-19 public health emergency, and pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, as such orders may be extended (“Executive Orders”), the Board may use communications media technology for Board meeting in lieu of meeting in person; and

WHEREAS, the Board desired to change the date and time of the public hearing to July 8, 2020 at 1:30 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068; and

WHEREAS, the District Secretary has caused the notice of the public hearing, with the new date, to be published, consistent with the requirements of Chapter 120, *Florida Statutes*.

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

SECTION 1. RATIFICATION OF PUBLIC HEARING DATE RESET. The actions of the Board in resetting the public hearing and the District Secretary in publishing the notice of public hearing are hereby ratified. Resolution 2020-07 is hereby amended to reflect that the public hearing as declared in Resolution 2020-07 is re-set to July 8, 2020 at 1:30 p.m. In the event the Executive Orders are still in effect, the District shall hold the public hearing utilizing communications media technology and shall publish notice providing access information for the same. If the Executive Orders have expired, the public hearing shall be held at the following location:

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

SECTION 2. RESOLUTION 2020-07 OTHERWISE REMAINS IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2020-07 continues in full force and effect.

SECTION 3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 8th day of July, 2020.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

EIGHTH ORDER OF BUSINESS

**RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2019**

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Ridgewood Trails Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Ridgewood Trails Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2019, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

June 24, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Ridgewood Trails Community Development District, Clay County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2019. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$3,015,832.
- The change in the District's total net position in comparison with the prior fiscal year was (\$53,732), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2019, the District's governmental funds reported combined ending fund balances of \$503,736, an increase of \$50,371 in comparison with the prior fiscal year. The total fund balance is non-spendable for prepaid items, assigned for subsequent year's expenditures, restricted for debt service and capital projects, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management), maintenance and recreation functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund and capital projects fund, all of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure); less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

Key components of the District's net position are reflected in the following table:

	NET POSITION SEPTEMBER 30,	
	2019	2018
Current and other assets	\$ 520,082	\$ 470,646
Capital assets, net of depreciation	2,665,294	2,774,496
Total assets	3,185,376	3,245,142
Current liabilities	19,878	20,930
Long-term liabilities	149,666	154,648
Total liabilities	169,544	175,578
Net position		
Net investment in capital assets	2,515,726	2,619,944
Restricted	10,163	10,092
Unrestricted	489,943	439,528
Total net position	\$ 3,015,832	\$ 3,069,564

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which the cost of operations and depreciation expense exceeded ongoing program revenues.

Key elements of the change in net position are reflected in the following table:

	CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,	
	2019	2018
Revenues:		
Program revenues		
Charges for services	\$ 391,342	\$ 334,628
Operating grants and contributions	328	183
Capital grants and contributions	2	1
General revenues		
Unrestricted investment earnings	11,008	6,887
Total revenues	402,680	341,699
Expenses:		
General government	76,088	87,551
Maintenance and operations	223,116	211,409
Recreation	148,549	105,674
Interest	8,659	8,941
Total expenses	456,412	413,575
Change in net position	(53,732)	(71,876)
Net position - beginning	3,069,564	3,141,440
Net position - ending	\$ 3,015,832	\$ 3,069,564

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2019 was \$456,412. The costs of the District's activities were primarily funded by program revenues. Program revenues are comprised primarily of assessments. Expenses increased as a result of an increase in recreation expenses.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budgeted amounts, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2019.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2019, the District had \$3,296,985 invested in capital assets for its governmental activities. In the government-wide financial statements, depreciation of \$631,691 has been taken, which resulted in a net book value of \$2,665,294. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2019, the District had \$150,000 in Bonds outstanding. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year. In addition, it is anticipated that the general operations of the District will remain fairly constant.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Ridgewood Trails Community Development District's Finance Department at 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2019**

	Governmental Activities
ASSETS	
Cash	\$ 63,355
Investments	422,413
Assessments receivable	151
Prepaid	20,376
Restricted assets:	
Investments	13,787
Capital assets:	
Depreciable, net	2,665,294
Total assets	<u>3,185,376</u>
 LIABILITIES	
Accounts payable	16,346
Accrued interest payable	3,532
Non-current liabilities:	
Due within one year	5,000
Due in more than one year	144,666
Total liabilities	<u>169,544</u>
 NET POSITION	
Net investment in capital assets	2,515,726
Restricted for debt service	10,163
Unrestricted	489,943
Total net position	<u>\$ 3,015,832</u>

See notes to the financial statements

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary government:					
Governmental activities:					
General government	\$ 76,088	\$ 76,088	\$ -	\$ -	\$ -
Maintenance and operations	223,116	301,870	-	2	78,756
Recreation	148,549	-	-	-	(148,549)
Interest on long-term debt	8,659	13,384	328	-	5,053
Total governmental activities	456,412	391,342	328	2	(64,740)
General revenues:					
					10,853
					155
					11,008
					(53,732)
					3,069,564
					\$ 3,015,832

See notes to the financial statements

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2019**

	Major Funds			Total
	General	Debt Service Fund	Capital Projects Fund	Governmental Funds
ASSETS				
Cash	\$ 63,355	\$ -	\$ -	\$ 63,355
Investments	422,413	13,689	98	436,200
Assessment receivable	145	6	-	151
Prepays	20,376	-	-	20,376
Total assets	<u>\$ 506,289</u>	<u>\$ 13,695</u>	<u>\$ 98</u>	<u>\$ 520,082</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 16,346	\$ -	\$ -	\$ 16,346
Total liabilities	<u>16,346</u>	<u>-</u>	<u>-</u>	<u>16,346</u>
Fund balances:				
Nonspendable:				
Prepays	20,376	-	-	20,376
Restricted for:				
Debt service	-	13,695	-	13,695
Capital projects	-	-	98	98
Assigned to:				
Subsequent year's expenditures	39,420	-	-	39,420
Unassigned	430,147	-	-	430,147
Total fund balances	<u>489,943</u>	<u>13,695</u>	<u>98</u>	<u>503,736</u>
Total liabilities and fund balances	<u>\$ 506,289</u>	<u>\$ 13,695</u>	<u>\$ 98</u>	<u>\$ 520,082</u>

See notes to the financial statements

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2019**

Fund balance - governmental funds	\$	503,736
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as position in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	3,296,985	
Accumulated depreciation	<u>(631,691)</u>	2,665,294

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(3,532)	
Bonds payable	<u>(149,666)</u>	<u>(153,198)</u>
Net position of governmental activities		<u><u>\$ 3,015,832</u></u>

See notes to the financial statements

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

	Major Funds			Total Governmental Funds
	General	Debt Service	Capital Projects	
REVENUES				
Assessments	\$ 377,958	\$ 13,384	\$ -	\$ 391,342
Interest income	10,853	328	2	11,183
Miscellaneous income	155	-	-	155
Total revenues	<u>388,966</u>	<u>13,712</u>	<u>2</u>	<u>402,680</u>
EXPENDITURES				
Current:				
General government	76,088	-	-	76,088
Maintenance and operations	133,632	-	-	133,632
Recreation	128,831	-	-	128,831
Debt service:				
Principal	-	5,000	-	5,000
Interest	-	8,758	-	8,758
Total expenditures	<u>338,551</u>	<u>13,758</u>	<u>-</u>	<u>352,309</u>
Excess (deficiency) of revenues over (under) expenditures	50,415	(46)	2	50,371
Fund balances - beginning	<u>439,528</u>	<u>13,741</u>	<u>96</u>	<u>453,365</u>
Fund balances - ending	<u>\$ 489,943</u>	<u>\$ 13,695</u>	<u>\$ 98</u>	<u>\$ 503,736</u>

See notes to the financial statements

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

Net change in fund balances - total governmental funds	\$ 50,371
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation on capital assets is not recognized in the governmental fund financial statements but is reported as an expense in the statement of activities.	(109,202)
Repayment of long-term liabilities are reported as expenditures in the governmental fund statements but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	5,000
Expenses reported in the statement of activities that do not require the use of current financial resources are not reported as expenditures in the funds. The details of the differences are as follows:	
Amortization of original issue discount/premium	(18)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.	117
Change in net position of governmental activities	<u>\$ (53,732)</u>

See notes to the financial statements

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

Ridgewood Trails Community Development District ("District") was created on October 11, 2005 by Ordinance 2005-47, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected by qualified electors as such term is defined in chapter 190, Florida Statutes. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes. As of September 30, 2019, one of the Board members is affiliated with D.R. Horton, Inc. ("Developer").

The Board has the final responsibility for:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. (Operating-type special assessments for maintenance and debt service are treated as charges for services.); and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on benefitted property within the District. Operating and Maintenance Assessments are based upon an adopted budget and levied annually. Debt Service Assessments are levied when Bonds are issued and certified for collection on an annual basis. The District may collect assessments directly or utilize the uniform method of collection (Chapter 197.3632, Florida Statutes). Direct collected assessments are due as determined by annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the uniform method are mailed by County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the Debt Service Assessments on their property subject to various provisions in the Bond documents.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt Service Fund

The debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest on debt.

Capital Projects Fund

This fund accounts for the financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital assets within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The District has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	30
Buildings and improvements	39
Equipment and furniture	3-10

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Fund Equity/Net Position (Continued)

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and approve an Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments

The District's investments were held as follows at September 30, 2019:

	Amortized cost	Credit Risk	Maturities
SBA Local Government Surplus Funds	\$ 422,413	S&P AAAM	37 Days
First American Treasury Obligation Fund Y	13,787	S&P AAAM	26 Days
	<u>\$ 436,200</u>		

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indenture limits the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

External Investment Pool – With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.” With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2019, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant’s daily access to 100% of their account value.

NOTE 5 – CAPITAL ASSETS

Capital assets activity for the fiscal year ended September 30, 2019 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, being depreciated				
Infrastructure	\$ 2,690,994	\$ -	\$ -	\$ 2,690,994
Buildings and improvements	571,641	-	-	571,641
Equipment and furniture	34,350	-	-	34,350
Total capital assets, being depreciated	3,296,985	-	-	3,296,985
Less accumulated depreciation for:				
Infrastructure	(438,751)	(89,484)	-	(528,235)
Buildings and improvements	(62,295)	(14,658)	-	(76,953)
Equipment and furniture	(21,443)	(5,060)	-	(26,503)
Total accumulated depreciation	(522,489)	(109,202)	-	(631,691)
Total capital assets, being depreciated, net	2,774,496	(109,202)	-	2,665,294
Governmental activities capital assets, net	\$ 2,774,496	\$ (109,202)	\$ -	\$ 2,665,294

Depreciation expense was charged to functions/programs as follows:

Maintenance and operations	\$ 89,484
Recreation	19,718
	<u>\$ 109,202</u>

NOTE 6 – LONG TERM LIABILITIES

Series 2007A

On June 7, 2007, the District issued \$8,305,000 of Capital Improvement Revenue Bonds Series 2007A due May 1, 2038, with a fixed interest rate of 5.65%. The Bonds were issued to acquire and construct certain assessable improvements (the "Project"), and pay certain costs associated with the issuance of the Bonds. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2009 through May 1, 2038.

The Series 2007A Bonds are subject to redemption at the option of the District prior to maturity. The Series 2007A Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2019.

Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2019 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2007A	\$ 155,000	\$ -	\$ 5,000	\$ 150,000	\$ 5,000
Less: Original issue	352	-	18	334	-
Total	<u>\$ 154,648</u>	<u>\$ -</u>	<u>\$ 4,982</u>	<u>\$ 149,666</u>	<u>\$ 5,000</u>

At September 30, 2019, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2020	\$ 5,000	\$ 8,475	\$ 13,475
2021	5,000	8,193	13,193
2022	5,000	7,910	12,910
2023	5,000	7,628	12,628
2024	5,000	7,345	12,345
2025-2029	30,000	32,488	62,488
2030-2034	50,000	21,188	71,188
2035-2038	45,000	6,780	51,780
Total	<u>\$ 150,000</u>	<u>\$ 100,007</u>	<u>\$ 250,007</u>

NOTE 7 – DEVELOPER TRANSACTIONS

The Developer owns a portion of land within the District; therefore, assessment revenues in the general fund include the assessments levied on those lots owned by the Developer.

NOTE 8 – CONCENTRATION

A significant portion of the District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District's operations.

NOTE 9– MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.

NOTE 10 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2019**

	Budgeted Amounts Original & Final	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 377,398	\$ 377,958	\$ 560
Interest	1,500	10,853	9,353
Miscellaneous income	-	155	155
Total revenues	<u>378,898</u>	<u>388,966</u>	<u>10,068</u>
EXPENDITURES			
Current:			
General government	107,848	76,088	31,760
Maintenance and operations	161,006	133,632	27,374
Recreation	134,607	128,831	5,776
Total expenditures	<u>403,461</u>	<u>338,551</u>	<u>64,910</u>
Excess (deficiency) of revenues over (under) expenditures	(24,563)	50,415	74,978
OTHER FINANCING SOURCES			
Carryforward	24,564	-	(24,564)
Total other financing sources	<u>24,564</u>	<u>-</u>	<u>(24,564)</u>
Net change in fund balances	<u>\$ 1</u>	50,415	<u>\$ 50,414</u>
Fund balance - beginning		<u>439,528</u>	
Fund balance - ending		<u>\$ 489,943</u>	

See notes to required supplementary information

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
CLAY COUNTY, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2019.



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Ridgewood Trails Community Development District
Clay County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Ridgewood Trails Community Development District, Clay County, Florida (the "District") as of and for the fiscal year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated June 24, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

June 24, 2020



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Ridgewood Trails Community Development District
Clay County, Florida

We have examined Ridgewood Trails Community Development District, Clay County, Florida ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2019. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2019.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Ridgewood Trails Community Development District, Clay County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

June 24, 2020



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MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL FOR THE STATE OF FLORIDA

To the Board of Supervisors
Ridgewood Trails Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Ridgewood Trails Community Development District, Clay County, Florida (the "District") as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated June 24, 2020.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 24, 2020, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Ridgewood Trails Community Development District and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Ridgewood Trails Community Development District, Clay County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

June 24, 2020

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2018.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2019.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2019.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2019. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

NINTH ORDER OF BUSINESS

***Approved Budget
Fiscal Year 2021***

***Ridgewood Trails Community
Development District***

July 8, 2020



Ridgewood Trails
Community Development District

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Ridgewood Trails

Community Development District

General Fund

Description	Adopted Budget FY2020	Actual thru 5/31/2020	Projected Next 4 Months	Total Projected thru 9/30/20	Approved Budget FY2021
Revenues					
Assessments	\$419,989	\$416,208	\$3,781	\$419,989	\$419,989
Interest Earned/Misc.	\$5,000	\$3,584	\$800	\$4,384	\$5,000
Carryforward Surplus	\$39,420	\$0	\$11,560	\$11,560	\$95,242
Total Revenues	\$464,409	\$419,791	\$16,141	\$435,933	\$520,231

Expenditures

Administrative

Supervisor Fees	\$12,000	\$2,600	\$1,000	\$3,600	\$12,000
FICA Expense	\$918	\$199	\$77	\$275	\$918
Engineering	\$5,000	\$0	\$0	\$0	\$5,000
Assessment Roll	\$5,260	\$5,260	\$0	\$5,260	\$5,260
Arbitrage	\$600	\$0	\$600	\$600	\$600
Dissemination	\$1,000	\$667	\$333	\$1,000	\$1,000
(1) Attorney	\$12,000	\$3,769	\$5,000	\$8,769	\$12,000
Annual Audit	\$4,100	\$0	\$3,300	\$3,300	\$3,400
Trustee	\$4,500	\$3,388	\$0	\$3,388	\$4,500
Management Fees	\$41,000	\$27,334	\$13,667	\$41,001	\$41,000
Telephone	\$100	\$85	\$15	\$100	\$100
Postage	\$800	\$391	\$409	\$800	\$800
Printing & Binding	\$1,500	\$721	\$779	\$1,500	\$1,500
Insurance	\$6,690	\$6,298	\$0	\$6,298	\$6,928
Legal Advertising	\$2,200	\$1,783	\$1,600	\$3,383	\$3,400
Other Current Charges	\$1,800	\$2,777	\$280	\$3,057	\$1,800
Office Supplies	\$250	\$672	\$28	\$700	\$250
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Capital Outlay	\$250	\$0	\$0	\$0	\$0
Meeting Room Rental	\$600	\$125	\$150	\$275	\$600
Records Storage	\$250	\$0	\$250	\$250	\$250
Administrative Expenses	\$100,993	\$56,242	\$27,488	\$83,730	\$101,481

(1) Incorporates 4% annual increase to hourly rate since last rate adjustment.

Amenity Center

Insurance	\$11,463	\$13,654	\$0	\$13,654	\$15,478
Facility Manager	\$60,000	\$38,667	\$19,333	\$58,000	\$60,000
General Facility Maintenance	\$10,000	\$5,829	\$4,171	\$10,000	\$10,000
Repair and Replacements	\$0	\$3,872	\$2,302	\$6,174	\$6,284
Lifeguards	\$15,000	\$0	\$11,000	\$11,000	\$15,000
Pool Maintenance	\$15,910	\$10,607	\$5,303	\$15,910	\$15,910
Pool Chemicals	\$12,640	\$6,437	\$2,880	\$9,317	\$12,640
Other Current Charges	\$1,000	\$0	\$500	\$500	\$1,000
Water & Sewer	\$13,500	\$5,510	\$6,619	\$12,129	\$13,500
Electric	\$11,000	\$8,071	\$3,565	\$11,636	\$12,000
Internet/Cable	\$1,680	\$2,567	\$1,300	\$3,867	\$4,560
Janitorial	\$9,980	\$6,656	\$3,328	\$9,984	\$9,984
Janitorial Supplies	\$1,500	\$794	\$400	\$1,194	\$1,500
Security	\$16,000	\$11,555	\$6,320	\$17,875	\$19,000
Refuse Service	\$3,000	\$0	\$0	\$0	\$3,000
Special Events	\$6,300	\$2,680	\$3,620	\$6,300	\$6,300
Pool Permit	\$375	\$125	\$250	\$375	\$375
Maintenance Reserves	\$6,174	\$0	\$0	\$0	\$0
Pest Control	\$480	\$697	\$180	\$877	\$1,000
Capital Reserve	\$22,000	\$22,000	\$0	\$22,000	\$35,000
Amenity Center Expenses	\$218,002	\$139,721	\$71,071	\$210,792	\$242,531

Ridgewood Trails

Community Development District

General Fund

	Adopted	Actual	Projected Next	Total Projected	Approved
Description	Budget FY2020	thru 5/31/2020	4 Months	thru 9/30/20	Budget FY2021
<i>Grounds Maintenance</i>					
Operations Management	\$21,218	\$14,145	\$7,073	\$21,218	\$21,855
Access Cards	\$1,000	\$0	\$1,000	\$1,000	\$1,000
Electric	\$8,000	\$4,183	\$2,680	\$6,863	\$8,000
Water	\$8,300	\$5,268	\$2,600	\$7,868	\$8,300
Repairs & Maintenance	\$17,000	\$11,265	\$5,736	\$17,000	\$17,000
Landscape Maintenance	\$72,000	\$47,892	\$23,796	\$71,688	\$102,000
Landscape Contingency	\$10,000	\$3,710	\$4,000	\$7,710	\$10,000
Lake Maintenance	\$7,896	\$5,376	\$2,688	\$8,064	\$8,064
Grounds Maintenance Expenses	\$145,414	\$91,838	\$49,572	\$141,410	\$176,219
Total Expenses	\$464,409	\$287,802	\$148,131	\$435,933	\$520,231
Total Other	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES /					
(EXPENDITURES)	\$0	\$131,990	(\$131,990)	\$0	\$0
Product Type	Units	ERU's	Gross Per Unit	Total Gross Assessment	
50'	470	333.7	\$ 605.65	\$ 284,656	
60'	221	190.06	\$ 733.61	\$ 162,128	
70'	0	0	\$ -	\$ -	
	691	523.76		\$ 446,783.31	
			Gross Assessment		\$ 446,783
			Less: Discounts and Collections (6%)		\$ (26,794)
			Net Assessments		\$ 419,989

Ridgewood Trails

Community Development District

GENERAL FUND BUDGET
Fiscal Year 2021

REVENUES:

Maintenance Assessments

The District will levy a Non-Ad Valorem assessment on all the platted lots within the District to pay all of the operating expenses for the Fiscal Year in accordance with the adopted budget.

