

*Ridgewood Trails  
Community Development District*

*January 5, 2022*

## *AGENDA*

# Ridgewood Trails Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

***District Website:*** [www.ridgewoodtrailsccd.com](http://www.ridgewoodtrailsccd.com)

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December 30, 2021

Board of Supervisors  
Ridgewood Trails Community Development District

Dear Board Members:

The Ridgewood Trails Community Development District Meeting is scheduled for **Wednesday, January 5, 2022 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments *(for agenda items listed below)*
- III. Discussion of Playground Equipment in Phase 3
- IV. Update on Traffic Calming Study
- V. Update on Capital Projects Survey
- VI. Staff Reports
  - A. Attorney
    - 1. Publication of Legal Notices
    - 2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022
    - 3. Prompt Payment Requirements
    - 4. Public Records Exemptions for Addresses and Other Information Associated with Certain Officers, Judges, etc.

- B. Engineer
- C. Manager
- D. Operation Manager
  - 1. Report
  - 2. Landscape Quality Inspection Report
- E. Amenity Manager

VII. Supervisor's Requests and Public Comments

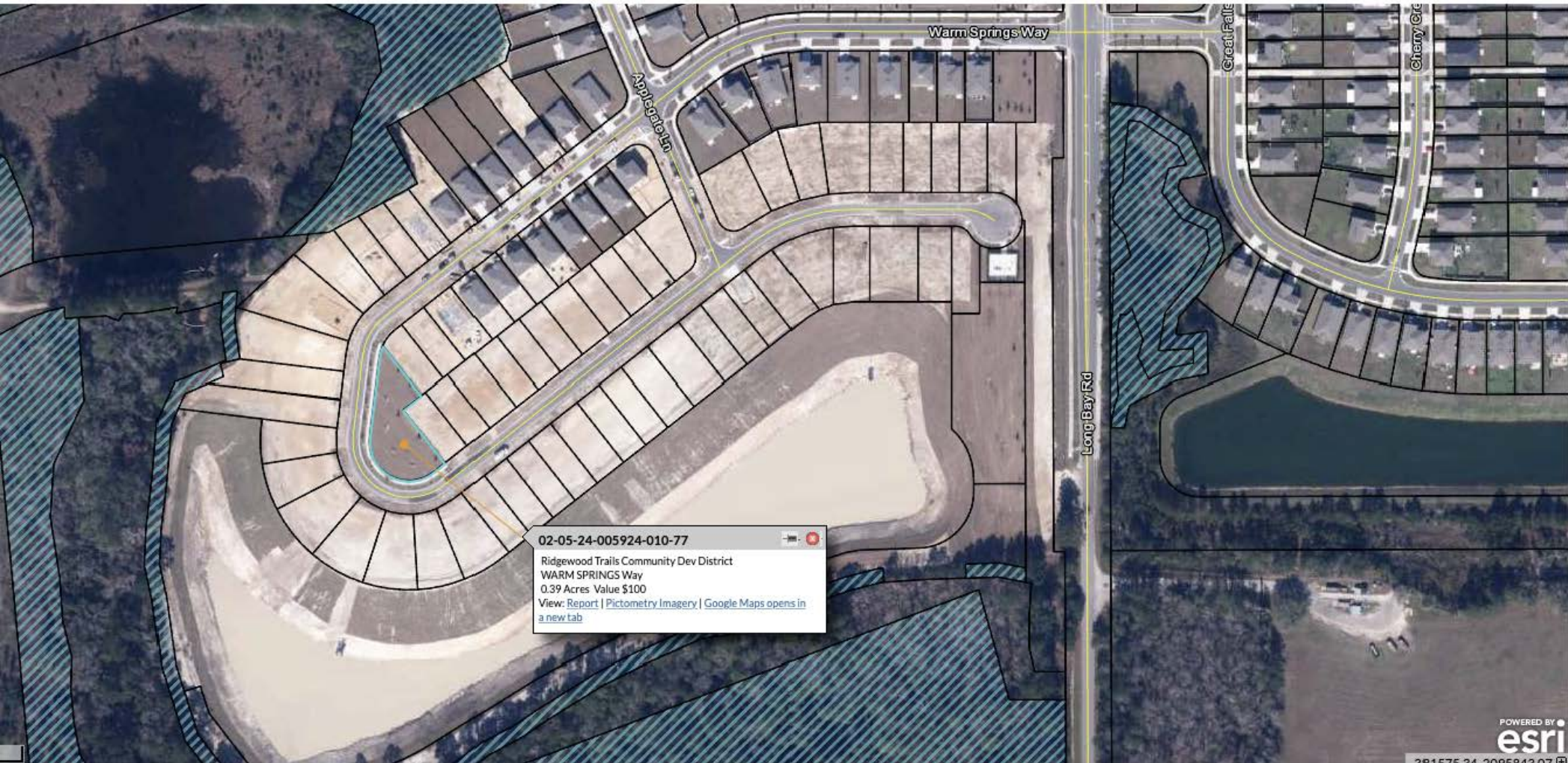
VIII. Approval of Consent Agenda

- A. Approval of the Minutes of the November 3, 2021 Meeting
- B. Balance Sheet & Income Statement
- C. Assessment Receipt Schedule
- D. Approval of Check Register

IX. Next Meeting Scheduled for: March 2, 2022 @ 6:00 p.m. at the Azalea Ridge Amenity Center

X. Adjournment

### *THIRD ORDER OF BUSINESS*



## *FOURTH ORDER OF BUSINESS*

### **Other Suggestions**

GATED COMMUNITY- TRAFFIC LIGHT AT BLANDING & AZALEA RIDGE

HEATED POOLS BOTH FREEDOM & MAIN POOLS

JACUZZI

ADDITIONAL PARKING @ PLAYGROUND & FIELD

PALM TREES @ MAIN ENTRANCE

IRRIGATION DOWN MAIN ENTRANCE

GAME ROOM WITH POOL TABLE

ADD ON TO EXISTING PLAYGROUND ON AZALEA RIDGE

STREET LIGHTS ADDED FROM PACKER MEADOW THRU THE BACK OF THE NEIGHBORHOOD

ELIMINATE STREET PARKING

BETTER STREET LIGHTING

PARKING DESIGNATED TO ONLY ONE SIDE OF THE ROAD

We, the undersigned residents of **Ridgewood Trails Community Development District**, do hereby request that Clay County install speed humps on our street.

By signing below, we understand that the speed humps with related signage and street stenciling may be installed in front of our house and may eliminate our ability to park along the street. The representative of the petition shall contact every resident of the abutting properties on the subject street. If a resident is against the speed hump, the word "opposed" is to be noted in the petition signature space. Only one signature per property is counted, each signatory must be a registered property owner (County tax roll information must match the signatory's name). We also understand that installing speed humps may increase traffic noise and emergency response time to our house.

Requested by: Ridgewood Trails CDD Phone: (904) 214-3346  
Address: 3813 Great Falls Loop Middleburg, FL 32068

DATE	NAME (PRINT NAME)	SIGNATURE	ADDRESS
10/25/2021	MARTY GENSKE	Marty Genske	1851 REED VALLEY WAY
10/26/2021	TOMMY TAYLOR	Tommy Taylor	3821 DOGWOOD BLK LN
10/26/2021	DENNIS KNOWLES	Dennis Knowles	4272 GREAT FALLS LOOP
10/26/21	JOSEPH CRETA	Joseph Creta	1925 ROCK SPRINGS WAY
10/28/21	Dana Bourgeois	Dana Bourgeois	4068 Great Falls Loop
10/28/21	Troy Province	Troy Province	4071 Great Falls Loop
10/29/21	Laura Edson	Laura Edson	4254 Green River Place
10/29/21	JOHN VIRELLANO	John Virellano	4124 SAILING CREEK LN
11-3-21	JOSHUA RIBBES	Joshua Ribbes	1975 Rock Springs WAY
11-3-21	Carl + Beverly Young	Carl Young Beverly Young	1933 Rock Springs Way

DATE	NAME (PRINT NAME)	SIGNATURE	ADDRESS
11/4/21	Eneida Barnes	Eneida Barnes	4127 GRP Green River Place
11/5/21	Stephen J Kidwell	[Signature]	4140 Great Falls Loop Appe
11/7/21	Morgan Polan	[Signature]	4378 Warm Springs Way
11/7/21	Michelle Shope	M. Shope	4000 Great Falls Loop
11/7/21	Ashlee Fridge	Ashlee Fridge	1912 Rock Springs Way
11/7/21	Jonathan Andriesse	Jon Andriesse	1867 Reed Valley Way
11/7/21	MATTHEW BARNOT	[Signature]	4249 Preacher Meadow Way
11/7/21	Deanne Moore	[Signature]	4324 Green River Pl
11/7/21	Roberto Mantato	[Signature]	3916 GFC
11/7/21	JAMES Cecchini	James Cecchini	4128 SPRINGCREEK LN
11/7/21	Sam Deffes	[Signature]	4240 Great Falls Loop
11/7/21	James Martin	[Signature]	3811 Bronco Road
11/7/21	Richard Lilly	[Signature]	4146 Green River Pl
11/7/21	Scott Erzen	[Signature]	4267 Warm Springs Way
11/7/21	ALEXA GONZALEZ BRUNO	[Signature]	4120 GREEN PLACE Middleburg, FL 32068
11/8/21	LAURA GARRETT	Laura Garrett	4294 Green River Pl
11/8/21	Anne Damla	Anne Damla	4288 Green River Pl.
11/8/21	Darel Stokes	[Signature]	4035 Sandbank Ct
11/8/21	Hortencia Herrera	Hortencia Herrera	1922 High Prairie Ln
11/8/21	MARGARET FOUGHTER	Margaret Foughter	4284 Green River Pl
11/8/21	ROBERT ERWIN	Robert Erwin	4306 Packer Meadow Way
11/9/21	Hermann Puckett	H.S. Puckett	4112 Spring Creek Ln
11/9/21	JAMES L. + DAME BARBARA	Barbara C. Dame	4279 Green River Pl.

DATE	NAME (PRINT NAME)	SIGNATURE	ADDRESS
Nov 21	Bill Rondo	Bill Rondo	4298 Green River Pl.
Nov 9-21	Catherine Kirkpatrick	Catherine Kirkpatrick	4101 Spring Creek
11/9/21	Jacinta White	Jacinta White	4077 Spring Creek Lane
11-10-21	Katrina Montegut	K. Montegut	3857 Bronco Rd, <u>opposed</u>
11-10-21	THOMAS HALL	Thomas Hall	1883 SAGECREEK PL OPPOSED
11-10-21	GORDON WING	Gordon Wing	1949 HIGH PRAIRIE LN
11-12-21	YOLANDA HINES	Yolanda Hines	3816 Great Falls Loop
11-12-21	William R. TOHZZI	William R. Tohzz	4025 SPRING CREEK LANE
11-13-21	Summer Thompson	Summer Thompson	1852 Blackwater Way
11-13-21	Thomas Mullen	Thomas Mullen	
11/13/21	Amber Barnett	Amber Barnett	4265 Packermeadow Way
11/13/21	Kristin Crider	Kristin Crider	4235 Warm Springs Way
11/13/21	Katie Hein	Katie Hein	4319 Packermeadow Way
11/13/21	Olivia Parker	Olivia Parker	3931 Great Falls Loop
11/13/21	Tim Deek	Tim Deek	4449 Warm Springs Way
11/13/21	Emily Zibart	Emily Zibart	1773 Eagle View Way
11/13/21	Zahia Neal	Zahia Neal	4114 Great Falls Loop Middleburg, FL
11/13/21	Sierra Perry	Sierra Perry	4124 Green River Pl

## *SIXTH ORDER OF BUSINESS*

*A.*

*1.*

**MEMORANDUM**

To: District Manager

From: Hopping Green & Sams, P.A.

RE: Publication of Legal Notices

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During the 2021 legislative session certain statutory changes were enacted affecting publication of legal notices. *See* Ch. 2021-17, Laws of Fla. Relevant to community development districts, this includes enactment of:

- (i) criteria that expand the newspapers that may qualify to publish legal notices; and
- (ii) provisions that allow for internet-only publication of certain legal notices.

As regards (i), District Managers should evaluate whether there are less expensive newspapers that qualify for publication of legal notices. As regards (ii), the Legislature's provision of internet-only publication of legal notices appears unlikely to provide any benefit to community development districts. In addition, revisions to district Rules of Procedure are included to address both (i) and (ii). However, updated Rules of Procedure only need to be adopted if a district desires to use a newspaper that only qualifies for publication of legal notices under the new statutory language, and not under the current Rules of Procedure. These matters are summarized in more detail below. The subject statutory changes are effective January 1, 2022.

1. Expanded Criteria for Newspapers to Qualify for Publication of Legal Notices

Effective January 1, 2022, section 50.011, Florida Statutes, includes revised and expanded criteria for newspapers to be eligible as a newspaper of "general circulation" to publish legal notices and advertisements. § 50.011(1)(a)-(e), Fla. Stat. District Managers should review these criteria to determine if less expensive newspapers qualify for the publication of district legal notices.

2. Internet-Only Publication of Legal Notices

Effective January 1, 2022, section 50.0211, Florida Statutes, authorizes certain notices to published solely on the internet. § 50.0211, Fla. Stat. For community development districts this includes special district meeting notices pursuant to section 189.015, Florida Statutes (i.e., annual and regular meeting notices), and establishment and termination notices pursuant to section 190.005 and 190.046, Florida Statutes. § 50.0211(1)(b)8., 9., Fla. Stat. Newspapers may charge for internet only publication, but no more than authorized if the notice had been published in a print edition (the expectation is that internet-only publication will offer savings versus print publication). § 50.0211(5)(c), Fla. Stat.

This internet-only option, however, comes with significant strings attached. Most significantly, entities opting for internet-only publication must publish a notice at least once per week in the print edition of a newspaper of general circulation that states that legal notices do not all appear in the print edition of the local newspaper and that additional legal notices may be accessed on the

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newspaper's website or on the statewide legal notice website. § 50.0211(5)(d), Fla. Stat. Thus, it appears the burden of weekly publication of notices advising the public that internet-only publication is being utilized more than outweighs any logistical and cost benefits that might be realized from the limited scope of notices districts may publish solely on the internet. In addition, to utilize internet-only publication, a district's board of supervisors must make a determination that such internet-only publication is in the public interest and that the residents within the district have sufficient access to the internet such that internet-only publication would not unreasonably restrict public access. § 50.0211(5)(a), Fla. Stat.

### 3. Updated Rules of Procedure

If a district believes it would benefit from the expanded criteria for what may qualify as a newspaper of "general circulation" authorized to publish legal notices or the availability of internet-only publication, district Rules of Procedure should be updated to incorporate statutory changes as follows:

#### **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. A newspaper is deemed to be a newspaper of "general circulation" within the District and county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published. Meeting notices pursuant to section 189.015, Florida Statutes, may be noticed by internet-only publication upon election by the District's Board and compliance with the requirements of section 50.0211, Florida Statutes. ~~"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:

\* \* \*

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

Law Implemented: §§ 50.011, 50.031, 189.015, 189.069(2)(a) ~~46~~15, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

2.

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Wastewater and Stormwater Needs Analysis

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During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

### **Which special districts are required to complete a needs analysis under section 403.9301 and 403.9302, Florida Statutes?**

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.<sup>1</sup>

### **What constitutes “wastewater services”?**

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

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<sup>1</sup> Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity*: Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity*: DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity*: Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

**What constitutes “stormwater management program or stormwater management system”?**

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural, and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, overdrainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

**What must the needs analysis for these services or systems include?**

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components;
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
- The Office of Economic and Demographic Research has [templates and other resources and guidance](#) under development on its website to assist in completion of this required analysis.

**When must the needs analysis required be complete?**

The 20-year needs analysis must be completed by June 30, 2022.

**What happens to the needs analysis once it is complete?**

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

December 27, 2021

**WORK AUTHORIZATION NO. 16**  
**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**  
**CONTINUING SERVICES**

**Scope of Work for the following:**

**State Mandated – Storm Water Need Analysis (20 years)**

ETM No. Job Number **04-051-01-12**

England-Thims & Miller, Inc. shall prepare a 20-year stormwater needs analysis for the **Ridgewood Trails** CDD to be completed by June 30, 2022. It is our understanding that the stormwater needs analysis is a requirement of the passage of House Bill 53, Section 403.9302, Florida Statutes. Since this a new requirement and will require coordinating our efforts with the District Manager to provide the analysis, we are proposing to perform this work on an hourly basis with an estimated budget. We have attached a template with our comments showing the responsibilities of the District Engineer and the District Manager.

**FEE.....HOURLY**

**(BUDGET ESTIMATE: \$10,000.00)**

**Not to Exceed without prior authorization**

Expenses shall be invoiced in accordance with previously approved General Consulting Services Contract and District Policy. Sub-consultant fees shall be invoiced at cost plus 5%.

