

**RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 5, 2021 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present and constituting a quorum were:

Marty Genska	Chairman
Jacqui Proctor Miller	Vice Chairperson
Yolanda Nolte	Supervisor
Eneida Barnes	Supervisor
William Barnhouse	Supervisor

Also present were:

Marilee Giles	GMS, LLC
Ernesto Torres	District Manager
Katie Buchanan	District Counsel
Peter Ma	District Engineer (by telephone)
Tom Chewning	RMS (by telephone)
Melissa Brown	Amenity Manager

The following is a summary of the actions taken at the May 5, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mrs. Giles called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

A resident stated last night there were people in the pool at 1:30 in the morning. I came down and the gate was broken and someone put it on Facebook that they came to the pool and found gross things in there. It happened about two years ago and I was told to call the police. I don't think it is necessary to call the police. If we had someone in this community and that person would come if we called, then they contain the problem. Do we have someone in this community?

Mr. Genska stated in my experience we had a situation not long ago and the way I understood it is not one of us needs to confront any resident. When we had that situation, they

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were not residents they were guests and they were also younger people. We are not trained to confront people. Calling a non-emergency number would be the best thing to do.

Mrs. Buchanan stated we have spoken about this before and I agree with your concern about confronting individuals without having security or law enforcement background. My preference and advice is, to not. That being said, if we don't want to call the non-emergency number to have a non-immediate response then our only alternative is to try to review the footage, identify them and then suspend them from the amenity facilities and if they do show up while we have a suspension in place then I think you would be less concerned about calling the police and trespassing them off the property.

Mr. Barnhouse stated we can adjust the times of the security patrols and perhaps increase the patrol to those hours.

Mr. Torres stated we will take that back with us and contact the county and adjust their hours of patrol and perhaps increase the patrol from midnight to 6:00 a.m.

THIRD ORDER OF BUSINESS

Consideration of Conveyance of Improvements (Presenter: Katie Buchanan)

Mrs. Buchanan stated at the last meeting we discussed the location of where you wanted to put your new playground and as part of that analysis and evaluation we realized that the property we initially identified wasn't owned by the CDD and was still owned by D.R. Horton. We asked that Horton turn over that particular parcel and their response was they intended to turn over all of the tracts in the remaining phases at once compared to dividing it into parcels. That caused some delay because there was some damage to the pond in Unit 3 and we didn't want to accept the pond until it was repaired. My understanding is that Horton has had crews onsite and were working to do those repairs right now. I think it will probably be a few months before we come back together so if after we talk through this and you are comfortable I think I would suggest that we authorize the conveyance in accordance with the documents, which are the deed and bill of sale. The one thing I want to talk to you about and explain and give you comfort is that Exhibit C to this conveyance is a certificate of the district engineer. We would have a third party professional onsite and review the repairs and certify to us that they are going to be in good condition, in compliance with the permit and complete, that way we don't take something until a professional tells us that it is in good working order. While you can authorize the conveyance, we can move forward with it between meetings, but we wouldn't do it until we have his certificate in hand.

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Mr. Ma stated we sent in-house inspectors out there when we first learned about the problem and they identified the cause and we presented all that in an email memo and that was forwarded to Horton. That is why they recognized that was something they needed to take care of and they bid it out and the work started last week. We have a construction inspector out there again to make sure they have done the work. We will let the board know of the completion when that happens.

Ms. Barnes asked is the CDD paying for this repair or is D.R. Horton and we are just waiting for it to be repaired then put in the playground.

Mrs. Buchanan stated correct. I think the playground is a different discussion, but we are waiting to complete the repairs before we accept title to the property and once you hold title to the property you can decide where you want to put the playground.

Mr. Genska stated the reason we had reservations about waiting was because we didn't want to lose any cost benefit or discounts that we negotiated for the playground.

Mr. Chewning stated we shouldn't lose anything.

Mr. Genska asked are we still looking at two months down the road?

Mr. Ma responded it all depends on the weather and once they start it will be a two-week process.

Ms. Buchanan stated that was my thought. I would hate to wait until the next board meeting if we are ready to go in a couple of weeks.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with all in favor Resolution 2021-05 accepting the conveyance of certain parcels from D.R. Horton was approved subject to final review and approval of the district engineer of the pond repairs.

