

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, September 7, 2022 at 6:05 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
William Barnhouse	Supervisor
Dennis Schroyer	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Jay Soriano	GMS

The following is a summary of the actions taken at the September 7, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:05 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Proposals for Landscape and Irrigation Maintenance Services

Mr. Soriano stated at the last meeting I was directed to go out with an RFP for landscape services and contacted your current contractor along with 27 other vendors. We had a walk through on different days with multiple vendors and received four bids for these services, Duval Landscape, Brightview, Koehn Outdoor and United Landscaping. They were given a scope to match with Tree Amigos current scope of work to give you an apples to apples comparison. Prices ranged from \$107,000 to over \$200,000. In a workshop with the vendors we adjusted some of the scope and the vendors came back with new pricing. I created ranking sheets that I provided to the

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board ranking each company. Tree Amigos will be out as of September 15th and we will be without a vendor for two weeks. The first ranked firm is Brightview with 90.92 points, Duval is second with 89.08, United Landscape is third with 78.86 and Koehn Outdoor had 53.82. You can accept or decline the ranking sheet.

Mr. Genska stated the new vendor is going to be playing catchup.

Mr. Soriano stated they are all aware of that.

Mr. Genska stated when I went through the proposals I kept coming back to Duval and Brightview. Brightview put a lot of effort into their proposal and they already have a presence here.

Mr. Schroyer stated to me Brightview and Duval are equal, but I lean towards Brightview.

Ms. Nolte stated I agree, I would like to go with Brightview.

Ms. Buchanan stated since this was an informal process you have a lot of flexibility to decide on what you think is best for the community.

On MOTION by Mr. Schroyer seconded by Mr. Genska with all in favor the proposed ranking was accepted and district counsel was authorized to prepare and agreement with Brightview in the amount of \$123,504.

FOURTH ORDER OF BUSINESS

Ratification of Agreement with Riverside Management Services for Fiscal Year 2023

Ms. Giles stated the board approved the agreement with Riverside Management Services for fiscal year 2023 at the May meeting and I am looking for ratification of that agreement.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with all in favor the agreement with Riverside Management for fiscal year 2023 was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-08 Declaring Board Seat Vacancy (Seats 2 and 4)

Ms. Giles stated Resolution 2022-08 declares board seat vacancies in seat 2 and 4. The qualifying period to run for the two open seats was in June and no one qualified for those two seats. Those seats are held by Supervisor Nolte and Supervisor Miller. We are required by statute to declare the vacancies and those seats become available for appointment the second Tuesday

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following the election, which is November 22nd. The current supervisors will hold over until the board makes that appointment; the statute encourages you to fill those positions within 90-days of that second Tuesday in November. You can solicit residents who are interested in being appointed to those two seats or if the two supervisors want to stay that is also an option.

On MOTION by Ms. Nolte seconded by Mr. Schroyer with all in favor Resolution 2022-08 was approved.

SIXTH ORDER OF BUSINESS

Discussion of Access Control

Mr. Soriano stated I have been working with the new company that took over Alpha Dog, they are called High Tech. I have a quote to install the bathroom doors in the pool building and the total was higher than Vector, but we didn't have to sign a long-term contract. Vector is \$190 a month and High Tech is \$135 and you can sign a 12-month contract. The total amount is \$4,976.72 and would add \$20 a month to monitor those two doors. You do own the equipment.

On MOTION by Mr. Genska seconded by Mr. Schroyer with all in favor the 12-month monitoring contract with Alpha Dog/High Tech was approved.

On MOTION by Mr. Barnhouse seconded by Mr. Genska with all in favor the proposal for installation of access control for two doors in the amount of \$4,976.72 with Alpha Dog/High Tech was approved.

Ms. Giles stated I will send this to Katie so she can draft the agreement and circulate that for signature.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

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C. Manager

There being none the next item followed.

D. Operation Manager's Report

1. Report

Mr. Soriano gave an overview of the operation manager's report, copy of which was included as part of the agenda package.

