

**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.
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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.

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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.

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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 1st.

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

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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.

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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.

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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.

DocuSigned by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Marty Genska

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Chairman/Vice Chairman