

*Ridgewood Trails  
Community Development District*

*January 10, 2024*

# *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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January 3, 2024

Board of Supervisors  
Ridgewood Trails Community Development District

Dear Board Members:

The Ridgewood Trails Community Development District Meeting is scheduled for **Wednesday, January 10, 2024 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. Organizational Matters
  - A. Acceptance of Resignation from Supervisor Barnhouse
  - B. Discussion of Board of Supervisors Vacancy Announcement
- IV. Discussion of CCSO Clay County Community Connect Update
- V. Consideration of Fence Proposals
- VI. Consideration of Playground Equipment Proposals
- VII. Items Related to the District Engineer
  - A. Acceptance of Resignation from District Engineer
  - B. Consideration of Evaluation Criteria
  - C. Authorization for Staff to Issue RFQ
- VIII. Staff Reports

- A. Attorney – Memorandum Regarding Ethics Training
  - B. Engineer
  - C. Manager
  - D. Operation Manager
  - E. Amenity Manager
    - 1. Report
    - 2. Landscape Inspection Report
- IX. Supervisor’s Requests and Public Comments
- X. Approval of Consent Agenda
- A. Approval of the Minutes of the November 1, 2023 Meeting
  - B. Balance Sheet & Income Statement
  - C. Assessment Receipt Schedule
  - D. Approval of Check Register
- XI. Next Meeting Scheduled for: March 6, 2024 @ 6:00 p.m. at the Azalea Ridge Amenity Center
- XII. Adjournment

**Board Oversight**

*Supervisor Nolte – Landscape*

*Supervisor Genska – Security & Technology*

*Supervisor Shroyer – Maintenance*

*Supervisor Miller – Athletics*

*Supervisor Barnhouse - Aquatics*

*THIRD ORDER OF BUSINESS*

*A.*

**From:** William Barnhouse <[wbarnhouse@yahoo.com](mailto:wbarnhouse@yahoo.com)>

**Subject:** My position on the board.

**Date:** November 30, 2023 at 11:29:15 AM EST

**To:** Marilee Giles <[mgiles@gmsnf.com](mailto:mgiles@gmsnf.com)>

Good morning Marilee, I need to resign my position on the CDD board. My last day in Florida will be December 22, 2023. I am moving back to Ohio to be closer to family. Thank you for all the support and guidance that you have provided to me.

/R

William.

Sent from my iPhone

*FIFTH ORDER OF BUSINESS*



# Sterling Specialties, Inc

7000 US Highway 1 North, Ste 601  
St. Augustine, FL 32095  
Phone: 904-829-5006  
Fax: 904-829-5008

# Proposal

| Date      | Proposal # |
|-----------|------------|
| 10/2/2023 | 2310003    |

| Customer  |
|---|
| Ridgewood Trails CDD<br>3813 Great Falls Loop<br>Middleburg, FL 32068 |

| Project Location               |
|--------------------------------|
| Ridgewood Trails<br>Pool Fence |

| Description  |
|--|
| Furnish and install 684' of 6' Black Commercial 3 - rail Press Point aluminum fence with 1 - 48" and 1 - 60" wide walk gates.<br><b>**POOL GATES**</b><br><br>Option: Shorter Length<br><br>596' of 6' Black Commercial 3 - rail Press Point aluminum fence with 1 - 48" and 1 - 60" wide walk gates.<br>\$29,898.00 |

This proposal may be withdrawn by us if not accepted within 10 days. Any deviations from these specifications will be executed only upon written order, and may become an extra charge over and above the below total. All agreements are contingent upon strikes, accidents or delays beyond our control. Customer agrees that the prices, specifications and conditions listed herein are satisfactory and are hereby accepted. Sterling Specialties, Inc. is authorized to start and complete project as specified; 50% deposit due and balance upon completion. PLEASE NOTE THAT WE DO NOT ACCEPT AMERICAN EXPRESS CARDS. HOA REVIEW FEES WILL BE ADDITIONAL. All past due balances are subject to service charges of 1.5% per month (18% annually), or the maximum permitted by law. Should we have to refer your account to an attorney for collection, the prevailing party shall be entitled to recover all out of pocket expenses, court costs and reasonable attorney's fees.