Interest Income/Miscellaneous Income

The District will have all excess funds invested with the State Board of Administration. The amount is based upon the estimated average balance of funds available during the fiscal year. This line includes miscellaneous deposits for the district.

EXPENDITURES:

Administrative:

Supervisor Fees/FICA Expense

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year plus associated payroll taxes.

Engineering

The District's engineering firm, England, Thims & Miller, Inc., will be providing general engineering services to the District, including attendance and preparation for monthly board meetings, review invoices, etc.

Assessment Roll

GMS, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

Arbitrage

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2007A/B Special Assessment Bonds.

Dissemination

The Annual Disclosure Report required by the Security and Exchange Commission in order to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Attorney

The District's legal counsel, Hopping Green & Sams, will be providing general legal services to the District, including attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent CPA Firm.

Ridgewood Trails

Community Development District

GENERAL FUND BUDGET
Fiscal Year 2021

Trustee

The District issued \$11,255,000 Series 2007A/B Special Assessment Bonds are held by a Trustee with US Bank, N.A. The amount of the trustee fee is based on the agreement between US Bank and the District for the Series 2007A/B bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC.

Telephone

This item includes the cost of a telephone and fax machine.

Postage

This item includes mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in the Florida Times Union.

Other Current Charges

Bank charges and any other miscellaneous expenses.

Office Supplies

This item includes the cost of miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Community Affairs for \$175. This is the only expense under this category for the District.

Meeting Room Rental

This item includes the cost to rent a boardroom for the Ridgewood Trails CDD monthly supervisor meetings. The rental fees are based on the quarterly meetings.

Ridgewood Trails

Community Development District

GENERAL FUND BUDGET

Fiscal Year 2021

Record Storage

The District's Records are stored off site.

Amenity Center

Insurance

The District's Property Insurance policy is with Egis Insurance & Risk Advisors. Egis specializes in providing insurance coverage to governmental agencies.

Facility Manager

The District has contracted with Riverside Management Services to staff the amenity center and manage the day to day operations in accordance with their contract.

General Facility Maintenance

Cost of routine repairs and maintenance to the Amenity Center.

Repair and Replacements

Represents any unanticipated cost associated with the operation and maintenance of the Districts Amenity Center such as replacing or repairing broken or worn out things around the facility such as broken gates, doors, holes in wall, painting etc.

Lifeguards

The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

Pool Maintenance

The District has contracted with Riverside Management Services, Inc. to provide pool maintenance services three (3) days a week. Services include vacuuming, skimming tiles, brushing tiles, pool and equipment inspections, cleaning of filters and any necessary emergency calls.

Vendor	Description	Monthly	Annually
RMS	Pool Maintenance	\$ 1,326	\$ 15,910
Total		\$ 1,326	\$ 15,910

Pool Chemicals

Represents the estimated cost for chemicals utilized for the swimming pool at the Amenity Center for services provided by RMS. Also covers the cost for chemicals for the new pool for services provided by Poolsure.

Vendor	Description	Monthly	Annually
Poolsure	Pool Chemicals	\$ 720	\$ 8,640
RMS	Pool Chemicals	\$ 333	\$ 4,000
Total		\$ 1,053	\$ 12,640

Ridgewood Trails

Community Development District

GENERAL FUND BUDGET
Fiscal Year 2021

Other Current Charges

Any unanticipated costs for the Amenity Center.

Water and Sewer

This includes the cost of water and sewer for the Amenity Center provided by Clay County Utility Authority.

Account #	Address	Monthly	Annually
00564735	1667 AZALEA RIDGE BLVD AMENITY CENTER	\$ 500	\$ 6,000
00517174	1667 AZALEA RIDGE BLVD AMENITY CENTER	\$ 96	\$ 1,152
00517175	1667 AZALEA RIDGE BLVD IRRIGATION	\$ 130	\$ 1,560
00517176	1667 AZALEA RIDGE BLVD RECLAIMED IRRIGATION	\$ 350	\$ 4,200
	Contingency	\$ 49	\$ 588
Total Amenity Water		\$ 1,125	\$ 13,500

Electric

The item includes the cost of electricity for the Amenity Center Clay Electric Cooperative Inc.

Account #	Address	Monthly	Annually
8874493	1667 AZALEA RIDGE BLVD	\$ 970	\$ 11,640
	Contingency	\$ 30	\$ 360
Total Amenity Electric		\$ 1,000	\$ 12,000

Internet/Cable

The District has accounts with Comcast to provide cable television services for the Amenity Center.

Janitorial

The District has contracted with Riverside Management Services, Inc. to provide janitorial services for the Amenity Center. The services are 3 days per week and include sweeping and mopping floors if necessary, clean sinks, mirrors, fixtures, toilets and urinals, cleaning interior windows, baseboards, clean fitness equipment, remove trash and replace liners, clean pool deck.

Vendor	Description	Monthly	Annually
RMS	Janitorial	\$ 832	\$ 9,984
Total		\$ 832	\$ 9,984

Janitorial Supplies

All supplies needed for janitorial services of the Amenity Center.

Security

Cost of security services provided by Clay County Sheriff's office which includes officer pay, employment and scheduling fees, and cost of Access Card Service plan provided by Alpha Dog Audio Video Security.

Ridgewood Trails

Community Development District

GENERAL FUND BUDGET
Fiscal Year 2021

Vendor	Monthly	Annually
CCSO - officers and fees	\$ 1,448	\$ 17,380
Alpha Dog - Access Plan	\$ -	\$ 1,620
Total	\$ 1,448	\$ 19,000

Refuse Service

This item includes the cost of garbage disposal for the District.

Special Events

This item represents the estimated cost to host any special events for the community throughout the Fiscal Year.

Pool Permit

Represents Permit Fees paid to the Florida Department of Health for the swimming pool permits.

Pest Control

Annual service for pool bathrooms and fitness room. Services provided by Florida Pest Control.

Capital Reserve

Funding for new recreation projects.

Grounds Maintenance:

Operations Management

The District is currently contracted with Riverside Management Services, Inc. to oversee the day to day operations of the Grounds in the CDD.

Access Cards

Represents the anticipated cost of access cards to the District's Amenity Center.

Electric

The item includes the cost of electricity for the common area at Ridgewood Trails provided by Clay Electric Cooperative Inc.

Account #	Address	Monthly	Annually
9065441	1799 AZALEA RIDGE BLVD NE CORNER SIGN	\$ 35	\$ 420
9011950	4214 WARM SPRINGS WAY SIGN LIGHTS IRRIG	\$ 38	\$ 458
9047502	1595 AZALEA RIDGE BLVD POND FOUNTAIN	\$ 270	\$ 3,244
9047503	1560 AZALEA RIDGE BLVD POND FOUNTAIN	\$ 174	\$ 2,092
	Contingency	\$ 149	\$ 1,786
Total Common Area Electric		\$ 667	\$ 8,000

Ridgewood Trails

Community Development District

GENERAL FUND BUDGET
Fiscal Year 2021

Water

This includes the cost of water for the common area at Ridgewood Trails provided by Clay County Utility Authority.

Account #	Address	Monthly	Annually
00569294	1799-2 AZALEA RIDGE BLVD IRRIGATION	\$ 193	\$ 2,320
00560605	4214 WARM SPRINGS WAY	\$ 61	\$ 734
00579216	4458 WARM SPRINGS WAY	\$ 56	\$ 668
00579217	4355 WARM SPRINGS WAY	\$ 46	\$ 549
00579219	4268 WARM SPRINGS WAY	\$ 67	\$ 803
00567767	4164 FISHING CREEK LANE RECLAIMED	\$ 25	\$ 295
00567766	4166 GREEN RIVER PLACE RECLAIMED	\$ 58	\$ 700
00567765	4197 GREEN RIVER PLACE RECLAIMED	\$ 55	\$ 657
00567764	1610 AZALEA RIDGE BLVD RECLAIMED	\$ 24	\$ 288
00567762	1601 AZALEA RIDGE ROAD RECLAIMED	\$ 25	\$ 304
00567760	3891 BRONCO ROAD RECLAIMED	\$ 27	\$ 327
00567759	4217 PACKER MEADOW WAY RECLAIMED	\$ 25	\$ 305
	Contingency	\$ 29	\$ 352
Total Relaim Water		\$ 244	\$ 8,300

Repairs and Maintenance

Represents the costs associated with any miscellaneous maintenance of the District.

Landscape Maintenance

The District cost to provide landscaping services to all the common areas within the District.

Vendor	Monthly	Annually
Tree Amigos Outdoor Service	\$ 5,949	\$ 71,388
Add'l Contract Azazlea Ridge II	\$ 2,441	\$ 29,289
Contingency	\$ 110	\$ 1,323
Total	\$ 8,500	\$ 102,000

Landscape Contingency

Other landscaping maintenance cost such as sod replacement, irrigation and tree maintenance.

Lake Maintenance

The District cost to provide monthly water management services to all the lakes throughout the District.

Vendor	Monthly	Annually
The Lake Doctors Inc	\$ 672	\$ 8,064
Total	\$ 672	\$ 8,064

Ridgewood Trails

Community Development District

Debt Service Fund

Series 2007A

Description	Adopted Budget FY2020	Actual thru 5/31/2020	Projected Next 4 Months	Total Projected thru 9/30/20	Approved Budget FY2021
<u>Revenues</u>					
Assessments	\$13,359	\$13,220	\$139	\$13,359	\$13,359
Interest Earned	\$100	\$122	\$4	\$126	\$100
Carry Forward Surplus	\$4,170	\$4,079	\$0	\$4,079	\$4,187
Total Revenues	\$17,629	\$17,421	\$143	\$17,564	\$17,646
<u>Expenditures</u>					
Interest 11/1	\$4,238	\$4,238	\$0	\$4,238	\$4,096
Interest 5/1	\$4,238	\$4,238	\$0	\$4,238	\$4,096
Principal 5/1	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Total Expenditures	\$13,475	\$13,475	\$0	\$13,475	\$13,193
<u>Other Sources/(Uses)</u>					
Interfund Transfer In/(Out)	\$0	\$98	\$0	\$98	\$0
Total Other	\$0	\$98	\$0	\$98	\$0
EXCESS REVENUES/ (EXPENDITURES)	\$4,154	\$4,044	\$143	\$4,187	\$4,454
				11/1/21 Interest	\$3,955

Ridgewood Trails

Community Development District

Amortization Schedule

Series 2007A, Capital Improvement Revenue Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/20	\$ 145,000	5.65%	\$ -	\$ 4,096.25	\$ 13,333.75
05/01/21	\$ 145,000	5.65%	\$ 5,000.00	\$ 4,096.25	
11/01/21	\$ 140,000	5.65%	\$ -	\$ 3,955.00	\$ 13,051.25
05/01/22	\$ 140,000	5.65%	\$ 5,000.00	\$ 3,955.00	
11/01/22	\$ 135,000	5.65%	\$ -	\$ 3,813.75	\$ 12,768.75
05/01/23	\$ 135,000	5.65%	\$ 5,000.00	\$ 3,813.75	
11/01/23	\$ 130,000	5.65%	\$ -	\$ 3,672.50	\$ 12,486.25
05/01/24	\$ 130,000	5.65%	\$ 5,000.00	\$ 3,672.50	
11/01/24	\$ 125,000	5.65%	\$ -	\$ 3,531.25	\$ 12,203.75
05/01/25	\$ 125,000	5.65%	\$ 5,000.00	\$ 3,531.25	
11/01/25	\$ 120,000	5.65%	\$ -	\$ 3,390.00	\$ 11,921.25
05/01/26	\$ 120,000	5.65%	\$ 5,000.00	\$ 3,390.00	
11/01/26	\$ 115,000	5.65%	\$ -	\$ 3,248.75	\$ 11,638.75
05/01/27	\$ 115,000	5.65%	\$ 5,000.00	\$ 3,248.75	
11/01/27	\$ 110,000	5.65%	\$ -	\$ 3,107.50	\$ 11,356.25
05/01/28	\$ 110,000	5.65%	\$ 5,000.00	\$ 3,107.50	
11/01/28	\$ 105,000	5.65%	\$ -	\$ 2,966.25	\$ 11,073.75
05/01/29	\$ 105,000	5.65%	\$ 10,000.00	\$ 2,966.25	
11/01/29	\$ 95,000	5.65%	\$ -	\$ 2,683.75	\$ 15,650.00
05/01/30	\$ 95,000	5.65%	\$ 10,000.00	\$ 2,683.75	
11/01/30	\$ 85,000	5.65%	\$ -	\$ 2,401.25	\$ 15,085.00
05/01/31	\$ 85,000	5.65%	\$ 10,000.00	\$ 2,401.25	
11/01/31	\$ 75,000	5.65%	\$ -	\$ 2,118.75	\$ 14,520.00
05/01/32	\$ 75,000	5.65%	\$ 10,000.00	\$ 2,118.75	
11/01/32	\$ 65,000	5.65%	\$ -	\$ 1,836.25	\$ 13,955.00
05/01/33	\$ 65,000	5.65%	\$ 10,000.00	\$ 1,836.25	
11/01/33	\$ 55,000	5.65%	\$ -	\$ 1,553.75	\$ 13,390.00
05/01/34	\$ 55,000	5.65%	\$ 10,000.00	\$ 1,553.75	
11/01/34	\$ 45,000	5.65%	\$ -	\$ 1,271.25	\$ 12,825.00
05/01/35	\$ 45,000	5.65%	\$ 10,000.00	\$ 1,271.25	
11/01/35	\$ 35,000	5.65%	\$ -	\$ 988.75	\$ 12,260.00
05/01/36	\$ 35,000	5.65%	\$ 10,000.00	\$ 988.75	
11/01/36	\$ 25,000	5.65%	\$ -	\$ 706.25	\$ 11,695.00
05/01/37	\$ 25,000	5.65%	\$ 10,000.00	\$ 706.25	
11/01/37	\$ 15,000	5.65%	\$ -	\$ 423.75	\$ 11,130.00
05/01/38	\$ 15,000	5.65%	\$ 15,000.00	\$ 423.75	
					\$ 15,423.75
Total			\$ 145,000.00	\$ 91,530.00	\$ 245,767.50

Ridgewood Trails

Community Development District

Capital Reserve

Description	Adopted Budget FY2020	Actual thru 5/31/2020	Projected Next 4 Months	Total Projected thru 9/30/20	Approved Budget FY2021
<u>Revenues</u>					
Capital Reserve -Transfer In	\$22,000	\$22,000	\$0	\$22,000	\$35,000
Landscape Reserve - Transfer In	\$10,000	\$0	\$0	\$0	\$0
Interest Earned	\$1,000	\$1,788	\$480	\$2,268	\$1,500
Carry Forward Surplus	\$191,081	\$187,268	\$0	\$187,268	\$192,874
Total Revenues	\$224,081	\$211,056	\$480	\$211,536	\$229,374
<u>Expenditures</u>					
Capital Outlay	\$10,000	\$18,047	\$0	\$18,047	\$20,000
Amenity Improvement Project	\$0	\$0	\$0	\$0	\$50,000
Other Current Charges	\$450	\$431	\$184	\$615	\$650
Total Expenditures	\$10,450	\$18,478	\$184	\$18,662	\$70,650
EXCESS REVENUES/ (EXPENDITURES)	\$213,631	\$192,578	\$296	\$192,874	\$158,724

A.

RESOLUTION 2020-10

THE ANNUAL APPROPRIATION RESOLUTION OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2020, submitted to the Board of Supervisors (“**Board**”) of the Ridgewood Trails Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Ridgewood Trails Community Development District for the Fiscal Year Ending September 30, 2021."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND – SERIES 2007A	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.

- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 8TH DAY OF JULY, 2020.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

B.

RESOLUTION 2020-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ridgewood Trails Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Clay County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Ridgewood Trails Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as

Exhibit "B," is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 8th day of July, 2020.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

Exhibit B: Assessment Roll

TENTH ORDER OF BUSINESS

RESOLUTION 2020-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Ridgewood Trails Community Development District (“**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, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

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 8th day of July, 2020.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

**RULES OF PROCEDURE
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF JULY 8, 2020

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Rule 1.0 General.

- (1) The Ridgewood Trails Community Development District (“District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (“Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (“Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (____) _____. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop 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 the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) **Evaluation Criteria.** The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) **Request for Proposals.** The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
 - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
 - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
 - viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if [the proposals are too high](#), or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective July 8, 2020, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

ELEVENTH ORDER OF BUSINESS

**AGREEMENT BETWEEN RIVERSIDE MANAGEMENT SERVICES, INC., AND THE
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
FOR FIELD OPERATIONS MANAGEMENT, FACILITY MANAGEMENT, POOL
MAINTENANCE, LIFEGUARD SERVICES AND JANITORIAL SERVICES
[FISCAL YEAR 2020-2021]**

This Agreement (“Agreement”) is effective as of the 1st day of October, 2020 by and between:

Ridgewood Trails Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Clay County, Florida, and whose mailing address is 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (“District”); and

Riverside Management Services, Inc., a Florida corporation, with a mailing address of 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257 (“Contractor”, together with District, “Parties”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* (“Act”), by ordinance adopted by Clay County, Florida; and

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District owns, operates and maintains a certain pool and amenity center (“Facilities”); and

WHEREAS, the District desires to enter into an agreement with an independent contractor to provide field operations management, facility management, pool maintenance lifeguard services and janitorial services for the Facilities; and

WHEREAS, Contractor submitted a proposal and represents that it is qualified to provide field operations management, facility management, pool maintenance, lifeguard services and janitorial services and has agreed to provide to the District those services identified in **Exhibit A**, attached hereto and incorporated by reference herein (“Services”); and

WHEREAS, the District and Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. DESCRIPTION OF WORK AND SERVICES.

A. The District desires that the Contractor provide professional field operations management, facility management, pool maintenance, lifeguard services and janitorial services within presently accepted standards. Upon all Parties signing this Agreement, the Contractor shall provide the District with the Services identified in **Exhibit A**.

B. While providing the Services, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Services.

C. The Contractor shall provide the Services as shown in **Section 3** of this Agreement. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District.

D. This Agreement grants to Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations.

SECTION 3. SCOPE OF FIELD OPERATIONS MANAGEMENT, FACILITY MANAGEMENT, POOL MAINTENANCE LIFEGUARD SERVICES AND JANITORIAL SERVICES. The Contractor will provide field operations management, facility management, pool maintenance, lifeguard services and janitorial services for the Facilities. The duties, obligations, and responsibilities of Contractor are to provide the material, tools, skill and labor necessary for the Services attached as **Exhibit A**. To the extent any of the provisions of this Agreement are in conflict with the provisions of **Exhibit A**, this Agreement controls.

SECTION 4. MANNER OF CONTRACTOR'S PERFORMANCE. The Contractor agrees, as an independent contractor, to undertake work and/or perform such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by the Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of the Services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.

B. The Contractor agrees that the District shall not be liable for the payment of any work or services not included in **Section 3** unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such work.

C. The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services.

- (1)** The District hereby designates the District Manager to act as its representative.
- (2)** Upon request by the District Manager, the Contractor agrees to meet with the District's representative to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.

D. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours.

SECTION 5. COMPENSATION; TERM.

A. As compensation for the Services described in this Agreement, the District agrees to pay the Contractor Twenty-One Thousand Eight Hundred Fifty-Five Dollars (\$21,855.00) for field operations management, Sixty Thousand Dollars (\$60,000.00) for full time facility management services, Fifteen Thousand Nine Hundred Ten Dollars (\$15,910.00) for pool maintenance services, a not to exceed amount of Fifteen Thousand Dollars (\$15,000.00) for lifeguard services and Nine Thousand Nine Hundred Eighty Dollars (\$9,980.00) for janitorial services, all as further outlined in **Exhibit A** attached hereto. The term of this Agreement shall be from October 1, 2020 through September 30, 2021 unless terminated earlier by either party in accordance with the provisions of this Agreement.

B. If the District should desire additional work or services, or to add additional areas to be maintained, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.

C. The District may require, as a condition precedent to making any payment to the Contractor that all subcontractors, materialmen, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor

provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

D. The Contractor shall maintain records conforming to usual accounting practices. As soon as may be practicable at the beginning of each month, the Contractor shall invoice the District for all services performed in the prior month and any other sums due to the Contractor. The District shall pay the invoice amount within thirty (30) days after the invoice date. The Contractor may cease performing services under this Agreement if any payment due hereunder is not paid within thirty (30) days of the invoice date. Each monthly invoice will include such supporting information as the District may reasonably require the Contractor to provide.

