

**RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, September 1, 2021 at 6:11 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 by telephone
William Barnhouse	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Melissa Brown	Amenity Manager
Brian Stephens	RMS by telephone

The following is a summary of the actions taken at the September 1, 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 and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Discussion of Traffic Study

Ms. Giles stated the last response we got from Clay County was in order to do a traffic study 51% if the residents would have to sign a petition that they want a traffic study conducted in this community. If you want to do this, I think they would need to come by and date and sign the petition and we would have to monitor to make sure you have one entry per house.

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I can check with Michelle Cook’s office to see if there are other options to have on-duty officers be here a couple days a week if there is a need. What were you trying to accomplish with this, speeding down the main drag?

Mr. Genska stated the main drag mostly, but all the roads.

Ms. Brown stated we can get with the off-duty officers and ask them to concentrate on that during their post.

Mr. Genska stated ok.

FOURTH ORDER OF BUSINESS

Discussion Regarding Survey Questions

Ms. Giles stated I looked at surveys that GMS have done in other districts and I looked at your last survey and came up with this one. However, we communicate this survey to the residents it is important to explain that these are future projects in the FY23 budget to fund. The last survey had cost estimates for some of those things and costs have gone up for materials and labor so I took the costs off and changed it to, desirable, neutral and not desirable and a place for their name and address and place to write in suggestions. We don’t have to finalize this tonight, but we can if you are ready. More important is how are we going to get this to over 600 residents. Survey Monkey maxed out at 99 and you only had 81 of the 600 residents respond last time. Maybe if we do it differently this time, we will get more input from the residents. They need to be heard but we have to clarify expectations of the budget and how that works so that they understand we can do these things, but their assessments are going to go up. Look at the language and the items I put on the list and tell me what you want added or removed.

Ms. Nolte stated I would like to include ballpark pricing.

Mr. Genska stated if we do that, then we need to tell them how much their assessment would go up.

FIFTH ORDER OF BUSINESS

Consideration of Audit Proposals Received in Response to the RFP

On MOTION by Mr. Genska seconded by Mr. Barnhouse with four in favor the recommendation of the audit committee of Berger Toombs being the no. 1 ranked firm was accepted and staff was authorized to obtain an engagement letter for the fiscal year 2021 audit.

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SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Genska asked where do we stand on the issue of the new playground and getting it turned over?

Ms. Buchanan stated no real estate has been transferred to the CDD. I don't know the status of the playground equipment.

Mr. Genska stated I just wanted to know if we were set to go.

Ms. Brown stated I believe they just got the permit.

Ms. Giles stated I believe Brian has some detail in his report about the playground equipment.

B. Engineer

There being none, the next item followed.

C. Manager – Discussion of Fiscal Year 2022 Meeting Schedule

Ms. Giles stated at the last meeting we talked about the meeting schedule for 6:00 p.m. and I checked with the staff's schedule and compared it to other districts that each staff member has and changing the meeting time to 6:00 p.m. is fine. Attached in the agenda package is the new FY22 meeting schedule and if 6:00 p.m. works for the board we just need a motion to approve.

On MOTION by Mr. Barnhouse seconded by Ms. Nolte with four in favor the fiscal year 2022 meeting schedule was approved reflecting meetings on the following dates: November 4, 2021, January 5, 2022, March 2, 2022, May 4, 2022, July 6, 2022 and September 7, 2022.

D. Operation Manager's Report –Report

Mr. Stephens stated I know the landscaping has been a bone of contention for a long period of time. I developed the original scope of services, but things have changed dramatically since the community has grown and I'm doing due diligence on that so I can start holding them to a higher standard and higher level of service. Also, they have set up a monthly inspection with the district account manager.

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Ms. Barnhouse stated now that we have the irrigation up and running, when can we discuss the landscape?

Ms. Brown stated there was a quote to spruce it up and add color, but the plants didn't need as much irrigation.

Mr. Stephens stated there was a quote for that. I sent it back to them to sharpen their pencil a little bit. I thought it was a little on the pricey side and they have not yet given me a quote with new numbers.

Ms. Giles stated working with Playmore with Ms. Donna she did get the permit approved from the county and she provided the map and her email says, the building department required the layout to be changed due to setbacks in Azalea Ridge. Please review and approve the attached layout. I think they shifted that playground equipment; I can't tell if it is a few feet or a few inches, but it is in the same location. She is looking for approval of that from Brian.

Mr. Stephens stated the county apparently has different required setbacks from parking lines, roads and things of that sort and new permit drawings fall within those guidelines.

Ms. Giles asked do you see any issues with it before the board approves?

Mr. Stephens stated no. I do not see any issues with it.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with four in favor the new drawings for the playground were approved.

Mr. Stephens stated I reached out to a couple of vendors to get pricing for pressure washing and they have not been able to come out yet on such short notice. They are supposed to be out next week.