Additionally, it is the responsibility of the property owner to locate all private utilities including but not limited to gas lines, irrigation, and satellite cables and assumes responsibility for repair to any unmarked private utilities. All materials remain property of Sterling Specialties Inc. until contract amount is paid in full.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Total \$34,132.00**

# Sterling Specialties, Inc

7000 US Highway 1 North, Ste 601  
St. Augustine, FL 32095  
Phone: 904-829-5006  
Fax: 904-829-5008

# Proposal

| Date      | Proposal # |
|-----------|------------|
| 10/5/2023 | 2310039    |

| Customer  |
|---|
| Ridgewood Trails CDD<br>3813 Great Falls Loop<br>Middleburg, FL 32068 |

| Project Location              |
|-------------------------------|
| Ridgewood Trails<br>Pool Gate |

| Description  |
|--|
| Furnish and install 1 - 59" wide walk gate to existing 4' black 2 - rail fence. <b>**POOL CODE**</b> |

This proposal may be withdrawn by us if not accepted within 10 days. Any deviations from these specifications will be executed only upon written order, and may become an extra charge over and above the below total. All agreements are contingent upon strikes, accidents or delays beyond our control. Customer agrees that the prices, specifications and conditions listed herein are satisfactory and are hereby accepted. Sterling Specialties, Inc. is authorized to start and complete project as specified; 50% deposit due and balance upon completion. PLEASE NOTE THAT WE DO NOT ACCEPT AMERICAN EXPRESS CARDS. HOA REVIEW FEES WILL BE ADDITIONAL. All past due balances are subject to service charges of 1.5% per month (18% annually), or the maximum permitted by law. Should we have to refer your account to an attorney for collection, the prevailing party shall be entitled to recover all out of pocket expenses, court costs and reasonable attorney's fees.

Additionally, it is the responsibility of the property owner to locate all private utilities including but not limited to gas lines, irrigation, and satellite cables and assumes responsibility for repair to any unmarked private utilities. All materials remain property of Sterling Specialties Inc. until contract amount is paid in full.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Total \$1,280.00**

# DarmataFence

449 Arthur Moore Dr., Green Cove Springs, FL 32043  
 Email: daniel@darmatafence.com



Proposal 10/06/23

Invoice \_\_\_\_\_

**Ph. 904.333.0981**

**Fax 904.783.6530**

|              |                              |              |                |
|--------------|------------------------------|--------------|----------------|
| Submitted to | Tara Lee for Azalea Ridge    | jobsite      | Community Pool |
| address      | 3813 Great Falls Loop        | address      |                |
| city, state  | Middleburg FL 32068          | city, state  |                |
| phone no.    | 904-214-3346                 | Office notes |                |
| email        | ridgewoodtrailsmgr@rmsnf.com |              |                |

**Site Specifications:**

**Teardown:** Yes No    **Difficulty:** 1 • 2 • 3 • 4 • 5    **Cable Locate:** Yes No

**Slope:** Yes No    **Fasteners:**    **Pool Code:** Yes No    **Gates Swing:** Out

**Material Specifications:** 6'Tall Commerical Grade Black Aluminum - Pressed Spear, 4 Rails, 2.5" Post

|  |   |
|--|---|
|  | Installation of 730' of 6'Tall Commercial Grade Black Aluminum Fencing with (3) Pool Code Walk Gates  |
|  | \$40,500.00   |
|  | *Quote includes installation of 3 walk gates with pool code hardware, but does not include transferring the security locks from the old fence or new security locks. We recommend Atlantic Security (904-743-8444) for this type of work. |

**Deposit:** (\$ 20,250 (50%) ) with payments to be as follows balance on completion.

All material is guaranteed to be as specified. The work will be performed in accordance with the description and drawings above, in a workman like manner.

*Daniel L Darmata, Inc. offers a two-year labor warranty.  
 We do not assume liability for PT Pine Materials that spilt, crack or otherwise change shape overtime.  
 Manufacturer's warranty will be provided at customer request.  
 Lifetime gate adjustments.*

Make checks payable to **Daniel L Darmata, Inc.**  
 Credit Card payments are subject to a 3% fee.  
 Thank You, Annabel Carter  
 Daniel Darmata and Annabel (Darmata) Carter



Top Fence LLC  
4507 Sunbeam Rd  
Jacksonville, FL 32257  
904-999-9779

Proposal For:

Azalea Ridge HOA

Community Pool

This proposal is for the specified fencing for Azalea Ridge HOA. Below will list the specifications of material and scope of project.

