

**RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, July 8, 2020 at 1:30 p.m. via Zoom.

Present and constituting a quorum were:

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

Also present were:

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

The following is a summary of the actions taken at the July 8, 2020 meeting and a copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Porter called the meeting to order and Mr. Torres called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

A copy of the affidavits of publication of the public hearings was included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

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Mr. Torres stated we received three resumes to fill seat 5 and after this appointment we would like to reserve the right to reconsider their resumes after November's meeting to fill Mr. Porter's seat.

Mr. Porter stated I think that is great. I intend to be around until we pass a budget because sometimes it is a more complicated meeting than the others, but I hope to resign and have a resident take my spot. I think that is the right thing for us to do. Is anyone on the line who submitted a resume?

Ms. Barnes stated I have been in the community about two years and would like to be able to give more to the community and make sure the community's needs get done.

Mr. Porter stated we are a unit of local government and subject to the sunshine law, which means that you cannot discuss anything that may come before the board with another board member except at a public meeting.

**A. Appointment of Supervisor to Fill Seat 5**

On MOTION by Ms. Miller seconded by Mr. Genska with all in favor Eneida Barnes was appointed to fill the unexpired term of office of seat 5.
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**B. Oath of Office for Newly Appointed Supervisor**

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

Mr. Torres stated we will send you a packet of information that contains the rules of the CDD, a copy of Chapter 190, Florida Statutes, and other informational documents.

Ms. Buchanan stated I welcome you and please let me know if you have any questions. The most important things from a legal standpoint are the sunshine law and making sure that you keep separate files for your CDD documents so that you can have a place to look should you ever get a public records request. We will send you information with more details but reach out with any question.

**C. Election of Officers, Resolution 2020-03**

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Mr. Torres stated at the present time Mr. Porter is chairman, Marty Genska is vice chairman, I am the secretary, Jim Perry is treasurer, Ariel Lovera and Patti Powers, assistant secretaries are: James Oliver, Daniel Laughlin and Jim Perry, and the supervisors who are not the chair or vice chair are assistant secretaries.

On MOTION by Mr. Genska seconded by Ms. Nolte with all in favor Resolution 2020-03 was approved reflecting the same slate of officers and adding Ms. Barnes as an assistant secretary.

**FIFTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 6, 2020 Meeting**

On MOTION by Mr. Genska seconded by Ms. Miller with all in favor the minutes of the May 6, 2020 meeting were approved as presented.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-08 Resetting the Public Hearing to Adopt the Fiscal Year 2021 Budget**

Mr. Torres stated we are going to adopt the budget today. There was a change on our previous schedule from July 1, to July 8<sup>th</sup>.

On MOTION by Ms. Nolte seconded by Mr. Genska with all in favor Resolution 2020-08 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-09 Resetting the public Hearing to Adopt the Revised Rules of Procedures**

Mr. Porter stated this is for today as well.

On MOTION by Ms. Miller seconded by Mr. Genska with all in favor Resolution 2020-09 was approved.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2019 Draft Audit Report**

Mr. Porter stated every year we get an audit performed.

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On MOTION by Ms. Miller seconded by Ms. Nolte with all in favor the fiscal year 2019 audit was accepted.

**NINTH ORDER OF BUSINESS**

**Public Hearing Adopting the Budget for Fiscal Year 2021**

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

**A. Consideration of Resolution 2020-10 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2021**

Mr. Porter stated we are going to adopt the budget for next year and that will set the assessments that will end up on everybody’s tax bill. Everybody has gotten a copy of the budget. I have looked through it and we have a few changes. We are showing an increase over what our actuals are for supervisor fees and that is probably higher than it needs to be because we typically meet every other month and this would take care of us if we met more often. We also put \$5,000 in for engineering and we have not used the engineer this year, but it is good to have it in the budget in case we need it. Keep in mind anything that is in the budget that does not get spent, it is rolled forward and is available for the next year.

Mr. Torres stated there is an increase in landscape maintenance contract from \$71,000 to \$102,000 because of the new areas that came online and we funded the landscape contingency as well, but we kept the assessments the same.

Mr. Porter stated I am proud of the shape we are in we have a real nice capital reserve set aside and know we are safe if we have any problems.

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

On MOTION by Ms. Miller seconded by Mr. Genska with all in favor Resolution 2020-10 was approved.

**B. Consideration of Resolution 2020-11 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2021**

On MOTION by Mr. Genska seconded by Ms. Nolte with all in favor Resolution 2020-11 was approved.

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**TENTH ORDER OF BUSINESS**

**Public Haring Adopting the Revised Rules of Procedure, Resolution 2020-12**

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

Ms. Buchanan stated essentially our firm monitors legislative changes and lessons learned and puts together a package of proposed revisions to the rules of procedure. Essentially the changes that were in the redline version relate to costs associated with public records requests, how the agenda materials have to be presented and put on the website, the ability to provide for board authorization for certain approval processes and the adoption of internal controls to prevent fraud, waste and abuse as well as some changes to the district’s solicitation provisions.

On MOTION by Ms. Nolte seconded by Ms. Miller with all in favor Resolution 2020-12 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Agreement with RMS for Fiscal Year 2021**

Mr. Torres stated there was a small increase in the operation manager’s line and we adjusted the budget to account for this, we are trying to make it formal and have the agreement in place.