Re: State Mandated – Storm Water Need Analysis (20 years)

**ITEMS NOT INCLUDED**

- |   |   |
|---|---|
| 1. Waste Water Needs Analysis                       | 23. ACOE Permitting                                   |
| 2. NPDES Permitting / Analysis                      | 24. Signage Design / Permitting                       |
| 3. MS4 Permitting Analysis                          | 25. Unified Sign Plan Design / Compliance             |
| 4. Geotechnical Investigations                      | 26. Community Development District Issues (CDD)       |
| 5. Soil Boring / Analysis                           | 27. Homeowners Association issues                     |
| 6. Groundwater Modeling / testing                   | 28. NDPEs permit compliance                           |
| 7. Environmental Investigation                      | 29. Life Safety /Code compliance                      |
| 8. Wetland drawdown analysis                        | 30. Project Wide code compliance                      |
| 9. Wetland mitigation / Design / Permitting         | 31. OSHA or other safety issues                       |
| 10. Irrigation or Irrigation supply design          | 32. Administrative Hearing                            |
| 11. Electrical, Phone, Gas, Design / Permitting     | 33. Utility Locations / Analysis / Design / Soft digs |
| 12. Lighting design / Street / Parking / etc.       | 34. Consumptive Use Permitting (CUP)                  |
| 13. FEMA Floodplain / Model / Analysis / Permitting | 35. Historical / Archeological Issues                 |
| 14. Overhead Power line adjustments                 | 36. Endangered species                                |
| 15. Offsite drainage study                          | 37. Traffic study                                     |
| 16. Hardscape/ Design / Permitting                  | 38. Pool Grading and Drainage (by others)             |
| 17. Comprehensive plan                              | 39. Application / Permit Fees                         |
| 18. Fire Hydrant Testing                            | 40. Retaining wall or Structural design               |
| 19. ADA Compliance                                  | 41. Separate clearing / grading permit                |
| 20. As-built Surveying                              | 42. Streetscape Design (specialty paving)             |
| 21. Surveying (Topo, Bound., Route, Tree, Rw)       | 43. Utility Locations / Analysis / Design / Soft digs |
| 22. Const. Stakeout / Locates / Verification        |   |

**ENGLAND-THIMS & MILLER, INC.  
HOURLY FEE SCHEDULE – 2022**

CEO/CSO.....	\$375.00/Hr.
President.....	\$330.00/Hr.
Executive Vice President.....	\$320.00/Hr.
Vice President .....	\$257.00/Hr.
Senior Engineer/ Senior Project Manager.....	\$205.00/Hr.
Project Manager .....	\$190.00/Hr.
Director.....	\$175.00/Hr.
Engineer.....	\$165.00/Hr.
Assistant Project Manager .....	\$155.00/Hr.
Senior Planner /Planning Manager.....	\$190.00/Hr.
Planner.....	\$155.00/Hr.
CEI Project Manager.....	\$175.00/Hr.
CEI Senior Inspector.....	\$155.00/Hr.
CEI Inspector .....	\$125.00/Hr.
Senior Landscape Architect.....	\$175.00/Hr.
Landscape Architect.....	\$160.00/Hr.
Senior Technician.....	\$155.00/Hr.
GIS Developer / Senior Analyst.....	\$170.00/Hr.
GIS Analyst .....	\$140.00/Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00/Hr.
Engineering Intern .....	\$140.00/Hr.
Engineering/Landscape Designer.....	\$140.00/Hr.
CADD/GIS Technician.....	\$125.00/Hr.
Administrative Support.....	\$90.00/Hr.

Re: State Mandated – Storm Water Need Analysis (20 years)

#### GENERAL CONDITIONS

**PAYMENT TERMS** - Payment is due upon receipt of our invoice. If payment is not received within thirty days from the invoice date, Client agrees to pay a finance charge on the principal amount of the past due account of one and one-half percent per month. If one and one-half percent per month exceeds the maximum allowed by law, the charge shall automatically be reduced to the maximum legally allowable.

In the event Client requests termination of the services prior to completion, the Client shall pay all outstanding invoices and all charges incurred between the issuance of the latest invoice through the date services are stopped plus any shutdown costs. If during the execution of the services, England, Thims & Miller, Inc. (ETM) is required to stop operations as a result of changes in the scope of services such as requests by the Client or requirements of third parties, additional charges will be applicable.

ETM will issue monthly invoices. For Lump Sum work, the invoice will reflect the percentage complete for each contract task item. For hourly services, the invoice will reflect the hours worked times the standard hourly billing rates as shown on Attachment A, (incorporated herein by reference). ETM's standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and subject to an increase not to exceed five (5) percent per year.

**INSURANCE** – ETM maintains Workers' Compensation and Employer's Liability Insurance in conformance with applicable state law. In addition, we maintain Comprehensive General Liability Insurance and Automobile Liability Insurance with bodily injury and property damage limits of \$1,000,000. A certificate of insurance can be supplied evidencing such coverage which contains a clause providing that ten days written notice be given prior to cancellation.

Cost of the above coverage is included in our quoted fees. If additional coverage or increased limits of liability are required, ETM will endeavor to obtain the requested insurance and charge separately for costs associated with additional coverage or increased limits.

**STANDARD OF CARE** - The only warranty or guarantee made by ETM in connection with the services performed hereunder, is that we will use that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for consulting services or by our furnishing oral or written reports.

**PERMITTING/ZONING** - The Client is herein notified that several City, State and Federal environmental, zoning and regulatory permits may be required for this project. ETM will assist the Client in preparing these permits at the Client's direction. However, the Client acknowledges that it has the responsibility for submitting, obtaining and abiding by all required permits. Furthermore, the Client holds ETM harmless from any losses or liabilities resulting from such permitting or regulatory action.

**LIMITATION OF LIABILITY** - To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of England, Thims & Miller, Inc. and its officers, directors, partners, employees, agents and subconsultants, and any of them, to the Client and anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of ETM and its officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by ETM under this Agreement, or the total amount of \$50,000.00, whichever is less.

If Client prefers to have higher limits on professional liability, ETM agrees to increase the limits up to a maximum of \$500,000 upon Client's written request at the time of accepting this proposal provided that the Client agrees to pay an additional charge as a result of such increase.

**SEVERABILITY AND SURVIVAL** - If any of the provisions contained in this AGREEMENT are held invalid, illegal, or unenforceable, such invalidity, illegality or unenforceability will not affect any other provision, and this AGREEMENT will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**GOVERNING LAW** - This agreement shall be governed in all respects by the laws of the State of Florida.

**COST OPINIONS** - Any cost opinions or Project economic evaluations provided by ETM will be on a basis of experience and judgment, but, since it has no control over market conditions or bidding procedures, ETM cannot warrant that bids, cost estimates, ultimate construction cost, or Project economics will not vary from these opinions.

**SALES TAX** - The purchaser of the services described herein shall pay any applicable state sales tax in the manner and in the amount as required by law.

**OWNERSHIP OF DOCUMENTS** - All documents, including, but not limited to drawings, specifications, reports, boring logs, field notes, laboratory test data, calculations and estimates, prepared by ETM as instruments of service pursuant to this Agreement, shall be the sole property of ETM. Client agrees that all documents of any nature furnished to Client or Client's agents or designees, if not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever. Client further agrees that under no circumstances shall any documents produced by ETM, pursuant to this Agreement be used at any location or for any project not expressly provided for in this Agreement without the written permission of ETM, and ETM will provide Client with copies of documents created in the performance of the work for a period not exceeding five years following submission of the final plans and specifications contemplated by this Agreement.

**SAFETY** - Should ETM provide periodic observations or monitoring services at the job site during construction, Client agrees that, in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's procedures conducted by ETM is not intended to include review of the adequacy of the contractor's safety measures in, on, adjacent to, or near the construction site.

**INDEMNIFICATION** - In addition, and notwithstanding any other provisions of this Agreement, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless ETM and its directors, employees, agents and subconsultants from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this project or the performance by any of the parties above named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of ETM.

#### PURSUANT TO FLORIDA STATUTES SECTION 558.0035(2013), AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES** – In no event shall either party hereunder be liable to the other party for punitive, speculative, consequential or special damages of any kind.

**CONTRACT ADMINISTRATION** - Client agrees that ETM will not be expected to make exhaustive or continuous on-site inspections but that periodic observations appropriate to the construction stage shall be performed. It is further agreed that ETM will not assume responsibility for the contractor's means methods, techniques, sequences or procedures of construction and it is understood that field services provided by ETM will not relieve the contractor of his responsibilities for performing the work in accordance with the plans and specifications. The words "supervision", "inspection", or "control" are used to mean periodic observation of the work by ETM to verify substantial compliance with the plans, specifications and design concepts. Continuous inspections by our employees do not mean that ETM is observing placement of all materials. Full-time inspection means that an employee of ETM has been assigned for eight-hour days during regular business hours.

Construction inspection and monitoring services which exceed 40 hours per week for one individual shall be invoiced at 150% of the standard billing rate.

**ASSIGNABILITY** - Client and ETM, respectively bind themselves, their successors and assigns to the other party to this Agreement and to the successors and assigns of such other part with respect to all covenants of this Agreement. Neither Client nor ETM shall assign this Agreement without the prior written consent of the other part.

**INTEGRATION** - This Agreement represents the entire and integrated Agreement between Client and ETM and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties.

**LIMITATIONS ON CAUSES OF ACTION** - Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have occurred and the applicable statutes of limitations shall commence to run not later than (i) the date of substantial completion for acts or failures to act occurring prior to substantial completion of our engineering services pursuant to this Agreement; or (ii) the date of issuance of our final invoice for acts or failure to act occurring after substantial completion of our engineering services pursuant to this Agreement.

**THIRD PARTY BENEFICIARY** - Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or ETM.

Re: State Mandated – Storm Water Need Analysis (20 years)

Please indicate your agreement with this proposal by signing in the space provided and return one copy to our office.

If you should have any questions or require additional information, please call. Thank you for this opportunity to be of professional service.

Yours sincerely,

**ENGLAND, THIMS & MILLER, INC.**



K.T. Peter Ma, P.E.  
Executive Vice President

Accepted this \_\_\_\_\_ day, 2022

of: \_\_\_\_\_

By: \_\_\_\_\_

For: \_\_\_\_\_

SAW:SJL:shb

Background Information		District Engineer	District Manager	Comments																																																						
<div> <div>Name of Local Government:</div> <div></div> </div>		X																																																								
<div> <div>Name of stormwater utility, if applicable:</div> <div></div> </div>				Not Applicable																																																						
<div> <div>Contact Person</div> <div> <div>Name:</div> <div></div> </div> </div>																																																										
<div> <div>Position/Title:</div> <div></div> </div>		X		District Manager is the contact person.																																																						
<div> <div>Email Address:</div> <div></div> </div>		X																																																								
<div> <div>Phone Number:</div> <div></div> </div>		X																																																								
<div> <div></div> </div>																																																										
<b>Part 1.1 Narrative Description:</b>																																																										
<div> <div>Please provide a brief description of the current institutional strategy for managing stormwater in your jurisdiction. Please include any mission statement, divisions or departments dedicated solely or partly to managing stormwater, dedicated funding sources, and other information that best describes your approach to stormwater:</div> <div></div> </div>			X	The District Manager needs to provide any current stormwater strategies. ETM District Engineer is available to meet to discuss / review various strategies.																																																						
<div> <div>On a scale of 1 to 5, with 5 being the highest, please indicate the importance of each of the following goals for your program:</div> <div> <table border="1"> <thead> <tr> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> </div>		0	1	2	3	4	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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<div> <div>Drainage &amp; flood abatement (such as flooding events associated with rainfall and hurricanes)</div> </div>		X																																																								
<div> <div>Water quality improvement (TMDL Process/BMAPs/other)</div> </div>		X		ETM District Engineer will meet with the District Manager to rate the programs.																																																						
<div> <div>Reduce vulnerability to adverse impacts from flooding related to increases in frequency and duration of rainfall events, storm surge and sea level rise</div> </div>		X																																																								
<div> <div>Other:</div> </div>																																																										
<div> <div>Permit Compliance</div> </div>		X																																																								
<div> <div></div> </div>		X		ETM District Engineer will meet with the District Manager to review other programs and rate them.																																																						
<div> <div></div> </div>		X																																																								
<div> <div></div> </div>		X																																																								
<b>Part 1.2 Current Stormwater Program Activities:</b>																																																										
<div> <div>Please provide answers to the following questions regarding your stormwater management program.</div> </div>																																																										
<div> <div> <div>Does your jurisdiction have an NPDES Municipal Separate Storm Sewer System (MS4) Permit?</div> <div></div> </div> </div>		X		The CDD does not have an NPDES MS4 Permit.																																																						
<div> <div> <div>Does your jurisdiction have a dedicated stormwater utility?</div> <div></div> </div> </div>		X		The CDD does not have a stormwater utility.																																																						
<div> <div> <div>If no, do you have another funding mechanism?</div> <div></div> </div> </div>		X		Yes, the CDD has a funding mechanism.																																																						
<div> <div> <div>If yes, please describe your funding mechanism.</div> </div> </div>		X		ETM District Engineer will work with the District Manager to determine how the mechanism should be defined/reported.																																																						
<div> <div> <div>Does your jurisdiction have a Stormwater Master Plan or Plans?</div> <div></div> </div> </div>		X		It is recommended that ETM District Engineer prepare a draft Stormwater Master Plan (SMP) and review the SMP with the District Manager.																																																						
<div> <div> <div>If Yes:</div> </div> </div>																																																										
<div> <div> <div>How many years does the plan(s) cover?</div> <div></div> </div> </div>		X		To be determined.																																																						
<div> <div> <div>Are there any unique features or limitations that are necessary to understand what the plan does or does not address? Explain.</div> </div> </div>		X		To be determined.																																																						
<div> <div> <div>Please provide a link to the most recently adopted version of the document (if it is published online):</div> </div> </div>		X		Not Applicable																																																						

		<b>District Engineer</b>	<b>District Manager</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Does your jurisdiction have an asset management (AM) system for stormwater infrastructure?</li> </ul>			X	ETM District Engineer will meet with the District Manager to review existing assess management systems.
<div>If Yes, does it include 100% of your facilities?</div>			X	
<div>If your AM includes less than 100% of your facilities, approximately what percent of your facilities are included?</div>			X	
<ul style="list-style-type: none"> <li>Does your stormwater management program implement the following (answer Yes/No):</li> </ul>				
A construction sediment and erosion control program for new construction (plans review and/or inspection)?		X		ETM District Engineer will meet with the District Manager to review existing stormwater management programs.
An illicit discharge inspection and elimination program?		X		
A public education program?		X		
A program to involve the public regarding stormwater issues?		X		
A "housekeeping" program for managing stormwater associated with vehicle maintenance yards, chemical storage, fertilizer management, etc. ?		X		
A stormwater ordinance compliance program (i.e., for low phosphorus fertilizer)?		X		
Water quality or stream gage monitoring?		X		
A geospatial data or other mapping system to locate stormwater infrastructure (GIS, etc. )?		X		
A system for managing stormwater complaints?		X		
Other specific activities?		X		
<b>Part 1.3 Current Stormwater Program Operation and Maintenance Activities</b>				
Please provide answers to the following questions regarding the operation and maintenance activities undertaken by your				
<ul style="list-style-type: none"> <li>Does your jurisdiction typically assume maintenance responsibility for stormwater systems associated with new private development (i.e., systems that are dedicated to public ownership and/or operation upon completion)?</li> </ul>		X		
<ul style="list-style-type: none"> <li>Does your stormwater operation and maintenance program implement any of the following (answer Yes/No):</li> </ul>				
Routine mowing of turf associated with stormwater ponds, swales, canal/lake banks, etc. ?			X	ETM District Engineer will meet with the District Manager to review existing stormwater operation and maintenance programs. Note: Culverts means all storm water pipes not just culvert crossings
Debris and trash removal from pond skimmers, inlet grates, ditches, etc. ?			X	
Invasive plant management associated with stormwater infrastructure?			X	
Ditch cleaning?			X	
Sediment removal from the stormwater system (vactor trucks, other)?			X	
Muck removal (dredging legacy pollutants from water bodies, canal, etc. )?			X	
Street sweeping?			X	
Pump and mechanical maintenance for trash pumps, flood pumps, alum injection, etc. ?			X	
Non-structural programs like public outreach and education?			X	
Other specific routine activities?			X	

			District Engineer	District Manager	Comments
<b>Part 2. Detailed description of the stormwater management system and its facilities and projects (continued Section 403.9302(3)(a), F.S.)</b>					
<p>A stormwater management system, as defined in the Introduction, includes the entire set of site design features and structural infrastructure for collection, conveyance, storage, infiltration, treatment, and disposal of stormwater. It may include drainage improvements and measures to prevent streambank channel erosion and habitat degradation. This section asks for a summary description of your stormwater management system.</p>					
	Number	Unit of Measurement			
Estimated feet or miles of buried culvert:			X		ETM District Engineer will provide estimates based upon existing design plans.
Estimated feet or miles of open ditches/conveyances (lined and unlined) that are maintained by the stormwater program:			X		
Estimated number of storage or treatment basins (i.e., wet or dry ponds):			X		
Estimated number of gross pollutant separators including engineered sediment traps such as baffle boxes, hydrodynamic separators, etc. :			X		
Number of chemical treatment systems (e.g., alum or polymer injection):			X		
Number of stormwater pump stations:			X		
Number of dynamic water level control structures (e.g., operable gates and weirs that control canal water levels):			X		
Number of stormwater treatment wetland systems:			X		
Other:					
			X		
			X		
			X		
			X		
			X		
			X		
Which of the following green infrastructure best management practices do you use to manage water flow and/or improve water quality (answer Yes/No):					
	Best Management Practice	Current	Planned		
	Tree boxes				X
	Rain gardens				X
	Green roofs				X
	Pervious pavement/pavers				X
	Littoral zone plantings				X
	Living shorelines				X
	Other Best Management Practices:				
					X
					X
					X
					X
					X
<b>Part 3. The number of current and projected residents served calculated in 5-year increments (Section 403.9302(3)(b), F.S.)</b>					
Any independent special district whose boundaries do not coincide with a county or municipality must submit a GIS shapefile with the current and projected service area. EDR will calculate the appropriate population estimates based on that map. Submission of this shapefile also serves to complete Part 4.0 of this template.			X		ETM District Engineer will provide a GIS shapefile of the CDD boundaries for submittal to EDR.
<b>Part 4.0 The current and projected service area for the stormwater management program or stormwater management system (Section 403.9302(3)(c), F.S.)</b>					
Similarly, if your service area is expected to change within the 20-year horizon, please describe the changes (e.g., the expiration of an interlocal agreement, introduction of an independent special district, etc. ).			X		ETM District Engineer will meet with the District Manager to review current and projected service area.