- Remove and Haul Off 700 ft of Existing Aluminum Fencing
- Install 700 ft of 6 ft Black Aluminum (3 Rail) with Spear Top (Shown Below)
- Install Two 4 ft Wide Gates
- Install One 5 ft Wide Gate

Your Price Includes:

- Lifetime Warranty on Fence Material
- Our 30 Year Labor Warranty



**Total cost of project as specified above = \$29,500**

**Thank you for the opportunity to earn your business!**

**Devon K**

**Top Fence LLC**

**904-903-1231**

*SEVENTH ORDER OF BUSINESS*

*A.*

October 24, 2023

Ms. Marilee Giles  
Ridgewood Trails Community Development District  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

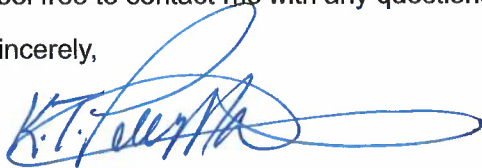
Re: Ridgewood Trails Community Development District  
Resignation of District Engineer

Dear Ms. Giles:

It has truly been a pleasure serving as District Engineer for the Ridgewood Trails Community Development District since its establishment. I have enjoyed seeing it grow to the wonderful community that it is today. Unfortunately, demands on our time now require that we relinquish our position as District Engineer. Please accept this letter as ETM's notice of resignation as District Engineer, effective 30 days from the next meeting. It has been a pleasure working with you, the Board of Supervisors, and the rest of the District staff. We will be happy to work with our successor to provide a smooth transition.

Feel free to contact me with any questions.

Sincerely,



K.T. Peter Ma  
District Engineer





*B.*

**RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

**DISTRICT ENGINEER PROPOSALS**

**COMPETITIVE SELECTION CRITERIA**

- 1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.
- 2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.
- 3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.
- 4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.
- 5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.
- 6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.
- 7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

*C.*

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**

*RFQ for Engineering Services*

The Ridgewood Trails Community Development District (“**District**”), located in Clay County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s infrastructure improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with the [Jurisdiction]; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on \_\_\_\_\_ to the attention of Marilee Giles (by email to: mgiles@gmsnf.com) (“**District Manager’s Office**”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

**Publish on:** \_\_\_\_\_

*EIGHTH ORDER OF BUSINESS*

*A.*

## MEMORANDUM

**To:** Board of Supervisors, Ridgewood Trails Community Development

**From:** District Katie Buchanan

**Date:** January 2, 2024

**Subject:** Ethics Training Requirements

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Beginning January 1, 2024, all Board Supervisors of Florida Community Development Districts will be required to complete four (4) hours of Ethics training each year. The four (4) hours must be allocated to the following categories: two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records law.

This training may be completed online, and the four (4) hours do not have to be completed all at once. The Florida Commission on Ethics (“COE”) has compiled a list of resources for this training. An overview of the resources are described below, and links to the resources are included in this memo.

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the Ethics training requirements. At this time, there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

### **Free Training Options**

The Florida Commission on Ethics’ (“COE”) website has several free online resources and links to resources that Supervisors can access to complete the training requirements. Navigate to that page here: [Florida Commission on Ethics Training](https://ethics.state.fl.us/Training/Training.aspx).<sup>1</sup> Please note that the COE only provides free training for the two (2) hour Ethics portion of the annual training. However, the COE does provide links to free outside resources to complete the Sunshine and Public Records portion of the training. These links are included in this memorandum below for your ease of reference.

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<sup>1</sup> <https://ethics.state.fl.us/Training/Training.aspx>



# KUTAKROCK

## **Free Ethics Law Training**

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

### **State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)**

Click here: [Kinetic Ethics](#)

### **Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction**

Click here: [Business and Employment Conflicts](#)

### **Gifts (50 minutes)**

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

### **Voting Conflicts - Local Officers (58 minutes)<sup>1</sup>**

Click here: [Voting Vertigo](#)

## **Free Sunshine/Public Records Law Training**

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

## **Other Training Options**

### **4- Hour Course**

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

### **CLE Course**

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

If you have any questions, please do not hesitate to contact me.

*E.*

*1.*

1/10/2024

# *Azalea Ridge at Ridgewood Trails*

Community Development District  
Amenity Management Report



**Tara Lee**

AMENITY MANAGER  
RIVERSIDE MANAGEMENT SERVICES, INC.

Ridgewood Trails  
Community Development District

*Amenity Management Report*

January 10, 2024

To: Board of Supervisors

From: Tara Lee  
Amenity Manager

RE: Azalea Ridge Amenity Management Report – January 10, 2024

The following is a summary of items related to the field operations, maintenance, and amenity management of Azalea Ridge.