SECTION 4. INSURANCE.

A. The Contractor shall maintain throughout the term of this Agreement the following insurance:

- (1)** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- (2)** Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
 - (i)** Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
- (3)** Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
- (4)** Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

B. The District, its staff, consultants and supervisors shall be named as additional insured. The Contractor shall furnish the District with the

Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

- C. If the Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 5. INDEMNIFICATION.

- A. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.
- B. Contractor agrees to indemnify and hold harmless the District and its officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that 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.
- C. In no event, however, shall Contractor be liable for incidental, special, punitive or exemplary damages in connection with this Agreement, even if notice was given of the possibility of such damages and even if such damages were reasonably foreseeable.

SECTION 9. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 6. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules,

regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

SECTION 7. LIENS AND CLAIMS. The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 8. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 9. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

SECTION 10. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

SECTION 11. TERMINATION. The District agrees that the Contractor may terminate this Agreement with cause by providing thirty (30) days' written notice of termination to the District stating a failure of the District to perform according to the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this

Agreement. The Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

SECTION 12. PERMITS AND LICENSES. All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

SECTION 13. ASSIGNMENT. Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

SECTION 14. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 15. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 16. ENFORCEMENT OF AGREEMENT. A default by either Party under this Agreement shall entitle the other Party to all remedies available at law or in equity. In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 17. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the Parties relating to the subject matter of this Agreement.

SECTION 18. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the Parties.

SECTION 19. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties, the Parties have complied with all the requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

SECTION 20. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notice" or "Notices") shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent by overnight delivery service, to the Parties, as follows:

A. If to District: Ridgewood Trails Community Development
District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092
Attn: District Manager

With a copy to: Hopping Green & Sams, P.A.
119 S. Monroe Street, Suite 300
Tallahassee, Florida 32301
Attn: District Counsel

B. If to the Contractor: Riverside Management Services, Inc.
9655 Florida Mining Boulevard
Building 300, Suite 305
Jacksonville, Florida 32257
Attn: _____

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notices on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth in this Agreement.

SECTION 21. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations,

covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

SECTION 22. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Clay County, Florida.

SECTION 23. COMPLIANCE WITH PUBLIC RECORDS LAWS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Ernesto Torres** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, ETORRES@GMSNF.COM, 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.

SECTION 24. SEVERABILITY. 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.

SECTION 25. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to

have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 26. COUNTERPARTS. This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Parties hereto have signed and sealed this Agreement on the day and year first written above.

Attest:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary
Board of Supervisors

By: _____
Its: _____
Board of Supervisors

Print Name: _____

**RIVERSIDE MANAGEMENT SERVICES,
INC.**

Witness

By: _____
Print: _____
Its: _____

Print Name of Witness

EXHIBIT A

Riverside Management Services, Inc.

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

**WORK AUTHORIZATION FOR
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021
AMENITY MANAGEMENT, FIELD OPERATIONS MANAGER, POOL SERVICE,
JANITORIAL SERVICE AND LIFEGUARDS**

Amenity Manager:

Riverside Management Services, Inc. shall provide Amenity Management Services for the Ridgewood Trails Community Development District. These services include overseeing all amenity facilities, interacting with residents, prospective residents and their guests, social event execution, and promoting clubs and marketing. RMS has the ability to create a unique schedule to accommodate the needs of each community, which will include the following:

- The Amenity Manager is the liaison for the Community Development District Board of Supervisors and will attend all District Meetings.
- Will prepare a monthly Manager's Report detailing all activity such as all social events, clubs, upcoming events, residents' concerns, information regarding completed and planned maintenance projects, etc.
- Primary area of responsibilities will be management of District owned amenities and recreational facilities, to include the planning and execution of social events, programming of resident services, and facility rentals.
- Respond to all resident questions and concerns regarding the District in a timely and professional manner.
- Maintain a professional relationship with all residents, welcoming and educating new homeowners, issuing access cards and maintaining data base, updating resident information, supervising staff members, monitoring facility usage and rentals.
- Responsible for updating and maintaining District communications platforms, to include the community website, marquee board, E-blasts and monthly newsletter.
- Inspect Amenity Center for lighting, debris removal, pest control, signage and fencing, and any necessary maintenance. Inspections include recommendations to improve safety and minimize potential hazards in order to prevent accidents from occurring.
- Inventory cleaning products, paper products, office and first aid supplies.
- Coordinate, organize, and promote all social events and activities throughout the year. Administer rental program of District Facilities for private parties, social events and clubs.
- Educate staff members, security guards, residents, prospective residents and public on District policies and procedures.
- Prepare report for recommendations regarding modifications/updates to the policies and procedures as needed.
- Interactions regarding budgeting, maintenance recommendations, social event recommendations, coordination and communication with the Board of Supervisors and others.

- Assist with processing any insurance claims and related repair work.
- Provide recommendations for annual budget, social events, promoting community clubs, etc.
- Responsible for sending CDD information for website updates and maintaining a community social event calendar.
- Interface with vendors for repairs, billing, payments, and approve certain invoices.

Field Operations Manager:

Riverside Management Services, Inc. (“RMS”) shall provide Field Operations Management Services for Ridgewood Trails Community Development District. These services include contract administration, inspections, and the following below:

- Oversees Landscape Maintenance Contract
- Oversees Lake Maintenance Contract
- Monitors Utility Accounts
- Field Operations Budget
- Weekly Site Inspections
- Meeting with contractors/service providers
- Attend District Board of Supervisors meetings
- Provide an Operations Memorandum outlining all field related activity
- Prepare maintenance plan for any future District infrastructure
- Receive/Respond to resident emails and phone calls pertaining to District related issues

Pool Maintenance:

Riverside Management Services, Inc. (“RMS”) shall be responsible for the cleaning and maintenance of the “Districts” swimming pool. Service to be provided three (3) business days per week March - September, and two (2) days per week October - February.

Responsibilities/Tasks:

- Vacuuming
- Skimming
- Brushing tiles on a routine basis
- Pool and Equipment inspections
- Cleaning Filters
- Chemical Balance (Chlorine, pH, Alkalinity, Sequestrant)
- Chemicals for daily service to be invoiced separately (Chlorine, Acid, DE Powder, etc.)
- Chemicals for cleaning pool tiles, treatment of stains, metal removal agents, oil removal, phosphate and nitrate removal, mustard and black algae treatments shall be invoiced to the District
- Notify Community Manager/Operations Manager of any repair or replacement needs
- Emergency call out Service/unscheduled visits shall be invoiced at actual time plus any materials

Janitorial Services:

- Maintain the general appearance of all indoor spaces.
- General Janitorial scope of service includes, but not limited to the following:
 - Sweep, vacuum and mop all floor types as necessary
 - Clean restroom sinks, mirrors, fixtures, toilets, urinals, etc.

- Clean interior windows, baseboards, wipe down walls and doors
- Wipe down and sanitize fitness equipment
- Remove trash and replace trash can liners
- Restock supplies, paper products, soap, etc. (as needed)
- Dust, polish and sanitize all appliances, interior fans, etc.
- Service to be provided three (3) business days per week March - September, and two (2) days per week October - February.
- Holidays excluded are New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. If a service visit falls on a Holiday, a subsequent day will be used.
- District to supply all paper products, soap, trash liners, fitness wipes, supplies, etc.

Lifeguard:

- Coverage includes 3 lifeguards on duty - 2 lifeguards from 11am to 7pm and 1 lifeguard from 12pm to 5pm, following the following schedule:
 - The weekends before and after Spring Break
 - Memorial Day Weekend – Saturday, Sunday and Monday
 - Summer Schedule starts after school is out until Sunday, August 8, 2021– Friday, Saturday and Sunday
 - End of Summer Weekends August 15, 2021 to September 7, 2021– Saturday and Sunday, includes Monday, September 7, 2021 Labor Day
- Riverside Lifeguards are American Red Cross certified in Lifeguarding, Water Park Lifeguarding, CPR, First Aid and AED for Adults, infants and Children.
- Responsibilities include but are not limited to the following:
 - Prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies and working as a team with facility staff and management.
 - RMS Lifeguards will be “Rescue Ready” at all times and report unsafe conditions to the Facility Supervisor.
 - Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents
 - In-service training to review EAP, CPR, First Aid, AED, on-land and in-water rescue procedures
 - Straightening pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trashcan liners (as time permits) and maintaining restroom cleanliness and stocking of supplies are all secondary responsibilities of RMS Lifeguards
 - Inspecting the slide and the slide structure before opening pool
 - Testing pH and chlorine levels to maintain Health Department requirements (Twice daily)
- The District shall only be invoiced for actual hours of service

General Provisions:

- RMS shall provide, at no charge to the District, company uniforms to all personnel providing these services.
- Costs incurred by RMS due to maintenance related requests, emergencies or unscheduled visits (i.e. vandalism, acts of God, etc.) shall be invoiced at \$35.00/hour, plus any materials, and travel reimbursement. Minimum of one (1) hour charge.
- Reasonable reimbursement for the expense of copies, office supplies, travel, etc.
- All supplies. Materials needed for maintenance within the District shall be paid-for by the District.

- Additional staffing, organizing, purchasing, planning, set up and cleaning for special events and facility rentals shall be invoiced at \$25.00 per hour
- All RMS employees are subject to a background check, drug screening and physical.

Pricing:

	FY2020 <u>Budget</u>	FY2020 <u>Fees</u>	FY2021 <u>Proposed Fees</u>
Operations Manager	\$21,218	\$21,218	\$21,855
Pool Maintenance (Pools-2)	\$15,910	\$15,910	\$15,910
Janitorial Service	\$9,980	\$9,980	\$9,980
Lifeguards (Invoiced at \$16.00/hr)	\$15,000	\$15,000	\$15,000 (Not to Exceed)
Facility Manager	\$60,000	\$58,000	\$60,000

Additional Services

- | | |
|--|--------------|
| ○ General Maintenance Personnel (per hour) | \$35.00/hr |
| ○ Pressure Washing | Upon Request |

TWELFTH ORDER OF BUSINESS

C.

NOTICE OF MEETINGS
RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Ridgewood Trails Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2021 at 1:30 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068 on the first Wednesday of each month as follows or otherwise noted:

November 4, 2020
January 6, 2021
March 3, 2021
May 5, 2021 @ **6:00 p.m.**
July 7, 2021
September 1, 2021 @ **6:00 p.m.**

D.

Ridgewood Trails Community Development District
9655 Florida Mining Blvd W, Bldg. 300, Suite 305, Jacksonville, FL 32257

Memorandum

Date: **July 8, 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: 613

Amenity Center:

- Pools have been open since 6/3/20. Residents must sign COVID-19 waiver, sign in and out and are limited to 2 hours, with no guests being allowed at this time.
- CDC guidelines signs have been placed at the entrances to the buildings. Along with wash your hands signs in the restrooms.
- Pool furniture has been stacked and secured; residents are encouraged to bring their own chairs.
- Pool slide is not open currently.
- Playground is open, signs are posted for voluntary precautions.
- No events have occurred due to COVID-19.
- Gym is not opened yet however it has been sanitized, machines moved at least 6 feet apart to encourage social distancing.
- Amenity building rental reservations are on hold due to Covid-19.
- Clay County Sheriff's Office continues to provide security for the amenity center and is patrolling 2-3 times per week.
- Florida Pest Control continues to treat the amenity buildings and pool deck.
- Riverside Management continues to perform janitorial services and has provided more extensive sanitizing and outdoor cleaning during the mandatory closures.

- Amenity center lights are being inspected monthly and replaced as needed.
- Riverside Management continues to service and clean the pools.

Fitness Center:

- Yoga mats and holder was 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:

- 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 Lake Doctors continue to monitor and treat the lakes monthly.
- Aquatic plants are being installed in the lake in the back of the community.

Other Projects:

- Additional dog waste stations have been ordered and will be installed when they arrive.
- Front pool gate has been repaired and reinforced with steel bar.
- Men's restroom stall has been repaired.
- Slip resistant mats have been installed in the restrooms.
- Non-skid paint is being applied in the restrooms.
- New trifold paper towel dispensers were installed in the restrooms.
- Trash and debris has been removed from some of the powerline easements.
- 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.

FOURTEENTH ORDER OF BUSINESS

A.

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
May 31, 2020

	<u>Governmental Fund Types</u>			<u>Totals</u>
	<u>General</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>(Memorandum Only)</u>
<u>ASSETS:</u>				
CASH	\$155,658	\$6,479	---	\$162,136
INVESTMENTS - STATE BOARD	\$285,546	---	---	\$285,546
INVESTMENTS - STATE BOARD - CAPITAL RESERVE	---	\$186,100	---	\$186,100
INVESTMENTS				
Reserve A	---	---	\$9,616	\$9,616
Revenue A	---	---	\$4,044	\$4,044
PREPAID EXPENSES	\$1,129	---	---	\$1,129
DEPOSITS	\$2,703	---	---	\$2,703
DUE FROM GENERAL FUND	---	---	---	\$0
DUE FROM CAPITAL RESERVES	---	---	---	\$0
DUE FROM OTHER	\$1,116	---	---	\$1,116
TOTAL ASSETS	<u>\$446,152</u>	<u>\$192,578</u>	<u>\$13,660</u>	<u>\$652,391</u>
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$8,746		---	\$8,746
ACCRUED EXPENSES	\$1,075		---	\$1,075
DUE TO GENERAL	---	---	---	\$0
DUE TO CAPITAL RESERVE	---	---	---	\$0
<u>FUND BALANCES:</u>				
UNASSIGNED	\$393,079	---	---	\$393,079
NONSPENDABLE	\$3,832	---	---	\$3,832
ASSIGNED	\$39,420	---	---	\$39,420
ASSIGNED FOR CAPITAL RESERVE	\$0	\$192,578	---	\$192,578
RESTRICTED FOR DEBT SERVICE	---	---	\$13,660	\$13,660
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$446,152</u>	<u>\$192,578</u>	<u>\$13,660</u>	<u>\$652,391</u>

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
<u>REVENUES:</u>				
Assessments - Tax Roll	\$364,604	\$364,604	\$360,822	(\$3,781)
Assessments - Direct	\$55,385	\$55,385	\$55,385	\$0
Interest Earned/Misc. Income	\$5,000	\$3,333	\$3,584	\$250
TOTAL REVENUES	\$424,989	\$423,322	\$419,791	(\$3,531)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisor Fees	\$12,000	\$8,000	\$2,600	\$5,400
FICA Expense	\$918	\$612	\$199	\$413
Engineering	\$5,000	\$3,333	\$0	\$3,333
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$600	\$0	\$0	\$0
Dissemination	\$1,000	\$667	\$667	\$0
Attorney	\$12,000	\$8,000	\$3,769	\$4,231
Annual Audit	\$4,100	\$0	\$0	\$0
Trustee	\$4,500	\$4,500	\$3,388	\$1,112
Management Fees	\$41,000	\$27,333	\$27,334	(\$1)
Telephone	\$100	\$67	\$85	(\$18)
Postage	\$800	\$533	\$391	\$143
Printing & Binding	\$1,500	\$1,000	\$721	\$279
Insurance	\$6,690	\$6,690	\$6,298	\$392
Legal Advertising	\$2,200	\$1,467	\$1,783	(\$316)
Other Current Charges (1)	\$1,800	\$1,200	\$2,777	(\$1,577)
Office Supplies	\$250	\$167	\$672	(\$505)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$250	\$167	\$0	\$167
Meeting Room Rental	\$600	\$400	\$125	\$275
Records Storage	\$250	\$167	\$0	\$167
TOTAL ADMINISTRATIVE	\$100,993	\$69,737	\$56,242	\$13,495
<u>AMENITY CENTER</u>				
Insurance	\$11,463	\$11,463	\$13,654	(\$2,191)
Facility Manager	\$60,000	\$40,000	\$38,667	\$1,333
General Facility Maintenance	\$10,000	\$6,667	\$5,829	\$838
Repairs & Replacements	\$0	\$0	\$3,872	(\$3,872)
Lifeguards	\$15,000	\$0	\$0	\$0
Pool Maintenance	\$15,910	\$10,607	\$10,607	\$0
Pool Chemicals	\$12,640	\$8,427	\$6,437	\$1,989
Other Current Charges	\$1,000	\$667	\$0	\$667
Water & Sewer	\$13,500	\$9,000	\$5,510	\$3,490
Electric	\$11,000	\$7,333	\$8,071	(\$738)
Internet/Cable	\$1,680	\$1,120	\$2,567	(\$1,447)
Janitorial	\$9,980	\$6,653	\$6,656	(\$3)
Janitorial Supplies	\$1,500	\$1,000	\$794	\$206
Security (2)	\$16,000	\$10,667	\$11,555	(\$888)
Refuse Service	\$3,000	\$2,000	\$0	\$2,000
Special Events	\$6,300	\$2,680	\$2,680	\$0
Pool Permit	\$375	\$125	\$125	\$0
Maintenance Reserves	\$6,174	\$4,116	\$0	\$4,116
Pest Control	\$480	\$320	\$697	(\$377)
Capital Reserve	\$22,000	\$22,000	\$22,000	\$0
TOTAL AMENITY CENTER	\$218,002	\$144,844	\$139,721	\$5,123

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
<u>EXPENDITURES:</u>				
<u> GROUND MAINTENANCE:</u>				
Operations Management	\$21,218	\$14,145	\$14,145	(\$0)
Access Cards	\$1,000	\$667	\$0	\$667
Electric	\$8,000	\$5,333	\$4,183	\$1,151
Water	\$8,300	\$5,533	\$5,268	\$265
Repairs & Maintenance	\$17,000	\$11,333	\$11,265	\$69
Landscape Maintenance	\$72,000	\$48,000	\$47,892	\$108
Landscape Reserve	\$10,000	\$6,667	\$3,710	\$2,957
Lake Maintenance	\$7,896	\$5,264	\$5,376	(\$112)
TOTAL GROUND MAINTENANCE	\$145,414	\$96,943	\$91,838	\$5,104
TOTAL EXPENDITURES	\$464,409	\$311,524	\$287,802	\$23,722
EXCESS REVENUES (EXPENDITURES)	(\$39,420)		\$131,990	
FUND BALANCE - Beginning	\$39,420		\$304,342	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$436,331</u>	

(1) Includes \$2250.00 ADA Compliance Setup 2019

(2) Includes \$1620.00 Access/Service Plan

**RIDGEWOOD TRAILS CDD
GENERAL FUND**

FY2020

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
REVENUES:													
Assessments - Tax Roll	\$0	\$101651	\$254183	\$1345	\$2363	\$0	\$1280	\$0	\$0	\$0	\$0	\$0	\$360,822
Assessments - Direct	\$0	\$0	\$27693	\$0	\$13846	\$0	\$0	\$13846	\$0	\$0	\$0	\$0	\$55,385
Interest Earned/Misc. Income	\$424	\$341	\$535	\$743	\$581	\$444	\$301	\$214	\$0	\$0	\$0	\$0	\$3,584
TOTAL REVENUES	\$424	\$101992	\$282410	\$2089	\$16790	\$444	\$1581	\$14061	\$0	\$0	\$0	\$0	\$419791

EXPENDITURES: ADMINISTRATIVE

Supervisor Fees	\$0	\$0	\$0	\$1,000	\$0	\$800	\$0	\$800	\$0	\$0	\$0	\$0	\$2,600
FICA Expense	\$0	\$0	\$0	\$77	\$0	\$61	\$0	\$61	\$0	\$0	\$0	\$0	\$199
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	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$667
Attorney	\$120	\$178	\$368	\$580	\$0	\$1,641	\$883	\$0	\$0	\$0	\$0	\$0	\$3,769
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	\$3,417	\$3,417	\$3,417	\$3,417	\$0	\$0	\$0	\$0	\$27,334
Telephone	\$0	\$0	\$0	\$0	\$0	\$44	\$40	\$0	\$0	\$0	\$0	\$0	\$85
Postage	\$19	\$5	\$8	\$143	\$43	\$21	\$145	\$8	\$0	\$0	\$0	\$0	\$391
Printing & Binding	\$57	\$28	\$13	\$171	\$61	\$231	\$21	\$139	\$0	\$0	\$0	\$0	\$721
Insurance	\$6,298	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,298
Legal Advertising	\$65	\$0	\$66	\$1,116	\$66	\$236	\$119	\$114	\$0	\$0	\$0	\$0	\$1,783
Other Current Charges (1)	\$2,308	\$56	\$71	\$80	\$62	\$78	\$63	\$60	\$0	\$0	\$0	\$0	\$2,777
Office Supplies	\$1	\$633	\$0	\$13	\$0	\$14	\$1	\$10	\$0	\$0	\$0	\$0	\$672
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
DEPARTMENT TOTALS	\$17,802	\$4,399	\$4,026	\$10,192	\$3,732	\$6,627	\$4,771	\$4,693	\$0	\$0	\$0	\$0	\$56,242

