

**RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, July 7, 2021 at 1:34 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	District Manager
Katie Buchanan	District Counsel by telephone
Ernesto Torres	GMS, LLC
Melissa Brown	Amenity Manager
Tom Chewning	RMS

The following is a summary of the actions taken at the July 7, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 1:34 p.m. and stated we are going to move item 8 to the end of the meeting and at that time it will be a closed session.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2021-06, Election of Officers

Ms. Giles stated Resolution 2021-06 designates certain officers of the district. Ernesto and I are suggesting a few changes, we are going to remove Ariel Lovera as treasurer who is no longer with GMS and add myself as secretary and assistant treasurer and Ernesto as treasurer.

July 7, 2021

Ridgewood Trails CDD

On MOTION by Mr. Genska seconded by Ms. Miller with all in favor Resolution 2021-06 was approved reflecting Ernesto Torres as treasurer and Marilee Giles as secretary and assistant treasurer.

FOURTH ORDER OF BUSINESS

**Acceptance of Fiscal Year 2020 Audit
(Presenter: Ernesto Torres)**

Ms. Giles stated a copy of the fiscal year 2020 audit prepared by Grau & Associates was included in your agenda package. It is a clean audit, there were no prior year findings or current year findings and it was found to be in compliance with the provisions of the auditor general and no deteriorating financial conditions were noted.

On MOTION by Mr. Barnhouse seconded by Ms. Barnes with all in favor the fiscal year 2020 audit was accepted.

FIFTH ORDER OF BUSINESS

**Public Hearing Adopting the Budget for
Fiscal Year 2022 (Presenter: Ernesto Torres)**

Ms. Giles stated there are a few areas I want to point out prior to opening the public hearing. This board has done very well with the current budget, the balance sheet and income statement show the prorated budget through May 31, was \$362,300 and the actual through the same date was \$319,225 with a variance of \$43,000. Also looking at the approved budget for FY 2022 the board was able to work through the budget process and keep the assessments the same for FY 2022 as they were in FY 2021 at \$419,989. You will see some of the budget lines increased but there are some budget lines decreased.

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

A resident stated you just said there was a surplus and you are budgeting very well. There are several people in the community that are against it but there are a lot of people who are for several things to be added to the amenities. There are three locations in the community that are blank space. A lot of the neighborhood have children younger than 5 and one of those three areas could be utilized as a secondary park space, maybe one of the larger spaces could be utilized for smaller children. There are people in favor or one or both a tennis court or basketball court being

July 7, 2021

Ridgewood Trails CDD

added to this amenity center. A basketball court is roughly 5,000 square feet and is between \$35,000 to \$50,000. The reason I brought it up is that CCSO is already patrolling the amenity center and if the basketball court is here then there would be no added danger to the environment or to the equity in our houses. The basketball court does not need to be lit if security is here and there is a surplus. It could also be fenced in with access by key card. These are the things I would like added to the 2022 budget before you approve the budget. I would not like it to be pushed to the 2023 budget.

Mr. Torres stated the board did provide staff guidance several months ago to issue a survey, the survey came back and I think we are in the process of installing a playground. We have to have reserves for certain things but at the discretion of the board we can explore those things. When it comes to the basketball court it does produce more crime, which is proven to be the case in a lot of our communities, it is just the nature of that kind of activity. Police can get involved, security cameras can be installed and we can mitigate those risks, but we are here to adopt the budget. While we appreciate your concerns, they should have been made to this board months ago when the budget was first approved. This board decided to not raise assessments and financed the playground with current levels of funding. You are paying the same amount as you paid last year. If the board wants to explore other amenities they can do so.

Mr. McClain stated I have been sending emails as well as this gentleman in reference to what does this budget include. I live in Azalea Ridge Phase 2 and we have more kids on one street than the whole community up here. I have emailed in reference to speed bumps.

Ms. Barnes stated I think a lot of people confuse the CDD and HOA so they go to an HOA meeting and speak about certain items and they confuse the two things. I understand your frustration. We also did bring up a basketball court at more than one of our CDD meetings this budget year alone. Now you come to the budget hearing at the end of the process and are upset acting like we haven't done anything for our community. It is frustrating to us because we did do something, we were going to add it but not one community member was here.

Mr. Torres stated for those who are new to the meetings. HOA owns no property they maintain no property; they enforce the covenants and restrictions.

Ms. Barnes stated we had several bids for the basketball court.

Ms. Nolte stated we had bids with lighting and without lighting.

A resident asked where can I get copies of the minutes?

July 7, 2021

Ridgewood Trails CDD

Ms. Barnes stated they are on the website and this was discussed at two meetings, one at 6:00 p.m. and one at 1:30 p.m.

Mr. Torres stated if there are no other remarks as to the budget, we are going to adopt this afternoon, we look for a motion to close the public hearing.