Mr. Ma left the telephone conference at this time.

FOURTH ORDER OF BUSINESS

Consideration of Proposals

Mrs. Giles stated at the March 3rd meeting the board asked staff to get proposals for fitness room flooring, patio tables and vinyl fencing for consideration.

A. Fitness Room Flooring

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Ms. Brown stated I chose this gym floor because our maintenance department can install these. It is 526 square feet and it can be put down with adhesive or tape and it is right around \$9,000 for the flooring. These had the best reviews and we are able to keep clean.

On MOTION by Mr. Genska seconded by Ms. Miller with four in favor and Mr. Barnhouse opposed staff was authorized to purchase the gym flooring from Greatmats as outlined in their proposal.

B. Patio Tables

Ms. Brown stated the first table is just like the ones we presently have, and we have umbrellas so we don't need to order those.

On MOTION by Mr. Barnhouse seconded by Ms. Nolte with all in favor staff was authorized to purchase four 37-inch metal steel slat outdoor dining tables from PH1Villa Store in the amount of \$159.99 each.

C. Vinyl Fence Proposal

Mr. Chewing stated all three proposals are for 6-foot vinyl fencing and we will have double gates at the property entrance.

Ms. Brown stated this is in the back by Green River Place where people were driving through from Linda Lakes.

Mr. Genska asked what is your recommendation as far as longevity, weather, structural integrity?

Mr. Chewing stated I would probably go with PVC fencing.

Mrs. Buchanan asked is there a warranty on one of these that might make a difference?

Mr. Chewing stated I would have to look into that, but I believe there is a certain warranty.

Mr. Barnhouse asked is Next Level going to put concrete around the posts because their proposal doesn't say that.

Mr. Chewing stated yes, they will do the concrete around the posts as well. They did give an 8-foot option, but I propose to go with 6-foot to keep it consistent.

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On MOTION by Mr. Barnhouse seconded by Ms. Miller with all in favor the proposal from Armstrong Fence Company for PVC fencing in the amount of \$2,538.00 was approved.

FIFTH ORDER OF BUSINESS**Consideration of Proposal from Riverside Management Services, LLC for Fiscal Year 2022**

Mrs. Giles stated next is consideration of the proposal from Riverside Management Services, LLC for fiscal year 2022 and that proposal was included in your agenda package. RMS provides services for facility manager, operations manager, pool services for both pools, janitorial service for two facilities and lifeguard services. They are proposing a small increase for operations manager and lifeguard services for a total increase of \$2,265 for fiscal year 2022.

Mr. Genska stated we have had several discussions with residents about the services provided.

A resident asked why are you approving this company again when they don't do what they are supposed to be doing now? The operations manager is supposed to make sure the grass is being mowed correctly, making sure stuff is being done correctly and it is not being done and it hasn't been done this whole year.

Mr. Genska stated the biggest complaint we have is with our landscaping. Within the last couple of months we are getting complaints with the landscaping not being done and I think the general concern is that they are not being properly supervised.

Ms. Miller stated I don't think we should have to supervise the landscape company.

Mr. Genska stated it is like any other vendor you pay somebody to do services and we aren't going to babysit them, but someone needs to have oversight.

A resident asked how much are we paying Tree Amigos.

Ms. Miller stated \$6,000 a month.

A resident stated that is over \$60,000 a year and they scalp the grass and they are supposed to put out mulch and it is May and that still has not happened.

Mr. Genska stated that is scheduled for this month.

A resident asked are we able to come up with a system such that if they are not doing the job correctly we are able to recoup?

Mrs. Buchanan stated I don't have their contract in front of me, but I'm fairly positive that we have an offset provision. At the same time what I would like to do if we are going to withhold

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payment, I need a clear direction from the operations manager that these are the deficiencies that have been identified and you have 30-days to complete them. Then at the end of that period if progress has not been made to your satisfaction we can talk about offsetting or potentially terminating them. There are a lot of landscape companies. I will tell you that I have seen struggles in all of my meetings with landscaping right now, a lot of it comes to staffing. They are having a hard time filling the positions so they are a little behind on almost all of their projects.