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	\$4,833	\$4,833	\$4,833	\$4,833	\$0	\$0	\$0	\$0	\$38,667
General Facility Maintenance	\$830	\$833	\$839	\$809	\$835	\$833	\$850	\$0	\$0	\$0	\$0	\$0	\$5,829
Repairs & Replacements	\$467	\$200		\$596	\$60	\$1,966	\$0	\$583	\$0	\$0	\$0	\$0	\$3,872
Lifeguards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$1,326	\$1,326	\$1,326	\$1,326	\$1,326	\$1,326	\$1,326	\$1,326	\$0	\$0	\$0	\$0	\$10,607
Pool Chemicals	\$1,077	\$796	\$753	\$720	\$720	\$819	\$832	\$720	\$0	\$0	\$0	\$0	\$6,437
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water & Sewer	\$618	\$739	\$581	\$909	\$672	\$668	\$644	\$679	\$0	\$0	\$0	\$0	\$5,510
Electric	\$1,103	\$1,041	\$999	\$914	\$874	\$855	\$893	\$1,392	\$0	\$0	\$0	\$0	\$8,071
Internet/Cable	\$140	\$140	\$140	\$801	\$374	\$324	\$324	\$324	\$0	\$0	\$0	\$0	\$2,567
Janitorial	\$832	\$832	\$832	\$832	\$832	\$832	\$832	\$832	\$0	\$0	\$0	\$0	\$6,656
Janitorial Supplies	\$60	\$80	\$46	\$47	\$378	\$0	\$183	\$0	\$0	\$0	\$0	\$0	\$794
Security (2)	\$1,480	\$2,700	\$1,080	\$1,080	\$1,325	\$1,460	\$1,075	\$1,355	\$0	\$0	\$0	\$0	\$11,555
Refuse Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$1,120	\$0	\$1,260	\$0	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,680
Pool Permit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125	\$0	\$0	\$0	\$0	\$125
Maintenance Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$40	\$40	\$40	\$40	\$402	\$45	\$45	\$45	\$0	\$0	\$0	\$0	\$697
Capital Reserve	\$0	\$0	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,000
AMENITY CENTER TOTALS	\$25,171	\$13,561	\$15,138	\$12,907	\$34,931	\$13,961	\$11,838	\$12,214	\$0	\$0	\$0	\$0	\$139,721

**RIDGEWOOD TRAILS CDD
GENERAL FUND
FY2020**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<u>EXPENDITURES: GROUNDS MAINTENANCE</u>													
Operations Management	\$1,768	\$1,768	\$1,768	\$1,768	\$1,768	\$1,768	\$1,768	\$1,768	\$0	\$0	\$0	\$0	\$14,145
Access Cards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$536	\$660	\$583	\$668	\$467	\$261	\$345	\$663	\$0	\$0	\$0	\$0	\$4,183
Water	\$657	\$743	\$408	\$426	\$1,198	\$462	\$751	\$622	\$0	\$0	\$0	\$0	\$5,268
Repairs & Maintenance	\$997	\$1,416	\$2,107	\$991	\$2,106	\$2,976	\$672	\$0	\$0	\$0	\$0	\$0	\$11,265
Landscape Maintenance	\$7,916	\$5,949	\$5,949	\$5,949	\$5,949	\$5,949	\$5,949	\$4,282	\$0	\$0	\$0	\$0	\$47,892
Landscape Reserve	\$1,688	\$0	\$1,350	\$0	\$0	\$0	\$672	\$0	\$0	\$0	\$0	\$0	\$3,710
Lake Maintenance	\$672	\$672	\$672	\$672	\$672	\$672	\$672	\$672	\$0	\$0	\$0	\$0	\$5,376
Capital Outlay - Streetlighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GROUND MAINTENANCE TOTAL	\$14,234	\$11,208	\$12,837	\$10,475	\$12,160	\$12,088	\$10,829	\$8,007	\$0	\$0	\$0	\$0	\$91,838
TOTAL EXPENDITURES	\$57,207	\$29,168	\$32,002	\$33,574	\$50,823	\$32,677	\$27,438	\$24,914	\$0	\$0	\$0	\$0	\$287,802
EXCESS REV/(EXP)	\$56,782	\$72,824	\$250,408	\$31,485	\$34,033	\$32,232	\$25,857	\$10,854	\$0	\$0	\$0	\$0	\$131,990

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT
CAPITAL RESERVE

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 05/31/20	ACTUAL THRU 05/31/20	VARIANCE
<u>REVENUES:</u>				
Capital Reserve Transfer In	\$22,000	\$22,000	\$22,000	\$0
Landscape Reserve Transfer In	\$10,000	\$0	\$0	\$0
Interest Income	\$1,000	\$667	\$1,788	\$1,122
TOTAL REVENUES	\$33,000	\$22,667	\$23,788	\$1,122
<u>EXPENDITURES:</u>				
Capital Reserves	\$10,000	\$10,000	\$18,047	(\$8,047)
Other Curent Charges	\$450	\$300	\$431	(\$131)
TOTAL EXPENDITURES	\$10,450	\$10,300	\$18,478	(\$8,178)
<u>OTHER SOURCES AND USES:</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES/USES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$22,550		\$5,311	
FUND BALANCE - Beginning	\$191,081		\$187,268	
FUND BALANCE - Ending	<u><u>\$213,631</u></u>		<u><u>\$192,578</u></u>	

RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - 2007A

Statement of Revenues & Expenditures and Changes of Fund Balance
For the Period Ended April 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/20	ACTUAL THRU 04/30/20	VARIANCE
<u>REVENUES:</u>				
Assessments - On Roll	\$13,359	\$13,359	\$13,220	(\$139)
Interest Income	\$100	\$67	\$122	\$55
Other Revenue Sources	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$13,459	\$13,426	\$13,342	(\$84)
<u>EXPENDITURES:</u>				
Interest Expense - 11/1	\$4,238	\$4,238	\$4,238	\$0
Interest Expense - 5/1	\$4,238	\$4,238	\$4,238	\$0
Principal Expense - 5/1	\$5,000	\$5,000	\$5,000	\$0
TOTAL EXPENDITURES	\$13,475	\$13,475	\$13,475	\$0
<u>OTHER SOURCES AND USES:</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$98	\$98
TOTAL OTHER SOURCES/USES	\$0	\$0	\$98	\$98
EXCESS REVENUES (EXPENDITURES)	(\$16)		(\$35)	
FUND BALANCE - Beginning	\$4,170		\$13,695	
FUND BALANCE - Ending	<u>\$4,154</u>		<u>\$13,660</u>	

Ridgewood Trails
Community Development District
Long Term Debt Report

Series 2007A Capital Improvement Revenue Bonds	
Interest Rate:	5.650%
Maturity Date:	5/1/2038
Reserve Fund Definition:	
Reserve Fund Requirement:	\$9,503
Reserve Fund Balance:	\$9,616
 Bonds outstanding - 6/1/2019	 \$150,000
Less: May 1, 2014 (Mandatory)	(\$5,000)
Current Bonds Outstanding	\$145,000

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	-	(1)	55,385.36	55,385.36
DIRECT BILLS DUE / RECEIVED	-	-	55,385.36	55,385.36
TAX ROLL DUE / RECEIVED	(787.15)	13,386.59	365,362.97	378,749.56
TOTAL DUE / RECEIVED	(787.15)	13,386.59	420,748.33	434,134.92

(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
6	02/21/20	2,449.57	86.58	2,362.99
7	03/17/20	-	-	-
8	04/17/20	1,327.35	46.91	1,280.44
9	05/14/20	-	-	-
10	06/11/20	2,703.70	95.56	2,608.14
TAX CERTIFICATES	06/25/20	2,003.26	70.80	1,932.46
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		378,749.56	13,386.59	365,362.97

PERCENT COLLECTED	TOTAL	DEBT	O&M
% COLLECTED DIRECT BILL	100.00%	0.00%	100.00%
% COLLECTED TAX ROLL	100.21%	100.21%	100.21%
TOTAL PERCENT COLLECTED	100.18%	100.21%	100.18%

C.

RIDGEWOOD TRAILS

Community Development District

Check Run Summary 4/1/20 - 6/30/20

Fund	Date	Check Numbers	Amount	
<u>General Fund</u>				
	4/1/20 - 4/30/20	1805-1831	\$33,770.49	
	5/1/20 - 5/31/20	1832-1855	\$24,056.54	
	6/1/20 6/30/20	1856-1874	\$23,290.03	
				\$81,117.06
<u>Capital Reserve</u>				
	4/1/20 4/30/20	9-10	\$2,400.00	
				\$2,400.00
<u>Autopayments</u>				
	4/13/20	Comcast	\$324.00	
	4/1/20	Clay Electric	\$1,116.39	
	4/24/20	CCUA	\$1,395.30	
	5/12/20	Comcast	\$323.83	
	5/29/20	Clay Electric	\$2,271.00	
	5/27/20	CCUA	\$1,300.98	
				\$6,731.50
Total				\$90,248.56

* Fedex invoices available upon request.

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*** CHECK NOS. 001805-001874

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
RIDGEWOOD TRAILS CDD
BANK A RIDGEWOOD TRAILS

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/02/20	00063	3/30/20 03302020 3/27/20	202003 320-57200-34500 SECURITY SERVICES	EDGAR HOWELL	*	120.00	120.00 001805
4/02/20	00082	3/30/20 03302020 3/23/20	202003 320-57200-34500 SECURITY SERVICES	MATTHEW MCREE	*	120.00	120.00 001806
4/02/20	00095	4/01/20 13129559 APR POOL	202004 320-57200-52100 CHEMICALS	POOLSURE	*	720.00	720.00 001807
4/02/20	00039	3/23/20 234 FEB GENERAL FACIL MAINT	202002 320-57200-46100		*	835.00	
		3/23/20 234 FEB JANITORIAL SUPPLIES	202002 320-57200-52200		*	378.48	
		3/23/20 234 FEB COTINGENCIAS	202002 330-53800-49000		*	388.70	
		3/23/20 234 FEB REPAIRS/REPLACEMENTS	202002 330-53800-46000		*	1,716.80	
				RIVERSIDE MANAGEMENT SERVICES, INC.			3,318.98 001808
4/09/20	00015	3/09/20 309988 NOTICE RULE DEVELOPMENT	202003 310-51300-48000	CLAY TODAY	*	87.75	87.75 001809
4/09/20	00070	4/03/20 SSI09548 MAR EMPLOYMENT FEE	202003 320-57200-34500		*	160.00	
		4/03/20 SSI09548 MAR SCHEDULING FEE	202003 320-57200-34500		*	100.00	
				CLAY COUNTY SHERIFF'S OFFICE			260.00 001810
4/09/20	00063	4/06/20 04062020 3/30/20	202003 320-57200-34500 SECURITY SERVICES	EDGAR HOWELL	*	120.00	120.00 001811
4/09/20	00099	3/25/20 8506693 MAR PEST CONTROL	202003 320-57200-43200	FLORIDA PEST CONTROL	*	45.00	45.00 001812
4/09/20	00003	4/01/20 204 APR MANAGEMENT FEES	202004 310-51300-34000		*	3,416.67	
		4/01/20 204 APR DISSEMINATION SERVICE	202004 310-51300-31300		*	83.33	
		4/01/20 204 OFFICE SUPPLIES	202004 310-51300-51000		*	.75	

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/16/20	00103	7/29/19 1321	201910 310-51300-49000	WEB DESIGN ADA COMPLIANCE	*	2,250.00	
				VGLOBALTECH			2,250.00 001822
4/23/20	00015	3/09/20 309989	202003 310-51300-48000	NOTICE OF RULEMAKING	*	148.50	
				CLAY TODAY			148.50 001823
4/23/20	00093	4/20/20 04202020	202004 320-57200-34500	4/15/20 SECURITY SERVICES	*	120.00	
				DALTON JUNEAU			120.00 001824
4/23/20	00063	4/20/20 04202020	202004 320-57200-34500	4/17/20 SECURITY SERVICES	*	120.00	
				EDGAR HOWELL			120.00 001825
4/23/20	00104	4/15/20 10305	202004 330-53800-46000	REPAIRED FOUNTAIN MOTOR	*	424.00	
		4/15/20 10305	202004 330-53800-46000	FREIGHT	*	103.21	
				NORTH FLORIDA IRRIGATION EQUIPMENT			527.21 001826
4/30/20	00093	4/27/20 04272020	202004 320-57200-34500	4/25/20 SECURITY SERVICES	*	120.00	
				DALTON JUNEAU			120.00 001827
4/30/20	00082	4/27/20 04272020	202004 320-57200-34500	4/20/20 SECURITY SERVICES	*	120.00	
				MATTHEW MCREE			120.00 001828
4/30/20	00039	4/20/20 235	202003 320-57200-46100	MAR GEN FACIL MAINTENANCE	*	833.00	
		4/20/20 235	202003 330-53800-46000	MAR REPAIR/REPLACM FIELD	*	1,573.83	
		4/20/20 235	202003 320-57200-46000	MAR REPAIR/REPLACM AMENIT	*	1,315.69	
		4/20/20 235	202003 320-57200-52100	MAR POOL CHEMICALS	*	99.43	
				RIVERSIDE MANAGEMENT SERVICES, INC.			3,821.95 001829
4/30/20	00039	4/20/20 236	202003 320-57200-46000	MAR PRESSURE WASHING SRVC	*	650.00	
				RIVERSIDE MANAGEMENT SERVICES, INC.			650.00 001830
4/30/20	00091	8/30/19 12011-RE	201910 330-53800-46200	ADD INCREASED MOWING AREA	*	1,666.67	
				TREE AMIGOS OUTDOOR SERVICES			1,666.67 001831

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5/07/20	00099	4/16/20 8518706	202004 320-57200-43200	APR PEST CONTROL	*	45.00	
				FLORIDA PEST CONTROL			45.00 001832
5/07/20	00042	5/01/20 501520	202005 330-53800-46400	MAY LAKE MAINTENANCE	*	672.00	
				THE LAKE DOCTORS, INC.			672.00 001833
5/07/20	00095	5/01/20 13129559	202005 320-57200-52100	MAY POOL CHEMICALS	*	720.00	
				POOLSURE			720.00 001834
5/07/20	00091	4/24/20 12196	202004 330-53800-46300	MUHLY GRASS 3GL	*	672.00	
				TREE AMIGOS OUTDOOR SERVICES			672.00 001835
5/07/20	00091	4/29/20 13017	202004 330-53800-46200	APR LANDSCAPE MAINTENANCE	*	4,282.32	
				TREE AMIGOS OUTDOOR SERVICES			4,282.32 001836
5/07/20	00091	4/29/20 13022	202004 330-53800-46200	APR ADD MOWING AREA	*	1,666.68	
				TREE AMIGOS OUTDOOR SERVICES			1,666.68 001837
5/14/20	00055	4/28/20 66736	202004 330-53800-46000	BACKFLOW TEST 4/22/20	*	120.00	
				BOB'S BACKFLOW & PLUMBING SERVICES			120.00 001838
5/14/20	00015	4/22/20 311183	202004 310-51300-48000	NOTICE OF MEETING 5/6/20	*	119.00	
				CLAY TODAY			119.00 001839
5/14/20	00070	5/07/20 SSI09583	202004 320-57200-34500	APR EMPLOYMENT FEE	*	135.00	
		5/07/20 SSI09583	202004 320-57200-34500	APR SCHEDULING FEE	*	100.00	
				CLAY COUNTY SHERIFF'S OFFICE			235.00 001840
5/14/20	00063	5/11/20 05112020	202005 320-57200-34500	5/6/20 SECURITY SERVICES	*	120.00	
				EDGAR HOWELL			120.00 001841
5/14/20	00003	5/01/20 205	202005 310-51300-34000	MAY MANAGEMENT FEES	*	3,416.67	
		5/01/20 205	202005 310-51300-31300	MAY DISSEMINATION SERVICE	*	83.33	

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		5/01/20 205	202005 310-51300-51000		*	10.48	
		OFFICE SUPPLIES					
		5/01/20 205	202005 310-51300-42000		*	8.00	
		POSTAGE					
		5/01/20 205	202005 310-51300-42500		*	139.35	
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			3,657.83 001842
5/14/20 00008		4/30/20 114511	202003 310-51300-31500		*	1,641.00	
		MAR GEN COUNSEL/MEETING					
				HOPPING GREEN & SAMS			1,641.00 001843
5/14/20 00064		5/11/20 05112020	202005 320-57200-34500		*	120.00	
		5/7/20 SECURITY SERVICES					
				KEITH A. SMITH			120.00 001844
5/14/20 00082		5/11/20 05112020	202005 320-57200-34500		*	120.00	
		5/4/20 SECURITY SERVICES					
				MATTHEW MCREE			120.00 001845
5/14/20 00039		5/01/20 237	202005 320-57200-34200		*	832.00	
		MAY JANITORIAL SERVICES					
		5/01/20 237	202005 320-57200-46500		*	1,325.83	
		MAY POOL MAINTENANCE					
		5/01/20 237	202005 330-53800-34000		*	1,768.17	
		MAY CONTRACT DMIN					
		5/01/20 237	202005 320-57200-46200		*	4,833.33	
		MAY FACILITY MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES, INC.			8,759.33 001846
5/21/20 00015		5/01/20 311521	202005 310-51300-48000		*	49.00	
		NOTICE OF QUAL CANDIDATES					
				CLAY TODAY			49.00 001847
5/21/20 00093		5/18/20 05182020	202005 320-57200-34500		*	120.00	
		5/13/20 SECURITY SERVICES					
				DALTON JUNEAU			120.00 001848
5/21/20 00063		5/18/20 05182020	202005 320-57200-34500		*	120.00	
		5/14/20 SECURITY SERVICES					
				EDGAR HOWELL			120.00 001849
5/21/20 00002		5/05/20 70026473	202004 310-51300-42000		*	132.38	
		APR FEDEX POSTAGE					
				FEDEX			132.38 001850

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/21/20	00048	5/06/20 22368	202005 320-57200-46000		*	200.00	
		MAY SEMI-ANNUAL PM		FITNESSPRO			200.00 001851
5/21/20	00072	5/15/20 10-BID-4	202005 320-57200-54000		*	125.00	
		POOL PERMIT 10-60-1539649		FLORIDA DEPARTMENT OF HEALTH			125.00 001852
5/21/20	00064	5/04/20 05042020	202004 320-57200-34500		*	120.00	
		4/27/20 SECURITY SERVICES		KEITH A. SMITH			120.00 001853
5/28/20	00093	5/25/20 05252020	202005 320-57200-34500		*	120.00	
		5/18/20 SECURITY SERVICES		DALTON JUNEAU			120.00 001854
5/28/20	00064	5/25/20 05252020	202005 320-57200-34500		*	120.00	
		5/21/20 SECURITY SERVICES		KEITH A. SMITH			120.00 001855
6/04/20	00063	6/01/20 06012020	202005 320-57200-34500		*	120.00	
		5/25/20 SECURITY SEERVICE		EDGAR HOWELL			120.00 001856
6/04/20	00048	5/27/20 22509	202005 320-57200-46000		*	383.45	
		FITNESS EQUIPMENT REPAIR		FITNESSPRO			383.45 001857
6/04/20	00099	5/20/20 8530685	202005 320-57200-43200		*	45.00	
		MAY PEST CONTROL		FLORIDA PEST CONTROL			45.00 001858
6/04/20	00008	5/29/20 114999	202004 310-51300-31500		*	883.00	
		APR GEN COUNSEL/MEETING		HOPPING GREEN & SAMS			883.00 001859
6/04/20	00082	6/01/20 06012020	202005 320-57200-34500		*	120.00	
		5/26/20 SECURITY SERVICES		MATTHEW MCREE			120.00 001860
6/04/20	00095	6/01/20 13129559	202006 320-57200-52100		*	720.00	
		JUN POOL CHEMICALS		POOLSURE			720.00 001861
6/04/20	00039	5/18/20 238	202004 320-57200-46100		*	850.00	
		APR GEN FACIL MAINT					