**Part 5.0 The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.)**

Given the volume of services, jurisdictions should use the template's service groupings rather than reporting the current and projected cost of each individual service. Therefore, for the purposes of this document, "services" means:

1. Routine operation and maintenance (inclusive of the items listed in Part 1.3 of this document, ongoing administration, and non-structural programs)
2. Expansion (that is, improvement) of a stormwater management system.

**Expansion means new work, new projects, retrofitting, and significant upgrades.** Within the template, there are four categories of expansion projects.

1. Flood protection, addressed in parts 5.2 and 5.3... this includes capital projects intended for flood protection/flood abatement
2. Water quality, addressed in part 5.2 and 5.3... this includes stormwater projects related to water quality improvement, such as BMAPs; projects to benefit natural systems through restoration or enhancement; and stormwater initiatives that are part of aquifer recharge projects
3. Resiliency, addressed in part 5.4... this includes all major stormwater initiatives that are developed specifically to address the effects of climate change, such as sea level rise and increased flood events
4. End of useful life replacement projects, addressed in part 6.0... this includes major expenses associated with the replacement of aging infrastructure

While numbers 3 and 4 have components that would otherwise fit into the first two categories, they are separately treated given their overall importance to the Legislature and other policymakers.

Expansion projects are further characterized as currently having either a committed funding source or no identified funding source. Examples of a committed funding source include the capacity to absorb the project's capital cost within current budget levels or forecasted revenue growth; financing that is underway or anticipated (bond or loan); known state or federal funding (appropriation or grant); special assessment; or dedicated cash reserves for future expenditure.

**All answers should be based on local fiscal years (LFY, beginning October 1 and running through September 30). Please use nominal dollars for each year, but include any expected cost increases for inflation or population growth. Please check the EDR website for optional growth rate schedules that may be helpful.**

**Part 5.1 Routine Operation and Maintenance**

Please complete the table below, indicating the cost of operation and maintenance activities for the current year and subsequent five-year increments throughout the 20-year horizon. Your response to this part should exclude future initiatives associated with resiliency or major expenses associated with the replacement of aging infrastructure; these activities are addressed in subparts 5.4 and 6.0. However, do include non-structural programs like public outreach and education in this category.

If specific cost data is not yet available for the current year, the most recent (2020-21) O&M value can be input into the optional growth rate schedules (available on EDR's website as an Excel workbook). The most recent O&M value can be grown using the provided options for inflation, population growth, or some other metric of your choosing. If the growth in your projected total O&M costs is more than 15% over any five-year increment, please provide a brief explanation of the major drivers.

**Routine Operation and Maintenance**

Expenditures (in \$ thousands)

	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Operation and Maintenance Costs					
Brief description of growth greater than 15% over any 5-year period:					

**Part 5.2 Future Expansion (Committed Funding Source)**

Please list expansion projects and their associated costs for the current year and subsequent five-year increments throughout the 20-year planning horizon. In this section, include stormwater system expansion projects or portions of projects with a committed funding source. If you include a portion of a project that is not fully funded, the project's remaining cost must be included in part 5.3, Expansion Projects with No Identified Funding Source.

Though many, if not most, stormwater projects benefit both flood protection and water quality, please use your best judgment to either allocate costs or simply select the primary purpose from the two categories below.

**5.2.1 Flood Protection (Committed Funding Source):** Provide a list of all scheduled new work, retrofitting and upgrades related to flood protection/flood abatement. Include infrastructure such as storage basins, piping and other conveyances, land purchases for stormwater projects, etc. Also include major hardware purchases such as vector/jet trucks.

District Engineer	District Manager	Comments
	X	ETM District Engineer can review the CDD's O&M budget with the District Manager to assist with development of the cost estimates.
X		ETM District Engineer will assist the District Manager with this task.

**5.2.2 Water Quality Projects (Committed Funding Source):** Please provide a list of scheduled water quality projects in your jurisdiction, such as treatment basins, alum injection systems, green infrastructure, water quality retrofits, etc., that have a direct stormwater component. The projected expenditures should reflect only those costs.

- If you are party to an adopted BMAP, please include the capital projects associated with stormwater in this table. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred. For reference, DEP publishes a complete list of adopted BMAP projects as an appendix in their Annual STAR Report.

**Expansion Projects with a Committed Funding Source**

5.2.1 Flood Protection		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

5.2.2 Water Quality		Expenditures (in \$thousands)			
Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

**Part 5.3 Future Expansion with No Identified Funding Source**

Please provide a list of known expansion projects or anticipated need(s) without formal funding commitments(s), formal pledges, or obligations. If you included a portion of a project that was partially covered by a committed source in part 5.2 above, list the projects and their remaining costs below.

**5.3.1 Future Flood Protection with No Identified Funding Source:** Please provide a list of future flood protection/flood abatement projects, associated land purchases, or major hardware purchases that are needed in your jurisdiction over the next 20 years. Future needs may be based on Master Plans, Comprehensive Plan Elements, Water Control Plans, areas of frequent flooding, hydrologic and hydraulic modeling, public safety, increased frequency of maintenance, desired level of service, flooding complaints, etc.

**5.3.2 Future Water Quality Projects with no Identified Funding Source:** Please provide a list of future stormwater projects needed in your jurisdiction over the next 20 years that are primarily related to water quality issues. Future needs may be based on proximity to impaired waters or waters with total maximum daily loads (TMDLs), BMAPs, state adopted Restoration Plans, Alternative Restoration Plans, or other local water quality needs.

- If you are party to an adopted BMAP, please list capital projects associated with stormwater. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred.
- List other future water quality projects, including those in support of local water quality goals as well as those identified in proposed (but not yet adopted) BMAPs.

**Expansion Projects with No Identified Funding Source**

5.3.1 Flood Protection		Expenditures (in \$thousands)			
Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

5.3.2 Water Quality		Expenditures (in \$thousands)			
Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

District Engineer	District Manager	Comments
		<p>Note: This effort will require much more effort for uncompleted CDDs versus completed CDDs. For uncompleted CDDs, all the uncompleted infrastructure will have to be estimated and a timeline estimated. A much bigger effort.</p>
X		ETM will preparing this response.
X		
X		
X		
X		
X		ETM will preparing this response.
X		
X		
X		
X		
		<p>Note: ETM will review the State TMDLS, BMAPs, etc. and determine if the CDD could be potentially affected by a TMDL, BMAP or other plan, and be required to provide services such as water quality monitoring.</p>
	X	ETM District Engineer will work with the District Manager to determine an appropriate response.
	X	
	X	
	X	
	X	


Please indicate which resources or documents you used to complete table 5.3 (check all that apply).

- ☐ Stormwater Master Plan
- ☐ Basin Studies or Engineering Reports
- ☐ Adopted BMAP
- ☐ Adopted Total Maximum Daily Load
- ☐ Regional or Basin-specific Water Quality Improvement Plan or Restoration Plan
- Specify:
- ☐ Other(s):

#### Part 5.4 Stormwater projects that are part of resiliency initiatives related to climate change

Please list any stormwater infrastructure relocation or modification projects and new capital investments specifically needed due to sea level rise, increased flood events, or other adverse effects of climate change. When aggregating, include O&M costs for these future resiliency projects and investments in this table (not in part 5.1). If your jurisdiction participates in a Local Mitigation Strategy (LMS), also include the expenditures associated with your stormwater management system in this category (for example, costs identified on an LMS project list).

##### Resiliency Projects with a Committed Funding Source

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

##### Resiliency Projects with No Identified Funding Source

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

- Has a vulnerability assessment been completed for your jurisdiction's storm water system?

If no, how many facilities have been assessed?

- Does your jurisdiction have a long-range resiliency plan of 20 years or more?

If yes, please provide a link if available:

If no, is a planning effort currently underway?

#### Part 6.0 The estimated remaining useful life of each facility or its major components (Section 403.9302(3)(e), F.S.)

District Engineer	District Manager	Comments
	X	ETM District Engineer will work with the District Manager to determine an appropriate response.
	X	
	X	
	X	
	X	
X		ETM District Engineer will complete this section.
X		
X		
X		
X		
	X	ETM District Engineer will work with the District Manager to determine an appropriate response.
	X	
	X	
	X	
	X	
	X	ETM District Engineer will work with the District Manager to determine an appropriate response.
	X	
	X	
	X	
	X	
	X	ETM District Engineer will work with the District Manager to determine an appropriate response.
	X	
	X	
	X	
	X	

Rather than reporting the exact number of useful years remaining for individual components, this section is constructed to focus on infrastructure components that are targeted for replacement and will be major expenses within the 20-year time horizon. Major replacements include culverts and pipe networks, control structures, pump stations, physical/biological filter media, etc. Further, the costs of retrofitting when used in lieu of replacement (such as slip lining) should be included in this part. Finally, for the purposes of this document, it is assumed that open storage and conveyance systems are maintained (as opposed to replaced) and have an unlimited service life.

In order to distinguish between routine maintenance projects and the replacement projects to be included in this part, only major expenses are included here. A major expense is defined as any single replacement project greater than 5% of the jurisdiction's total O&M expenditures over the most recent five-year period (such as a project in late 2021 costing more than 5% of the O&M expenditures for fiscal years 2016-2017 to 2020-2021).

**If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.**

#### End of Useful Life Replacement Projects with a Committed Funding Source

Project Name	Expenditures (in \$thousands)				
	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

#### End of Useful Life Replacement Projects with No Identified Funding Source

Project Name	Expenditures (in \$thousands)				
	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42

#### Part 7.0 The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components. (Section 403.9302(3)(f), F.S.)

This part of the template also addresses a portion of s. 403.9302(3)(g), F.S., by including historical expenditures. Many local governments refer to these as "actual" expenditures.

Consistent with expenditure projections, the jurisdiction's actual expenditures are categorized into routine O&M, expansion, resiliency projects, and replacement of aging infrastructure. Additionally, the table includes space for reserve accounts. EDR's interpretation of subparagraph 403.9302(3)(f), F.S., is that "capital account" refers to any reserve account developed specifically to cover future expenditures.

Note that for this table:

- Expenditures for local fiscal year 2020-21 can be estimated based on the most current information if final data is not yet available.
- Current Year Revenues include tax and fee collections budgeted for that fiscal year as well as unexpended balances from the prior year (balance forward or carry-over) unless they are earmarked for the rainy day or a dedicated reserve as explained in the following bullets.
- Bond proceeds should reflect only the amount expended in the given year.
- A reserve is a dedicated account to accumulate funds for a specific future expenditure.
- An all-purpose rainy day fund is a type of working capital fund typically used to address costs associated with emergencies or unplanned events.

The sum of the values reported in the "Funding Sources for Actual Expenditures" columns should equal the total "Actual Expenditures" amount. The cells in the "Funding Sources for Actual Expenditures" section will be highlighted red if their sum does not equal the "Actual Expenditures" total.

If you do not have a formal reserve dedicated to your stormwater system, please enter zero for the final two reserve columns.

#### Routine O&M

District Engineer	District Manager	Comments
		ETM District Engineer shall review the stormwater management system to identify infrastructure that would meet this criteria (i.e., stormwater pump stations, baffle boxes).
	X	ETM District Engineer will assist the District Manager with preparing this response.
	X	Note:
	X	This shall include only infrastructures that will require major replacement or have major expenses during the next 20 years. It does not include all existing infrastructure.
	X	
	X	
	X	ETM District Engineer will assist the District Manager with preparing this response.
	X	Note:
	X	This shall include only infrastructures that will require major replacement or have major expenses during the next 20 years. It does not include all existing infrastructure.
	X	
	X	

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy	Contributions to Reserve Account	Balance of Reserve Account
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							

#### Expansion

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy	Contributions to Reserve Account	Balance of Reserve Account
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							

#### Resiliency

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current	Amount Drawn from Bond	Amount Drawn from Dedicated	Amount Drawn from All-	Contributions to Reserve Account	Balance of Reserve Account
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							

#### Replacement of Aging Infrastructure

	Total	Funding Sources for Actual Expenditures					
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy	Contributions to Reserve Account	Balance of Reserve Account
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							

District Engineer	District Manager	Comments
	X	ETM District Engineer will assist the District Manager with preparing this response.
	X	
	X	
	X	
	X	
X		ETM District Engineer will assist the District Manager with preparing this response.
X		
X		
X		
X		
	X	ETM District Engineer will work with the District Manager to determine an appropriate response. Generally, this response will be Not Applicable.
	X	
	X	
	X	
	X	
X		ETM District Engineer will work with the District Manager to determine an appropriate response. Generally, this response will be Not Applicable.
X		
X		
X		
X		

**Part 8.0 The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.)**

In this template, the historical data deemed necessary to comply with s. 403.9302(3)(g), F.S., was included in part 7.0. This part is forward looking and includes a funding gap calculation. **The first two tables will be auto-filled from the data you reported in prior tables.** To do this, EDR will rely on this template's working definition of projects with committed funding sources, *i.e.*, EDR assumes that all committed projects have committed revenues. Those projects with no identified funding source are considered to be unfunded. EDR has automated the calculation of projected funding gaps based on these assumptions.

Committed Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Total Committed Revenues (=Total Committed Projects)	0	0	0	0

No Identified Funding Source	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
Projected Funding Gap (=Total Non-Committed Needs)	0	0	0	0

For any specific strategies that will close or lessen a projected funding gap, please list them in the table below. For each strategy, also include the expected new revenue within the five-year increments.

Strategies for New Funding Sources	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Total	0	0	0	0

Remaining Unfunded Needs	0	0	0	0
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District Engineer	District Manager	Comments
	X	This tables will be auto-filled from data reported in prior tables.
	X	
	X	
	X	
	X	
	X	This tables will be auto-filled from data reported in prior tables.
	X	
	X	
	X	
	X	
	X	ETM District Engineer will work with the District Manager to determine an appropriate response.
	X	
	X	
	X	
	X	
	X	
	X	

3.

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Prompt Payment Policies

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As you may know, during the 2021 legislative session Part VII of Chapter 218, Florida Statutes (the “Local Government Prompt Payment Act”) was amended. This includes an increase from 1 percent to 2 percent as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9); 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping, Green & Sams, this consists of the following changes as reflected in track-change format:

### **VII. Resolution of Disputes**

\* \* \*

#### **B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District’s failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within

four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

- ~~34~~. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
- ~~45~~. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
- ~~56~~. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
- ~~67~~. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

**X. Late Payment Interest Charges**

\* \* \*

**B. Related to Construction Services**

Prompt Payment Policies

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**RESOLUTION 2021-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE \_\_\_\_\_  
COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES  
AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*;  
PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the \_\_\_\_\_ Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within \_\_\_\_\_, Florida; and

**WHEREAS**, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

**SECTION 1.** The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

**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 \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
**COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Prompt Payment Policies and Procedures

# **EXHIBIT A**



## **COMMUNITY DEVELOPMENT DISTRICT**

### **Prompt Payment Policies and Procedures**

**In Accordance with the Local Government Prompt Payment Act  
Chapter 218, Part VII, *Florida Statutes***

\_\_\_\_\_, 2021

**Community Development District**  
**Prompt Payment Policies and Procedures**

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**I. Purpose**

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the [REDACTED] Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

**II. Scope**

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

**III. Definitions**

**A. Agent**

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

**B. Construction Services**

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

**C. Contractor or Provider of Construction Services**

The entity or individual that provides Construction Services through direct contract with the District.