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

A. Consideration of Resolution 2021-07 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2022

Mr. Torres stated the budget was approved several months ago and we cannot adjust assessments higher based on the notice that was sent. We can approve the budget at the current rate or anything below that. Your budget lines are properly funded based on expenditures in years past, your contribution to capital reserves is \$35,000 this year.

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor Resolution 2021-07 was approved.

B. Consideration of Resolution 2021-08 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022

Mr. Torres stated this resolution imposes the special assessments and certifies the assessment roll for fiscal year 2022.

On MOTION by Ms. Barnes seconded by Mr. Genska with all in favor Resolution 2021-08 was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Audit RFP Criteria
(Presenter: Ernesto Torres)**

Ms. Giles stated the audit committee met prior to this meeting and approved the audit RFP evaluation criteria.

On MOTION by Ms. Miller seconded by Mr. Barnhouse with all in favor the audit RFP criteria approved by the audit committee was accepted and staff was authorized to issue a notice for audit services.

July 7, 2021

Ridgewood Trails CDD

SEVENTH ORDER OF BUSINESS

**Ratification of Resolution 2021-05,
Conveyance of Improvements (Presenter:
Katie Buchanan)**

Ms. Giles stated next is ratification of Resolution 2021-05 conveying improvements.

Ms. Buchanan stated as you will recall at the last meeting, we had conversations with the board as to the property D.R. Horton was asking the district to take over. The board indicated that before taking the property they wanted the district engineer to review it and provided certification of the repairs that were being undertaken were in fact completed and they were. The repairs were completed, the district engineer reviewed and certified and this is included in the package you have and we moved forward with the execution of the bill of sale, warranty, and finalized that conveyance. This is ratification of that action.

Mr. Genska asked this is the property that was conveyed for the playground?

Ms. Buchanan stated the playground property and the property that was subject to repairs was the stormwater pond, both properties.

Mr. Genska stated then we can move forward with the playground.

Mr. Torres stated you have already signed it and we are looking for ratification. Tom may have an update on the playground.

Mr. Chewing stated I'm working on it and we are getting permits.

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor Resolution 2021-05 was ratified.

NINTH ORDER OF BUSINESS

**Discussion of Traffic Study and Consideration
of Work Authorization No. 16A (Presenter:
Peter Ma)**

Mr. Genska stated this item was to talk about the speed limits and getting different speed signs. We talked about speed bumps as well, but these are county roads they don't belong to the CDD.

Mr. Torres stated Marilee and I have worked with other counties to do traffic studies. We recently completed one in St. Johns County in a district I manage called Turnbull Creek CDD. They do a very thorough in-house engineer traffic test, they put out the strips, test the speed limits and give the data as to how fast the average vehicle is and it is very thorough and that was free. We have this ETM work authorization in the amount of \$20,000 to do that kind of work and I recommend we table this until we notify the same department in Clay County because these are

July 7, 2021

Ridgewood Trails CDD

county roads. If they were CDD roads there may be a different outcome. I would like to table this item and revisit it at the next meeting.

Ms. Barnes asked how can we know if someone has a disabled child so that we can get a sign that says disabled children or children playing sign? Even by the playground we don't have a children playing sign. I think those signs should be displayed.

Mr. Torres stated we will contact the county about those and in the meantime, I recommend Melissa send out an inquiry to the community and see if we have special needs children.

Ms. Brown stated anyone can go on the Clay County Public Works website and put in a request for those types of things as well. It is free but it takes some time.

Mr. Torres asked will you send a link to the community?

Ms. Brown stated yes.

Ms. Giles stated I want to add to what Ernesto said about the traffic survey we did in St. Johns County; the board member was very upset about several cars that were constantly speeding and the survey found that only a few folks were speeding. We will see what we find out from Peter and the county on a traffic study. A traffic study will come back with recommendations for your community.

TENTH ORDER OF BUSINESS

Consideration of Lending Library

Mr. Genska stated several people in the community would like to have a lending library. We approached Melissa about it and she got some quotes. I thought it should be up here but Melissa said that most of them are outside and that makes more sense.

Ms. Brown stated we will see what happens and if there is a lot of vandalism, we can take it down. Is there a certain amount or limit you want me to go up to as to how much money we spend, because they are expensive?

Ms. Barnes stated I would like to start with one for adults and one for kids.

Mr. Genska stated a budget of not to exceed \$1,000 will cover two.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with all in favor Ms. Barnes was authorized to work with staff on the purchase two lending libraries in an amount not to exceed \$1,200.

ELEVENTH ORDER OF BUSINESS

Staff Reports

July 7, 2021

Ridgewood Trails CDD

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager – Discussion of Fiscal Year 2022 Meeting Schedule

Mr. Barnhouse stated we talked about all the meetings being held at 6:00 p.m. not just a couple.

Mr. Torres asked can we bring this back in September so that we can check schedules? We may have to make minor adjustments if you want all the meetings at 6:00 p.m.

