

MINUTES OF MEETING
RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 4, 2022 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present and constituting a quorum were:

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

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel
Melissa Brown	Amenity Manager
Jerry Lambert	RMS
Jay Soriano	GMS
Doug Hill	Tree Amigos
Jim Proctor	Tree Amigos

The following is a summary of the actions taken at the May 4, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2022-02
Instructing the clay County Supervisor of
Elections to Conduct the District's 2022
General Election**

Ms. Giles stated Resolution 2022-02 instructs the supervisor of elections to conduct the district's election in accordance with Chapter 190, Florida Statutes. The term of office for the

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individuals to be elected to the board in November is for four years and the seats that are up this election is seat 2 Yolanda Nolte’s seat and seat 4 Jacqui Proctor Miller’s seat.

On MOTION by Ms. Barnes seconded by Mr. Genska with all in favor Resolution 2022-02 was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-03 Designating Registered Agent and Registered Office

Ms. Buchanan stated this is an administrative resolution and just changes the firm that is your registered agent, it was Hopping Green & Sams and is now Kutak Rock and it stays with me, as registered agent so it is a housekeeping item.

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor Resolution 2022-03 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Riverside Management Services Proposal for Fiscal Year 2023

Ms. Giles stated item five is consideration of a proposal from Riverside Management for fiscal year 2023.

Mr. Soriano stated this is your annual selection of all our vendors that we go through and ask for expected increases for staffing or whatever their services apply and that goes into our budgeting process.

Mr. Genska asked what is the facility assistant?

Mr. Soriano stated this is new and you have talked about this briefly in the past and this is help for Melissa. She comes here seven-days a week and she is your only staff person onsite and this is a way to help her out for weekends and mostly in the summer. We have a set amount of hours in there and if you think we need more we will use them and if you don’t you don’t pay for those hours.

On MOTION by Ms. Miller seconded by Ms. Barnes with all in favor the proposal from Riverside Management for fiscal year 2023 was approved.

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SIXTH ORDER OF BUSINESS**Consideration of Updated Proposal from Vector for Access Control**

Ms. Giles stated we have the cameras with Vector then they made a proposal for access control and the board approved that several months ago and we sent a termination letter to Alpha Dog, your current provider. We had an agreement with Alpha Dog for five years and sent the termination letter and they said, thanks, please go ahead and make your payment for the next three years. We brought in district counsel and the owner of Alpha Dog reached out and said I understand, I want to work with you, why are you dropping me and I said simply because we want to have one company doing both the cameras and access control. He said pay your bill and we will terminate and I will work to have a seamless transition with Vector for access control. He is proposing we pay the bill for the period from November 1, 2021 through October 31, 2022 and I propose we pay the bill and terminate Alpha Dog October 31, 2022 and start with Vector on November 1. That seems fair and in the meantime Vector's rates have gone up; Vector's original rate was \$3,230 and is now \$4,219 to install and \$195 includes maintenance and web posting.

Mr. Genska the monthly charge was \$135 and that is now \$195. Is this a cloud-based system that is more expensive than hard wired? If that was the way he was going, why wasn't that discussed?

Ms. Giles stated I would have to look at your March agenda package to see what was originally in there. The email is in your packet and it says, there has been a cost increase of the hardware for the ADC access 2 board expansion unit. Also, your system is cloud based and has a \$5.00 a door monthly fee.

Mr. Genska asked it was listed previously, why has it come up now?

Ms. Buchanan stated I don't think he is going to change it. If you are eager to move forward I don't know that this is going to change anything.

Mr. Genska stated I would like an answer; I'm not saying we need to postpone or stop it.

Ms. Giles stated I think what I need from the board is, do you still want to go with Vector for access control and if you do, do I have permission to work with Alpha Dog to adjust that termination from 4/2 to 10/31, which carries through our current fiscal year and then we start with Vector Access Control in November? On your behalf can I work with Alpha Dog?