Mr. Genska stated the question is, how do we assure the residents that that part of the RMS contract, which is the biggest concern I know about is being properly managed. Do we have someone who comes out here every week, checks things out making sure things are done, some kind of oversight on our vendors, Tree Amigos being one of them?

Mr. Chewing stated I have been coming out and I know we have been talking back and forth about all the issues and concerns with the landscaping. I have been getting with Doug with Tree Amigos, forwarding every detail that you have been giving me, trying to get everything squared away.

Mrs. Buchanan stated it seems like you give Tom a chance to create the deficiency list and get it cured by next board meeting and if you are not happy then you can make a decision on Tree Amigos and all of our contracts have termination provisions. Just because you approved it doesn't mean you stick with it.

Mr. Genska asked does that address your concerns, Scott?

A resident stated this has been going on for years with RMS, the management company, with their operations managers. I have lived here since 2010 and we have been with the same company and if the operations manager is doing his job, then why is the mulch late. Why hasn't he said something? Why do the residents have to say something?

Ms. Barnes stated we have to give him a chance to do his job. We have a new guy that we have to give the opportunity to fix deficiencies that were there and he is trying to do his best right now. Let's give him a chance and at the next board meeting if our residents are still unhappy then we will address it at that time.

Mr. Genska stated remember RMS has done a lot of things other than landscape oversight. I know we have had repairs made, the pool maintenance they are right on top of that. The landscape is the one thing. Tom, how often are you out here checking on things?

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Mr. Chewning stated I am generally out there three days a week. I come out for a couple of hours at a time, check on the grounds look at all the details, the lakes and the property itself.

Mr. Genska stated I put myself out there, people know who I am and when we have landscape issues or any other issues, people generally let me know or sometimes I see it on Facebook and then I put that together and send it to Tom, he generally responds to me within hours and that never happened before. Before we would go weeks at a time and not get a reply. Tom is the easiest so far to work with.

A resident stated that’s fair. How often are they supposed to mow?

Mr. Barnhouse stated they come out every week, but they don’t do everything.

Mr. Genska stated you have talked to them about raising their blades.

Mr. Chewning stated yes and I will reiterate it.

Mrs. Buchanan asked do you want to work with Tom to review the deficiency list once he puts it together?

Mr. Genska stated I will.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with all in favor the proposal from Riverside Management Services, LLC for fiscal year 2022 was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-04
Approving the Proposed Budget for Fiscal
Year 2022 and Setting a Public Hearing Date
to Adopt**

Mr. Torres stated under tab 6 is the resolution we will use for FY22 budget and set the public hearing for July 7, 2021. As the district manager it is our responsibility to work with the board to develop the budget for each year and based on our utilities, insurance, staff and other contractors the assessment levels are going to remain the same.

I want to draw the board’s attention to page 1 of the proposed budget, the item called carry forward. These are funds that are available to the board by means of capital in your current account, basically it is a good estimate that you have additional funds that will carry the district for three months or so before receiving any revenue from the tax collector’s office. Last year you had \$95,000 in carry forward surplus to keep the assessment level, this year you are looking at \$112,000. This is good news but also an alarm to the board that it may not always be the case and

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you must understand that there may be a time that the carry forward may not be so plentiful. Even considering the small increases in RMS, insurance and some utilities, assessments will stay the same. We will publish notice of the public hearing and at July's meeting you will adopt the FY22 budget.

On MOTION by Ms. Barnes seconded by Mr. Genska with all in favor Resolution 2021-04 approving the proposed fiscal year 2022 budget and setting the public hearing for July 7, 2021 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mrs. Buchanan stated you have probably seen the Capital Conversations relating to the legislative updates. With the COVID liability protection act that was recently in place the district is in a much better position as far as potential exposure from anyone who would make a claim against the district for a COVID exposure on the property. Essentially, the law says that so long as you are taking precautions in place by the state, which there are none, then we would be in a pretty good position to defend any lawsuit relating to COVID liability. Our insurance company feels much safer with amenities open now that this legislation has passed you should feel confident in your ability to operate.

B. Engineer – Update on Pond Erosion Near 3812 Great Falls loop

There being none, the next item followed.

C. Manager – Report on the Number of Registered Voters (1,162)

A copy of the letter from the supervisor of elections indicating that there are 1,162 registered voters residing in the district was included in the agenda package.