# Community Updates

## MAINTENANCE

- Installed (4) door blinds at the Amenity Center.
- Installed (3) commercial grade trash cans next to community mailboxes.
- Replaced light up "EXIT" sign in breezeway.
- Replaced all chipped, cracked and broken pool tiles at both pools.
- Replaced damaged electrical outlet and outside cover at the fitness center.
- Re-strapped damaged pool loungers/chairs.
- Decorated Amenity Center and entrances for Christmas
- Repaired and installed exhaust fans in the Amenity Center bathrooms.
- Installed door louvers in pool bathrooms for ventilation.
- Completed French Drain at pool pack.

## EVENTS

- Kids DIY Christmas Event
  - Friday, December 1st from 6pm to 8pm at the Amenity Center Clubhouse.
  - Kids created magical Christmas ornaments.
  - Light snacks and juice were provided.
  - Roughly fourteen residents attended the event.
- First Coast Vendor Village/Santa's Workshop
  - Sunday, December 10<sup>th</sup> from 11am to 3pm.
  - Santa's Workshop was a combined CDD/HOA event.
  - First Coast Vendor provided the community with music, food trucks, bounce house, and roughly twenty-five vendors.
  - Santa's workshop provided pictures with Santa, face painting along with a reindeer making activity for the kids. Treat bags were handed out. Around 150 bags were given out to the kids.
  - Receive positive feedback from the community.
- Collected donations for Safe Animal Shelter
  - November 14<sup>th</sup> through December 20<sup>th</sup> residents were able to drop off donations at the Amenity Center Clubhouse.
  - Several residents donated new and gently used items.
  - Donations were dropped off at Safe Animal Shelter on December 21<sup>st</sup>.

## UPCOMING EVENTS

- Spring Festival (combined CDD/HOA) event
  - Planning to start around the middle of January.

## ROOM RENTALS

- Total number of rentals for November and December: 1
- Total number of rentals tentatively scheduled for January and February: 0

## Completed Projects



*Door louver insallation.*



*New EXIT sign.*



*Installed a new electrical outlet & cover.*

## Completed Projects



*French Drain at pool pack.*





Events

Kids

DIY

Christmas



# Events

## First Cost Vendor Village & Santa's Workshop



# Events

## First Cost Vendor Village & Santa's Workshop



## *Conclusion*

For any questions or comments regarding the above information please contact Tara Lee, Amenity Manager, at [Ridgewoodtrailsmgr@rmsnf.com](mailto:Ridgewoodtrailsmgr@rmsnf.com).

Respectfully,

Tara Lee



2.



# Quality Site Assessment

Prepared for: Ridgewood Trails CDD

## General Information

**DATE:** Wednesday, Nov 22, 2023  
**NEXT QSA DATE:** Monday, Feb 19, 2024  
**CLIENT ATTENDEES:**  
**BRIGHTVIEW ATTENDEES:** Karen Fisher

## Customer Focus Areas

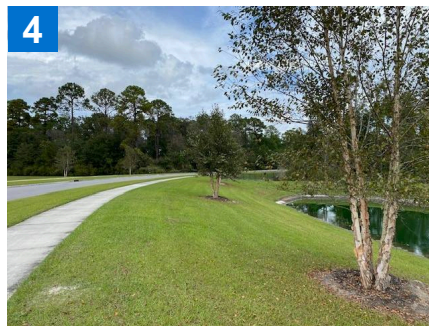
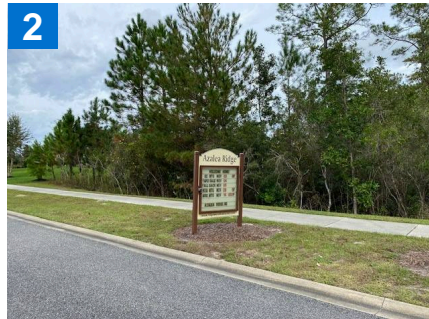
### Quality you can count on.

|   |   |  |  |
|---|---|--|--|
| <h1>7</h1> <p>Seven Standards of Excellence</p> |  <p>1 Site Cleanliness</p> |  <p>2 Weed Free</p>          |  <p>3 Green Turf</p>            |
|   |  <p>4 Crisp Edges</p>        |  <p>5 Spectacular Flowers</p> |  <p>6 Uniformly Mulched Beds</p> |

# QUALITY SITE ASSESSMENT

## Ridgewood Trails CDD

### Maintenance Items



**1** Clubhouse and focal areas are looking sharp ahead of the holiday.

**2** Community message board area is being well maintained.

**3** Pocket parks throughout are looking great, trash and weed free.

**4** Turf is looking great, ant piles have been treated throughout.

### Maintenance Items



**5** The crew is keeping Juniper beds clean and trimmed of the sidewalks.

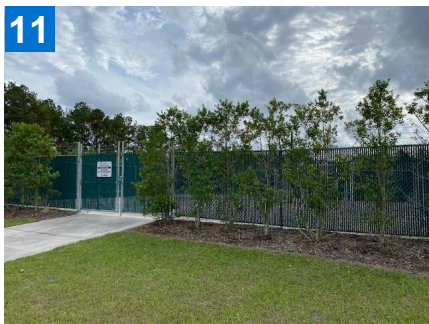
**6** The crew will remove dead juniper on the next detail rotation.