A resident stated in August we had to cancel our teen event because we didn't have lifeguards for the event. We want to give the teens an event on September 17th and there is a reservation for the amenity center and small pool the same day. That party will be over when we want to do the teens event and the person renting is one of my committee members. We want to start a scavenger hunt around 5 p.m. throughout the Great Falls Loop area, then go right into the teens pool party 6 to 9. Bryce and Rob have agreed to be the lifeguards so we can have the slide open that evening. Another committee member will provide music for the teens.

Mr. Soriano stated the board will have to privatize the pool for a one-time event.

Mr. Schroyer stated all expenses should be borne by the HOA.

It was the consensus of the board to allow the teens event on September 17, 2022 as outlined above.

Pergola

Mr. Soriano stated we have put up the posts, but the pergola is not in great shape and multiple uprights need to be replaced. The front ones were not square and pushed backwards on the pergola. It was not all termite damage, much of it was water damage and rotted wood. I told you I would do that portion for free, but I can't continue to work on it.

Mr. Barnhouse asked do we really need it? It sounds like you would rather tear it down and be done with it.

Mr. Soriano asked do you want me to spend more money on it and take care of the other three legs or take it down? I looked at the capital projects and the pergolas were not on there. The wood is about \$2,000, to get pressure treated wood is \$9,000.

Shade sails may be a better alternative to the pergolas and I can bring back pricing at a future meeting. I can take the damaged pergola down.

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Ms. Giles asked is the board giving Jay guidance to demo the three pergolas?

Mr. Genska stated just the first one and minor repairs on the other ones but if it is not going to be cost beneficial we will take them down. We are at the end of summer.

Gym equipment and flooring

Mr. Soriano stated we are looking to replace fitness equipment in the fitness room. I would like to replace some of those, a multi-machine with four stations and they make a smaller version. This is a refurbished machine and has a warranty and re-powder coated and it is \$10,000. The other machine that causes a lot of problems is the elliptical and it is old and not the greatest commercial quality. There is refurbished equipment of a commercial quality brand in the \$3,000 range and have a warranty.

I'm looking for guidance on the purchase of a machine. If we were to buy two refurbished ellipticals that is between \$7,000 and \$8,000 for both. The multi-unit machine that has four stations is \$10,000 and I need a quote to ship it. Together that is about \$18,000 for those pieces and we do have money in the capital reserve for replacement. Right now those machines are not slated to be replaced until about 2030. We do have money to replace the flooring and that is about \$1,500.

<p>On MOTION by Mr. Genska seconded by Mr. Barnhouse with all in favor staff was authorized to replace the gym flooring and purchase a refurbished multi-purpose machine and two elliptical machines in an amount not to exceed \$21,000 and Supervisor Barnhouse was authorized to work with staff on this item.</p>

2. Monthly Quality Inspection Report

There being none, the next item followed.

E. Amenity Manager – Trespassing/Vandalism Witness Statements

Ms. Giles stated it is the board's decision if they want to do the suspension for this minor child and for how long. What kind of guidance do you want to provide for Jay and myself with the suspension letters. I don't know if this board has ever done a suspension letter. In the last year and a half it hasn't but typically something happens, it is given to the amenity manager or operations manager, he submits that to myself and district counsel, we draft a suspension letter

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that is effective immediately until the next board meeting. At that next meeting the individual can present their side of the story and the board can continue the suspension, they can say time served, and move forward with the suspension how they see fit to fit the act.

The board discussed suspending the minor child, suspending the entire family, length of suspension, and consequences of the minor child entering the amenities once suspended.

Ms. Giles stated the suspension letter will state that minor child is suspended from all the amenities and if the minor child enters the amenities they are trespassing and they have the opportunity to attend the next meeting on November 2 to present their side of the story and at that hearing the board will make a decision as to what to do.

Ms. Buchanan stated we first need to know how long the board wants the suspension to run and given that you don't meet monthly it is inconsistent for us to say you are suspended for 30-days and if you want to appeal that come to the November meeting. If you are looking at a suspension that is likely longer than November, then they can come to the November meeting and request the board reevaluate your suspension at that time. If you are looking at something shorter than we would probably delegate authority to the district manager or amenity manager to reevaluate the suspension in connection with the chair's input or something like that.