D. Operation Manager's Report –Report

Mr. Chewning gave an overview of the operation manager's monthly report, copy of which was included in the agenda package.

E. Amenity Manager

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Mr. Genska asked what is our process for reviewing camera footage? How far can you go back? I was referring to two weeks ago and last night. Is there a process that you review it or only if someone asks?

Ms. Brown responded usually I'm not going to review it unless something happened because they are in so many different places.

Mrs. Buchanan stated as a general rule, we would ask that Melissa would not allow the distribution of that footage because it gives the location of the cameras.

Mr. Genska asked is there any legal concern with her showing the board? Who should have access?

Mrs. Buchanan stated generally it is confidential unless there is a court order or an active investigation. You are a government body and I think that you can see them without a court order or active investigation.

Mr. Genska stated I saw this flashing by on a Facebook community page. Is there a way that a resident can look up what the pool schedule is, specifically the small pool because that is the only one that we reserve for parties? Apparently someone came up wanting to use the small pool and it was reserved and they didn't know about it. How are we supposed to know?

Ms. Brown stated they place the sign when they come that it is reserved for a party. The problem I have with posting the schedule is the minute someone sees that somebody rents the pool more than once a month or something like that they are going to have an issue and I feel like it is a privacy issue.

Mr. Genska stated that is fine. The big pool is always open and the correct answer if you want to know if this pool is reserved, just come up and look and find out during the day and it is probably posted that this pool is reserved.

Ms. Brown stated there is a huge sign.

Mr. Barnhouse stated that could be put on the website calendar on Azalearidge.me on the website and you could have the date input saying pool reserved from this time to this time.

Ms. Brown stated we could, but I will tell you that schedule changes sometimes daily.

Mr. Barnhouse stated all it takes is a phone call to get in touch with Bobby.

Ms. Barnes stated we could try that and see how it goes.

Mr. Genska stated then see how that works for you.

Ms. Brown stated I'm open to whatever the board directs.

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Ms. Barnes stated I don't think you should put people's names but put in the time reserved.

Ms. Brown stated I don't mind calling on a weekly or monthly basis, but I don't think we should list names.

Mrs. Buchanan stated I suggest that effective as of this date, subject to change. Then it is clear you are only doing it once a week and somebody may reserve it between now and the next week.

Ms. Barnes stated we always post the CDD meetings on the board. How do we post an HOA meeting on there?

Ms. Brown stated I have to be notified. The last time she asked me to put it on the message board, which I did.

Ms. Nolte asked is the community yard sale going on there?

Ms. Brown stated I advertised on mine as well as the sign and we usually list it on Craigslist.

Mr. Genska stated the day it expires it needs to come down.

EIGHTH ORDER OF BUSINESS **Supervisor's Requests and Audience Comments**

Ms. Nolte stated I'm really not happy with Tree Amigos.

Mr. Genska stated I will talk with Tom.

Mr. Torres stated you have a 30-day provision to terminate for cause or no cause. If you decide to go out with an RFP for landscape maintenance you will probably be the sixth district that is doing so in our branch in North Florida to do this. It is a common factor with all of them it is just personnel. I'm not defending Tree Amigos but it is a good idea to provide them with a very detailed notice of the deficiencies, send that to them.

Mr. Genska stated Tom and I will do that.

Mr. Torres stated we will bring that back to the board and at that point if you decide you want to go out with an RFP we can do that. I agree with Katie, we are experiencing this with all landscapers and I think you are just going to rotate the problem from one to another.

Mr. Genska stated we would all like the schedule.

Mrs. Giles stated he can send it to me and I will send it out to the board.

Mrs. Buchanan stated the other reason I'm encouraging you to do the deficiency letter is what I have seen happen over and over again is that if you change vendors you are going to have

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some sticker shock upfront from the new vendor to bring it back up to par. Let's get them to fix it or you have identified that they are not going to fix it and we can overlap services and offset that last payment because these are all things you are not doing. We are just trying to lay the groundwork and it is better to do that sooner than after you terminate because it can get costly.

Mr. Barnhouse asked are the cameras WiFi?

Ms. Brown stated I'm not sure.