E. Amenity Manager

Ms. Brown stated the outdoor libraries have been order and should be delivered within the next month.

Mr. Genska asked will our operations group install them?

Ms. Brown responded yes.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Public Comments

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Mr. Genska stated a lot of the lights that light the signage on the front side coming from Blanding are out and one is flashing. Can we have someone look at that?

Ms. Brown responded yes.

Ms. Miller stated the lady's restroom when you go in the door is still ajar and you have to slam it. People coming out are not going to slam it and it is going to be unlocked for anybody to go in. Can that door be fixed so it slams behind you?

Ms. Brown stated I will have the guys look at it and see if that is something they can fix or just put a new lock on it.

Mr. Barnhouse stated it is the same in the men's room.

A resident asked where are we looking to pressure clean?

Mr. Genska stated the sidewalks where there is a lot of algae. Clay Utility came out and did that. They cleaned where they could where there is an easement in the public street, but they cannot cross that sidewalk because it is not a county easement.

A resident stated not all the main streetlights are lit at night going down the main drag. I don't know if you can have Clay Electric come out in the day to check those.

Mr. Stephens stated I find it easier to just go by their office and I can do that this week. Those lights have a transformer in the top of them and are supposed to communicate back and forth with Clay Electric and let them know there is an issue.

A resident asked why aren't the bathroom doors closed? Someone can jump the fence and vandalize them. The doors should automatically shut.

Ms. Brown stated I agree with you but my understanding is they are not locked because you need an access card to get in.

A resident asked are you going to do something about the floors in the bathrooms?

Ms. Brown stated the floor is not level and we were going to get a quote for someone to level it so that water doesn't pool.

Mr. Stephens stated I can look at that.

A resident stated last week the landscape people didn't mow the whole front entry. They pick and choose. How are we allowing them to get away with this? We have an attorney on staff so why isn't action being taken?

Ms. Giles stated we can put a landscape company on notice, but we need to give them specific points of failure and since I started in March Tom saw the same thing, but he has moved

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and Brian is here now and we need to document it and then the attorney can send them a letter and put them on notice.

Ms. Miller stated I had the same complaint two months ago and Ernesto said that almost every development was having the same issues because nobody wants to work.

A resident stated the flower beds are full of weeds that are 6-feet tall. It may look like county property but it is ours.

Ms. Giles asked Brian when are you meeting with the landscaper?

Mr. Stephens stated he is on vacation this week, comes back Tuesday the 7th and we will schedule something when he gets back so hopefully, next week. I just don't have a confirmed date or time.

Ms. Giles asked can you give Mr. Henry a call tomorrow and get the specific items, look at them and I will get with Katie to see what our options are if we wait until the 7th for the quality inspection to put them on notice or if we can put them on notice now.

Ms. Buchanan stated I'm sure we have the ability to terminate with 30-day's notice with or without cause, but we would want to confirm that with the signed version you have in your files.

Ms. Giles stated if it is the decision of the board to terminate, you would have to go out for an RFP and the price could come in higher.

A resident stated I want to publicly thank the board for all your hard work. I appreciate it very much.

A resident stated I walk the whole neighborhood and I like the fact that the park isn't lit. I never see anyone on the soccer field and feel that it could be put to better use. We need more playgrounds and a playground for infants. I notice on the website the board seats. There is no language for how long a seat is and when they come up for reelection. We are trying to figure out when the voting is to campaign.

Mr. Genska asked is that not on the website?

A resident stated when the seats expire but I'm looking for how to apply.

Ms. Giles stated you just need a resume.

Ms. Brown stated when a seat does become available that is when they include all that information.

Mr. Barnhouse stated they send out an email blast.

Ms. Giles stated in November 2022 is an election.

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A resident stated I would like to have an events calendar and somebody that is taking care of that. If there is help needed for this canvassing, I think it should be door to door to ensure they get it. If I get a letter that isn't letterhead from a place I know, I throw it away.

EIGHTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the July 7, 2021 Meeting**
- B. Acceptance of the Minutes of the July 7, 2021 Audit Committee Meeting**
- C. Balance Sheet & Income Statement**
- D. Assessment Receipt Schedule**
- E. Approval of Check Register**

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

NINTH ORDER OF BUSINESS

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

The board went into a closed session to consider security upgrades and at the conclusion took the following action.

On MOTION by Ms. Miller seconded by Mr. Genska with four in favor the proposal from Vector Security was approved in substantial form and Mr. Barnhouse was authorized to work with staff on a final agreement.

TENTH ORDER OF BUSINESS

**Next Meeting Scheduled for: TBD at 6:00 p.m.
at the Azalea Ridge Amenity Center, 1667
Azalea Ridge Boulevard, Middleburg, Florida**

Ms. Giles stated the next meeting will be November 3, 2021 at 6:00 p.m.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with four in favor the meeting adjourned at 7:52 p.m.

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DocuSigned by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Marty Genska

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Chairman/Vice Chairman