**D. Date Stamped**

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

**E. Improper Invoice**

An invoice that does not conform to the requirements of a Proper Invoice.

**F. Improper Payment Request**

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

**G. Non-Construction Goods and Services**

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

**H. Proper Invoice**

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

**I. Proper Payment Request**

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

**J. Provider**

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

**K. Purchase**

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

**L. Vendor**

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

#### **IV. Proper Invoice/Payment Request Requirements**

##### **A. General**

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

##### **B. Sales Tax**

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

##### **C. Federal Identification and Social Security Numbers**

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone [REDACTED], email [REDACTED]).

##### **D. Proper Invoice for Non-Construction Goods and Services**

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
  - a. A complete item description
  - b. Quantity purchased
  - c. Unit price(s)
  - d. Total price (for each item)
  - e. Total amount of invoice (all items)
  - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
  - a. Itemized description of services performed
  - b. The location and date of delivery of the services to the District
  - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
  - d. Itemization of other direct, reimbursable costs (including description and amount)
  - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
    - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
    - ii. Paid receipt
    - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

**E. Proper Payment Request Requirements for Construction Services**

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

**V. Submission of Invoices and Payment Requests**

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

**1. Mailing and Drop Off Address**

	Community Development District

**2. Email Address**

--

**VI. Calculation of Payment Due Date**

**A. Non-Construction Goods and Services Invoices**

**1. Receipt of Proper Invoice**

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

**2. Receipt of Improper Invoice**

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

**3. Rejection of an Improper Invoice**

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

**4. Payment of Undisputed Portion of Invoice**

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

**B. Payment Requests for Construction Services**

**1. Receipt of Proper Payment Request**

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

**2. Receipt and Rejection of Improper Payment Request**

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
  - i. Be provided in writing;
  - ii. Specify any and all known deficiencies; and
  - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

**3. Payment of Undisputed Portion of Payment Request**

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

**VII. Resolution of Disputes**

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

**A. Dispute between the District and a Provider**

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

**B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

#### **VIII. Purchases Involving Federal Funds or Bond Funds**

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

#### **IX. Requirements for Construction Services Contracts – Project Completion; Retainage**

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

#### **X. Late Payment Interest Charges**

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

##### **A. Related to Non-Construction Goods and Services**

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**B. Related to Construction Services**

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**C. Report of Interest**

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

4.

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Public Records Exemptions Advisory Notice

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As you may know, during the 2021 legislative session section 119.071, Florida Statutes, was revised to include additional requirements regarding the public records exemption for home addresses, telephone numbers, dates of birth, photographs, and other information associated with certain officers, employees, justices, judges, or other persons identified in section 119.071(4)(d)2. In particular, section 119.071(4)(d)3. now provides that the custodian of such information must maintain its exempt status where the subject officer, employee, justice, judge or person, or employing agency of the designated employee submits a written *and notarized* request for maintenance of the exemption to the custodial agency. Further, the *request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status*. The italicized requirements for notarization and a statement under oath as to the statutory basis for the exemption request are new requirements that became effective July 1, 2021.

Please ensure district records custodians and other appropriate personnel have been appropriately advised of these changes for purposes of evaluating exemptions for future public records requests.

*D.*

*1.*

# **Ridgewood Trails Community Development District**

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

## **Memorandum**

**Date: January 5, 2022**

**To: Rich Whetsel                      via email**  
**Operations Director**

**From: Brian Stephens                      Melissa Brown**  
**Operations Manager                      Amenity Manager**

**Re: Ridgewood Trails CDD**  
**Operations Report**

### **Access Cards:**

- Total Access Cards Issued to Date: 746

### **Amenity Center:**

- Food Truck Thursday (has increased to every Thursday).
- The resident database is being updated on a regular basis.
- All message boards are being updated on a regular basis.
- Clay County Sheriff's Office continues to provide security for the amenity center and is patrolling 2-3 times per week.
- CCSO off-duty officers have all been informed of the trouble areas we are having in the neighborhood (speeding, vandalism, and trespassing, unauthorized vehicles).
- All Public Works orders have been completed.
- Florida Pest Control continues to treat the amenity buildings and pool deck.
- Amenity center lights are being inspected monthly and replaced as needed.
- Riverside Management continues to service and clean the pools.
- Playground installation started pending mulch and 2 parts for completion.
- Restrooms by large pool have been painted from vandalism (pending quote for dead bolt locks to be installed)
- Traffic study signature collection completed 50 signatures collected. (3 community events, extended office hours, multiple email and FB reminders sent out.)
- Resident Survey completed. 91 responses. None of the items met the 51% desirable quota. (3 community events, extended office hours, multiple email and FB reminders sent out.)
- Holiday community event was on December 4<sup>th</sup> approx. 200 residents attended.

**Fitness Center:**

- Fitness Pro continues to perform the preventative maintenance on the fitness equipment.
- Riverside Management cleans and inspects the fitness equipment weekly.
- New kettle balls have been added to the gym.
- Equipment is cleaned and sanitized multiple times a day.

**Landscape:**

- Tree Amigos continues to maintain all the common area landscaping.
- New annuals have been installed at the main entrance.
- Riverside Management and Tree Amigos are inspecting landscaping monthly.
- All broken sprinkler heads/ irrigation pipes have been inspected and repaired.
- Irrigation inspections are being performed monthly and repairs are made as needed.

**Lakes:**

- The Lake Doctors continue to monitor and treat the lakes monthly.
- Fountain fixed and is up running on Azalea Ridge parkway.
- Trash and debris have been removed from lakes on a weekly basis.

**Other Projects:**

- Lighting at the Blanding entrance has been repaired.
- Electrical outlets have been added to the new phase entry sign.
- The sign lighting has been relocated at the new phase entrance to better illuminate the sign.
- All pool furniture has been pressure washed and cleaned.
- Common sidewalk has been pressure washed due to the algae build up causing a safety hazard.
- Bathroom doors by the gym have been repaired so they close properly and securely.
- Trash and debris have been removed throughout the neighborhood 3 times a week.
- Park and pool trash can liners are being changed 3 times a week.
- A playground equipment safety check is being performed monthly.

Should you have any questions or comments regarding the above information, please feel free to contact Brian Stephens at (904) 627-9271.

*EIGHTH ORDER OF BUSINESS*

*A.*

RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, November 3, 2021 at 6:01 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present and constituting a quorum were:

Marty Genska	Chairman
Yolanda Nolte	Supervisor
Eneida Barnes	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the November 3, 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 6:01 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with  
Berger, Toombs, Elam, Gaines & Frank**

Ms. Giles stated next is ratification of the audit engagement letter with Berger Toombs Elam Gaines & Frank.

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2021 audit in the amount of \$3,190 was ratified.
--

#### **FOURTH ORDER OF BUSINESS**

#### **Update on Traffic Study**

Ms. Brown stated I have ten signatures and I got with all of the off-duty officers and asked them to focus on speeding and go into more detail on their invoices and within the last month or so they are pulling people over and giving warnings about speeding. We are going to set up the table on Sunday and Ms. Miller volunteered to come in on Tuesdays for the month of November from 4 to 6 to take signatures. I have been sending weekly reminders that I am here and have only gotten ten signatures.

Mr. Genska asked what did we have for a timeframe?

Ms. Brown responded we did not have timeframe to stop collecting signatures.

Mr. Genska stated let's see how it progresses and I will be here on Sunday.

Ms. Barnes stated you need to give them an end date because people will think it is okay to do it when they want to do it.

Mr. Genska stated let's make it the end of the month.

Ms. Brown stated I will put the end date on there and send it in the emails and post it on Facebook as well.

#### **FIFTH ORDER OF BUSINESS**

#### **Discussion of Updated Draft Survey**

Ms. Giles stated I'm not sure I received any feedback since I made the changes from the last time, but I welcome your feedback.

Mr. Genska stated I was happy with it. I read it again the other day and I feel it was well done.

Ms. Giles stated we need a start date, an end date and how we want to message it. Do you want her to blast it on Facebook?

Ms. Barnes asked can you send an email and put it on a Facebook page?

Ms. Brown stated I can email and put it on Facebook and let the resident print it out and drop it off here.

Ms. Giles stated they could come by and pick up a copy if they don't have a printer. You would have to make the office available for them to come by and drop off.

Ms. Brown stated they could also leave it in the mailbox. I will send out an email and put it on Facebook and tell them to fill it out and drop it off at the office.

Ms. Nolte asked why don't we use the same end date, the end of November, that way there is no confusion.

## **SIXTH ORDER OF BUSINESS**

### **Ratification of Transition Letter to Kutak Rock**

Ms. Buchanan stated Hopping Green & Sams has been around for close to 40 years and it grew into three different practice areas, the legislative group, environmental land and the third is the group I'm in that is the special practice group. Over the summer the three groups decided to part ways and rather than have a firm that was just the ten of us we decided to move to Kutak Rock. It is the same people doing the work, the same expertise, we will just be doing it under a different banner going forward. Kutak is a national firm and does a lot of finance as well as special district work in other states.

On MOTION by Ms. Barnes seconded by Mr. Genska with all in favor the transition letter was ratified.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Buchanan stated Marilee and I have been working on the lease, but we are struggling with the vendor to get to the form he wants to use. We will continue to work on this and hope to finalize something before the next board meeting.

#### **B. Engineer**

There being none, the next item followed.

#### **C. Manager**

There being none, the next item followed.

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

##### **1. Report**

Mr. Stephens gave an overview of the Operation Manager's monthly report was included as part of the agenda package.

## **2. Landscape Quality Inspection Report**

A copy of the landscape inspection report was included in the agenda package.

### **E. Amenity Manager**

Ms. Brown stated the police officer identified the resident who was clearly trespassing, but they did not admit to the vandalism. They said the vandalism occurred prior to them going in there. Should their access be restricted?

Ms. Giles asked Ms. Buchanan there is nothing to say how long a person could be trespassed. Do you have any input on this?

Ms. Buchanan stated if this is a first offense somewhere between 30 and 90 days is typical. If there were any damages that require repayment that would also be included in the penalty.

Ms. Giles stated according to the police officer that did the investigation the individual said the vandalism was already there when he saw it; he did admit to trespassing in the pool area. He said he did not do the vandalism and he did not know his friend's last name who was trespassing with him.

Mr. Genska stated it is the summer months that will hurt. I would say one year from the date of the police report.

Ms. Brown stated I believe it was October 1<sup>st</sup>.

Mr. Genska stated then he would be banned until September 30, 2022.

Ms. Giles stated the way the cards are issued here in Ridgewood Trails it is issued to the address. In theory she is suspending the entire household's card.

Ms. Buchanan stated I think that is hard to do, but I don't know how to implement that given that he is an adult. I think it is a problem suspending the entire family for the offense.

Ms. Giles asked once the board talks through this does Melissa turn off the card or do we send a letter?

Ms. Buchanan stated you need to do a letter and actually have a hearing the next time we have a board meeting so if they want to come and try to reduce the suspension they have the opportunity to discuss it with us. I think it is okay to implement the suspension effective immediately for the period of time the board decides on, let them know that if they want to appeal

the suspension they can come to the next regular meeting. I don't think you can suspend the whole household. How are you going to implement this?

Ms. Giles stated two cards per household and as far as we can tell it was the father's card they tried to use and it wouldn't work because it was after hours then the young man hopped the fence.

Ms. Buchanan stated maybe we say in the letter that the individual is no longer allowed to use the card and if the card is used by him then the entire household will have their amenity privileges suspended, so they have a reason to keep the card away from him. We will put them on notice of what will happen if they choose not to do that. I will draft the letter.

Ms. Giles stated now that we have identified how this is a challenge for us maybe we need to rethink the cards and how they are issued and who they are issued to in the household.

Mr. Genska stated they are issued to the homeowner. Kids will use them.

Ms. Barnes stated my household has two cards, and they both say David Barnes.

Ms. Giles stated Katie will draft a letter for staff to send to the homeowner suspending their amenity privileges for 90 days and they can appeal that suspension at the next meeting if they choose to.

## **EIGHTH ORDER OF BUSINESS**

### **Supervisor's Requests and Public Comments**

Mr. Genska stated I thought from where we live that we had a successful Halloween, however, we have a lot of people coming in from outside Ridgewood Trails. Some had apparently taken a post of one of the haunted houses and posted it on other boards. We had an incident where someone was speeding and got into a confrontation with a couple residents. CCSO responded appropriately.

Ms. Buchanan stated they are public roads and we don't have the ability to prevent someone from using them.

Ms. Barnes stated there were adults who were drinking.

Ms. Giles stated I think what you can do with any popular holiday is send a safety message through the media access you use as a reminder that our families live here and you can encourage a good healthy safety message. We can work with CCSO to schedule an officer to be here on those occasions.

Ms. Barnes stated I live in the back and when they are supposed to cut the grass in the back, they don't want to cut it next to the fence.

Mr. Stephens stated from the fence to the curb line, that is easy.

A resident stated about Halloween a lot of alcohol was brought into Azalea Ridge by non-resident. I suggest we set a timeframe and stop it earlier for safety reasons. Also emergency vehicles were driving through very fast. There were also too many kids riding in golf carts at one time on Halloween.

Ms. Giles stated everyone seems concerned about safety. On holidays we will send out a safety message to the community.

A resident stated people are parking side by side on the street and emergency vehicles cannot get through. What can we do about that?

Mr. Genska stated these are public roads and you can't tell people they can't park on a public road.

#### **NINTH ORDER OF BUSINESS**

#### **Approval of Consent Agenda**

- A. Approval of the Minutes of the September 1, 2021 Meeting**
- B. Acceptance of the Minutes of the September 1, 2021 Audit Committee Meeting**
- C. Balance Sheet & Income Statement**
- D. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

#### **TENTH ORDER OF BUSINESS**

#### **Acceptance of Resignation Letter from Supervisor Barnes**

This item tabled.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Discussion of Process to Consider Candidates to Fill Seat 5 Vacancy**

This item tabled.

**TWELFTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday,  
January 5, 2022 at 6:00 p.m. at the Azalea  
Ridge Amenity Center, 1667 Azalea Ridge  
Boulevard, Middleburg, Florida**

Ms. Giles stated the next meeting is scheduled for January 5, 2022 at 6:00 p.m. at the Azalea Ridge Amenity Center.