On MOTION by Ms. Miller seconded by Ms. Barnes with all in favor the agreement with Riverside Management Services for fiscal year 2021 was approved.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

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**C. Manager Discussion of Meeting Schedule for Fiscal Year 2021**

On MOTION by Ms. Nolte seconded by Ms. Miller with all in favor the fiscal year 2021 meeting schedule was approved as follows: November 4, 2020, January 6, 2021, March 3, 2021, May 5, 2021, July 7, 2021 and September 1, 2021.

**D. Operation Manager's Report –Report**

Mr. Hall stated I sent an email today about some playground equipment that will give you a good idea of what it costs to have a turnkey playground system put in, everything from the border to mulch. We can table it until we get more information and let everybody look over it longer if you like. They have a lot of options; it depends on how much you want to spend, how many playgrounds you want to put in and if you want to put in several you may want to go with a smaller playground.

Mr. Porter stated we have a number of pieces of property we own that were set up as parks or whatever and if you are not familiar with where, Chris or Ernesto could send out a map that shows where the opportunities are to do this. We had folks suggest that instead of everything being at the main amenity center it would make sense to do a few more and scatter them throughout the neighborhood.

As far as COVID-19, are you getting good response, is everybody being pretty good about trying to maintain social distance and that sort of thing?

Ms. Brown stated for the most part, yes. We still have a lot that are just not coming out, but as to limiting the number of people at the pool I haven't had any issues or complaints about it.

Mr. Genska stated the young man at the table today was extremely helpful and he knew all the rules; everything was just right. I was very impressed with how he did that and that is the first time I have had to use that.

Mr. Hall stated he is an excellent fit; last year he was the lifeguard supervisor.

**E. Amenity Manager**

Ms. Brown stated I have had several inquiries as to when you might want to open the gym. As far as the pool, do you want to lift any of the limitations we currently have on the pool.

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Mr. Porter stated I don't think we want to lift any limitations on the pool. The situation has not gotten dramatically better in Florida. As to the gym a lot of places opened gyms but only when there were people on staff to sanitize. Ernesto, what are you doing in other districts?

Mr. Torres responded right now given that fitness rooms are small we have adjusted capacity levels to maybe 3 people at one time we would ask the onsite staff to monitor and police that and ask them to sanitize before and after each user comes to the facility.

Ms. Brown asked since the entrance is next to the pool, is that something you want to have the same hours and days as the pool is open?

Mr. Porter stated maybe but we need someone specifically that will go into the gym and sanitize.

Ms. Brown stated the pool gate guy is sitting right outside the door, that's is why I'm thinking he could be the one to wipe it down or if I'm here I could do it. We have moved the equipment so it is at least 6-feet apart and everything has been deep cleaned. I would limit it to 2 at a time.

It was the consensus of the board to have staff work on rules to open the gym to two people at one time during the same hours as the pool and post the proper signage for use.

### **THIRTEENTH ORDER OF BUSINESS      Supervisor's Requests and Audience Comments**

Mr. Genska stated I understand that the no solicitation sign needs the ordinance number on it. How can we get the ordinance number on those signs?

Mr. Hall stated I can get the ordinance number and order the signs. Since we have new entrances now we need to put signs at every entrance.

Ms. Miller stated at the last meeting Mr. Free asked for more discussion on a basketball court and we agreed it was still open. Are we tabling it again?

Mr. Porter asked Chris do you have any idea what it costs to do a basketball court?

Mr. Hall stated I really don't, but I will put in a request from someone who has put them in.

Mr. Porter stated if we are going to do it on district property we want to make sure it is residents and guests and we probably need a fence with a gate we can lock. When you price it look at what it would cost for a fence and access key.

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Mr. Hall stated most districts I'm familiar with that have a basketball court have an 8-10-foot fence around it and access card to get in the gate.

Mr. Biggs asked can we get the chairs put back by the pool? The reason I ask is because the City of Green Cove Springs has all their chairs out by the city run pool.

Mr. Porter stated different cities and counties have taken different approaches, not all of them have opened pools. We consulted our insurance carrier for suggestions and we tried to come up with something that we are comfortable that is safe, it may be less convenient if you have to bring your own chair, but it is easier on our staff. I don't want to put stuff out and say we are not going to clean it, take your chances.

It was the consensus of the board to leave the chairs as they are and residents can bring their own chairs if they so choose.

**FOURTEENTH ORDER OF BUSINESS      Financial Reports**

**A.    Balance Sheet & Income Statement**

A copy of the balance sheet and income statement were included as part of the agenda package.

**B.    Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package.

**C.    Approval of Check Register**

On MOTION by Mr. Genska seconded by Ms. Nolte with all in favor the check register was approved.

**FIFTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, September 2, 2020 at 1:30 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida**

Mr. Porter stated our next meeting is scheduled for September 2, 2020 at 1:30 p.m. at the amenity center but it may be on Zoom.



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On MOTION by Mr. Genska seconded by Ms. Miller with all in favor the meeting adjourned at 2:16 p.m.

DocuSigned by:

*Ernesto Torres*

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Secretary/Assistant Secretary

DocuSigned by:

*Marty Genska*

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Chairman/Vice Chairman