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		5/18/20 238	202004 330-53800-46000		*	1,426.63	
		APR REPAIRS/MAINTENANCE					
		5/18/20 238	202004 320-57200-52200		*	182.86	
		APR JANITORIAL SUPPLIES					
		5/18/20 238	202004 320-57200-52100		*	112.29	
		APR POOL CHEMICALS					
				RIVERSIDE MANAGEMENT SERVICES, INC.			2,571.78 001862
6/04/20 00091		5/29/20 13248	202005 330-53800-46200		*	4,282.32	
		MAY LANDSCAPE MAINTENANCE					
				TREE AMIGOS OUTDOOR SERVICES			4,282.32 001863
6/11/20 00015		5/19/20 312093	202005 310-51300-48000		*	65.00	
		NOTICE RULE DEVELOPMENT					
				CLAY TODAY			65.00 001864
6/11/20 00093		6/08/20 06082020	202006 320-57200-34500		*	120.00	
		6/5/20 SECURITY SERVICES					
				DALTON JUNEAU			120.00 001865
6/11/20 00063		6/08/20 06082020	202006 320-57200-34500		*	120.00	
		6/2/20 SECURITY SERVICES					
				EDGAR HOWELL			120.00 001866
6/11/20 00003		6/01/20 206	202006 310-51300-34000		*	3,416.67	
		JUN MANAGEMENT FEES					
		6/01/20 206	202006 310-51300-31300		*	83.33	
		JUN DISSEMINATION SERVICE					
		6/01/20 206	202006 310-51300-42500		*	33.15	
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			3,533.15 001867
6/11/20 00039		6/01/20 239	202006 320-57200-34200		*	832.00	
		JUN JANITORIAL SERVICES					
		6/01/20 239	202006 320-57200-46500		*	1,325.83	
		JUN POOL MAINTENANCE					
		6/01/20 239	202006 330-53800-34000		*	1,768.17	
		JUN CONTRACT ADMIN					
		6/01/20 239	202006 320-57200-46200		*	4,833.33	
		JUN FACILITY MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES, INC.			8,759.33 001868
6/18/20 00070		6/16/20 SSI09630	202005 320-57200-34500		*	175.00	
		MAY EMPLOYMENT FEE					
		6/16/20 SSI09630	202005 320-57200-34500		*	100.00	
		MAY SCHEDULING FEE					
				CLAY COUNTY SHERIFF'S OFFICE			275.00 001869
				RDGE --RIDGEWOOD-- BPEREGRINO			

AP300R
*** CHECK NOS. 001805-001874

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
RIDGEWOOD TRAILS CDD
BANK A RIDGEWOOD TRAILS

RUN 6/26/20

PAGE 8

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/18/20	00064	6/15/20 06152020 6/10/20	202006 320-57200-34500 SECURITY SERVICES	KEITH A. SMITH	*	120.00	120.00 001870
6/18/20	00042	6/01/20 507725 JUN LAKE MAINTENANCE	202006 330-53800-46400	THE LAKE DOCTORS, INC.	*	672.00	672.00 001871
6/18/20	00082	6/15/20 06152020 6/8/20	202006 320-57200-34500 SECURITY SERVICES	MATTHEW MCREE	*	120.00	120.00 001872
6/25/20	00015	5/18/20 312068 NOTICE OF RULEMAKING	202006 310-51300-48000	CLAY TODAY	*	140.00	140.00 001873
6/25/20	00093	6/22/20 06222020 6/16/20 6/22/20 06222020 6/17/20	202006 320-57200-34500 SECURITY SERVICES 202006 320-57200-34500 SECURITY SERVICES	DALTON JUNEAU	*	120.00 120.00	240.00 001874
TOTAL FOR BANK A						81,117.06	
TOTAL FOR REGISTER						81,117.06	

RDGE --RIDGEWOOD-- BPEREGRINO

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

MAR 27 2020

INVOICE DATE: MARCH 30 2020
WEEK OF: 3-22-29-2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

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

RECEIVED

MAR 27 2020

INVOICE

INVOICE DATE: MARCH 30 2020
WEEK OF: 3-22-29-2020

Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

Azalea Ridge

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
03/23/20	MATTHEW MCREE 82	1630-2030	4	30.00	120..00
03/27/20	EGAR HOWELL	11130-1530	4	30.00	120.00
	(A) 1. 320. 572. 345				
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!



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

RECEIVED

MAR 27 2020

Invoice

Date

4/1/2020

Invoice #

131295591789

Terms	Net 20
Due Date	4/21/2020
PO #	
Customer #	13AZA025

Bill To RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	Ship To 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	1	ea	720.00
<i>C. Hall 3/27/20</i> <i>Pool Chemicals</i> <i>1.320.57200.52100</i> <i>95 (A)</i>				

Total 720.00
Amount Due \$720.00

Remittance Slip

Customer
13AZA025
Invoice #
131295591789

Amount Due \$720.00

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295591789

Riverside Management Services, Inc

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

Invoice

Date	Invoice #
3/23/2020	234

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

RECEIVED

MAR 27 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance February 1 - February 29, 2020	1,933.48	1,933.48
	Maintenance Supplies	1,385.50	1,385.50
	 Gen Fac. Maint. - \$835.00 1.320.57200.46100 Janitorial Supplies - \$378.48 1.320.57200.52200 Contingencies - \$388.70 1.380.538.490 Repairs + Maint. - \$1716.80 1.330.53800.46000 39 (A) C. Av 3/23/20		
Total			\$3,318.98

RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/3/20	2	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles on pool deck and playground
2/6/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
2/6/20	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
2/7/20	2	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles on playground
2/10/20	2	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles on playground
2/14/20	2	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles on pool deck and playground
2/17/20	2	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles on playground
2/18/20	8	C.P.	Assembled new dog receptacles, installed new dog receptacles, removed debris in common areas
2/19/20	7	C.P.	Installed new mailbox, installed new bulletin board, straightened out front signs
2/21/20	2	C.P.	Removed debris around amenity center, playground and common areas, checked and changed trash receptacles in playground and dog receptacles in common areas
2/24/20	2	C.P.	Removed debris around amenity center, playground and common areas, checked and changed trash receptacles on pool deck and playground, emptied dog receptacles supplies
2/27/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
2/27/20	4	A.J.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
TOTAL	<u><u>62</u></u>		
MILES	<u><u>265</u></u>		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 03/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS	2/6/20	John Deere Gator/Trailer Rental	70.00	R.W.
	2/10/20	Backdrop Support Stand	45.99	M.B.
	2/10/20	Easter Backdrop	18.38	M.B.
	2/13/20	Microwave	125.35	C.H.
	2/13/20	Compact Refridgerator	263.35	C.H.
	2/13/20	76 pc Tool Set	45.97	C.H.
	2/13/20	Mailbox Combo Set	49.42	C.H.
	2/13/20	Combo Locks (2)	16.03	C.H.
	2/14/20	Paper Towels 6pk	12.28	C.P.
	2/14/20	Toilet Paper 24 rolls	14.92	C.P.
	2/14/20	Glade Air Freshers (4)	5.84	C.P.
	2/14/20	Airwick 5pk	12.04	C.P.
	2/14/20	Airwick Warmer 2pk	2.38	C.P.
	2/14/20	Disposable Gloves 50ct	5.72	C.P.
	2/14/20	13gallon Trash Bags 140ct	18.07	C.P.
	2/14/20	Pine Sol	9.86	C.P.
	2/14/20	Zinc Washers	1.38	C.P.
	2/14/20	Sheet Metal Screws	1.38	C.P.
	2/17/20	Wellness Gym Wipes 4 Rolls (2)	298.89	M.B.
	2/18/20	Screws	1.36	C.H.
	2/18/20	Keys (4)	10.99	C.H.
	2/18/20	Marking Paint	6.88	C.H.
	2/18/20	Gloss Black Spray Paint (2)	9.15	C.H.
	2/19/20	Pro Gloss Black Gallon	34.48	C.P.
	2/19/20	Leg Screws 5/13x2 (4)	34.78	C.P.
	2/19/20	4x4x6 PT (10)	74.41	C.P.
	2/19/20	6" Plastic Tray	2.15	C.P.
	2/19/20	White Foam 4x11	6.06	C.P.
	2/19/20	White Foam 45" 2pk	5.72	C.P.
	2/19/20	3" Vinyl Black/Silver	7.91	C.P.
	2/19/20	4x4x6	7.44	C.P.
	2/19/20	3/8" Socket Adapter	4.57	C.P.
	2/19/20	1/4" Socket Adapter	3.99	C.P.
	2/26/20	Post Hole Digger	29.88	C.P.
	2/27/20	4x4 Black Post Cap (4)	20.49	C.P.
	2/27/20	Flat Screw 4x1/2 (3)	1.66	C.P.
	2/27/20	John Deere Gator/Trailer Rental	70.00	R.W.
	2/27/20	Contractor Trash Bags	22.94	R.W.
	2/27/20	Gas for John Deere Gator	15.00	R.W.

TOTAL \$1,385.50

45824
adreceipt



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



1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

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

Cust#:503014
Ad#:309988
Phone#:904-940-5850
Date:03/09/2020

Salesperson: Clay Legals Classification: Legal Notice Ad Size: 1.0 x 6.50

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	03/26/2020	03/26/2020	1	87.75	87.75

Payment Information:

Date: 03/09/2020 Order#: 309988 Type: BILLED ACCOUNT

15 (A)
1,810, 573, 480

Total Amount: 87.75
Tax: 0.00
Amount Due: 87.75

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

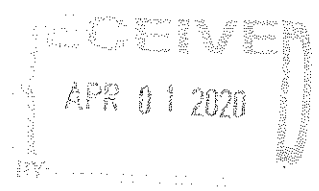
Ad Copy

NOTICE OF RULE DEVELOPMENT BY THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, Florida Statutes, the Ridgewood Trails Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not



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

LEGAL NOTICE

in the matter of

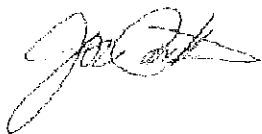
RULE DEVELOP-RULES OF PROCEDURE

LEGAL: 45824 ORDER: 309988

was published in said newspaper in the issues:

03/26/2020

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.



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

In accord with Chapters 120 and 190, Florida Statutes, the Ridgewood Trails Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

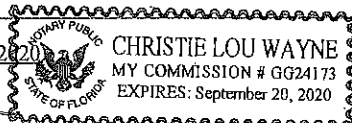
The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings; as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.3146, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure 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
 Legal 45824 published March 26, 2020 in Clay County's Clay Today newspaper.

Sworn to me and subscribed before me 03/26/2020

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



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

Invoice Number: SSI09548
Invoice Date: 4/3/2020

Page: 1

Attn: Fiscal - Accounts Receivable

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

RECEIVED
APR 6 2020

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

Due Date 4/18/2020
Terms Net 15 Days

Customer ID C0000575
P.O. Number
P.O. Date 4/3/2020
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MARCH 2020		32	32	5.00	160.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00

JD (A)
1,320,572.345

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 260.00

Subtotal: 260.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 260.00

RIDGEWOOD TRAILS CDD	3/2/2020	7665	MCREE, MATTHEW	4.00
RIDGEWOOD TRAILS CDD	3/4/2020	6375	HOWELL, JR., EDGAR W.	4.00
RIDGEWOOD TRAILS CDD	3/12/2020	6445	SMITH, KEITH A.	4.00
RIDGEWOOD TRAILS CDD	2/12/2020	6375	HOWELL, JR., EDGAR W.	4.00
RIDGEWOOD TRAILS CDD	3/17/2020	7665	MCREE, MATTHEW	4.00
RIDGEWOOD TRAILS CDD	3/27/2020	6375	HOWELL, JR., EDGAR W.	4.00
RIDGEWOOD TRAILS CDD	3/30/2020	6375	HOWELL, JR., EDGAR W.	4.00
RIDGEWOOD TRAILS CDD	3/31/2020	6445	SMITH, KEITH A.	4.00
			TOTAL	32.00

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

RECEIVED

APR 6 2020

INVOICE

INVOICE DATE: APRIL 6 2020
WEEK OF: 3-30 TO 4-05 2020

Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

Azalea Ridge

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)

503



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

APR 3 2020

TECHNICIAN NOTES:

402.00

NT NSC NS NL NCG

HT.	DAY	ACCOUNT NO.	DATE SERVICED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.	TODAY'S CHARGE
7	32	RI0258- 1	03/25/20				850669 3	P370	45.00
Tax-Exempt# 858013571499C6 CLAY							ZONE MDG	TYPE 22 M	\$45.00

MAIL INVOICE

RIDGEWOOD TRAILS CDD
1667 AZALEA RIDGE BLVD
MIDDLEBURG FL

F

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	03/ 25 /20				850669 3	P370
				PREVIOUS BALANCE		TODAY'S CHARGE		BALANCE DUE
				402.00		45.00		
				3/05/20				

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:

Thanks!

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

Rhianan

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

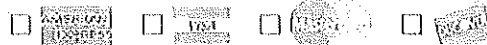
MAIL INVOICE
RIDGEWOOD TRAILS CDD
1667 AZALEA RIDGE BLVD
MIDDLEBURG FL

GET YOUR LAWN IN SHAPE WITH A COMBINATION
CORE ABRATION AND FERTILIZER APPLICATION NOW.

CALL US FOR A FREE INSPECTION AND ESTIMATE.

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

C. Haa 4/3/20

Phone

Pest Control (A) 99

E-mail

1.320.57200.43200

Invoice No.

850669 3

Account No.

RI0258 - 1

Amount Enclosed \$

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice****RECEIVED**

APR 2 2020

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

Invoice #: 204

Invoice Date: 4/1/20

Due Date: 4/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - April 2020 1,310, 513, 840		3,416.67	3,416.67
Dissemination Agent Services - April 2020 313		83.33	83.33
Office Supplies 50		0.75	0.75
Postage 420		12.50	12.50
Copies 425		20.50	20.50
Telephone 410 3 (A)		40.35	40.35
Total			\$3,574.10
Payments/Credits			\$0.00
Balance Due			\$3,574.10

Clay County Sheriff's Office

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

RECEIVED**APR 6 2020****INVOICE**

INVOICE DATE: APRIL 6 2020
WEEK OF: 3-30 TO 4-05 2020

TO:

Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:

Azalea Ridge

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
03/30/20	EGAR HOWELL	1815-2215	4	30.00	120.00
03/31/20	KIETH SMITH 64	1730-2130	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!

(A) 1,320.572.345

INVOICE

RECEIVED

APR 3 2020

3513 State Road 419, Winter Springs, FL 32708
 PH: 800-666-5253

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

Invoice #	495058
Account #	718116
Invoice Date	4/1/2020
Due Date	4/11/2020
Rep	ERW

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)	672.00
<i>C. Hall 4/3/20</i> <i>Lake Maintenance</i> <i>1. 330.53800.46400</i> <i>42 (7)</i>		
Customer Total Balance		\$672.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$672.00

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 for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	495058
Account #	718116
Date	4/1/2020

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at 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	American Express
Card #		
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 #
4/1/2020	233

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

RECEIVED

APR 3 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - April 2020 320,572,3420	832.00	832.00
	Pool Maintenance Services - April 2020 320,572,4650	1,325.83	1,325.83
	Contract Administration - April 2020 330,538,3400	1,768.17	1,768.17
	Facility Management - Ridgewood Trails - April 2020 320,572,4620	4,833.33	4,833.33
	29 (A)		
Total			\$8,759.33

RMW
4,1,20

RECEIVED



Tree Amigos

Outdoor Services

APR 3 2020

Invoice

Invoice#: 12903

Date: 03/29/2020

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
March 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 4/3/20
Landscape Maint 91 $\text{\textcircled{A}}$
1.370.53800.46200

RECEIVED



Tree Amigos
Outdoor Services

APR 3 2020

Invoice

Invoice#: 12909

Date: 03/29/2020

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
World Golf Village
St. Augustine FL 32092

Description	Quantity	Price	Ext Price
March Additional Mowing Areas	1.00	1,666.68	1,666.68

Notes:

Invoice Total: \$1,666.68

C. Ham 4/3/20
Landscape Maint. 9/1/20
1.330.53800.46200

RECEIVED

Clay County Sheriff's Office

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

MAR 23 2020

INVOICE

INVOICE DATE: MARCH 20, 2020
WEEK OF: 3-15 TO 3-22

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
03/17/20	KEITH SMITH <i>64</i>	1730-2130	4	30.00	120.00
03/18/20	MATTHEW MCREE	1700-2100	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!

A
1,320.572 345
Jeissue check

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

INVOICE DATE: APRIL 12-20
WEEK OF: 4-4 TO 4-12-2020

FOR:
Azalea Ridge

APR 13 2020

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

⑦ 1,320,572,845

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: APRIL 12-20
WEEK OF: 4-4 TO 4-12-2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge

RECEIVED**APR 13 2020**

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
04/07/20	MATTHEW MCREE 82	1730-2130	4	30.00	120.00
04/09/20	KIETH SMITH	1700-2100	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. 320. 572. 345

VGlobalTech
636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

RECEIVED

BILL TO

Ridgewood Trails CDD
135 W. Central Blvd, Suite 320
Orlando, FL 32801
United States

APR 10 2020

INVOICE # 1321

DATE 07/29/2019

DUE DATE 07/29/2019

TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/01/2019	Web Design:Website ADA Compliance - Type M Perform ADA Compliance check, update / rebuild current site with new ADA plugins, update html code for compliance, image tags etc. Convert 2 years worth of documents to RTF's. Document before and after for ADA errors as per WAVE Checker tool. (See proposal for details)	1	2,250.00	2,250.00

BALANCE DUE

\$2,250.00

Exp. Oct. 103
1.310.513.490 (A)

520



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

TECHNICIAN NOTES:

45.00

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	04/14/20				851870 6	P370	45.00
Tax-Exempt# 858013571499C6 CLAY						ZONE MDG	TYPE 22 M		\$45.00

MAIL INVOICE

RIDGEWOOD TRAILS CDD
1667 AZALEA RIDGE BLVD
MIDDLEBURG FL

RECEIVED

MAY 1 2020

F

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	04/16/20				851870 6	P370
				PREVIOUS BALANCE		TODAY'S CHARGE		BALANCE DUE
				45.00		45.00		
						4/08/20		

CDD
E BLVD

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

Thanks!
Rhannon

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

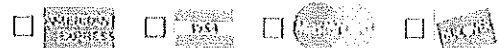


2820 Spring Glen Rd
Jacksonville FL 32207
(904) 396-5805
www.flapest.com

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.

Account No.

Amount Enclosed \$

BROWN SPOTS IN YOUR LAWN?
SHRUBS LOOK BAD?
IS IT COLD DAMAGE OR A SERIOUS PEST?
CALL US FOR A FREE SURVEY.

RI0258 - 1



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

RECEIVED

MAY 2 2020

INVOICE

Invoice #	501520
Account #	718416
Invoice Date	5/1/2020
Due Date	5/11/2020
Rep	ERW

Bill To 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) 42 Ⓟ 1,330,538,484	672.00
Customer Total Balance \$672.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$672.00

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 for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	501520
Account #	718416
Date	5/1/2020

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at 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	____ American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	____ Check box if same as above	

Signature	_____	

poolsure

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

RECEIVED

MAY 1 2020

Invoice

Date

5/1/2020

Invoice #

131295592308

Terms	Net 20
Due Date	5/21/2020
PO #	
Customer #	13AZA025

Bill To RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	Ship To 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	1	ea	720.00
<p>C. Han 5/1/20 Pool Chemicals cal. 320. 57200. 52100 95A</p>				

Total 720.00
Amount Due \$720.00

Remittance Slip

Customer
13AZA025
Invoice #
131295592308

Amount Due 720.00

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295592308

RECEIVED



Tree Amigos
Outdoor Services

MAY 1 2020

Invoice

Invoice#: 12196

Date: 04/24/2020

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: 12 Beds on Parkway Muhly Grass 3GL	48.00	14.00	672.00

NOTE:

We cannot guarantee any plant material that is not automatically irrigated.