On MOTION by Ms. Barnes seconded by Ms. Nolte with all in favor the meeting adjourned at 7:07 p.m.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**November 30, 2021**

	<u>Governmental Fund Types</u>			<u>Totals</u>
	<u>General</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>(Memorandum Only)</u>
<b><u>ASSETS:</u></b>				
CASH	\$31,730	\$52,632	---	\$84,362
INVESTMENTS - STATE BOARD	\$121,158	---	---	\$121,158
INVESTMENTS - US BANK - GENERAL FUND	\$54,902	---	---	\$54,902
INVESTMENTS - STATE BOARD - CAPITAL RESERVE	\$0	\$126,627	---	\$126,627
INVESTMENTS				
Reserve A	---	---	\$9,617	\$9,617
Revenue A	---	---	\$1,789	\$1,789
PREPAID EXPENSES	\$720	---	---	\$720
DEPOSITS	\$2,803	---	---	\$2,803
DUE FROM CAPITAL RESERVES	\$5,411	---	---	\$5,411
DUE FROM OTHER	\$14	---	---	\$14
<b>TOTAL ASSETS</b>	<u>\$216,738</u>	<u>\$179,259</u>	<u>\$11,406</u>	<u>\$407,404</u>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$38,972	---	---	\$38,972
ACCRUED EXPENSES	---	---	---	\$0
DUE TO GENERAL	---	\$5,411	---	\$5,411
DUE TO CAPITAL RESERVE	---	---	---	\$0
<b><u>FUND BALANCES:</u></b>				
UNASSIGNED	\$61,957	---	---	\$61,957
NONSPENDABLE	\$3,523	---	---	\$3,523
ASSIGNED	\$112,287	---	---	\$112,287
ASSIGNED FOR CAPITAL RESERVE	\$0	\$173,848	---	\$173,848
RESTRICTED FOR DEBT SERVICE	---	---	\$11,406	\$11,406
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<u>\$216,738</u>	<u>\$179,259</u>	<u>\$11,406</u>	<u>\$407,404</u>

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Assessments - Tax Roll	\$419,989	\$42,056	\$42,056	\$0
Interest Earned/Misc. Income	\$200	\$33	\$20	(\$13)
Rental Revenue	\$500	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$420,689</b>	<b>\$42,089</b>	<b>\$42,076</b>	<b>(\$13)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
Supervisor Fees	\$12,000	\$2,000	\$600	\$1,400
FICA Expense	\$918	\$153	\$46	\$107
Engineering	\$5,000	\$833	\$0	\$833
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$600	\$0	\$0	\$0
Dissemination	\$1,000	\$167	\$167	\$0
Attorney	\$12,000	\$2,000	\$0	\$2,000
Annual Audit	\$3,400	\$0	\$0	\$0
Trustee	\$5,650	\$0	\$0	\$0
Management Fees	\$43,500	\$7,250	\$7,250	\$0
Information Technology	\$1,800	\$300	\$300	\$0
Website Maintenance	\$1,200	\$200	\$200	\$0
Telephone	\$350	\$58	\$13	\$45
Postage	\$800	\$133	\$33	\$100
Printing & Binding	\$1,500	\$250	\$81	\$169
Insurance	\$6,928	\$6,928	\$6,844	\$84
Legal Advertising	\$2,020	\$337	\$48	\$289
Other Current Charges	\$1,800	\$300	\$94	\$206
Office Supplies	\$250	\$42	\$1	\$41
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Meeting Room Rental	\$600	\$100	\$0	\$100
Records Storage	\$0	\$0	\$0	\$0
<b>TOTAL ADMINISTRATIVE</b>	<b>\$106,751</b>	<b>\$26,486</b>	<b>\$21,111</b>	<b>\$5,375</b>
<b><u>AMENITY CENTER</u></b>				
Insurance	\$17,025	\$17,025	\$16,254	\$771
Facility Manager	\$60,000	\$10,000	\$10,000	\$0
General Facility Maintenance	\$10,000	\$1,667	\$2,981	(\$1,314)
Repairs & Replacements	\$8,000	\$1,333	\$2,016	(\$682)
Lifeguards	\$16,172	\$0	\$0	\$0
Pool Maintenance	\$15,910	\$2,652	\$2,652	\$0
Pool Chemicals	\$12,640	\$2,107	\$1,440	\$667
Other Current Charges	\$1,000	\$167	\$238	(\$71)
Water & Sewer	\$13,500	\$2,250	\$1,998	\$252
Electric	\$13,800	\$2,300	\$2,144	\$156
Internet/Cable	\$4,600	\$767	\$826	(\$60)
Janitorial	\$9,984	\$1,664	\$1,664	\$0
Janitorial Supplies	\$1,600	\$267	\$175	\$92
Security	\$19,000	\$3,167	\$3,280	(\$113)
Refuse Service	\$3,000	\$500	\$323	\$177
Special Events	\$6,300	\$3,140	\$3,140	\$0
Pool Permit	\$382	\$0	\$0	\$0
Pest Control	\$1,000	\$167	\$0	\$167
Capital Reserve	\$35,000	\$0	\$0	\$0
<b>TOTAL AMENITY CENTER</b>	<b>\$248,913</b>	<b>\$49,170</b>	<b>\$49,129</b>	<b>\$41</b>

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<b><u>EXPENDITURES:</u></b>				
<b><u>  GROUND MAINTENANCE:</u></b>				
Operations Management	\$22,948	\$3,825	\$3,825	\$0
Access Cards	\$1,000	\$167	\$0	\$167
Electric	\$8,000	\$1,333	\$1,250	\$83
Water	\$8,300	\$1,383	\$1,113	\$270
Repairs & Maintenance	\$17,000	\$2,833	\$1,382	\$1,451
Landscape Maintenance	\$102,000	\$17,000	\$16,780	\$220
Landscape Contingency	\$10,000	\$1,667	\$600	\$1,067
Lake Maintenance	\$8,064	\$1,344	\$1,712	(\$368)
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>\$177,312</b>	<b>\$29,552</b>	<b>\$26,661</b>	<b>\$2,891</b>
<b>TOTAL EXPENDITURES</b>	<b>\$532,976</b>	<b>\$105,208</b>	<b>\$96,902</b>	<b>\$8,306</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$112,287)</b>		<b>(\$54,826)</b>	
FUND BALANCE - Beginning	\$112,287		\$232,592	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$177,766</u>	

**RIDGEWOOD TRAILS CDD  
GENERAL FUND**

**FY2022**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<b>REVENUES:</b>													
Assessments - Tax Roll	\$0	\$42056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,056
Interest Earned/Misc. Income	\$10	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$10</b>	<b>\$42066</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42076</b>

**EXPENDITURES: ADMINISTRATIVE**

Supervisor Fees	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
FICA Expense	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$167
Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$3,625	\$3,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,250
Information Technology	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Website Maintenance	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
Telephone	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13
Postage	\$17	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33
Printing & Binding	\$46	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81
Insurance	\$6,844	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,844
Legal Advertising	\$48	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48
Other Current Charges (1)	\$37	\$57	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94
Office Supplies	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Meeting Room Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DEPARTMENT TOTALS</b>	<b>\$16,399</b>	<b>\$4,713</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,111</b>

**EXPENDITURES: AMENITY CENTER**

Insurance	\$16,254	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,254
Facility Manager	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
General Facility Maintenance	\$2,802	\$179	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,981
Repairs & Replacements	\$1,042	\$974	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,016
Lifeguards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$1,326	\$1,326	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,652
Pool Chemicals	\$720	\$720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,440
Other Current Charges	\$0	\$238	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$238
Water & Sewer	\$1,120	\$878	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,998
Electric	\$1,113	\$1,031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,144
Internet/Cable	\$403	\$423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$826
Janitorial	\$832	\$832	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,664
Janitorial Supplies	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Security (2)	\$2,740	\$540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,280
Refuse Service	\$164	\$159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$323
Special Events	\$863	\$2,277	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,140
Pool Permit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>AMENITY CENTER TOTALS</b>	<b>\$34,553</b>	<b>\$14,576</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,129</b>

**RIDGEWOOD TRAILS CDD  
GENERAL FUND  
FY2022**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<b><u>EXPENDITURES: GROUNDS MAINTENANCE</u></b>													
Operations Management	\$1,912	\$1,912	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,825
Access Cards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$606	\$644	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250
Water	\$473	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,113
Repairs & Maintenance	\$732	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,382
Landscape Maintenance	\$8,390	\$8,390	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,780
Landscape Contingency	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Lake Maintenance	\$1,040	\$672	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,712
Capital Outlay - Streetlighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GROUND MAINTENANCE TOTAL</b>	<b>\$13,153</b>	<b>\$13,508</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,661</b>
<b>TOTAL EXPENDITURES</b>	<b>\$64,105</b>	<b>\$32,797</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$96,902</b>
<b>EXCESS REV/(EXP)</b>	<b>(\$64,095)</b>	<b>\$9,269</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$54,826)</b>

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**CAPITAL RESERVE**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 11/30/21	ACTUAL THRU 11/30/21	VARIANCE
<b><u>REVENUES:</u></b>				
Capital Reserve Transfer In	\$35,000	\$0	\$0	\$0
Interest Income	\$250	\$42	\$21	(\$21)
<b>TOTAL REVENUES</b>	<b>\$35,250</b>	<b>\$42</b>	<b>\$21</b>	<b>(\$21)</b>
<b><u>EXPENDITURES:</u></b>				
Capital Reserves	\$20,000	\$3,333	\$0	\$3,333
Amenity Improvement Project	\$50,000	\$8,333	\$5,411	\$2,922
Other Current Charges	\$650	\$108	\$62	\$46
Repair & Maintenance	\$0	\$0	\$1,140	(\$1,140)
<b>TOTAL EXPENDITURES</b>	<b>\$70,650</b>	<b>\$11,775</b>	<b>\$6,613</b>	<b>\$5,162</b>
<b><u>OTHER SOURCES AND USES:</u></b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES/USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$35,400)</b>		<b>(\$6,593)</b>	
FUND BALANCE - Beginning	\$173,329		\$180,441	
FUND BALANCE - Ending	<u>\$137,929</u>		<u>\$173,848</u>	

**RIDGEWOOD TRAILS****COMMUNITY DEVELOPMENT DISTRICT****DEBT SERVICE FUND - 2007A**

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2021

	<b>ADOPTED BUDGET</b>	<b>PRORATED BUDGET THRU 11/30/21</b>	<b>ACTUAL THRU 11/30/21</b>	<b>VARIANCE</b>
<b><u>REVENUES:</u></b>				
Assessments - On Roll	\$13,359	\$1,338	\$1,338	\$0
Interest Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$13,359</b>	<b>\$1,338</b>	<b>\$1,338</b>	<b>\$0</b>
<b><u>EXPENDITURES:</u></b>				
Interest Expense - 11/1	\$3,955	\$3,955	\$3,955	\$0
Interest Expense - 5/1	\$3,955	\$0	\$0	\$0
Principal Expense - 5/1	\$5,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$12,910</b>	<b>\$3,955</b>	<b>\$3,955</b>	<b>\$0</b>
<b><u>OTHER SOURCES AND USES:</u></b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES/USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$449</b>		<b>(\$2,617)</b>	
FUND BALANCE - Beginning	\$4,378		\$14,023	
FUND BALANCE - Ending	<b>\$4,827</b>		<b>\$11,406</b>	

*Ridgewood Trails*  
*Community Development District*  
*Long Term Debt Report*

<b>Series 2007A Capital Improvement Revenue Bonds</b>	
Interest Rate:	5.650%
Maturity Date:	5/1/2038
Reserve Fund Definition:	
Reserve Fund Requirement:	\$9,503
Reserve Fund Balance:	\$9,617
Bonds outstanding - 6/1/2019	\$150,000
Less: May 1, 2020 (Mandatory)	(\$5,000)
Less: May 1, 2021 (Mandatory)	(\$5,000)
Current Bonds Outstanding	\$140,000

*C.*

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2022 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2007A DEBT SERVICE ASSESSED	FY22 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED	691	13,358.77	419,987.31	433,346.08
<b>TOTAL ASSESSED</b>	<b>691</b>	<b>13,358.77</b>	<b>419,987.31</b>	<b>433,346.08</b>

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2007A DEBT RECEIPTS	O&M RECEIPTS
1	10/10/21	8,393.20	258.74	8,134.46
2	11/24/21	35,000.28	1,078.95	33,921.33
3	12/06/21	363,013.72	11,190.63	351,823.09
4	12/20/21	7,885.05	243.07	7,641.98
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>414,292.25</b>	<b>12,771.39</b>	<b>401,520.86</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>95.60%</b>	<b>95.60%</b>	<b>95.60%</b>

*D.*

# RIDGEWOOD TRAILS

Community Development District

## Check Run Summary 10/1/2021 - 11/30/2021

Fund	Date	Check Numbers	Amount
<b><u>General Fund</u></b>			
	10/1/21 - 10/31/21	2146-2161	\$31,674.69
	11/1/21 - 11/30/21	2162-2172	\$12,730.02
			\$44,404.71
<b><u>Autopayments</u></b>			
	10/1/21	CCUA	\$1,686.20
	10/1/21	Clay Electric	\$1,805.97
	10/8/02	Comcast	\$403.26
	10/28/21	CCUA	\$1,593.36
	10/29/21	Clay Electric	\$1,686.97
	10/28/21	WF CC Purchases	\$3,100.58
	11/1/21	Clay Electric	\$1,686.97
	11/12/21	Comcast	\$423.03
	11/30/21	CCUA	\$1,523.05
	11/29/21	WF CC Purchases	\$6,414.33
	11/30/21	Clay Electric	\$1,686.97
			\$22,010.69
<b>Total</b>			<b>\$66,415.40</b>

\* Fedex invoices available upon request.

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
10/15/21	00107	10/08/21 10082021	202109 320-57200-34500		*	120.00	
		9/02/21 SECURITY					
		10/08/21 100821	202110 320-57200-34500		*	120.00	
		10/05/21 SECURITY					
		10/08/21 1082021	202109 320-57200-34500		*	105.00	
		9/09/21 SECURITY					
				DAVID ANDREW WIDERGREN			345.00 002146
10/15/21	00063	10/08/21 10082021	202109 320-57200-34500		*	120.00	
		9/20/21 SECURITY					
				EDGAR HOWELL			120.00 002147
10/15/21	00003	9/17/21 222	202110 310-51300-31400		*	5,260.00	
		FY22 ASSESSM ROLL CERT					
				GOVERNMENTAL MANAGEMENT SERVICES			5,260.00 002148
10/15/21	00003	10/01/21 223	202110 310-51300-34000		*	3,625.00	
		OCT MANAGEMENT FEES					
		10/01/21 223	202110 310-51300-35100		*	150.00	
		OCT INFORMATION TECH					
		10/01/21 223	202110 310-51300-31300		*	83.33	
		OCT DISSEM AGENT SERVICES					
		10/01/21 223	202110 310-51300-51000		*	.63	
		OFFICE SUPPLIES					
		10/01/21 223	202110 310-51300-42000		*	17.03	
		POSTAGE					
		10/01/21 223	202110 310-51300-42500		*	45.60	
		COPIES					
		10/01/21 223	202110 310-51300-41000		*	12.85	
		TELEPHONE					
		10/01/21 223	202110 310-51300-35200		*	100.00	
		WEBSITE ADMIN					
				GOVERNMENTAL MANAGEMENT SERVICES			4,034.44 002149
10/15/21	00064	9/08/21 09082021	202109 320-57200-34500		*	120.00	
		09/07/21 SECURITY					
		10/03/21 10032021	202110 320-57200-34500		*	120.00	
		10/03/21 SECURITY					
				KEITH A. SMITH			240.00 002150
10/15/21	00042	9/01/21 601732	202109 330-53800-46400		*	672.00	
		SEPT LAKE MAINTENANCE					
		10/01/21 608326	202110 330-53800-46400		*	672.00	
		OCT LAKE MAINTENANCE					
				THE LAKE DOCTORS, INC.			1,344.00 002151
				RDGE --RIDGEWOOD-- BPEREGRINO			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
10/15/21	00095	10/01/21 13129560	202110 320-57200-52100 OCT POOL CHEMICALS		*	720.00	
			POOLSURE				720.00 002152
10/15/21	00039	9/29/21 287	202109 320-57200-49500 SPEC EVENT 11/7/21		*	850.00	
		10/01/21 288	202109 320-57200-34200 OCT JANITORIAL SRVS		*	832.00	
		10/01/21 288	202109 320-57200-46500 OCT POOL MAINTENANCE		*	1,325.83	
		10/01/21 288	202109 330-53800-34000 OCT CONTRACT ADMIN		*	1,912.33	
		10/01/21 288	202109 320-57200-46200 OCT FAC MANAGEMENT		*	5,000.00	
			RIVERSIDE MANAGEMENT SERVICES, INC.				9,920.16 002153
10/15/21	00111	9/30/21 09302021	202109 320-57200-34500 9/30/21 SECURITY		*	120.00	
			ROBERT T. BASSLER				120.00 002154
10/15/21	00091	9/28/21 16115	202109 330-53800-46200 SEPT LANDSCAPE MAINT		*	8,389.77	
			TREE AMIGOS OUTDOOR SERVICES				8,389.77 002155
10/26/21	00070	10/08/21 SSI10272	202109 320-57200-34500 SEPT ADMIN FEE		*	207.50	
		10/08/21 SSI10272	202109 320-57200-34500 SEPT EMPLOYMENT SCHED		*	100.00	
			CLAY COUNTY SHERIFF'S OFFICE				307.50 002156
10/26/21	00007	10/01/21 84973	202110 310-51300-54000 FY22 SPECIAL DISTRICT FEE		*	175.00	
			DEPARTMENT OF ECONOMIC OPPORTUNITY				175.00 002157
10/26/21	00005	9/30/21 I0337708	202109 310-51300-48000 NOTICE OF MEETING 9/13		*	59.53	
			THE FLORIDA TIMES-UNION				59.53 002158
10/26/21	00064	10/17/21 10172021	202110 320-57200-34500 10/17/21 SECURITY		*	120.00	
			KEITH A. SMITH				120.00 002159
10/26/21	00082	9/28/21 9282021	202109 320-57200-34500 9/28/21 SECURITY		*	120.00	
		10/07/21 10072021	202110 320-57200-34500 10/7/21 SECURITY		*	120.00	