D. Operation Manager’s Report

1. Report

Mr. Chewning stated we have had a lot of issues with drywall damage in the restrooms and I put a doorstop in the stud, the motor is gone from the vent and we will have to get a fan to stop the humidity. We have a drywall issue in the fitness center where someone keeps slamming the treadmill into the wall. We are going to put a metal flashing across the bottom, but we will wait until we get the flooring and close the fitness center then do the repairs and install the flooring.

2. Tree Amigos Proposal for Entrance Irrigation

Mr. Chewning stated I have been talking to Tree Amigos about irrigation in the front entrance and trying to come up with a plan to make it look better.

Mr. Torres stated the landscape contingency budget is \$10,000 you have only spent \$558 and you have funds to do that this year.

Mr. Chewning stated we also need to repair the irrigation in the center island and I can probably get that done under a do not exceed amount of \$1,000 and put back some plants.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with all in favor the proposal from Tree Amigos for entrance irrigation in the amount of \$4,100 was approved and staff was authorized to repair the irrigation in the center island in an amount not to exceed \$1,000.

July 7, 2021

Ridgewood Trails CDD

E. Amenity Manager

Ms. Brown gave an overview of the amenity center report and stated we had a dumpster delivered for all the trash from the pool and amenity center and I distributed a quote to put a fence around it. I have gotten some requests for new gym equipment such as a sit up bench, a couple more free weights and those types of things. I don't know if it is under \$500 if that is I'm able to go ahead and get or if you want me to bring every item to the board to be approved.

Ms. Nolte asked what are you hearing from residents as they leave the room?

Ms. Brown stated Ms. Miller's husband gave me a few recommendations and it is mainly heavier free weights, to have a mirror installed and sit up bench. The most expensive item on the list is \$240 and things that will enhance the area.

Ms. Nolte stated if she is getting feedback from the community as to what they want, I don't have a problem.

Mr. Genska stated this is in the budget.

Ms. Brown stated we will rearrange everything when we redo the flooring. The recommendations came from residents who use the gym daily.

Ms. Giles asked do you want to give her a not to exceed amount and work with a board member?

Ms. Barnes stated she can work with Jacqui on that and a not to exceed amount of \$2,000.

Ms. Giles stated we can table the discussion of the fence around the dumpster and get more quotes for the next meeting.

On MOTION by Ms. Barnes seconded by Mr. Genska with all in favor staff was authorized to work with Ms. Miller to purchase additional gym equipment in an amount not to exceed \$2,000.

TWELFTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

Ms. Barnes asked is the storm drainage the responsibility of the city?

Mr. Torres stated yes, it is the city.

Ms. Barnes stated they are covered on the top but have a huge opening where the water goes in and it appears to be dangerous for kids. We will have to take that up with the county.

Mr. Chewing stated I will check with the county to see what we can do.

July 7, 2021

Ridgewood Trails CDD

Ms. Miller stated I thought we talked in a previous meeting about a new survey going out to the residents.

Mr. Torres asked what would be the topic? We can draft something and bring it the board for discussion.

Ms. Miller stated similar to the last one we sent. The last time everyone thought a dog park would be at the top of the list, but it did not end up that way, the bigger deal was the basketball court.

Mr. Torres stated we can provide a little history of what we did last year based on results and give the status of the park and explain this is the beginning steps for the next year’s budget for the board to consider.

A resident stated we will have to wait and see what happens with the playground for the smaller kids between now and September.

Mr. Genska stated the new park should be in.

THIRTEENTH ORDER OF BUSINESS Approval of Consent Agenda

- A. Approval of the Minutes of the May 5, 2021 Meeting**
- B. Balance Sheet & Income Statement**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

**EIGHTH ORDER OF BUSINESS Consideration of Security Upgrades
(Presenter: Melissa Brown) Closed Session**

The board conducted a closed session and took the following action.

On MOTION by Ms. Barnes seconded by Ms. Miller with all in favor the proposal from Vector Security Company in the amount of \$10,341.00 and \$80 per month was approved and staff was authorized to work with Mr. Barnhouse on any outstanding details and district counsel will prepare an agreement for services with the proposal to be an exhibit to that agreement.

July 7, 2021

Ridgewood Trails CDD

FOURTEENTH ORDER OF BUSINESS Next Meeting Scheduled for 09/01/21 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida

Ms. Giles stated our next meeting is September 1, 2021 at 6:00 p.m.

Ms. Barnes asked how will we be notified if we have to have a special meeting?

Mr. Torres stated Marilee and I will send an email and we will propose several dates and whatever date we can get the most in attendance is the one we will go with and this will be a closed session.

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor the meeting adjourned at 3:53 p.m.

DocuSigned by:
Marilee Giles
3B3269E1043B434
Secretary/Assistant Secretary

DocuSigned by:
Marty Genska
B9ED2815C3F8433
Chairman/Vice Chairman