Notes:

- 12-11-19 Completed per Doug Hill
- 10-29-19 emailed in by Jim Proctor-quoted to Chris Hall
- 10-31-19 received signed approval-issued work order

Invoice Total: \$672.00

C. Hall 5/1/20
Landscape Contingency
001,330.53800.46300
91(A)

RECEIVED

MAY 1 2020



Tree Amigos

Outdoor Services

Invoice

Invoice#: 13017

Date: 04/29/2020

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
April Monthly Landscaping Maintenance Services	1.00	4,282.32	4,282.32

Notes:

THANK YOU FOR YOUR BUSINESS!

Invoice Total: \$4,282.32

C. Lauer 5/1/20
Landscape Maint.
001, 330, 53800, 46200
9/11



Tree Amigos

Outdoor Services

Invoice

Invoice#: 13022

Date: 04/29/2020

RECEIVED

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

MAY 1 2020

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

Description	Quantity	Price	Ext Price
April Additional Mowing Areas	1.00	1,666.68	1,666.68
Notes:			
		Invoice Total:	\$1,666.68

C. Adam 5/1/20
Landscape Maint.
001. 330. 53800. 46200
91A

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

RECEIVED

APR 27 2020

INVOICE DATE: APRIL 27, 2020
WEEK OF: 4-20-26- 2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

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

APR 27 2020

INVOICE DATE:APRIL 27,2020
WEEK OF: 4-20-26- 2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

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

Invoice

RECEIVED

APR 24 2020

Invoice #: 235
Invoice Date: 4/20/2020
Due Date: 4/20/2020
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 March 1, 2020 - March 31, 2020		1,993.24	1,993.24
Maintenance Supplies		1,828.71	1,828.71
<i>C. Hall 4/23/20</i>			
Gen. Fac. Maint. - \$ 833.00			
001.320.57200.46100			
Repairs + Maint. Field - \$ 1573.83			
001.330.538.460			
Repairs + Maint. - Amenities - \$ 1315.69			
1.320.572.460			
Pool Chemicals - \$ 99.43			
001.320.57200.52100			
39 A			
Total			\$3,821.95
Payments/Credits			\$0.00
Balance Due			\$3,821.95

RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MARCH 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/26/20	0	C.P.	Removed and installed new "Do Not Park on Grass" signs, common area trash clean up
3/2/20	3	C.P.	Removed debris around amenity center, playground and common areas, checked and changed trash receptacles on pool deck, emptied dog receptacles
3/2/20	4	S. A.	Lake and outfall structure inspections and debris removal (Gator / Trailer)
3/2/20	4	R.M.	Lake and outfall structure inspections and debris removal (Gator / Trailer)
3/3/20	8	C.N.	Assist with pressure washing of facilities
3/6/20	2.5	C.P.	Removed debris around amenity center, playground and common areas, checked and changed trash receptacles on pool deck and playground, emptied dog receptacles
3/9/20	3	C.P.	Removed debris around amenity center, playground and common areas, emptied and restocked dog receptacles, checked and changed trash receptacles on pool deck and in playground
3/13/20	2	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles on pool deck and in playground, emptied and restocked dog receptacles
3/16/20	3	C.P.	Removed debris around amenity center, playground, parking lot and common areas, changed trash receptacles on pool deck and playground, emptied dog receptacles
3/17/20	4.5	C.P.	Clean and applied wax to pool slide
3/20/20	3	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles on pool deck and in playground, emptied and restocked dog receptacles
3/23/20	3	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed all trash receptacles in playground, emptied dog receptacles
3/27/20	3	C.P.	Removed debris around amenity center, playground, parking lot and common areas, checked and changed trash receptacle in playground, emptied dog receptacles
3/30/20	3	C.P.	Removed debris around amenity center, parking lot, playground and common areas, checked and changed trash receptacle in playground, emptied dog receptacles
TOTAL	<u><u>54</u></u>		
MILES	<u><u>232</u></u>		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 04/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS	2/6/20	Message Board	307.61	C.H.
	2/11/20	Batteries	12.29	C.H.
	2/11/20	Artificial Plants (2)	49.43	C.H.
	2/12/20	Rugs	131.10	C.H.
	2/26/20	4 Yoga Mats	92.00	C.H.
	2/26/20	Holder for Yoga Mats	29.98	C.H.
	3/2/20	JD Galor Rental	70.00	R.M.
	3/9/20	Pool Closed Signs	661.77	C.H.
	3/9/20	Standard Guard Hip Pack Kit (4)	53.64	M.B.
	3/13/20	Pool Rules Signs	325.31	C.H.
	3/16/20	2" Binder for Lifeguards	14.38	M.B.
	3/16/20	Wax for Slides	57.40	C.H.
	3/16/20	Pool Chemicals	90.43	C.H.
	3/27/20	PLC 4' Lights 10pk	34.48	C.P.
			0.00	
		TOTAL	<u>\$1,828.71</u>	

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

Invoice

RECEIVED

APR 24 2020

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

Invoice #: 236
Invoice Date: 4/20/2020
Due Date: 4/20/2020
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - March 2020		650.00	650.00
<i>C. Hall 4/23/20</i> <i>Repairs + Maint.</i> <i>COA, 320.57200.46000</i> <i>38 A</i>			
Total			\$650.00
Payments/Credits			\$0.00
Balance Due			\$650.00

Riverside Management Services, Inc.
9665 Florida Mining Blvd. W., Bldg. 300, Suite 305, Jacksonville, Florida 32257

Service Detail

Bill To: Ridgewood Trails CDD

Invoice Date: 3/31/20

Due Date: Upon Receipt

Amount Due: \$650.00

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/2/20	Pressure wash slide tower, pool decks and furniture, restroom bldg., breezeways,	

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

TOTAL AMOUNT DUE: \$ 650.00

Should you have any questions, please contact Rich Whetzel @ (904) 759-8923
or rwhetzel@gmsnf.com

Remit Payment



Tree Amigos

Outdoor Services

Invoice

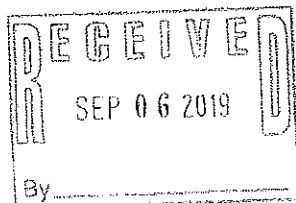
Invoice#: 12011

Date: 08/30/2019

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
World Golf Village
St. Augustine FL 32092

Description	Quantity	Price	Ext Price
Addendum for increased mowing areas	1.00	1,666.67	1,666.67
Notes:		Invoice Total:	\$1,666.67



C. Hall 9/6/19
Landscape Maint.
1,330.53800.46200
V-91 (A) Per issue

**CLAY
TODAY**

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

Recorder

Not your average newspaper, not your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

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

Cust#:503014
Ad#:309989
Phone#:904-940-5850
Date:03/09/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 11.00

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	04/02/2020	04/02/2020	1	148.50	148.50

Payment Information:

Date: 03/09/2020 Order#: 309989 Type: BILLED ACCOUNT

15 (A)
1,310,573.480

Total Amount: 148.50

Tax: 0.00

Amount Due: 148.50

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

Ad Copy



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

LEGAL NOTICE

in the matter of

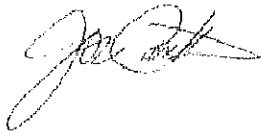
RULE MAKING-RULES OF PROCEDURE

LEGAL: 45825 ORDER: 309989

was published in said newspaper in the issues:

04/02/2020

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.



**NOTICE OF
 RULEMAKING
 REGARDING THE RULES
 OF PROCEDURE OF
 THE RIDGEWOOD TRAILS**

A public hearing will be conducted by the Board of Supervisors of the Ridgewood Trails Community Development District ("District") on May 6, 2020 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Clay Today on March 26, 2020.

The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.3144, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033,

190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager at Governmental Management Services, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office").

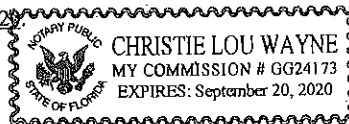
Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twentyone (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a 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, staff or Supervisors may participate in the public hearing by speaker telephone. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8772 for aid in contacting the District Manager's Office.

Ernesto Torres, District Manager
 Ridgewood Trails Community Development District
 Legal 45825 published April 2, 2020 in Clay County's Clay Today newspaper.

Sworn to me and subscribed before me 04/02/2020

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

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

APR 20 2020

INVOICE

INVOICE DATE: APRIL 20-2020
WEEK OF: 4-13-4-19-2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge

(A) 1.320, 572, 345

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
0415/20	DALTON JUNEAU 93	1200-1600	4	30.00	120.00
0417/20	EDGAR HOWELL	1815-2215	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!

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

APR 8 0 2023

INVOICE

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

(A) 1, 320, 572, 345

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!



RECEIVED

INVOICE

Jacksonville
3200 Powers Ave
Jacksonville, FL 32207

APR 17 2020

Phone 904-733-8720
Fax

Page 1/1

Sold To
Fountain Sales

Ship To
AZALEA RIDGE
c/o RIDGEWOOD TRAILS C.D.D.

Customer #	Order Date	Sales Order #	Buyer	Customer P/O #	Ship Via	Salesman
0001118	03/19/2020	010305		AZALEA RIDGE	DEL	013
Invoice #	Invoice Date	Ship Date	Freight Terms	Job Number	Terms	
010305	04/15/2020	04/15/20	PREPAID& ADD		DUE UPON RECIEPT	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
1	3	3		98000	FOUNTAIN LABOR PER HOUR	Ea	125.00	\$375.00
2	1	1		98525	FOUNTAIN SERVICE CALL	Ea	49.00	\$49.00
					REMOVED FOUNTAIN FROM POND.			
					MOTOR REPAIRED UNDER WARRANTY			
					BY MANUFACTURER. RE-INSTALLED			
					FOUNTAIN INTO POND.			
<p><i>C. Hall 4/17/20</i> <i>Repairs + Maintenance</i> <i>1.330.53800.46000</i> <i>104 @</i></p>								

REMITTANCE ADDRESS:
NORTH FLORIDA IRRIGATION EQUIPMENT, INC.
P. O. BOX 23936
JACKSONVILLE, FL 32241-3936

Merchandise	424.00
Freight	103.21
Misc Charges	0.00
Sub Total	527.21
Taxable	0.00
Tax (001)	0.00
TOTAL	\$527.21

Pay By 04/15/2020

Writer: KV

Bob's Backflow & Plumbing Services, Inc.4640 Subchaser Ct, Ste 113
Jacksonville, FL 32244

Phone # 904-268-8009 Fax # 904-292-4403

Invoice Date

4/28/2020

Invoice #

66736

Invoice

Bill To
Ridgewood Trails CDD c/o Governmental Management Services 475 West Town Place Suite 114 St Augustine, FL 32092

Job At
Ridgewood Trails CDD 1667 Azalea Ridge Blvd Middleburg, FL 32068

RECEIVED

MAY 12 2020

Please make checks payable to Bob's Backflow

Please detach and return top portion with payment

Bob's Backflow & Plumbing Services, Inc.
4640 Subchaser Ct, Ste 113
Jacksonville, FL 32244

P.O. Number	Terms	Due Date
	Net 30	5/28/2020

Serviced	Description	Quantity	Price Each	Amount
4/22/2020	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider Potable: 2" Wilkins 975XL2 Serial# 4466599- Passed Potable: 1" Wilkins 975x12 Serial# 3880084- Passed Irrigation: 1" Wilkins 975x12 Serial# 3880138- Passed <i>P. Hall 5/12/20</i> <i>Repairs + Maint.</i> <i>001. 380. 53800. 46000</i> <i>SB (A)</i>	3	40.00	120.00

Thank you for your business. Please include Invoice # on check or call office to pay by Credit Card

Total	\$120.00
Payments/Credits	\$0.00
Balance Due	\$120.00

A 1.5% interest will be assessed on
unpaid balances after 30 days.



Clay County Utility Authority

3176 Old Jennings Road
Middleburg, Florida 32068-3617
Telephone (904) 272-9799
Facsimile (904) 213-2469

Working together to
protect public health,
conserve our natural
resources, and create
long-term value for
our customers.

Company Name: Ridgewood Trails CDD

CUSTOMER COPY

Name: Steve Andersen

Date: 4/22/2020

Route#: MC01150264

Commercial

Backflow Prevention Assembly(s) located at: 1667 Azalea Ridge Blvd Middleburg FL 32068

Meter #: 84045128

Electronic ID #: _____

MXU #: _____

Port: _____

Reading: 0060822.7

TYPE

MFG

Model

Serial

Size

Test Due

RP

Wilkins

975XL2

4466599

2"

Type of service:

☐ Fire

☐ Process

☐ Irrigation

☒ Potable

☐ Other

Location of assembly: Right corner of building

Check Valve #1	Relief Valve	Check Valve #2	Pressure Vacuum Breaker
<input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	opened at: <u>2.4</u> or did not open <input type="checkbox"/>	<input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	Air Inlet: did not open <input type="checkbox"/> or opened at _____ psi
gauge pressure across check valve <u>6.2</u> psi	Outlet shut-off valve: <input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	gauge pressure across check valve <u>1.0</u> psi	Check valve: leaked <input type="checkbox"/> or held at _____ psi
<input type="checkbox"/> CV#1 cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> or disc <input type="checkbox"/> O-rings <input type="checkbox"/> Seat <input type="checkbox"/> spring <input type="checkbox"/> stem/guide <input type="checkbox"/> retainer <input type="checkbox"/> lock nuts <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> RV cleaned only Replaced: RV rubber kit <input type="checkbox"/> RV assembly <input type="checkbox"/> or disc <input type="checkbox"/> diaphragm(s) <input type="checkbox"/> seat <input type="checkbox"/> spring <input type="checkbox"/> guide <input type="checkbox"/> O-rings <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> CV #2 cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> or disc <input type="checkbox"/> O-rings <input type="checkbox"/> Seat <input type="checkbox"/> spring <input type="checkbox"/> stem/guide <input type="checkbox"/> retainer <input type="checkbox"/> lock nuts <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> PVB cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> disc, air inlet <input type="checkbox"/> disc, CV <input type="checkbox"/> seat, CV <input type="checkbox"/> spring, air inlet <input type="checkbox"/> spring, CV <input type="checkbox"/> retainer <input type="checkbox"/> guide <input type="checkbox"/> O-rings <input type="checkbox"/> Other <input type="checkbox"/>
Gauge pressure across check valve _____ psi	Relief valve opened at _____ psi	Gauge pressure across check valve _____ psi	air inlet _____ psi check valve _____ psi

NOTE: All repairs shall be completed within five (5) working days.

REMARKS:

Test Assembly

☒ PASSED

☐ FAILED

BUFFER: 3.8 PSI

Print Tester Name and Company <u>Matthew Smith</u> <u>Bob's Backflow</u>	Tester Signature <u>Matthew Smith</u>	Cert No. <u>J02-19-10852</u>	Kit Serial No. <u>04072167</u>	Date <u>4/22/2020</u>

**Clay County Utility Authority**

3176 Old Jennings Road
 Middleburg, Florida 32068-3907
 Telephone (904) 272-5999
 Facsimile (904) 273-1469

Working together to
 protect public health
 conserve our natural
 resources, and create
 long-term value for
 our customers.

Company Name: Ridgewood Trails CDD**CUSTOMER COPY**Name: Steve AndersenDate: 4/22/2020Route#: MC01550260

Commercial

Backflow Prevention Assembly(s) located at: 1667 Azalea Ridge Blvd Middleburg FL 32068Meter #: 77049879Electronic ID #: 77049879MXU #: 17866733

Port: _____

Reading: 1348171.8

TYPE

MFG

Model

Serial

Size

Test Due

RP Wilkins.975xL238601381"

Type of service:

☐ Fire☐ Process☒ Irrigation☐ Potable☐ Other _____Location of assembly: amenity center

Check Valve #1	Relief Valve	Check Valve #2	Pressure Vacuum Breaker
<input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	opened at: <u>2.4</u> or did not open <input type="checkbox"/>	<input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	Air inlet: did not open <input type="checkbox"/> or opened at _____ psi
gauge pressure across check valve <u>7.3</u> psi	Outlet shut-off valve: <input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	gauge pressure across check valve <u>1.6</u> psi	Check valve: leaked <input type="checkbox"/> or held at _____ psi
<input type="checkbox"/> CV#1 cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> or disc <input type="checkbox"/> O-rings <input type="checkbox"/> Seat <input type="checkbox"/> spring <input type="checkbox"/> stem/guide <input type="checkbox"/> retainer <input type="checkbox"/> lock nuts <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> RV cleaned only Replaced: RV rubber kit <input type="checkbox"/> RV assembly <input type="checkbox"/> or disc <input type="checkbox"/> diaphragm(s) <input type="checkbox"/> seat <input type="checkbox"/> spring <input type="checkbox"/> guide <input type="checkbox"/> O-rings <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> CV #2 cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> or disc <input type="checkbox"/> O-rings <input type="checkbox"/> Seat <input type="checkbox"/> spring <input type="checkbox"/> stem/guide <input type="checkbox"/> retainer <input type="checkbox"/> lock nuts <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> PVB cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> disc, air inlet <input type="checkbox"/> disc, CV <input type="checkbox"/> seat, CV <input type="checkbox"/> spring, air inlet <input type="checkbox"/> spring, CV <input type="checkbox"/> retainer <input type="checkbox"/> guide <input type="checkbox"/> O-rings <input type="checkbox"/> Other <input type="checkbox"/>
Gauge pressure across check valve _____ psi	Relief valve opened at _____ psi	Gauge pressure across check valve _____ psi	air inlet _____ psi check valve _____ psi

NOTE: All repairs shall be completed within five (5) working days.

REMARKS:

Test Assembly

☒ PASSED☐ FAILEDBUFFER: 4.9 PSI

Print Tester Name and Company Matthew Smith Bob's Backflow	Tester Signature <i>Matthew Smith</i>	Cert No. J02-19-10852	Kit Serial No. 04072167	Date 4/22/2020



Clay County Utility Authority

3176 Old Jennings Road
Middleburg, Florida 32068-3907
Telephone (904) 272-5999
Facsimile (904) 273-2469

Working together to
protect public health,
conserve our natural
resources, and create
long-term value for
our customers.

Company Name: Ridgewood Trails CDD

CUSTOMER COPY

Name: Steve Andersen

Date: 4/22/2020

Route#: MC01150258

Commercial

Backflow Prevention Assembly(s) located at: 1667 Azalea Ridge Blvd Middleburg FL 32068

Meter #: 77049880

Electronic ID #: 77049880

MXU #: 17866732

Port: _____

Reading: 0556764.4

TYPE

MFG

Model

Serial

Size

Test Due

RP Wilkins

975XL2

3860084

1"

Type of service: ☐ Fire ☐ Process ☐ Irrigation ☒ Potable ☐ Other _____

Location of assembly: Amenity Center

Check Valve #1	Relief Valve	Check Valve #2	Pressure Vacuum Breaker
<input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	opened at: <u>2.3</u> or did not open <input type="checkbox"/>	<input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	Air Inlet: did not open <input type="checkbox"/> or opened at _____ psi
gauge pressure across check valve <u>7.1</u> psi	Outlet shut-off valve: <input type="checkbox"/> leaked <input checked="" type="checkbox"/> closed tight	gauge pressure across check valve <u>1.2</u> psi	Check valve: leaked <input type="checkbox"/> or held at _____ psi
<input type="checkbox"/> CV#1 cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> or disc <input type="checkbox"/> O-rings <input type="checkbox"/> Seat <input type="checkbox"/> spring <input type="checkbox"/> stem/guide <input type="checkbox"/> retainer <input type="checkbox"/> lock nuts <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> RV cleaned only Replaced: RV rubber kit <input type="checkbox"/> RV assembly <input type="checkbox"/> or disc <input type="checkbox"/> diaphragm(s) <input type="checkbox"/> seat <input type="checkbox"/> spring <input type="checkbox"/> guide <input type="checkbox"/> O-rings <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> CV #2 cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> or disc <input type="checkbox"/> O-rings <input type="checkbox"/> Seat <input type="checkbox"/> spring <input type="checkbox"/> stem/guide <input type="checkbox"/> retainer <input type="checkbox"/> lock nuts <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/> PVB cleaned only Replaced: rubber kit <input type="checkbox"/> CV assembly <input type="checkbox"/> disc, air inlet <input type="checkbox"/> disc, CV <input type="checkbox"/> seat, CV <input type="checkbox"/> spring, air inlet <input type="checkbox"/> spring, CV <input type="checkbox"/> retainer <input type="checkbox"/> guide <input type="checkbox"/> O-rings <input type="checkbox"/> Other <input type="checkbox"/>
Gauge pressure across check valve _____ psi	Relief valve opened at _____ psi	Gauge pressure across check valve _____ psi	air Inlet _____ psi check valve _____ psi

NOTE: All repairs shall be completed within five (5) working days.