Mr. Genska stated suspend until the next board meeting?

Ms. Giles stated I will initiate the suspension letter tomorrow that will be effective until the next meeting date, November 2nd and tell them there is a hearing on November 2nd and they can present their side of the story.

Mr. Soriano stated I need Katie' guidance. One of those events one of the members was here and damaged the gates and it is going to be a few hundred dollars. Generally, when they are residents we can ask to pay for that and it is hard when they are not. I don't know if we can pass it on to the resident they were here with.

Ms. Buchanan stated if someone has caused the damage we can say you remain suspended until you remit payment to the district for the damage, but we need to be comfortable that that damage was in fact caused by the individual.

Ms. Giles stated the damage wasn't caused by the resident but by a guest of the resident.

Ms. Buchanan stated I do think your policies say that each patron is liable for any damage by guests or members of their family.

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Mr. Soriano stated I will bring the bills for that damage because that would be part of that hearing and it drags this out until the bill is paid.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Public Comments

Mr. Schroyer asked why can't we get residents on volunteer committees to get quotes together and present them? Get the community involved in what is going on in the CDD, it gives people more of an understanding of what is going on and gives them a sense of community pride.

Mr. Soriano stated we have districts that break up the board seats where someone has a specific area they deal with such as the amenity area. That board member can have a group of volunteers to help with those things. We would do that through the board members, not the residents.

Ms. Giles stated the authority resides with the five board members.

Mr. Barnhouse stated we have six beds that are irrigated. If we have six residents adopt that area and they come up with what they want to plant there they can come to the board and say what they want and it would be cheaper for us to get a plant in there and say it was donated by whomever.

Mr. Soriano stated I will go out and make sure they don't damage the irrigation and that will be one less bill from Brightview.

Ms. Giles stated we have to be careful of the insurance policy. As Jay said earlier, this is an option and we can have your insurance company give you a new quote to cover the residents' involvement. It depends on the level of volunteering and it comes at a cost, but it can be done.

Ms. Nolte asked for the two weeks we don't have a landscaper, can I mow?

Mr. Genska stated I do the easement behind my house all the time.

Mr. Soriano stated on some of those it is CDD property and you should never be on anybody else's property. It is helpful but those are the times I want to say no.

Ms. Nolte asked can you explain why it is discouraged that we are on Facebook answering questions?

Ms. Buchanan stated this goes back to the requirements of the sunshine law adopted by the State of Florida and essentially the sunshine law requires that board members don't have conversations about board matters outside of the public meeting. It has to be a publicly advertised meeting, there have to be meeting minutes that are recorded and all of this is to make sure that the

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decisions the board members make are in the sunshine. What could happen on Facebook is twofold, the first is that if a supervisor comments on a Facebook post and then another supervisor comments that turns into a written conversation and is essentially a violation of the sunshine law. The second reason we discourage posting on Facebook is because any time a board member makes a public statement in connection with the district that statement then becomes a public record and it is very hard to remember to pull comments from Facebook posts to post it with the district's files and keep them with the recordkeeping requirements of the State of Florida.

Ms. Nolte stated I wanted it on the record that we are not ignoring folks.

Ms. Giles stated all the board members' email addresses are on the Ridgewood Trails CDD website.

A resident stated I notice in Phase 3 there are trees planted at the road have rotted and fallen down and residents have taken them away or cut them down because they disintegrated and other trees are dying. The irrigation is not working over there.

Mr. Soriano stated there is no irrigation over there. The only irrigation is at the entry and the amenity center. When they installed the trees they had bubblers and were hooked up to water meters that were out there that are going to end up going on someone's house, the developer pays for all of that.

A resident asked what are we supposed to do?

Mr. Soriano stated we have to depend on the rain and runoff from people's houses.

A resident stated the trees in front of people's houses are not the problem because they get water, but I'm more concerned about the ones not in front of a house.

Mr. Soriano stated we are going to have a new landscape contractor now and I can go through with them and tree counts.

A resident asked is the landscape contractor taking care of our entrance as well?