Mr. Genska stated yes, and my reasons are we owe this bill from October anyway and that is only fair because if the agreement was signed for five years we are getting out earlier. The other

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part is we are staying with Vector because I wouldn't want two different security systems here. In my professional career I know when you have multiple vendors you get finger pointing.

Ms. Giles stated I will find out the \$5 a door charge.

Ms. Buchanan stated if it is cloud based you will pay less upfront and pay more on a monthly basis compared to a higher investment in equipment upfront with a lower tail of maintenance.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-04 Approving the Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing Date for Adoption

Ms. Giles stated Resolution 2022-04 approves the proposed fiscal year 2023 budget and sets the public hearing date for adoption. Once we approve the budget we will provide a copy to Clay County as required by Chapter 190, Florida Statutes and set a public hearing no sooner than 60 days afterwards. We propose to have the public hearing July 6th, which is your next meeting and that gives us 60 days to submit the certified assessment roll to be added to the tax roll.

The exhibit to the resolution is the proposed budget and has three funds, the general fund budget and that is the operating funds for the district, the debt service funds that shows the debt service with the interest and principal payments on the 2007A Bonds and the capital reserve fund, which are the funds set aside for the capital assets. Using that as a guide we have plugged in \$35,525 into the budget for capital reserves. You can put more money towards that if you want to but that is the minimum your reserve study recommends. This is where you paid for the playground equipment you installed last year and if the board approves another set of playground equipment this is where that money will come from.

The last time Ridgewood Trails had an increase was for fiscal year 2020 and the proposed budget has a proposed increase in assessments. There are several factors influenced the need for an increase, including the increase in cost of all services, products and labor costs, fuel and inflation right now is 8.5% and is the highest it has been in over 40-years. The assessments we are going to go over tonight is an average of \$20-\$25 per month, \$20 if you have a 50-foot lot and \$25 for a 60-foot lot. This is the high proposed budget number and if you decide you don't want to go to Vector for access control that will reduce that budget line a little bit, which will slightly

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reduce the overall assessments. We can dig as deep into the budget as you want or we can take specific questions.

Ms. Barnes stated the special event budget went up to \$10,000 and I think that is a little low. They want more and to get more we have to put more money into the budget and this is their community.

Mr. Soriano stated with this process tonight we can go up now; after tonight we can't go up and there is going to be an increase and you will have a lot more residents in the room, even though they are asking for that somebody has to pay for it. If there are things you want in there, this is the time for the discussion.

Ms. Giles stated last year's budget was \$6,300 and the column next to it is currently what we have spent and we don't have the funds to do any summer events. Jay, Melissa and I spoke specifically about this one and had a lengthy discussion of what it should go up to and what does some of your sister districts look like and what is their budget and what do their special event activities look like and we came up with \$10,000 but as Jay said we can make it \$12,000.

Ms. Barnes stated with more money she could do more for the community. 4th of July is huge in this community and we put on our own show; we could have hot dogs and cold drinks up here.

Mr. Soriano asked what amount were you thinking?

Ms. Barnes stated \$15,000 but if anyone thinks it should be higher that is okay.

Mr. Soriano stated we can move that up to \$15,000.

Ms. Miller stated on Azalea Ridge going towards Green River there is a space that is totally dark and I think we need at least two lamp posts.

Ms. Buchanan stated you will have to have the utility to put the poles in.

Mr. Soriano stated they will charge us per pole and it is a few thousand per pole. I believe we would do that under repair and replacements, and that line is low. You are starting to put age on the facility and you are going to see more repair and replacements every year. It is \$8,000 now and you are over, due to repair of vandalism and things like that. We went up to \$15,000 and if you think we need more money we can do that.

Mr. Soriano stated another \$10,000 someplace to protect us. We can put it in repair and replacement for now. We weren't trying to take every line high as much as possible, we wanted to hear from you and if that is what you think we need that is what we will put in there.