REMARKS:

Test Assembly



PASSED



FAILED

BUFFER: 4.8 PSI

Print Tester Name and Company <u>Matthew Smith</u> <u>Bob's Backflow</u>	Tester Signature <u>Matthew Smith</u>	Cert No. <u>J02-19-10852</u>	Kit Serial No. <u>04072167</u>	Date <u>4/22/2020</u>

**CLAY
TODAY**

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

Recorder
Not your average newspaper, not your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

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

Cust#:503014
Ad#:311183
Phone#:904-940-5850
Date:04/22/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 11.90

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	04/23/2020	04/23/2020	1	119.00	119.00

Payment Information:

Date: 04/22/2020 Order#: 311183 Type: BILLED ACCOUNT

15 (A)
1,310,513,480

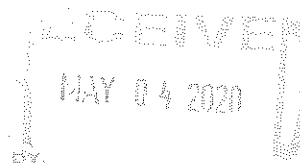
Total Amount: 119.00

Tax: 0.00

Amount Due: 119.00

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

Ad Copy



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

MAY MEETING

LEGAL: 46006 ORDER: 31183

was published in said newspaper in the issues:

04/23/2020

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 promise any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



PUBLIC MEETING
HELD DURING PUBLIC HEALTH
EMERGENCY DUE TO COVID-19
 Notice is hereby given that the Board of Supervisors ("Board") of the Ridgewood Trails Community Development District ("District") will hold a regular meeting of the Board of Supervisors on Wednesday, May 6, 2020 at 6:00 p.m. to be conducted by telephonic or video conferencing communications media technology ZOOM pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Anyone wishing to

access and participate in the meeting should refer to the District's website www.RidgewoodTrailsCDD.com or contact the District Manager at ETorres@gmsnf.com or (904) 940-5850 beginning seven (7) days in advance of the meeting to obtain access information. The meeting is being held for the necessary ongoing District operations. At such time the Board is so authorized and may consider any business that may properly come before it. While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager at ETorres@gmsnf.com by Tuesday, May 5, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting. Participants may also submit questions or comments to the District Manager by telephone by calling (904) 940-5850 by the same time noted above. Anyone wishing to listen and participate in the meeting can do so by video or telephone conference. Instructions to join the meeting by video or telephone conference are available at www.RidgewoodTrailsCDD.com.

A copy of the agenda may be obtained by contacting the District Manager at ETorres@gmsnf.com or (904) 940-5850 during normal business hours or on the District's website at www.RidgewoodTrailsCDD.com.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting.

Any person requiring special accommodations in order to access and participate in the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

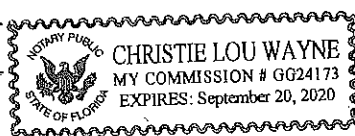
As indicated above, this meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meetings is advised that person will need a record of 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 46006 published April 23, 2020
 in Clay County's Clay Today newspaper.

Sworn to me and subscribed before me 04/23/2020.

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



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

Invoice Number: SSI09583
Invoice Date: 5/7/2020
Page: 1

Attn: Fiscal - Accounts Receivable

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

RECEIVED
MAY 7 2020

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

Due Date 5/22/2020
Terms Net 15 Days

Customer ID C0000575
P.O. Number
P.O. Date 5/7/2020
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-APRIL 2020		27	27	5.00	135.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00

40 @ 1,322, 572, 345

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 235.00

Subtotal: 235.00
Invoice Discount: 0.00
Tax: 0.00
Total USD: 235.00

575	RIDGEWOOD TRAILS CDD	4/7/2020	7665	MCREE, MATTHEW	4.00
575	RIDGEWOOD TRAILS CDD	4/9/2020	6445	SMITH, KEITH A.	4.00
575	RIDGEWOOD TRAILS CDD	4/15/2020	7214	JUNEAU, DALTON	3.00
575	RIDGEWOOD TRAILS CDD	3/17/2020	6375	HOWELL, JR., EDGAR W.	4.00
575	RIDGEWOOD TRAILS CDD	4/20/2020	7665	MCREE, MATTHEW	4.00
575	RIDGEWOOD TRAILS CDD	4/24/2020	7214	JUNEAU, DALTON	4.00
575	RIDGEWOOD TRAILS CDD	4/27/2020	6445	SMITH, KEITH A.	4.00
				TOTAL	27.00

Clay County Sheriff's Office

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

RECEIVED

MAY 11 2020

INVOICE

INVOICE DATE: MAY 11 2020
WEEK OF: 5-4-5-10-2020

TO:

Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:

Azalea Ridge

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/04/20	MATTHEW MCREE	1700-2100	4	30.00	120.00
05/06/20	EGAR HOWELL 63	1120-1520	4	30.00	120.00
05/07/20	KEITH SMITH	1000-1400	4	30.00	120.00
TOTAL					360.00

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)

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

RECEIVED

MAY 7 2020

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

Invoice #: 205

Invoice Date: 5/1/20

Due Date: 5/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - May 2020 1,310, 513, 340		3,416.67	3,416.67
Dissemination Agent Services - May 2020 313		83.33	83.33
Office Supplies 570		10.48	10.48
Postage 420		8.00	8.00
Copies 4125		139.35	139.35
§ (A)			
Total			\$3,657.83
Payments/Credits			\$0.00
Balance Due			\$3,657.83

Hopping Green & Sams

Attorneys and Counselors

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

8 (A)
1,810.513.813

STATEMENT

April 30, 2020

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 114511
Billed through 03/31/2020

RECEIVED

MAY 08 2020

General Counsel / Monthly Meeting

RIDGE 00001 KSB

FOR PROFESSIONAL SERVICES RENDERED

03/03/20	KEM	Prepare resolution adopting amenity rates.	0.20 hrs
03/04/20	KSB	Prepare for and attend board meeting.	2.30 hrs
03/13/20	KSB	Prepare correspondence and confer with district managers regarding district facility closures relating to COVID-19.	0.50 hrs
03/16/20	KSB	Continue to prepare correspondence and confer with district managers regarding district facility closures relating to COVID-19.	0.50 hrs
03/17/20	KSB	Prepare response to questions regarding district facility closures.	0.10 hrs
03/19/20	JJ	Work session regarding sunshine law requirements in light of Governor's emergency order; follow up on research regarding sunshine law procedures in light of COVID-19 emergency; review draft memo to district managers regarding CMT and sunshine law issues; review declarations of emergency from Governor's office; revise memo.	0.20 hrs
03/19/20	SSW	Research questions regarding public meeting, sunshine law, and notice requirements and exemptions related to COVID-19 public health emergency.	0.20 hrs
03/23/20	KSB	Review correspondence regarding board meeting protocols.	0.20 hrs
03/31/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	1.00 hrs
03/31/20	JLK	Research, draft and multiple conference calls on memorandum to district managers and amenity managers and e-blast to residents on COVID-19 notices/best practices/closures; multiple calls with staff and legal team on same; call with FIA on same; research DOH, EOG and other regulatory agencies best practices and recommendations; multiple calls with project team on same; conference call with staff and insurance company regarding closures and research related to staffing, federal bill impacts, etc; conference call regarding security options for communities via executive order, tax considerations and assessment considerations; continue research on laws affecting on site staffing requirements, options and new federal law for coronavirus affecting local governments, including families first bill; transmit information on same; confer with employment team on same; continue researching employment related matters, including impact of federal pay bill signed on March 19, 2020, contractual provisions and the like; research sensitive employment matters; confer with insurance carrier on closures and violations thereof; finalize shelter in place EO provisions and impact on district on same.	0.40 hrs

Total fees for this matter

\$1,641.00

MATTER SUMMARY

Johnson, Jonathan T.	0.20 hrs	365 /hr	\$73.00
Kilinski, Jennifer L.	0.40 hrs	275 /hr	\$110.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	130 /hr	\$26.00
Buchanan, Katie S.	3.60 hrs	290 /hr	\$1,044.00
Eckert, Michael C.	1.00 hrs	335 /hr	\$335.00
Warren, Sarah S.	0.20 hrs	265 /hr	\$53.00

TOTAL FEES

\$1,641.00

TOTAL CHARGES FOR THIS MATTER**\$1,641.00****BILLING SUMMARY**

Johnson, Jonathan T.	0.20 hrs	365 /hr	\$73.00
Kilinski, Jennifer L.	0.40 hrs	275 /hr	\$110.00
Ibarra, Katherine E. - Paralegal	0.20 hrs	130 /hr	\$26.00
Buchanan, Katie S.	3.60 hrs	290 /hr	\$1,044.00
Eckert, Michael C.	1.00 hrs	335 /hr	\$335.00
Warren, Sarah S.	0.20 hrs	265 /hr	\$53.00

TOTAL FEES

\$1,641.00

TOTAL CHARGES FOR THIS BILL**\$1,641.00****Please include the bill number with your payment.**

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

MAY 11 2020

INVOICE DATE:MAY 11 2020
WEEK OF: 5-4-5-10-2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/04/20	MATTHEW MCREE	1700-2100	4	30.00	120.00
05/06/20	EGAR HOWELL	1120-1520	4	30.00	120.00
05/07/20	KEITH SMITH 64	1000-1400	4	30.00	120.00
TOTAL					360.00

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)

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

MAY 11 2020

INVOICE DATE:MAY 11 2020
WEEK OF: 5-4-5-10-2020

Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

1,320,572.345

①

Riverside Management Services, Inc

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

Invoice

Date	Invoice #
5/1/2020	237

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

RECEIVED

MAY 08 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - May 2020 320,572.3420 1.380.572.462	832.00	832.00
	Pool Maintenance Services - May 2020 320,572.4650	1,325.83	1,325.83
	Contract Administration - May 2020 330,538,3400	1,768.17	1,768.17
	Facility Management - Ridgewood Trails - May 2020 320,572.4620	4,833.33	4,833.33
89 (A)			
Total			\$8,759.33

RHW
5.6.20

46052
adreceipt

**CLAY
TODAY**

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

**Ponte Vedra
Recorder**
Not your average newspaper, not your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

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

Cust#:503014
Ad#:311521
Phone#:904-940-5850
Date:05/04/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 4.90

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	05/14/2020	05/14/2020	1	49.00	49.00

Payment Information:

Date: 05/01/2020 Order#: 311521 Type: BILLED ACCOUNT

Total Amount: 49.00

Tax: 0.00

Amount Due: 49.00

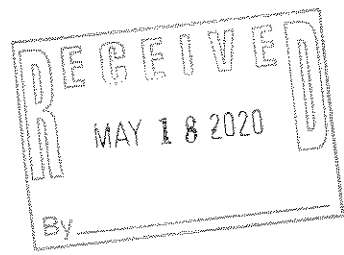
Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

**NOTICE OF
QUALIFYING PERIOD
FOR CANDIDATES FOR THE
BOARD OF SUPERVISORS OF THE
RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT
DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Ridgewood Trails Community Development District ("District") will commence at noon on June 8, 2020, and close at noon on June 12, 2020. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 N. Orange Avenue, Green Cove Springs, Florida 32043 Ph: (904)269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a "qualified elector" of the District, as defined in Section 190.003, Florida Statutes. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes. The Ridgewood Trails Community Development District has three (3) seats up for election, specifically seats 1, 3 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2020, and in the manner prescribed by law for

15 (A)
1,310.53.480



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 QUALIFYING PERIOD

in the matter of

2020 ELECTION

LEGAL: 46053 ORDER: 311521

was published in said newspaper in the issues:

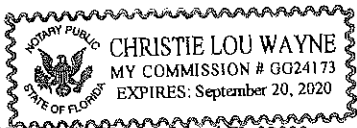
05/14/2020

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 05/14/2020.

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 QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Ridgewood Trails Community Development District ("District") will commence at noon on June 8, 2020, and close at noon on June 12, 2020. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 N. Orange Avenue, Green Cove Springs, Florida 32043 Ph: (904)269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a "qualified elector" of the District, as defined in Section 190.003, Florida Statutes. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes. The Ridgewood Trails Community Development District has three (3) seats up for election, specifically seats 1, 3 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2020, and in the manner prescribed by law for general elections. For additional information, please contact the Clay County Supervisor of Elections. Legal 46053 published May 14, 2020 in Clay County's Clay Today newspaper.

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

INVOICE DATE:MAY 18 2020
WEEK OF: 5-11-5-17-2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FDR:
Azalea Ridge

RECEIVED
MAY 18 2020

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/13/20	DALTON JUNEAU 93	1600-2000	4	30.00	120.00
05/14/20	EGAR HOWELL	0930-0000	4	30.00	120.00
	(A) 1.320.572.345				
TOTAL					240.00

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: MAY 18 2020
WEEK OF: 5-11-5-17-2020

TO:

Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:

Azalea Ridge

RECEIVED
MAY 18 2020

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/13/20	DALTON JUNEAU	1600-2000	4	30.00	120..00
05/14/20	EGAR HOWELL 63	0930-0000	4	30.00	120.00
	④ 1.810.572 345				
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!

Always Improving LLC dba Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312
(850) 523-8882
admin@wearefitnesspro.com
http://www.wearefitnesspro.com

Invoice

RECEIVED

MAY 15 2020



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

BILL TO
RIDGEWOOD TRAILS CCD
1667 AZALEA RIDGE BLVD
MIDDLEBURG, FL 32068

SHIP TO
RIDGEWOOD TRAILS CCD
1667 AZALEA RIDGE BLVD
MIDDLEBURG, FL 32068

INVOICE #	DATE	TOTAL DUE	DUPLICATE	TERMS	PAID
22368	05/06/2020	\$200.00		Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	DESCRIPTION	QTY	AMOUNT
05/01/2020	PM May 1, 2020: Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. Calibrated treadmills Lubricated belts and decks. Inspected weight machine found two cables need replaced. Found seat on bike torn. quote to follow SERVICE REQUEST 27023 - MAY SEMI ANNUAL PM	2	200.00T

SUBTOTAL	200.00
TAX (0%)	0.00
TOTAL	200.00
BALANCE DUE	\$200.00

C. Ann 5/15/20
Repairs & Replacements 48 (#)
001. 330. 57200. 46100
320 480



Florida Department of Health
in Clay County
Notification of Fees Due

1/4645141
10-BID-4645141

Permit Number

10-60-1539649

For: Swimming Pools - Public Pool <= 25000 Gallons

Fee Amount: \$125.00

Previous Balance: \$0.00

Total Amount Due: \$125.00

Payment Due Date: 06/30/2020 or Upon Receipt

Notice: This bill is due and payable in full upon receipt and must be received by the local office by the payment due date (06/30/2020).

RECEIVED

Mail To: Ridgewood Trails CDD
475 W Town Place, Suite 114
Saint Augustine, FL 32092

MAY 15 2020

MAY 07 2020

Please verify all information below at www.myfloridaehpermit.com and make changes as necessary.

Account Information:

Name: Azalea Ridge Amenity Center
Location: 1667 Azalea Ridge Boulevard
Middleburg, FL 32068

Pool Volume: 20,500 gallons

Bathing Load: 20

Flow Rate: 115

Owner Information:

Name: Ridgewood Trails CDD
Address: 475 W Town Place, Suite 114
(Mailing) Saint Augustine, FL 32092
Home Phone: (904) 940-5850 Work Phone: ()

Circle One: MC

Name on Card: _____

Account #: _____

Exp Date: ____/____ Security Code (CVV): ____

Card's Billing Address: _____

City: _____ State: _____ Zip: _____

I Authorize Florida Department of Health in Clay County to charge my credit card account for the following:

Payment Amount: \$ _____ For: _____

Signature _____

Date _____

Please go online to pay fee at:
www.MyFloridaEHPermit.com

Permit Number: 10-60-1539649 Bill ID: 10-BID-4645141

Billing Questions call DOH-Clay at: (904) 278-3784

If you do not pay online, make checks payable to and mail invoice WITH payment to:
Florida Department of Health in Clay County
P.O. Box 578
Green Cove Springs, FL 32043

[Please RETURN Invoice with your payment]

Batch Billing ID: 20708



PERMIT HOLDERS CAN NOW

pay invoices online!

The Florida Department of Health now offers a secure system for permit holders to pay invoices and print permits online!

- No sign-up cost.
- Save time. Paying a bill online is faster than mailing a check or hand delivering payment.
- Our safe and secure system will keep your information protected.
- Pay at your convenience. With our online system, you can pay with your credit card or e-check and don't have to worry about envelopes or stamps.

Pay this invoice online at www.myfloridaehpermit.com

NOTE: Payments made online will be assessed a small convenience fee. Visit the site for more information



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

RECEIVED
INVOICE DATE: MAY 4, 2020
WEEK OF: 4-27-5-3-2020
MAY 20 2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

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

INVOICE DATE: MAY 25 2020
WEEK OF: 5-18-5-24-2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

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

INVOICE DATE:MAY 25 2020
WEEK OF: 5-18-5-24-2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

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

RECEIVED
INVOICE DATE: JUNE 1, 2020
WEEK OF: 5-25-31-2020
JUN 01 2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

Allways Improving LLC dba Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312
(850) 523-8882
admin@wearefitnesspro.com
http://www.wearefitnesspro.com

Invoice



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

SHIP TO
RIDGEWOOD TRAILS CCD
1667 AZALEA RIDGE BLVD
MIDDLEBURG, FL 32068

SHIP TO
RIDGEWOOD TRAILS CCD
1667 AZALEA RIDGE BLVD
MIDDLEBURG, FL 32068

INVOICE #

22509

DATE

05/27/2020

TOTAL DUE

\$383.45

DUE DATE

06/06/2020

TERMS

Due 10 days from
receipt

TERMS

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

RECEIVED

DATE

PRODUCT / SERVICE

QTY

AMOUNT

05/04/2020

Shipping/ Handling

MAY 28 2020

1

40.00T

May 4, 2020: Shipping and Handling Estimate:

05/04/2020

PARTS

1

40.00T

May 4, 2020: Parts for Repair: seat bottom for bike

05/04/2020

PARTS

1

54.45T

May 4, 2020: Parts for Repair: Lat row cable

05/04/2020

PARTS

1

84.00T

May 4, 2020: Parts for Repair: chest press cable

05/26/2020

CS1

1.50

165.00T

May 26, 2020: Commercial Labor: Replaced cables on H 4400, replace seat bottom on bike tests good

SERVICE REQUEST 27036 - TWO CABLES NEED REPLACED ON H 4400
SEAT BOTTOM ON BIKE TORN

SUBTOTAL

383.45

TAX (0%)

0.00

TOTAL

383.45

BALANCE DUE

\$383.45

C. Hall 5/28/20

Repairs + Maint.

001. 320. 57200. 46000

48 71

524



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

TECHNICIAN NOTES:

45.00

NT NSC NS NL NCG

RT.	DAY	ACCOUNT NO.	DATE SERVED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.	TODAY'S CHARGE
7	32	RI0258- 1	05/20/20				853068 5	P370	45.00
Tax-Exempt# 858013571499C6 CLAY							ZONE MDG	TYPE 22 M	\$45.00

MAIL INVOICE

RIDGEWOOD TRAILS CDD
1667 AZALEA RIDGE BLVD
MIDDLEBURG FL

RECEIVED

MAY 28 2020

F

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 SERVED	CS	CK	CG	INVOICE NO.	SERVICEMAN NO.
7	32	RI0258- 1	05/30/20				853068 5	P370
							PREVIOUS BALANCE	TODAY'S CHARGE
							45.00	45.00
							BALANCE DUE	
							5/06/20	

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.

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

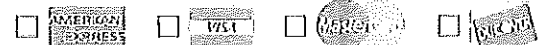


2820 Spring Glen Rd
Jacksonville FL 32207
(904) 396-5805
www.flapest.com

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.

Account No.

Amount Enclosed \$

DID YOU KNOW WE DEAL WITH TWO TYPES OF
TERMITES IN OUR SERVICING AREAS?
ARE YOU PROTECTED FOR BOTH?

CALL US FOR A FREE INSPECTION AND ESTIMATE.