RDGE --RIDGEWOOD-- BPEREGRINO

\*\*\* CHECK DATES 10/01/2021 - 11/30/2021 \*\*\*  
 RIDGEWOOD TRAILS CDD  
 BANK A RIDGEWOOD TRAILS

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		10/12/21 10122021	202110 320-57200-34500		*	120.00	
		10/12/21 SECURITY		MATTHEW MCREE			360.00 002160
10/26/21 00110		10/01/21 505718	202110 300-15500-10000		*	159.29	
		REFUSE 11/1/21-11/30/21		WASTEPRO			159.29 002161
11/02/21 00112		11/07/21 1013	202111 320-57200-49500		*	225.00	
		PRECIOUS THE PAINTER 11/7		CINDY CHESTNUT			225.00 002162
11/02/21 00083		10/04/21 20212483	202111 320-57200-49500		*	1,050.00	
		11/7/2021 PONY CAROUSEL		JACKSONVILLE CARRIAGE CO LLC			1,050.00 002163
11/09/21 00070		11/05/21 SSI10326	202110 320-57200-34500		*	160.00	
		OCT EMPLOYMENT ADMIN FEE					
		11/05/21 SSI10326	202110 320-57200-34500		*	100.00	
		OCT EMPLOYMENT SCHEDULING		CLAY COUNTY SHERIFF'S OFFICE			260.00 002164
11/09/21 00107		10/26/21 10262021	202110 320-57200-34500		*	120.00	
		10/26/21 SECURITY		DAVID ANDREW WIDERGREN			120.00 002165
11/09/21 00063		10/13/21 10132021	202110 320-57200-34500		*	120.00	
		10/13/21 SECURITY		EDGAR HOWELL			120.00 002166
11/09/21 00099		10/12/21 874096	202110 320-57200-46100		*	45.00	
		OCT FAC MAINTENANCE		FLORIDA PEST CONTROL			45.00 002167
11/09/21 00064		10/30/21 10302021	202110 320-57200-34500		*	120.00	
		10/30/21 SECURITY		KEITH A. SMITH			120.00 002168
11/09/21 00095		9/01/21 13129560	202109 320-57200-52100		*	720.00	
		SEPT POOL CHEMICALS					
		11/01/21 13129560	202111 320-57200-52100		*	720.00	
		NOV POOL CHEMICALS		POOLSURE			1,440.00 002169
11/09/21 00039		10/15/21 289	202109 330-53800-46400		*	595.00	
		SEPT LAKE MAINT					

RDGE --RIDGEWOOD-- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		10/15/21 289	202109 320-57200-46000		*	2,805.32	
		SEPT REPAIR/MAINT					
		10/15/21 289	202109 330-53800-46000		*	1,820.00	
		SEPT FIELD RPR/MAINT					
				RIVERSIDE MANAGEMENT SERVICES, INC.			5,220.32 002170
11/19/21 00003		11/01/21 224	202111 310-51300-34000		*	3,625.00	
		NOV MANAGEMENT FEES					
		11/01/21 224	202111 310-51300-35200		*	100.00	
		NOV WEBSITE ADMIN					
		11/01/21 224	202111 310-51300-35100		*	150.00	
		NOV INFORMATION TECH					
		11/01/21 224	202111 310-51300-31300		*	83.33	
		NOV DISSEM AGENT SRVS					
		11/01/21 224	202111 310-51300-51000		*	.45	
		OFFICE SUPPLIES					
		11/01/21 224	202111 310-51300-42000		*	15.97	
		POSTAGE					
		11/01/21 224	202111 310-51300-42500		*	34.95	
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			4,009.70 002171
11/19/21 00082		11/17/21 11172021	202111 320-57200-34500		*	120.00	
		11/17/21 SECURITY					
				MATTHEW MCREE			120.00 002172
				TOTAL FOR BANK A		44,404.71	
				TOTAL FOR REGISTER		44,404.71	

4414 Warm Springs Way  
Middleburg, FL 32068  
(904) 333-3794

## INVOICE DATE:

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

RECEIVED  
OCT 08 2021  
By: \_\_\_\_\_

107A

**THANK YOU FOR YOUR BUSINESS!**

## AZALEA RIDGE

DATE: 9/2/21  
HOURS WORKED: 21:00-01:00

**OFFICER NAME:** D. Widergren #8299

[illegible]

**Det. David A. Widergren**

4414 Warm Springs Way  
Middleburg, FL 32068  
(904) 333-3794

# INVOICE

INVOICE DATE:

TO:

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:

BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10-5-2021	Azalea Ridge Amenities	21:00-01:00	4	\$30.00	\$120.00
	<i>B Hpt 10-6-21</i>				
	<i>Security</i>				
	<i>001.320.52200, 39500</i>				
TOTAL					

Make all checks payable to David A. Widergren

107M



THANK YOU FOR YOUR BUSINESS!

## AZALEA RIDGE

DATE:

10/5/21

OFFICER NAME:

**D. Widergren #8299**

**HOURS WORKED:**

**21:00-01:00**

[illegible]

Det. David A. Widergren

4414 Warm Springs Way  
Middleburg, FL 32068  
(904) 333-3794

# INVOICE

INVOICE DATE:

TO:

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:

BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
09-09-2021	Azalea Ridge Amenities	21:30-01:00	3.5	\$30.00	\$105.00
	<i>B/Hypt 10-6-21</i>				
	<i>Security</i>				
	<i>001.320.52200.34500</i>				
TOTAL					

Make all checks payable to David A. Widergren

107A

THANK YOU FOR YOUR BUSINESS!



## AZALEA RIDGE

DATE: 9/9/2021 OFFICER NAME: D. Widergren #8299  
HOURS WORKED: 21:30-01:00

[illegible]

**Sgt. Edgar W. Howell**

3863 Trail Ridge Rd  
Middleburg, FL 32068  
(904) 813-2384

**INVOICE**

INVOICE DATE:

## TO:

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

## FOR:

BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
09-20-21	1717-1815 Patrolled the neighborhood and checked on the pool	1715/2115	4.0	\$30.00	\$120.00
	1815-1900 Radar for speeders entering and leaving neighborhood				
	1900-2000 Patrolled the neighborhood and checked on the pool				
	2000-2030 Radar for speeders entering and leaving neighborhood				
	2030-2115 Patrolled the neighborhood and checked on the pool				
	<i>B. Hopt 9.21.21</i>				
	<i>SECURITY</i>				
	<i>001.320.57200.34500</i>				
TOTAL			4.0	\$30.00	\$120.00

Make all checks payable to Edgar W. Howell

THANK YOU FOR YOUR BUSINESS!

1001 Bradford Way  
Kingston, TN 37763

**Invoice #:** 222  
**Invoice Date:** 9/17/21  
**Due Date:** 9/17/21  
**Case:**  
**P.O. Number:**

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

RECEIVED  
SEP 20 2021  
By \_\_\_\_\_

<b>Total</b>	<b>\$5,260.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,260.00</b>

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 223

Invoice Date: 10/1/21

Due Date: 10/1/21

Case:

P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - October 2021 1.310.51300.34000		3,625.00	3,625.00
- Information Technology - October 2021 1.310.51300.35100		150.00	150.00
Dissemination Agent Services - October 2021 1.310.51300.31300		83.33	83.33
Office Supplies 1.310.51300.51000		0.63	0.63
Postage 1.310.51300.42000		17.03	17.03
Copies 1.310.51300.42500		45.60	45.60
Telephone 1.310.51300.41000		12.85	12.85
- Website Administration - October 2021 1.310.51300.35200		100.00	100.00
<div>RECEIVED OCT 08 21 By _____</div>			
<b>Total</b>			<b>\$4,034.44</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,034.44</b>

**Sgt. Keith A. Smith**

4010 Great Falls Loop  
Middleburg, FL 32068  
(904) 237-1899

**INVOICE**

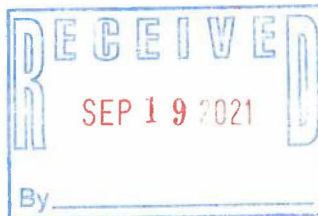
INVOICE DATE: 09/08/2021

TO:  
RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
09/07/21	Patrolled neighborhood and amenity center.	1530-2130	4	\$30.00	\$120.00
TOTAL					\$120.00

Make all checks payable to Keith A. Smith



64A  
1.320.57200.34502

THANK YOU FOR YOUR BUSINESS!

**Sgt. Keith A. Smith**

4010 Great Falls Loop  
Middleburg, FL 32068  
(904) 237-1899

**INVOICE**

INVOICE DATE: 10/03/2021

TO:  
RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/03/2021	Patrolled neighborhood and amenity center.	1300-1700	4	\$30.00	\$120.00
<i>Security</i>					
TOTAL					\$120.00

Make all checks payable to Keith A. Smith

64A  
1.320.57200.34500

THANK YOU FOR YOUR BUSINESS!



# INVOICE



**The Lake Doctors, Inc.**  
Aquatic Management Services

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

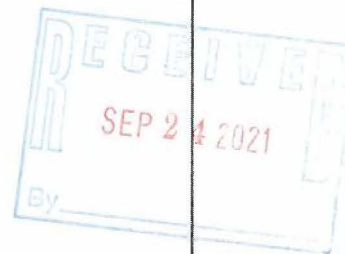
## Bill To

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

Invoice #	601732
Account #	718416
Invoice Date	9/1/2021
Due Date	9/11/2021
Rep	MAS

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
	<p><i>B. H. Sept 9-14-21</i>  <i>LAKE MAINT. Sept</i>  <i>001.330.58800.46400</i>  <i>42A</i></p>	
<b>Customer Total Balance</b>		<b>\$672.00</b>
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$672.00</b>



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](http://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 #	601732
Account #	718416
Date	9/1/2021

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto: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 \_\_\_\_\_

# INVOICE



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

<b>Bill To</b>
RIDGEWOOD TRAILS CDD 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092

Invoice #	608326
Account #	718416
Invoice Date	10/1/2021
Due Date	10/11/2021
Rep	JB

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>B. H. 10-4-21</i> <i>LAKE MAINT. OK</i> <i>001.330.53800.46400</i>  <i>42A</i>		672.00
Customer Total Balance \$1,344.00			
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](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
RIDGEWOOD TRAILS CDD 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FL 32092

Amount Enclosed

Invoice #	608326
Account #	718416
Date	10/1/2021

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto: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	



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

# Invoice

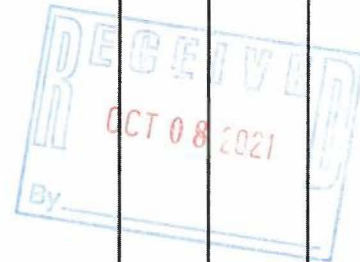
Date 10/1/2021

Invoice # 131295602481

Terms	Net 20
Due Date	10/21/2021
PO #	

Bill To	Ship To
RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	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



BT Stephens 9-21-21  
OK Pool Chemicals  
001.320.57200.52100

95A

Total 720.00  
Amount Due \$720.00

## Remittance Slip

Customer  
13AZA025  
Invoice #  
131295602481

Amount Due \$720.00

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295602481

**Riverside Management Services, Inc**

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

**Invoice****Invoice #:** 287**Invoice Date:** 9/29/2021**Due Date:** 9/29/2021**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Special Event - 11/7/21 001.320.57200.49500 39A		850.00	850.00



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**Total** \$850.00

---

**Payments/Credits** \$0.00

---

**Balance Due** \$850.00

---

9/29/21  
CSE

# RIDGEWOOD TRAILS

7-Nov-21

GL#001-320-57200-49500

	Actual
Total Expenses	\$850.00
District Checks	\$0.00
<b>TOTAL EXPENSES DUE</b>	<b>\$850.00</b>

	Actual
<b>Site</b>	
Set up and Site Management	
Site Staff	
Mileage	
<b>Totals</b>	<b>\$0.00</b>

	Actual
<b>Food/Beverages/Supplies</b>	
<b>Totals</b>	<b>\$0.00</b>

	Actual
<b>Entertainment/Arts &amp; Crafts</b>	
DEPOSIT FOR PONY RIDES & PETTING ZOO	\$850.00
(PAID WITH CREDIT CARD)	
<b>Totals</b>	<b>\$850.00</b>

DISTRICT CHECK	AMOUNT
____ YES      ____ NO	
Payable To:	
<b>Totals</b>	<b>\$0.00</b>



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

**Invoice #:** 288  
**Invoice Date:** 10/1/2021  
**Due Date:** 10/1/2021  
**Case:**  
**P.O. Number:**

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

RECEIVED  
OCT 05 2021  
By \_\_\_\_\_

RMW  
10.5.21

<b>Total</b>	<b>\$9,070.16</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$9,070.16</b>

# INVOICE

INVOICE DATE: 09/30/2021

TO:  
RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
09/30/2021	16:00-17:00 patrolled the amenity center. 17:00-18:00 I made a	16:00-20:00	4	\$30.00	\$120.00
	Presence on the main road due to a lot of residents coming home				
	From Work and to deter speeding. I made one traffic stop and gave a verbal				
	Warning for speed. I drove around the neighborhood a few times				
	and there were no issues. I checked the amenity center bathroom				
	And gym every hour and there were no issues. No issues on the				
	Main field. No calls for service during my shift. No patrons were at				
	The amenity center at the end of my shift.				
TOTAL					

Make all checks payable to

Robert T. Bassler  
2554 Tall Grass Road  
Green Cove Springs, FL, 32043

111A  
1,320.57200.34500

THANK YOU FOR YOUR BUSINESS!





# Tree Amigos

Outdoor Services

## Invoice

Invoice#: 16115

Date: 09/28/2021

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

**Project:** 20101  
Ridgewood Trails CDD  
475 West Town Place Suite 114  
  
St. Augustine FL 32092

---

Description	Quantity	Price	Ext Price
September Monthly Landscaping Maintenance Services	1.00	8,389.77	8,389.77

**Notes:**

THANK YOU FOR YOUR BUSINESS!

**Invoice Total: \$8,389.77**

*BA Sept 9-30-21*  
*LANDSCAPE MAINT.*  
*001.330.53800.46200*  
*Sept 91A*





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

Invoice Number: SS110272  
Invoice Date: 10/8/2021  
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

70A  
1.320.572.345

Due Date 10/23/2021  
Terms Net 15 Days

Customer ID C0000575  
P.O. Number  
P.O. Date 10/8/2021  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- SEPTEMBER 2021		41.5	41.5	5.00	207.50
Fees-2nd Employment Scheduling		4	4	25.00	100.00



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 307.50

Subtotal: 307.50  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 307.50

INVOICE  
 CLIENT NAME  
 AZALEA RIDGE  
 CLIENT NUMBER  
 CLIENT ADDRESS

INVOICE NUMBER  
 INVOICE DATE  
 10/8/2021

EVENT	DATE	DESCRIPTION	PERSONNEL START and STOP TIMES	HOURS or QUANTITY	RATE	TOTAL
1	09/01/21 0000 - 09/01/21 0000	Azalea Ridge Patrol	Edgar Howell 09/01/21 0715 - 09/01/21 1115	4 {hrs} 4	\$30.00	\$120.00 \$120.00
2	09/02/21 0000 - 09/02/21 0000	Azalea Ridge Patrol	David Widergren 09/02/21 2100 - 09/03/21 0100	4 {hrs} 4	\$30.00	\$120.00 \$120.00
3	09/07/21 0000 - 09/07/21 0000	Azalea Ridge Patrol	Keith Smith 09/07/21 1530 - 09/07/21 2130	6 {hrs} 6	\$30.00	\$180.00 \$180.00
4	09/09/21 0000 - 09/09/21 0000	Azalea Ridge Patrol	David Widergren 09/09/21 2130 - 09/10/21 0100	3.5 {hrs} 3.5	\$30.00	\$105.00 \$105.00
5	09/13/21 0000 - 09/13/21 0000	Azalea Ridge Patrol	halston jones 09/13/21 0545 - 09/13/21 0945	4 {hrs} 4	\$30.00	\$120.00 \$120.00
6	09/14/21 0000 - 09/14/21 0000	Azalea Ridge Patrol	Robert Bassler 09/14/21 1630 - 09/14/21 2030	4 {hrs} 4	\$30.00	\$120.00 \$120.00
7	09/20/21 0000 - 09/20/21 0000	Azalea Ridge Patrol	Edgar Howell 09/20/21 1730 - 09/20/21 2130	4 {hrs} 4	\$30.00	\$120.00 \$120.00
8	09/22/21 0000 - 09/22/21 0000	Azalea Ridge Patrol				

			Matthew McRee 09/22/21 1415 - 09/22/21 1815	EVENT TOTAL:	4 (hrs) 4	\$30.00	\$120.00 <del>\$120.00</del>
9	09/28/21 0000 - 09/28/21 0000	Azalea Ridge Patrol	Matthew McRee 09/28/21 0915 - 09/28/21 1315	EVENT TOTAL:	4 (hrs) 4	\$30.00	\$120.00 <del>\$120.00</del>
10	09/30/21 0000 - 09/30/21 0000	Azalea Ridge Patrol	Robert Bassler 09/30/21 1600 - 09/30/21 2000	EVENT TOTAL:	4 (hrs) 4	\$30.00	\$120.00 <del>\$120.00</del>
				INVOICE TOTAL:	(hrs) 41.5		\$1,245.00

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2021/2022 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84973			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Ridgewood Trails Community Development District**

Ms. Katie S. Buchanan  
Hopping Green and Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, FL 32301

2. Telephone: (850) 222-7500  
3. Fax: (850) 224-8551  
4. Email: katieb@hgslaw.com  
5. Status: Independent  
6. Governing Body: Elected  
7. Website Address: www.ridgewoodtrailscdd.com  
8. County(ies): Clay  
9. Function(s): Community Development  
10. Boundary Map on File: 12/05/2005  
11. Creation Document on File: 12/05/2005  
12. Date Established: 10/19/2005  
13. Creation Method: Local Ordinance  
14. Local Governing Authority: Clay County  
15. Creation Document(s): County Ordinances 2005-47 and 2010-27  
16. Statutory Authority: Chapter 190, Florida Statutes  
17. Authority to Issue Bonds: Yes  
18. Revenue Source(s): Assessments  
19. Most Recent Update: 11/12/2020



1.310.513.540

7A

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Katie Buchanan Date 10/19/21

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. ☐ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. ☐ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. ☐ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: ☐ Denied: ☐ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
08/31		Balance Forward							\$-520.87
09/13 09/13	I03377080-09132021	NOTICE OF MEETINGS RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Ridgewood Trails Community Development District will ho	JV Times-Union	2.00 x 4.4688	8.94	1	\$64.92		\$580.40
PREVIOUS AMOUNT OWED:					\$-520.87				
NEW CHARGES THIS PERIOD:					\$580.40				
CASH THIS PERIOD:					\$0.00				
DEBIT ADJUSTMENTS THIS PERIOD:					\$0.00				
CREDIT ADJUSTMENTS THIS PERIOD:					\$0.00				
We appreciate your business.									