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Ms. Giles stated my note is to increase the repair and replacement line by \$10,000.

Ms. Nolte stated I attended the HOA meeting and they wanted me to bring to this board is they were going to donate to our events, but they wanted to know how much we would like them to donate.

Mr. Soriano stated we would be happy to coordinate with them, but I don't think it will change any of these lines.

On MOTION by Ms. Barnes seconded by Mr. Genska with all in favor Resolution 2022-04 was approved as amended.

EIGHTH ORDER OF BUSINESS

Update Regarding New Camera Install and Connection to Clay County Sheriff Office

Ms. Giles stated this is taking a little longer than expected and we need to be connected to a system called Stratocast, another subscription based product that sends the video feed to the Clay County sheriff's Office. Melissa reached out to the point of contact and he was able to determine that Clay County has a converter they can use instead of us paying for that subscription. Now they are waiting for those converters to come in and they will let us know.

NINTH ORDER OF BUSINESS

Update Regarding Additional Vegetation Along Entrance from Blanding Boulevard

This item taken later in the meeting.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager – Report on the Number of Registered Voters 1,276

A copy of the letter from the supervisor of elections indicating there are 1,276 registered voters residing within the district was included in the agenda package.

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D. Operation Manager’s Report –Report

1. Report

Ms. Brown reviewed the Operation Manager’s monthly report, copy of which was included as part of the agenda package.

2. Landscape Quality Inspection Report

A report on the landscape maintenance, was included as part of the operations report.

3. Playground Proposals

Proposals were reviewed with no action taken at this time.

E. Amenity Manager

Mr. Soriano presented landscape proposals and the board took the following action,

On MOTION by Mr. Genska seconded by Ms. Nolte with all in favor proposal #17569 from Tree Amigos for entrance and exit at Blanding Boulevard in the amount of \$3,225 to be taken out of landscape contingency was approved.

On MOTION by Ms. Nolte seconded by Mr. Genska with all in favor proposal #17570 from Tree Amigos in the amount of \$5,100 for the center island at Blanding entrance to be taken out of landscape contingency was approved.

Mr. Soriano stated the chairman can make decisions for a percentage of certain line items for repair and replacement, landscaping and things like that. If there are things such as a \$2,000 quote and it is something you wanted to get done and we have the \$2,000 we want to give Melissa an amount she can spend and not wait for the next meeting. We want to discuss that and see what that amount should be.

Ms. Giles stated to clarify, that allows Melissa to make those purchase or repairs and replacements during the time between meetings and how she does that is with an invoice and checks. She does have a district credit card for emergencies only and that comes with limits she

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is only allowed to spend \$500 without speaking to the district manager or to the chair to authorize anything on that credit card. You would be allowing her to do the day-to-day operations between meetings and the dollar amount needs to be discussed tonight.

Mr. Soriano stated most of our districts run from \$1,500 to \$2,500.

Mr. Genska stated we talked about it months ago but I don't think anything happened. I would like to start off with \$1,500.

On MOTION by Ms. Barnes seconded by Ms. Nolte with all in favor Ms. Brown was given the authority to spend up to \$1,500 between meetings.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests and Public Comments

Mr. Genska stated send me a text when you can give me a tour.

Ms. Brown stated I will do that.

TWELFTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the March 2, 2022 Meeting

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor the minutes of the March 2, 2022 meeting were approved.

B. Balance Sheet & Income Statement

C. Assessment Receipt Schedule

D. Approval of Check Register

On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor the check register was approved.

THIRTEENTH ORDER OF BUSINESS Next Meeting Scheduled for Wednesday, July 6, 2022 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida

Ms. Giles stated the next meeting will be July 6, 2022 at 6:00 p.m. in the same location and that will also be the budget hearing.

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On MOTION by Mr. Genska seconded by Ms. Barnes with all in favor the meeting adjourned at 7:34 p.m.

DocuSigned by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Marty Genska

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Chairman/Vice Chairman