Hopping Green & Sams

Attorneys and Counselors

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

8 ①
1,810,573.815

===== STATEMENT =====

May 29, 2020

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 114999
Billed through 04/30/2020

RECEIVED

JUN 02 2020

General Counsel / Monthly Meeting

RIDGE 00001 KSB

FOR PROFESSIONAL SERVICES RENDERED

04/02/20	SSW	Research and attend various city and county commission virtual meetings; prepare and circulate correspondence regarding procedures for conducting virtual meetings and providing opportunity for public participation.	0.20 hrs
04/06/20	AHJ	Prepare electronic transmission of form of notice of general election and correspondence regarding same.	0.30 hrs
04/15/20	KSB	Review plat and proposed due diligence.	0.90 hrs
04/16/20	KSB	Confer with Clay County supervisor of elections office.	0.10 hrs
04/24/20	JLK	Research and review executive orders regarding recreation and amenity facilities.	1.00 hrs
04/29/20	KSB	Review updated executive order; analyze impact on amenity reopening process; review proposed budget resolution.	0.40 hrs
04/29/20	KEM	Prepare resolution declaring assessments and approving budget.	0.40 hrs
04/30/20	KSB	Review matters relating to reopening of amenity facilities.	0.20 hrs
Total fees for this matter			\$883.00

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.30 hrs	130 /hr	\$39.00
Kilinski, Jennifer L.	1.00 hrs	275 /hr	\$275.00
Ibarra, Katherine E. - Paralegal	0.40 hrs	130 /hr	\$52.00
Buchanan, Katie S.	1.60 hrs	290 /hr	\$464.00
Warren, Sarah S.	0.20 hrs	265 /hr	\$53.00

TOTAL FEES \$883.00

TOTAL CHARGES FOR THIS MATTER \$883.00

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.30 hrs	130 /hr	\$39.00
-------------------------------	----------	---------	---------

Kilinski, Jennifer L.	1.00 hrs	275 /hr	\$275.00
Ibarra, Katherine E. - Paralegal	0.40 hrs	130 /hr	\$52.00
Buchanan, Katie S.	1.60 hrs	290 /hr	\$464.00
Warren, Sarah S.	0.20 hrs	265 /hr	\$53.00

TOTAL FEES

\$883.00

TOTAL CHARGES FOR THIS BILL**\$883.00****Please include the bill number with your payment.**

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

RECEIVED INVOICE DATE JUNE 1 2020
WEEK OF: 5-25-31-2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge

JUN 01 2020

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
05/25/20	EGAR HOWELL	1430-1830	4	30.00	120.00
05/26/20	MATTEW MCREE <i>82</i>	1830-2230	4	30.00	120.00
	<i>1,320,572.845</i>				
TOTAL					240.00

THANK YOU FOR YOUR BUSINESS!



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

Invoice

Date

6/1/2020

Invoice #

131295592837

Terms	Net 20
Due Date	6/21/2020
PO #	
Customer #	13AZA025

Bill To RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	Ship To 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 5/28/20</i> <i>Pool Chemicals</i> <i>col. 320, 57200, 52100</i> <i>95 \$D</i>	1	ea	720.00

Total 720.00
Amount Due ~~720.00~~

RECEIVED

MAY 28 2020

Remittance Slip

Customer
13AZA025
Invoice #
131295592837

Amount Due 720.00

Amount Paid _____

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



131295592837

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

Invoice

RECEIVED

MAY 28 2020

Invoice #: 238
Invoice Date: 5/18/2020
Due Date: 5/18/2020
Case:
P.O. Number:

Bill To:

Ridgewood Trails ODD
475 West Town Place Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance April 1 - April 30, 2020		1,768.56	1,768.56
Maintenance Supplies		803.22	803.22
Gen. Fac. Maint. - \$ 850.00 001.320.57200.46000			
Repairs & Maint. - \$ 1426.63 001.330.53800.46000			
Janitorial Supplies - \$ 182.86 001.320.57200.52200			
Pool Chemicals - \$ 112.29 001.320.57200.52100			
C. Hall s/24 39 (A)			
Total			\$2,571.78
Payments/Credits			\$0.00
Balance Due			\$2,571.78

RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF APRIL 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/2/20	4	R.W.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
4/2/20	4	S.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
4/6/20	3	C.P.	Removed debris around amenity center, parking lot, playground and common areas, checked and changed all trash receptacles on pool deck, emptied and restocked dog receptacles
4/9/20	2	C.P.	Removed debris around playground, amenity center, common areas and parking lot, checked and restocked dog receptacles, checked and emptied trash receptacles on pool deck and playground
4/10/20	8.5	C.P.	Picked up supplies, painted all CDD Signs
4/16/20	2	C.P.	Replaced light bulbs in women's restroom, checked and changed all trash receptacles, removed debris around amenity center, playground, parking lot and common areas
4/16/20	2	T.G.	Installed new life rings, picked up pool supplies
4/17/20	8	C.P.	Installed paper towel dispensers in men's and women's restroom by new pool, secured main pool gate with L bracket, added white rope to new life rings, removed "no entry signs" on new pool gate and put in place pool rules signs, replaced broken "no parking on grass" near front lake
4/20/20	2	C.P.	Removed debris around parking lot, amenity center, playground and common areas, emptied dog receptacles, checked and emptied trash receptacles
4/23/20	3	C.P.	Removed debris in common areas, around amenity center, parking lot and playground, emptied trash receptacles on pool deck and playground, emptied and restocked dog receptacles
4/24/20	6.5	C.P.	Removed debris around all lakes
4/27/20	2	C.P.	Checked and emptied all trash receptacles and dog receptacles, removed debris in all common areas, around amenity center, playground and parking lot
4/30/20	2	C.P.	Swept by front entrances, removed debris around amenity center, common areas and parking lots, emptied and restocked dog receptacles
TOTAL	<u>48</u>		
MILES	<u>199</u>		*Mileage is reimbursable per section 112.061 Florida Statute Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 05/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS	4/2/20	John Deere Gator/Trailer Rental	70.00	R.W.
	4/2/20	Contractor Trash Bags	22.94	R.W.
	4/2/20	Gas for John Deere Gator	7.50	R.W.
	4/8/20	24" Life Rings (2)	123.03	C.H.
	4/8/20	Multifold Towels 1 Case	34.93	C.H.
	4/8/20	Multifold Towel Dispenser (2)	112.19	C.H.
	4/10/20	Self Drilling Screws 1/4x3/4	9.83	C.P.
	4/10/20	Pro Gloss Black Gallon Paint	34.48	C.P.
	4/10/20	4x11" White Foam Roller	6.06	C.P.
	4/10/20	6" Mini Roller Tray	2.15	C.P.
	4/10/20	Short Cut Brush	6.75	C.P.
	4/10/20	4" White Foam Rollers 2pk	6.72	C.P.
	4/16/20	Daylight Deluxe 10pk	34.48	C.P.
	4/16/20	Chlorine (12)	84.74	T.C.
	4/16/20	Muriatic Acid (4)	27.55	T.C.
	4/17/20	3/8"x50' Nylon Rope	21.83	C.P.
	4/17/20	Short Cut Brush	6.75	C.P.
	4/17/20	1.5" Black Corner Brace 4pk	3.70	C.P.
	4/17/20	6" Mini Roller Tray	2.15	C.P.
	4/17/20	EZ Twist-N-Lock 20 pk	9.75	C.P.
	4/17/20	Flat Washer #10	1.36	C.P.
	4/17/20	Flat Washer #8	1.36	C.P.
	4/30/20	Clorox Bleach 320oz (2)	8.90	C.P.
	4/30/20	Disposable Gloves 50ct	5.72	C.P.
	5/1/20	Stop the Spread Signs (2)	20.29	C.H.
	5/1/20	Please Wash Your Hands Signs (4)	28.70	C.H.
	5/1/20	Trash Bags 42gallon 50ct	29.87	C.P.
	5/5/20	1 gallon Hand Sanitizers (2)	80.50	C.H.
			0.00	
		TOTAL	<u>\$803.22</u>	



Tree Amigos

Outdoor Services

Invoice

Invoice#: 13248

Date: 05/29/2020

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
May Monthly Landscaping Maintenance Services	1.00	4,282.32	4,282.32

Notes:

THANK YOU FOR YOUR BUSINESS!

Invoice Total: **\$4,282.32**

RECEIVED

MAY 29 2020

C. Ham 5/29/20

Landscape Maint.

001.320.53800.46200 91 (A)

**CLAY
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200**Recorder**
Not your average newspaper, not your average reader.1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

RIDGEWOOD TRAILS C.D.D.
475 W TOWN PL # 114
SAINT AUGUSTINE, FL 32092Cust#:503014
Ad#:312093
Phone#:904-940-5850
Date:05/19/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 6.50

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	06/04/2020	06/04/2020	1	65.00	65.00

Payment Information:

Date:	Order#	Type
05/19/2020	312093	BILLED ACCOUNT

Total Amount: 65.00

Tax: 0.00

Amount Due: 65.00

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

Ad Copy15 (A)
1,810,573.480**NOTICE OF RULE
DEVELOPMENT
BY THE RIDGEWOOD
TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Ridgewood Trails Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of

RECEIVED
JUN 08 2020

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

LEGAL NOTICE

in the matter of

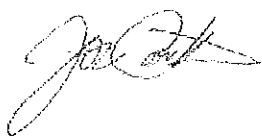
RULE DEVELOP-RULES OF PROCEDURE

LEGAL: 46138 ORDER: 312093

was published in said newspaper in the issues:

06/04/2020

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 06/04/2020.

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@opefla.com

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

In accord with Chapters 120 and 190, Florida Statutes, the Ridgewood Trails Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District. The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District. The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law.

The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure 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
 Legal 46138 published June 4, 2020 in Clay County's Clay Today newspaper.

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

INVOICE DATE JUNE 8 2020
WEEK OF: 6-1-6-7 2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge

RECEIVED

JUN 08 2020

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
06/2/20	EGAR HOWELL	0830-1230	4	30.00	120.00
06/5/20	DALTON JUNEAU 93	0800-1200	4	30.00	120.00
	(A) 1,320,572,845				
TOTAL					240.00

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE JUNE 8 2020
WEEK OF: 6-1-6-7 2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge
RECEIVED
JUN 08 2020

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
06/2/20	EGAR HOWELL 63	0830-1230	4	30.00	120.00
06/5/20	DALTON JUNEAU	0800-1200	4	30.00	120.00
	Ⓟ 1,320,572.345				
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!

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

Invoice

RECEIVED

JUN 04 2020

Bill To:

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

Invoice #: 206
Invoice Date: 6/1/20
Due Date: 6/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - June 2020 1.870, 513. 3410		3,416.67	3,416.67
Dissemination Agent Services - June 2020 313		83.33	83.33
Copies 425		33.15	33.15
8 (A)			

Total \$3,533.15

Payments/Credits \$0.00

Balance Due \$3,533.15

Riverside Management Services, Inc

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

Invoice

Date	Invoice #
6/1/2020	239

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

RECEIVED

JUN 04 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - June 2020 320,572,3420	832.00	832.00
	Pool Maintenance Services - June 2020 320,572,4650	1,325.83	1,325.83
	Contract Administration - June 2020 330,538.3400	1,768.17	1,768.17
	Facility Management - Ridgewood Trails - June 2020 320,572,4620	4,833.33	4,833.33
	89 (A)		
Total			\$8,759.33

RHW
6.1.20

46137
adreceipt



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



1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

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

Cust#:503014
Ad#:312068
Phone#:904-940-5850
Date:05/18/2020

Salesperson: Clay Legals Classification: Legal Notice Ad Size: 1.0 x 14.00

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	06/11/2020	06/11/2020	1	140.00	140.00

Payment Information:

Date: 05/18/2020 Order# 312068 Type BILLED ACCOUNT

15 1,810, 513, 480
A

Total Amount: 140.00
Tax: 0.00
Amount Due: 140.00

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

Ad Copy

**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

LEGAL NOTICE

in the matter of

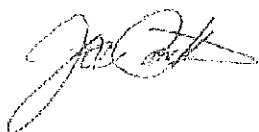
RULE MAKING-RULES OF PROCEDURE

LEGAL: 46137 ORDER: 312068

was published in said newspaper in the issues:

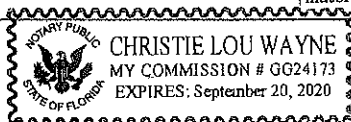
06/11/2020

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 06/11/2020.

Christie Lou Wayne
NOTARY PUBLIC, STATE OF FLORIDA



**NOTICE OF
RULEMAKING
REGARDING THE RULES
OF PROCEDURE OF THE
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 July 8, 2020 at 1:30 p.m. It is anticipated that the public hearing will take place at the at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068. In the event that the COVID-19 public health emergency prevents the public hearing from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Information about how the hearing will occur, assistance connecting to the hearing or arranging further accommodations for participation, may be obtained by accessing the District's website at www.ridgewoodtrailscdd.com or by contacting the office of the District Manager c/o Governmental Management Services LLC North Florida, at (904) 940-5850 or elorris@gmsn.com ("District Manager's Office").

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Clay Today on June 4, 2020.

The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services,

contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31448, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure 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 ("District Manager's Office").

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 twentyone (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place

to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a 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, staff or Supervisors may participate in the public hearing by speaker telephone. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Manager's Office.

Ernesto Torres, District Manager
Ridgewood Trails Community
Development District

Legal 46137 published June 11, 2020 in Clay County's Clay Today newspaper.

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

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

RECEIVED

JUN 22 2020

INVOICE DATE JUNE 22 2020
WEEK OF: 6-15-21 2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!



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

Invoice Number: SSI09630
Invoice Date: 6/16/2020

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 7/1/2020
Terms Net 15 Days

Customer ID C0000575
P.O. Number
P.O. Date 6/16/2020
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MAY 2020		35	35	5.00	175.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00

70 (A)
1,320.572.345

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 275.00

Subtotal: 275.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 275.00

RIDGEWOOD TRAILS CDD		5/4/2020	7665	MCREE, MATTHEW		4.00
RIDGEWOOD TRAILS CDD		5/5/2020	6375	HOWELL, JR., EDGAR W.		4.00
RIDGEWOOD TRAILS CDD		5/7/2020	6445	SMITH, KEITH A.		3.00
RIDGEWOOD TRAILS CDD		5/7/2020	7214	JUNEAU, DALTON		4.00
RIDGEWOOD TRAILS CDD		5/14/2020	6375	HOWELL, JR., EDGAR W.		4.00
RIDGEWOOD TRAILS CDD		5/18/2020	7214	JUNEAU, DALTON		4.00
RIDGEWOOD TRAILS CDD		5/22/2020	6445	SMITH, KEITH A.		4.00
RIDGEWOOD TRAILS CDD		5/25/2020	6375	HOWELL, JR., EDGAR W.		4.00
RIDGEWOOD TRAILS CDD		5/26/2020	7665	MCREE, MATTHEW		4.00
				TOTAL		35.00

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

RECEIVED

JUN 15 2020

INVOICE DATE JUNE 15 2020
WEEK OF: 6-8-6-14 2020

TO:
Rdigewood Trails CDD aka Azalea Ridge
Bernadette Peregrino
1408 Hamlin Avenue, unit E
Saint Cloud, FL 34771

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!



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

INVOICE

Invoice #	507725
Account #	718416
Invoice Date	6/1/2020
Due Date	6/11/2020
Rep	ERW

RECEIVED

JUN 11 2020

Bill To
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 6/1/20</i> <i>Lake Maint.</i> <i>001. 330. 53800. 46400</i> <i>42 (A)</i>	672.00
Customer Total Balance \$672.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$672.00

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 for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	507725
Account #	718416
Date	6/1/2020

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at 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:	<input type="checkbox"/> Check box if same as above	
Signature		

46137
adreceipt



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



1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

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

Cust#:503014
Ad#:312068
Phone#:904-940-5850
Date:05/18/2020

Salesperson: Clay Legals Classification: Legal Notice Ad Size: 1.0 x 14.00

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	06/11/2020	06/11/2020	1	140.00	140.00

Payment Information:

Date: 05/18/2020 Order# 312068 Type BILLED ACCOUNT

15 1,810, 513, 480
A

Total Amount: 140.00
Tax: 0.00
Amount Due: 140.00

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

Ad Copy

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CLAY TODAY**
Published Weekly
Orange Park, Florida

**STATE OF FLORIDA
COUNTY OF CLAY:**

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LEGAL NOTICE

in the matter of

RULE MAKING-RULES OF PROCEDURE

LEGAL: 46137 ORDER: 312068

was published in said newspaper in the issues:

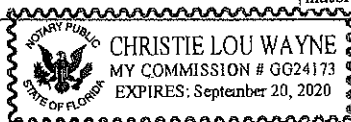
06/11/2020

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Sworn to me and subscribed before me 06/11/2020.

Christie Lou Wayne
NOTARY PUBLIC, STATE OF FLORIDA



**NOTICE OF
RULEMAKING
REGARDING THE RULES
OF PROCEDURE OF THE
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 July 8, 2020 at 1:30 p.m. It is anticipated that the public hearing will take place at the at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068. In the event that the COVID-19 public health emergency prevents the public hearing from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Information about how the hearing will occur, assistance connecting to the hearing or arranging further accommodations for participation, may be obtained by accessing the District's website at www.ridgewoodtrailsdcd.com or by contacting the office of the District Manager c/o Governmental Management Services LLC North Florida, at (904) 940-5850 or elorris@gmsn.com ("District Manager's Office").

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Clay Today on June 4, 2020.

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Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31448, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure 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 ("District Manager's Office").

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 twentyone (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place

to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a 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, staff or Supervisors may participate in the public hearing by speaker telephone. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Manager's Office.

Ernesto Torres, District Manager
Ridgewood Trails Community
Development District

Legal 46137 published June 11, 2020 in Clay County's Clay Today newspaper.

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

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

RECEIVED

JUN 22 2020

INVOICE DATE JUNE 22 2020
WEEK OF: 6-15-21 2020

FOR:
Azalea Ridge

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O ANGEL ALBRITTON

THANK YOU FOR YOUR BUSINESS!

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/02/20	00026	3/25/20 28000-BA	202003 600-53800-60000	BALANCE DUE MESSAGE BOARD	*	1,200.00	
				MATTHEW BROADUS ADVERTISING, INC.			1,200.00 000009
4/02/20	00022	3/27/20 03272020	202003 600-20700-10000	MATTHEW BROADUS INV#2800	*	1,200.00	
				RIDGEWOOD TRAILS CDD			1,200.00 000010
TOTAL FOR BANK D						2,400.00	
TOTAL FOR REGISTER						2,400.00	



matthew
broadus
advertising, inc.

2139 Nickerson Lane Jacksonville, Florida 32207
(904) 396-6950 (904) 465-1426 E-MAIL mattbroadus@bellsouth.net

Invoice

Date	Invoice #
3/25/2020	28000- Bala

Bill To
AZALEA RIDGE Riverside Management Services 9655 Florida Mining Blvd. W. Bld. 300 Suite 305 Jax FL 32257 <i>Ridgewood</i>

RECEIVED

MAR 27 2020

P.O. No.	Terms	Project
AZALEA RIDGE		

Qty	Description	Rate	Amount
2	AZALEA RIDGE MESSAGE BOARDS (including locking door & 2 boxes of letters) TERMS: 50% Material Draw to begin. \$1200 Balance due at completion \$1200 Chris Hall 904-657-9211 chall@rmsnfl.com 3-5-20 Received material draw \$1200 3-25-20 Signs installed. Balance due \$1200	1,200.00	2,400.00
		-1,200.00	-1,200.00

Thank you for your business.

Subtotal	\$1,200.00
Sales Tax (0.0%)	\$0.00
Total	\$1,200.00
Payments/Credits	\$0.00
Balance Due	\$1,200.00

C. Hall 3/27/20
Capital
~~*1,330.53800.60100*~~
32,600.538.000
26 D

Ridgewood Trails
COMMUNITY DEVELOPMENT DISTRICT

RECEIVED

Capital Reserve Fund

MAR 27 2020

Check Request

Date	Amount	Authorized By
March 27, 2020	\$1,200.00	Bernadette Peregrino

Payable to:

Ridgewood Trails CDD #22

Date Check Needed:

Budget Category:

ASAP	32-600-20700-10000
------	--------------------



Intended Use of Funds Requested:

2/21 Matthew Broadus Inv #2800
Reimburse General Fund
Message Board 50% Deposit
(Attach supporting documentation for request.)