Mr. Barnhouse stated I want to talk about a service that Clay County Sheriff's Department offers for free. We give them a passcode to our WiFi of the cameras so when there is a problem we can call that non-emergency number or the emergency number and they will bring up the cameras and see what it going on.

Mr. Genska asked is that a question we can ask the camera company?

Ms. Brown stated yes.

Mr. Nolte asked what is the jurisdiction for that bump as you enter the front entrance?

Mr. Genska stated correct me if I'm wrong, that will be addressed once the construction is done. They won't do anything until that time. I did hear that we got approval to have Clay Electric bring in some power.

Mr. Chewing stated that is correct. Clay Electric said they are a couple weeks out. The irrigation upfront is based on that meter and if we don't have meter we don't have irrigation.

Mr. Genska asked what about leveling off that as you turn into the development because that side of the road is now complete?

Mr. Chewing stated that is supposed to be part of the construction and I'm in conversation with a couple people to find out when that will be leveled and asphalt put in.

A resident stated are there going to be sprinkler systems down that road? I looked at the beds two days ago and they are dead.

Mr. Genska stated there is an irrigation system in the median but we don't yet have the meter. Is there irrigation running up the road where the palm trees were?

Mr. Chewing stated I will look into that, I don't know for certain.

A resident stated I know the power lines are not ours, however, as you go down Azalea Ridge and the main road when you go under the power lines they put a little road to the powerlines. If you go down the powerlines you go all the way down behind by my house and you cannot go any further because there is a creek. However, it has become a serious issue because people are

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back there at 2 and 3 in the morning on four wheelers, cars and it is causing a serious issue because they think they can follow the power lines all the way down. I talked about this a year ago and brought it to you and you said RMS will take it up with Clay County public works. I also asked if Clay Electric would put up a gate.

Mr. Genska asked is there anything we can do with Clay Electric? At least start a conversation with them to see what type of deterrent we can get so people can't drive down the easement.

Mr. Chewning stated I will give them a call and see what we can do.

Mrs. Giles stated I wonder if Clay Electric would be willing to put up a no trespassing sign, then when you call the police, they are trespassing.

A resident stated they are also tearing up the pond banks back there.

Mrs. Giles stated if they are on district property they can be trespassed.

Ms. Barnes stated they are renting and they come to the pool with 25 guests and they were going down the slide when the slide wasn't open. These are adults.

Mrs. Buchanan stated we can suspend people for doing that. Generally, we would either suspend the renting family or the homeowner family and this instance it would make sense to suspend the renter. If you think they are causing damage to sod you are going to have to replace or they are running over district fencing and we can have personal testimony or video that says this is who it is then we do have the ability to request recovery from them. The problem is there is a cost benefit to that; you spend money to get money and on some level it might not be worth it in staff time.

Ms. Muller asked are we having problems with the pump in the fountains?

Ms. Brown stated it was struck by lightning and the parts have been ordered and we are waiting for them to come out and fix it.

Mr. Miller asked can someone ask the people in the gym to wear ear buds so they don't disturb other people in there? Sometimes young people come in playing loud music on boom boxes. Are there any plans for a fenced in dog run?

Mr. Genska stated we sent out a survey for improvements and when the survey came back the general community didn't want it.

A resident asked could the district send out another survey? It has been awhile since we have done that and we have a lot of new residents in the third phase.

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Mr. Genska stated it has been over the year.

Mrs. Buchanan stated you just set your max budget so if you are sending out a survey you want to be sure that you are aligning expectations because this is not an improvement that you would likely undertake this fiscal year.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 3, 2021 Meeting**
- B. Balance Sheet & Income Statement**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**
- E. Agreement with Beyond Your Ordinary for Playground Structure**
- F. Agreement with NPC Installation Company for Installation of Playground Equipment**

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor the consent agenda items were approved.

TENTH ORDER OF BUSINESS

**Consideration of Security Upgrades
(Presenter: Melissa Brown) Closed Session**

This item tabled.

ELEVENTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, July 7, 2021 at 1:30 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida

Mrs. Giles stated the next meeting is July 7, 2021 at 1:30 p.m. in the same location.

On MOTION by Mr. Genska seconded by Ms. Miller with all in favor the meeting adjourned at 7:28 p.m.

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 Secretary/Assistant Secretary

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