Mr. Schroyer stated no, we own that entrance.

A resident stated we need to consider discussing security lighting.

Mr. Genska stated I totally agree.

Ms. Young stated we had emailed to reserve the amenity center for Veterans Day. We have a lot of active duty and retired veterans in the community. It would be at an HOA cost to have coffee & donuts for a few hours for anyone who has served.

Mr. Genska stated your request is that it be reserved.

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Ms. Young stated yes. We brought up before about putting a shed for storage on CDD property. The HOA would purchase the shed.

Mr. Genska stated you want to purchase a shed and put it on C DD property. Jay is aware of it.

Ms. Young stated the HOA will have to gift to the CDD and then the CDD will have to put it on their insurance and take on the liability. I did speak to Melissa about it and she said the insurance would cover the structure but not the contents. Before the HOA purchases anything we need permission from the CDD to have that shed and for you to take the responsibility for it. We are looking at 20 X 20.

Mr. Soriano stated that is a big shed, that would be a big asset as it would be given to the CDD. Basically, we are giving them a usage contract; we don't cover anything inside. If someone were to break into the shed the CDD doesn't have to replace that.

A resident stated you are paying an insurance company just like I am at home and all the stuff inside is insured.

Mr. Soriano stated the deductible is going to kick in. There won't be an increase this year but there will be next year and they will ask what is stored there. I need to finalize the shed and the location and that will come to the board for approval.

Ms. Young asked if the HOA purchased the shed, is the CDD willing to take that responsibility?

Mr. Genska stated we have to check where it is going to be.

Mr. Soriano stated unless you are talking about something flimsy you are talking about a foundation and everything that has to go out there.

Ms. Young stated according to our insurance company everything we purchased included the blowup would have to be given to the CDD.

Mr. Genska stated that is different. There is more to this than I thought.

Mr. Soriano stated blowups come with a lot of liability.

Ms. Buchanan stated the insurance company has forms they provide so it wouldn't be a lot of expense, but it is not necessarily practical to give that every time you have it, otherwise it would be an agreement.

Ms. Young asked is the CDD willing to take that on and if so I will bring it to the next HOA meeting, but if you are squashing it there is no reason for me to bring it up?

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Mr. Genska stated we can't give you an answer without a lot more information.

Ms. Schroyer asked we have two retention ponds in our area, which I believe some of the runoff from your neighborhood goes into our retention ponds also. Would you be willing to have whatever contractor you have such as Lake Doctors take care of our ponds as well?

Mr. Soriano stated those two ponds are not part of our system and are not connected to ours. When the developer paid the bond fees and took ownership of the road, they took all those and separated them out. Getting in to treat it creates a problem because now you are going onto someone else's property.

Ms. Schroyer stated our portion of the CDD pays so much into the CDD yet we get not a whole lot in return. If we had the ponds taken care of that would be helpful and we could feel that we got a little back for the money we have paid to the CDD.

The other thing I want to discuss is you are talking about cutting down that area where are the powerlines are located. This is a problem we have had in Freedom, we have people who will enter Freedom through that area, so those grasses as tall as they are, are welcome to us and we would rather not seen them cut down. I would rather it stay wild.

Mr. Genska stated going in the other direction from you is totally unsightly when people come in.

Mr. Soriano stated when you go back to that pond and beyond going east, we are not going to be able to bushhog. I have been back there and after a while it drops off 12-feet into a gully, we can't go back there with a bushhog. That part we will not do.

Ms. Young asked who do I speak to about the funds for the two events we are putting on?

Mr. Genska stated you will have to speak to Jay for that.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the July 6, 2022 Meeting**
- B. Balance Sheet & Income Statement**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

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TENTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, November 2, 2022 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida

Ms. Giles sated the next meeting is scheduled for November 2, 2022 at 6:00 p.m. at the same location.

On MOTION by Mr. Genska seconded by Mr. Shroyer with all in favor the meeting adjourned at 8:30 p.m.

DocuSigned by:

Marilee Giles

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Secretary/Assistant Secretary

DocuSigned by:

Marty Genska

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Chairman/Vice Chairman