SA  
1.310.513.480

RECEIVED  
OCT 13 2021  
BY \_\_\_\_\_

SA  
1.310.513.480



## INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

SBI™

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$580.40		\$0.00	\$0.00	\$0.00	\$520.87		\$59.53

25	ADVERTISER INFORMATION						
1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
	09/01/2021 - 09/30/2021		36928		36928		RIDGEWOOD TRAILS CDD

### MAKE CHECKS PAYABLE TO

The Florida Times Union

The Florida Times Union Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Payment is due upon receipt.

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

THE FLORIDA TIMES-UNION  
Jacksonville, FL  
Affidavit of Publication

Florida Times-Union

**RIDGEWOOD TRAILS CDD**  
**475 WEST TOWN PLACE STE 114**  
**SAINT AUGUSTINE, FL 32092**

ACCT: 36928  
AD# 0003377080-01

State of Florida  
County of Duval

Before the undersigned authority personally appeared Brenda Ramirez who on oath says he/she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she 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 said newspaper.

PUBLISHED IN ISSUE DATED: 09/13/2021

FILED ON: 09/13/2021

**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 2022 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068 on the first Wednesday of each month as follows:

November 3, 2021  
January 5, 2022  
March 2, 2022  
May 4, 2022  
July 6, 2022  
September 7, 2022

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for each meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings 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 such appeal is to be based.

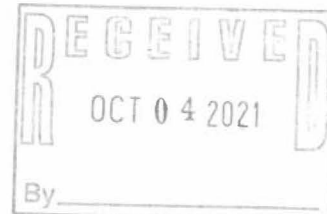
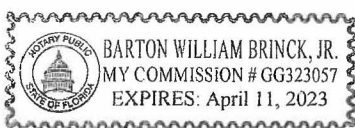
Marilee Giles  
Manager

Name: Brenda Ramirez Title: Legal Advertising Representative

In testimony whereof, I have hereunto set my hand and affixed my official Seal the day and year aforesaid.

NOTARY:

 9/23/21



**Sgt. Keith A. Smith**

4010 Great Falls Loop  
Middleburg, FL 32068  
(904) 237-1899

**INVOICE**

INVOICE DATE: 10/17/2021

**TO:**

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

**FOR:**

BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

64A  
1.320.572.345

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/17/2021	Patrolled neighborhood and amenity center.	1930-2330	4	\$30.00	\$120.00
<i>See</i>					
	Patrolled neighborhood. Made contact with three individuals who were speeding. Two lived in neighborhood and one was cutting through. Kept eye on restrooms due to kids being out of school next day.				
TOTAL					\$120.00

Make all checks payable to Keith A. Smith

THANK YOU FOR YOUR BUSINESS!

**Sgt. Matthew McRee**

4755 Leopard Cir  
Middleburg, FL 32068  
(904) 591-8216

**INVOICE**

INVOICE DATE: 9/28/2021

## TO:

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

## FOR:

BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

1.320.57200.34500  
82A

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/28/21	Azalea Ridge off duty employment	0915-1315	4.0	\$30.00	\$120.00
TOTAL					\$120.00

Make all checks payable to Matthew McRee

THANK YOU FOR YOUR BUSINESS!

**Sgt. Matthew McRee**

4755 Leopard Cir  
Middleburg, FL 32068  
(904) 591-8216

**INVOICE**

INVOICE DATE: 10/7/2021

## TO:

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

## FOR:

BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

82A  
1.320.572.345

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/7/21	Azalea Ridge off duty employment	1505-1905	4.0	\$30.00	\$120.00
TOTAL					\$120.00

Make all checks payable to Matthew McRee



THANK YOU FOR YOUR BUSINESS!

4755 Leopard Cir  
Middleburg, FL 32068  
(904) 591-8216

## INVOICE DATE: 10/12/2021

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

82A  
1.320,57200.34500

RECEIVED  
OCT 14 2021  
By \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**



0107 - Waste Pro - Jacksonville  
2940 Strickland Street  
JACKSONVILLE, FL 32254  
(904) 731-7288

RIDGEWOOD TRAILS CDD  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

## Account Details

Account #/ Invoice#: 093086/0000505718  
Invoice Date: 10/01/2021  
Balance Forward: \$163.91  
Payments: \$0.00  
Adjustments: \$0.00  
New Charges: \$159.29  
**Total Amount Due: \$323.20**



## Detail of Payments and Charges

Current	0-30 Days	31-60 Days	61-90 Days	Over 90
\$159.29	\$158.91	\$5.00	\$0.00	\$0.00

## Important Message

When paying over the phone there is a \$4.95 fee, or you have the option of logging into our online bill pay portal at [www.wasteprousa.com/bill-pay](http://www.wasteprousa.com/bill-pay). Credit/debit cards charge an additional 3%, we also offer pay by checking account at no charge.

Dates	Description	Qty	Charge
08/31/2021	Invoice #0000500358		\$5.00
09/01/2021	Invoice #0000501927		\$158.91
10/01/2021	Paper Invoice Fee		\$3.00
Site 093086 RIDGEWOOD TRAILS 3813 GREAT FALLS LOOP			
11/01/2021 - 11/30/2021	Frontload 4 Yd - Monthly Solid Waste Service	1	\$100.00
	Environmental Recovery		\$18.54
	Franchise Fee Front Load		\$21.88
	Fuel Recovery		\$15.87
	Site Total:		\$156.29

Total: \$323.20

\$159.29

1.300.155.100

110A



# GO Paperless!

## Sign Up for Invoice Notifications!

- Convenience
- Security
- Accessibility
- Savings

Log on to our website at [www.wasteprousa.com](http://www.wasteprousa.com) click on Bill Pay on the top right of the page. Choose your location and create an account. You can make payments and set up for paperless billing. You can access your account anytime anywhere.

**PAYMENT DUE UPON RECEIPT**  
**LATE PAYMENT FEES WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED ON OR BEFORE 10/31/2021**

Friendly Reminder, Attempt to collect a debt. We have not received your payment. We thought a Friendly Reminder was in order. If your payment has been mailed, thank you, if not, please send it today.

# Precious the Painter

Cindy Chesnut

11119 Chappee Ter

Jacksonville, FL 32221

(904) 554-6541

112A  
1.3 @ 20.57200.49500

## Invoice # 1013

**Date: November 7, 2021**

**Time: 11am-1pm**

**Total Due: \$225.00 (payment due day of event)**

### Place of event:

Azalea Ridge community

3813 Great Falls Loop

Middleburg, FL 32068

(904) 214-3346

### Person of contact:

Melissa Brown

(904) 237-9487

ridgewoodtrailsmgr@rmsnf.com





# Jacksonville Carriage Co LLC

12558 Old Kings Rd  
Jacksonville, FL 32219  
(904) 766-3933  
www.JaxCarriage.Com

## Invoice

Number: 20212483

Date: 10/4/2021

### Bill To:

Melissa Brown  
Azalea Ridge Subdivision  
Ridgewood Trails CDD  
(904) 237-9487 cell  
(904) 214-3346 off

### Event Location:

Azalea Ridge Subdivision  
3813 Great Falls Loop  
Middleburg, FL, 32068

83A  
1.320.57200, 49500

Customer Email	Terms	Sales Rep
ridgewoodtrailsmgr@rmsnf.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
11/7/2021	Pony	Pony Carousel			
	Zoo	Petting Farm			
	Time	1:00pm to 3:00pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 11/06/2021 or balance is due.		\$850.00	\$850.00
	Paid	Deposit paid by CC Square Invoice #130		(\$850.00)	(\$850.00)
	Balance	Balance due on arrival.		\$1,050.00	\$1,050.00



Jacksonville Carriage Co follows recommended guidelines for COVID-19. We will not cancel our services for the event unless it is legally prohibited. We reserve the time slot exclusively for your event and your non-refundable deposit is to hold this time for you. Please consider this when planning your event.

Please review this invoice to ensure it accurately reflects our agreement.  
Add 4% for payments by credit card.

Bieni@JaxCarriage.Com

Total \$1,050.00

### WARNING

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211105 SSI10326

20211105 SSI10326

70 CLAY COUNTY SHERIFF'S OFFICE

AMOUNT DISCOUNT

160.00

100.00

NET

160.00

100.00

OCT EMPLOYMENT ADMIN FEE

OCT EMPLOYMENT SCHEDULING

11/09/2021

CHECK #: 002164

TOTAL

\$260.00

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211105 SSI10326

20211105 SSI10326

70 CLAY COUNTY SHERIFF'S OFFICE

AMOUNT DISCOUNT

160.00

100.00

NET

160.00

100.00

OCT EMPLOYMENT ADMIN FEE

OCT EMPLOYMENT SCHEDULING

11/09/2021

CHECK #: 002164

TOTAL

\$260.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RIDGEWOOD TRAILS CDD

5385 NORTH NOB HILL ROAD

SUNRISE, FL 33351

954/721-8681

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

002164

63-643/670

DATE

11/09/2021

AMOUNT

\$260.00\*

TWO HUNDRED SIXTY DOLLARS & 00 CENTS

\*\*\*\*\*

PAY  
TO THE  
ORDER  
OF:

CLAY COUNTY SHERIFF'S OFFICE  
PO BOX 548  
901 N. ORANGE AVE  
GREEN COVE SPRINGS FL 32043

*Maurice D. Lee*

AUTHORIZED SIGNATURE

002164 0670064320000281684720



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

Invoice Number: SSI10326  
Invoice Date: 11/5/2021

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

70A

Due Date 11/20/2021  
Terms Net 15 Days

Customer ID C0000575  
P.O. Number  
P.O. Date 11/5/2021  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-OCTOBER 2021		32	32	5.00	160.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00

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

VENDOR NUMBER/NAME:

INV DATE INV#

20211026 10262021

107 DAVID ANDREW WIDERGREN

AMOUNT DISCOUNT

120.00

NET

120.00 10/26/21 SECURITY

11/09/2021

CHECK #: 002165

TOTAL

\$120.00

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211026 10262021

107 DAVID ANDREW WIDERGREN

AMOUNT DISCOUNT

120.00

NET

120.00 10/26/21 SECURITY

11/09/2021

CHECK #: 002165

TOTAL

\$120.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RIDGEWOOD TRAILS CDD  
5385 NORTH NOB HILL ROAD  
SUNRISE, FL 33351

954/721-8681

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

63-643/670

DATE

11/09/2021

AMOUNT

\$120.00\*

002165

ONE HUNDRED TWENTY DOLLARS & 00 CENTS

\*\*\*\*\*

PAY  
TO THE  
ORDER  
OF:

DAVID ANDREW WIDERGREN  
4414 WARM SPRINGS WAY  
MIDDLEBURG FL 32068

*Maule D. Le*

AUTHORIZED SIGNATURE

002165 067006432 2000028168472

**Det. David A. Widergren**

4414 Warm Springs Way  
Middleburg, FL 32068  
(904) 333-3794

**INVOICE**

INVOICE DATE: 10-26-2021

TO:

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:

BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10-26-2021	21:00-21:20 Initial loop around all streets of neighborhood.	21:00-01:00	4	\$30.00	\$120.00
Security	21:20-22:00 Check pool and close bathrooms. Residents were present in the gym area. I checked out with two vehicles in the parking lot (82AJNC and LE4DL). Both were two residents of Azalea Ridge and were unoccupied.				
	22:00-22:30 Make additional loop and checked on the playground of Azalea Ridge Boulevard.				
	22:30-23:00 Parked near along different spots of Azalea Ridge Boulevard with my blue lights activated to slow traffic				
	23:30-00:00 Parked at the amenity center as residents were using the gym.				
	00:00-01:00 Made additional loops around the neighborhood and made stops at the amenity center, playground, and power lines. A vehicle parked at the amenity center (0389YT), but he was visiting a resident.				
TOTAL					

Make all checks payable to David A. Widergren

107A  
1.320.572.345

THANK YOU FOR YOUR BUSINESS!



RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211013 10132021

63 EDGAR HOWELL

AMOUNT DISCOUNT

120.00

NET

120.00 10/13/21 SECURITY

11/09/2021

CHECK #: 002166

TOTAL

\$120.00

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211013 10132021

63 EDGAR HOWELL

AMOUNT DISCOUNT

120.00

NET

120.00 10/13/21 SECURITY

11/09/2021

CHECK #: 002166

TOTAL

\$120.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RIDGEWOOD TRAILS CDD

5385 NORTH NOB HILL ROAD

SUNRISE, FL 33351

954/721-8681

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

63-643/670

DATE

11/09/2021

AMOUNT

\$120.00\*

002166

ONE HUNDRED TWENTY DOLLARS & 00 CENTS

\*\*\*\*\*

PAY

TO THE  
ORDER

OF:

EDGAR HOWELL

3863 TRAIL RIDGE RD

MIDDLEBURG FL 32068

*maurice D. de*

AUTHORIZED SIGNATURE

002166 067006432120000281684721

**Sgt. Edgar W. Howell**

3863 Trail Ridge Rd  
Middleburg, FL 32068  
(904) 813-2384

**INVOICE**

INVOICE DATE:

TO:  
RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10-13-21	1745/1830 Patrolled the neighborhood and check on the pool.	1745/2145	4.0	\$30.00	\$120.00
Sec	1830/1900 Radar for speeders slowing down 4 vehicles				
	1900/2000 Patrolled the neighborhood and check on the pool				
	2000: advised juveniles the pool was closed and they had to leave				
	2015: Checked the mail field and play ground with no issues.				
	2025: Parked at the amenity center				
	2045: Patrolled the neighborhood and check on the pool no issues				
	2130-2145: Radar for speeders and no violators				
	No calls for service during this shift.				
TOTAL					\$120.00

Make all checks payable to Edgar W. Howell

63 A  
1.320.572.345

THANK YOU FOR YOUR BUSINESS!



RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211012 874096

99 FLORIDA PEST CONTROL

AMOUNT DISCOUNT

45.00

NET

45.00 OCT FAC MAINTENANCE

11/09/2021

CHECK #: 002167

TOTAL

\$45.00

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211012 874096

99 FLORIDA PEST CONTROL

AMOUNT DISCOUNT

45.00

NET

45.00 OCT FAC MAINTENANCE

11/09/2021

CHECK #: 002167

TOTAL

\$45.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RIDGEWOOD TRAILS CDD

5385 NORTH NOB HILL ROAD

SUNRISE, FL 33351

954/721-8681

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

63-643/670

DATE

11/09/2021

AMOUNT

\$45.00\*

002167

FORTY-FIVE DOLLARS & 00 CENTS

\*\*\*\*\*

PAY

TO THE  
ORDER

OF:

FLORIDA PEST CONTROL

2820 SPRING GLEN RD

JACKSONVILLE FL 32207

*Mailee Siles*

AUTHORIZED SIGNATURE

002167 067006432 2000028168472



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
7	32	RI0258- 1	10/12/21				874096 1	P370
PREVIOUS BALANCE				TODAY'S CHARGE			BALANCE DUE	
45.00				45.00				

\*PAYMENTS OR OTHER CHARGES MADE AFTER  
ARE NOT INCLUDED IN BALANCES ABOVE.

10/07/21

### 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:

B. Hupke 10-25-21  
Pest Control Facility Maint.  
001.320.57200.46100

Inspection and treatment applied to prevent insect entry.

Interior inspection and treatment as needed.

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

### 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. 874096 1

Account No. RI0258 - 1

Amount Enclosed \$ \_\_\_\_\_



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

EMAIL INVOICE  
RIDGEWOOD TRAILS CDD  
1667 AZALEA RIDGE BLVD  
MIDDLEBURG FL

TIRED OF GOING UP AND DOWN THE LADDER  
TO CLEAN YOUR GUTTERS? WE CAN HELP!

CALL US TODAY ABOUT OUR  
CLEAR GUTTER PEST DEFENSE PROGRAM.



RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211030 10302021

64 KEITH A. SMITH

AMOUNT DISCOUNT

120.00

NET

120.00 10/30/21 SECURITY

11/09/2021

CHECK #: 002168

TOTAL

\$120.00

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211030 10302021

64 KEITH A. SMITH

AMOUNT DISCOUNT

120.00

NET

120.00 10/30/21 SECURITY

11/09/2021

CHECK #: 002168

TOTAL

\$120.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RIDGEWOOD TRAILS CDD  
5385 NORTH NOB HILL ROAD  
SUNRISE, FL 33351

954/721-8681

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

63-643/670

DATE

11/09/2021

AMOUNT

\$120.00\*

002168

ONE HUNDRED TWENTY DOLLARS & 00 CENTS

\*\*\*\*\*

PAY

TO THE

ORDER

OF:

KEITH A. SMITH

4010 GREAT FALL LOOP

MIDDLEBURG FL 32068

*Maule D. S.*

AUTHORIZED SIGNATURE

002168 067006432 2000028168472

**Sgt. Keith A. Smith**

4010 Great Falls Loop  
Middleburg, FL 32068  
(904) 237-1899

**INVOICE**

INVOICE DATE: 10/30/2021

TO:  
RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/30/21	Patrolled neighborhood and amenity center.	0700-1100	4	\$30.00	\$120.00
Sec.					
	Patrolled all areas. Nothing noteworthy as far as neighborhoods.				
	Made contact with two kids who were riding four wheeler and				
	Motorcycle in park area.				
	Stopped three vehicles for speeding. Should be noted that all three				
	Cars stopped, the drivers lived in Freedom Ridge.				
TOTAL					\$120.00

Make all checks payable to Keith A. Smith

THANK YOU FOR YOUR BUSINESS!



64A  
1.320.572.345

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20210901 13129560

20211101 13129560

95 POOLSURE

AMOUNT DISCOUNT

720.00

720.00

NET

720.00

720.00

SEPT POOL CHEMICALS

NOV POOL CHEMICALS

11/09/2021

CHECK #: 002169

TOTAL

\$1,440.00

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20210901 13129560

20211101 13129560

95 POOLSURE

AMOUNT DISCOUNT

720.00

720.00

NET

720.00

720.00

SEPT POOL CHEMICALS

NOV POOL CHEMICALS

11/09/2021

CHECK #: 002169

TOTAL

\$1,440.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RIDGEWOOD TRAILS CDD

5385 NORTH NOB HILL ROAD

SUNRISE, FL 33351

954/721-8681

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

63-643/670

DATE

11/09/2021

AMOUNT

\$1,440.00\*

002169

ONE THOUSAND FOUR HUNDRED FORTY DOLLARS & 00 CENTS

\*\*\*\*\*

PAY  
TO THE  
ORDER  
OF:

POOLSURE

PO BOX 55372

HOUSTON TX 77255-5372

*Maisha Hiles*  
AUTHORIZED SIGNATURE

002169 067006432 2000028168472



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

# Invoice

Date


9/1/2021

Invoice #

131295601795

Terms	Net 20
Due Date	9/21/2021
PO #	

Bill To	Ship To
RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	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  1.320,572.521  95A  	1	ea	720.00

Total Amount Due 720.00 \$720.00

## Remittance Slip

Customer  
13AZA025  
Invoice #  
131295601795

Amount Due \$720.00

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295601795



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

# Invoice

Date 11/1/2021

Invoice # 131295603137

Terms	Net 20
Due Date	11/21/2021
PO #	

<b>Bill To</b> RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	<b>Ship To</b> 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>B. Hopt 10-25-21</i> <i>Pool Chemicals</i> <i>001.320.52200.52100</i> <i>95A</i>	1	ea	720.00



**Total** 720.00  
**Amount Due** \$720.00

## Remittance Slip

Customer  
13AZA025  
Invoice #  
131295603137

Amount Due \$720.00

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295603137

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211015 289

20211015 289

20211015 289

39 RIVERSIDE MANAGEMENT SERVICES,

AMOUNT DISCOUNT NET

595.00

2,805.32

1,820.00

595.00

2,805.32

1,820.00

SEPT LAKE MAINT

SEPT REPAIR/MAINT

SEPT FIELD RPR/MAINT

11/09/2021

CHECK #: 002170

TOTAL

\$5,220.32

B. Steph 10-19-21

LAKE MAINT. - \$595.00

001.330.53800.46400

Amend Repairs + Maint. - \$2805.32

001.320.57200.46000

Field Repairs + Maint. - \$1820.00

001.330.53800.46000



Total

\$5,220.32

Payments/Credits

\$0.00

Balance Due

\$5,220.32

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 289

Invoice Date: 10/15/2021

Due Date: 10/15/2021

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 September 1 - September 30, 2021		4,126.32	4,126.32
Maintenance Supplies		1,094.00	1,094.00
<i>B Steph 10-19-21</i>			
<i>LAKE MAINT. - \$595.00</i>			
<i>001.330.53800.46400</i>			
<i>AMENITY REPAIRS + MAINT. - \$2805.32</i>			
<i>001.320.57200.46000</i>			
<i>FIELD REPAIRS + MAINT. - \$1820.00</i>			
<i>001.330.53800.46000</i>			
<b>Total</b>			<b>\$5,220.32</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,220.32</b>

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF SEPTEMBER 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/1/21	2	L.F.	Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles, blew leaves and debris off pool deck
9/2/21	2.5	R.W.	Removed debris and inspected all lakes and outfall structures
9/2/21	2.5	D.J.	Removed debris and inspected all lakes and outfall structures
9/3/21	4	L.F.	Inspected lights at front entrance, measured areas on entrance monument where a picture should be, playground inspection, removed debris from amenity center, common areas, pool, playground and roadways
9/3/21	6.5	B.H.	Pressure washed the sidewalks
9/8/21	2	B.M.	Emergency Call out - reset motor that was tripped, tested and balances chemicals, cleaned pool
9/8/21	2	F.S.	Changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles
9/9/21	8	L.F.	Replaced light fixtures at entrance, light inspection, playground inspection, removed cobwebs on amenity center, inspected fountains, repaired doors on bathrooms, picked up supplies, removed debris from playground, roadways and entryways
9/9/21	8	B.M.	Removed old and installed new lighting on entry, light inspection, playground inspection, repaired doors on bathrooms, removed cobwebs and home nests from building, reset fountain in lake, removed debris from amenity center, common areas and pool
9/10/21	2	L.F.	Lightning strike knocked out door access, worked on restoring access
9/12/21	2	B.M.	Emergency Call out - reset motor that was tripped and small pool, tested and balances chemicals, cleaned pool
9/13/21	2	F.S.	Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles
9/13/21	6.5	B.H.	Pressure washed bathrooms and sidewalks
9/14/21	2	L.F.	Adjusted timer for amenity center lights, inspected dead trees behind home owners house, inspected bathrooms for vandalism
9/14/21	3	R.W.	Removed debris and inspected all lakes and outfall structures
9/14/21	3	D.J.	Removed debris and inspected all lakes and outfall structures
9/15/21	2	F.S.	Changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles
9/17/21	8	L.F.	Painted windowsills in fitness center, touch up paint in rental area, replaced door handle in rental area, picked up supplies
9/20/21	6.5	B.H.	Pressure washed sidewalks and curbs
9/20/21	2	F.S.	Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles
9/22/21	2	F.S.	Changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles
9/26/21	2	B.M.	Emergency Call Out - checked chemicals, removed all debris, repairs to equipment, adjusted water level
9/27/21	8	L.F.	Dry wall repairs in bathrooms, picked up supplies, straightened and organized all pool deck furniture, put paper towels dispenser and baby changing station back on the walls
9/28/21	8	L.F.	Sanded and re-mudded dry wall repair, straightened pool furniture, blew leaves and debris off pool deck, playground inspection, raked mulch in playground, inspected and reset breaker at lake fountain, checked and changed trash receptacles, removed debris from amenity center, common areas, pool, playground and roadways
9/29/21	5	L.F.	Sanded and re-coated drywall repair in bathrooms, picked up light supplies, repaired light fixture on amenity center, replaced broken light fixture at front entrance, changed and restocked dog waste receptacles
9/29/21	2	F.S.	Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles
9/30/21	5	L.F.	Sanded and painted dry wall repairs in bathrooms, put baby changing station back on wall, cleaned up dry wall mess, straightened and organized pool deck furniture, removed debris from amenity center, common areas, pool, playground and roadways
9/30/21	3	R.W.	Removed debris and inspected all lakes and outfall structures
9/30/21	3	D.J.	Removed debris and inspected all lakes and outfall structures
<b>TOTAL</b>	<u><u>114.5</u></u>		
<b>MILES</b>	<u><u>267</u></u>		

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 10/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS				
	8/30/21	Ryobi Surface Cleaner	80.47	L.F.
	8/30/21	Ryobi Pressure Washer	343.85	L.F.
	8/30/21	Paper Towels 12 rolls	32.17	L.F.
	8/30/21	Toilet Paper 30 rolls	37.92	L.F.
	8/30/21	2 Gallon Gas Can	22.97	L.F.
	8/30/21	100' Hose (2)	75.85	L.F.
	8/30/21	Hose Reel Cart	45.98	L.F.
	9/9/21	Short Cut Brush (2)	13.50	L.F.
	9/9/21	Schlage Door Handle	66.65	L.F.
	9/17/21	Short Cut Brush	6.75	L.F.
	9/17/21	32oz Paint	22.98	L.F.
	9/17/21	Behr Paint 128oz	29.88	L.F.
	9/17/21	Balbao Door Handles (2)	66.63	L.F.
	9/27/21	10x2-1/2" Screws	12.05	L.F.
	9/27/21	Sanding Screen 10pk	14.61	L.F.
	9/27/21	Shims	6.88	L.F.
	9/27/21	Pull Toggle Anchors 12pk	14.66	L.F.
	9/27/21	1 Gallon Joint Compound	8.36	L.F.
	9/27/21	Pull Toggle Anchors 6pk	7.48	L.F.
	9/27/21	Taping Knives 3pk	4.53	L.F.
	9/29/21	Ryobi Fan Blower	113.85	F.S.
	9/29/21	15W Flood Light	50.23	L.F.
	10/7/21	Pull Toggle Anchors 12pk	15.77	L.F.
		<b>TOTAL</b>	<b><u>\$1,094.00</u></b>	

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

3 GOVERNMENTAL MANAGEMENT SERVIC

11/19/2021

CHECK #: 002171

INV DATE	INV#	AMOUNT	DISCOUNT	NET	
20211101	224	3,625.00		3,625.00	NOV MANAGEMENT FEES
20211101	224	100.00		100.00	NOV WEBSITE ADMIN
20211101	224	150.00		150.00	NOV INFORMATION TECH
20211101	224	83.33		83.33	NOV DISSEM AGENT SRVS
20211101	224	.45		.45	OFFICE SUPPLIES
20211101	224	15.97		15.97	POSTAGE
20211101	224	34.95		34.95	COPIES

TOTAL

\$4,009.70

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

3 GOVERNMENTAL MANAGEMENT SERVIC

11/19/2021

CHECK #: 002171

INV DATE	INV#	AMOUNT	DISCOUNT	NET	
20211101	224	3,625.00		3,625.00	NOV MANAGEMENT FEES
20211101	224	100.00		100.00	NOV WEBSITE ADMIN
20211101	224	150.00		150.00	NOV INFORMATION TECH
20211101	224	83.33		83.33	NOV DISSEM AGENT SRVS
20211101	224	.45		.45	OFFICE SUPPLIES
20211101	224	15.97		15.97	POSTAGE
20211101	224	34.95		34.95	COPIES

TOTAL

\$4,009.70

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RIDGEWOOD TRAILS CDD  
5385 NORTH NOB HILL ROAD  
SUNRISE, FL 33351WELLS FARGO BANK, NA  
CORAL SPRINGS FL

002171

63-643/670

954/721-8681

DATE  
11/19/2021AMOUNT  
\$4,009.70\*

FOUR THOUSAND NINE DOLLARS &amp; 70 CENTS \*\*\*\*\*

PAY  
TO THE  
ORDER  
OF:  
GOVERNMENTAL MANAGEMENT SERVICES  
475 WEST TOWN PLACE STE 114  
ST AUGUSTINE FL 32092Mailee Sels  
AUTHORIZED SIGNATURE

002171 0670064321 20000281684720

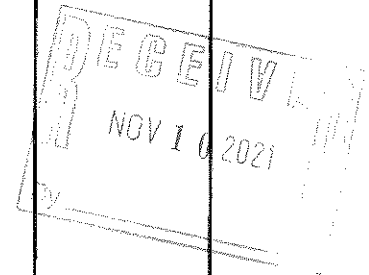
**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 224**Invoice Date:** 11/1/21**Due Date:** 11/1/21**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - November 2021 1,310,573.340		3,625.00	3,625.00
- Website Administration - November 2021 1,310,573.35200		100.00	100.00
Information Technology - November 2021 1,310,573.357		150.00	150.00
Dissemination Agent Services - November 2021 1,310,573.313		83.33	83.33
Office Supplies 1,310,573.510		0.45	0.45
Postage 1,310,573.420		15.97	15.97
Copies 1,310,573.425		34.95	34.95
<b>Total</b>			<b>\$4,009.70</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,009.70</b>



RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211117 11172021

82 MATTHEW MCREE

AMOUNT DISCOUNT

120.00

NET

120.00 11/17/21 SECURITY

11/19/2021

CHECK #: 002172

TOTAL

\$120.00

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

INV DATE INV#

20211117 11172021

82 MATTHEW MCREE

AMOUNT DISCOUNT

120.00

NET

120.00 11/17/21 SECURITY

11/19/2021

CHECK #: 002172

TOTAL

\$120.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

002172

RIDGEWOOD TRAILS CDD  
5385 NORTH NOB HILL ROAD  
SUNRISE, FL 33351

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

63-643/670

954/721-8681

DATE

11/19/2021

AMOUNT

\$120.00\*

ONE HUNDRED TWENTY DOLLARS & 00 CENTS \*\*\*\*\*

PAY  
TO THE  
ORDER  
OF:

MATTHEW MCREE  
4755 LEOPARD CIR  
MIDDLEBURG FL 32068

*Matthew Mcree*

AUTHORIZED SIGNATURE

002172 067006432000028168472

**Sgt. Matthew McRee**

4755 Leopard Cir  
Middleburg, FL 32068  
(904) 591-8216

**INVOICE**

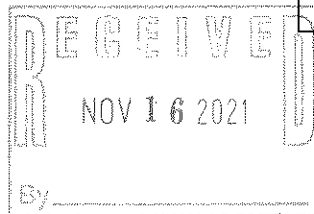
INVOICE DATE: 11/17/2021

TO:  
RIDGEWOOD TRAILS CDD  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FLORIDA 32092  
904-239-5309

FOR:  
BPEREGRINO@GMSNF.COM DISTRICT ACCOUNTANT  
BERNADETTE PEREGRINO

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11/17/21	I conducted property checks for both Amenity Center areas multiple	1400-1800	4.0	\$30.00	\$120.00
	Times and there were no issues. My checks on the main field revealed no issues as well. No issues at pools, gym, or bathrooms.				
	I conducted roving checks throughout all phases of the neighborhood and did not observe any traffic/pedestrian violations.				
	I was present while children were coming home from school and citizens driving home from work. Though there was high vehicle and foot traffic, no obvious issues were observed.				
	While checking new construction areas, I did not observe any issues or traffic hazards and no suspicious activity.				
	There were no calls for service during my shift. Residents appeared to be following neighborhood rules and kept the visible area clean.				
TOTAL					\$120.00

Make all checks payable to Matthew McRee



1,320.572,345  
82A

THANK YOU FOR YOUR BUSINESS!

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/26/21	00058	10/04/21	2021-075 202110 600-53800-60100 INSTL FLOWER PRINTS-PVC	GIGLIO SOUTH SIGNS, INC	*	1,140.00	
							1,140.00 000019
						TOTAL FOR BANK D	1,140.00
						TOTAL FOR REGISTER	1,140.00

GIGLIO SOUTH SIGNS INC


2465 BISHOP ESTATES ROAD  
SAINT JOHNS, FL 32259

# INVOICE

DATE	INVOICE #
10/4/2021	2021-075

<b>BILL TO</b>
Azalea Ridge
<i>Ridgeview Trails CDD</i>

<b>SHIP TO</b>

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	PHONE	FAX
	Net 30	SE	10/4/2021		904-288-7667	
ITEM	DESCRIPTION	QTY	PRICE	AMOUNT		
Custom Sign Pack...	15.75" x 15.75" Custom High Gloss Flower Prints on 1/2" PVC Price includes Installation 58D <i>B. Hupke 10-4-21</i> <i>Capital Outlay</i> <del>007.330.5380.6000</del> 032 <i>032-600.538.601</i> <i>58D</i> 	4	285.00	1,140.00		
Please note new billing address. THANK YOU!					<b>Total</b>	\$1,140.00

<b>Balance Due</b>	\$1,140.00
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