**7** Crew is on top on edging harder to reach areas.

**8** Mowing schedule is in rotation and tree rings are well manicured throughout.



### Maintenance Items



**9** Mail area on Green River Place is in neat order.

**10** The crew is on top of sectional trimming and beds are neat and weed free throughout.

**11** JEA station is being well maintained.

**12** Walking path through the community is clean, trash free and blown off.

*TENTH ORDER OF BUSINESS*

*A.*

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, November 1, 2023, 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 by telephone |
| William Barnhouse     | Supervisor                    |
| Dennis Schroyer       | Supervisor                    |
| Michael Weatherbee    | Supervisor                    |

Also present were:

|                |                               |
|----------------|-------------------------------|
| Marilee Giles  | District Manager              |
| Katie Buchanan | District Counsel by telephone |
| Jay Soriano    | GMS                           |
| Tara Lee       | RMS                           |

The following is a summary of the actions taken at the November 1, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 6:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Mr. Wright's comment card, I would like to find out if it is possible to donate a set of 40-pound dumbbells to the gym.

Mr. Soriano stated I prefer to purchase that type of equipment to get a commercial grade, but we can check them out and if they are good quality and we are not concerned we can put them in the gym.

Ms. Mosley's comment card, community yard sale, as a Freedom resident where can I set up a table to participate in the community yard sale.

Mr. Soriano stated I will leave it up the board, it is a small enough neighborhood they can use this area, your parking lot, but my concern is you open the door you end up having 15 or so families that want to come up here.

Mr. Genska stated generally the community yard sale is limited to the homes, I can't imagine a huge influx at the amenity center. We will leave the location up to staff.

Ms. Giles read into the record a letter from Joanne Phillips, copy of which is attached to the minutes of this meeting which dealt with speeding, more police presence and traffic calming devices.

Ms. Giles stated the board had directed staff about two years ago to look into a traffic calming survey and we did that. I will read from the county's traffic calming survey, how to request one. It talks about you have to conduct a petition and the last bullet comment says, you must have 51% or more property owners sign that petition. We didn't get 51% participation from the residents. I believe the HOA was going to try to do this again.

Mr. Schroyer stated it is not a board issue; that is a county road. Unfortunately, it is up to all the residents and the HOA to go after the county and request the traffic study. If it is warranted, the sheriff will send someone out to take care of it.

**THIRD ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2022 Audit Report**

Ms. Giles stated they did not identify any deficiencies in internal controls considered be a material weakness, there were no findings or recommendations in the prior year or current year. It is a clean audit.

On MOTION by Mr. Genska seconded by Mr. Schroyer with all in favor the fiscal year 2022 audit was accepted.

**FOURTH ORDER OF BUSINESS**

**Consideration of Fence Proposals**

This item tabled.

**FIFTH ORDER OF BUSINESS**

**Discussion of Suspension Letters**

Ms. Buchanan stated generally we ask if anyone is present in the audience that is affected by this suspension. We have staff lay out the facts as they understand them then give the affected party the opportunity to present their case. Once the facts are established the board will discuss

amongst themselves whether the suspension has been sufficiently served, whether they determine alternatives to what was initially imposed or there are additional actions the board would like to take. When you are considering consequences, we like to be consistent in the way we apply our policies and protocols.

Staff outlined the incident, one of the parents spoke on behalf of her children and after discussion the board took the following action:

It was the consensus of the board to suspend the Conner twins and the Ferguson minor for three months with time served.

Staff outlined the incident and indicated that this individual used abusive language, profanity and aggressive behavior such that another adult male had to restrain him.

After discussion the board took the following action:

On MOTION by Mr. Schroyer seconded by Mr. Genska with four in favor and Mr. Barnhouse opposed the suspension for the Lang boy was 12 months considering the time served.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01  
Amending the Fiscal Year 2023 General Fund  
Budget**

Ms. Giles stated we went over budget by \$1,626 and anticipating that we have a few more invoices coming in we are amending the budget to \$564,440.

On MOTION by Mr. Genska seconded by Mr. Barnhouse with all in favor Resolution 2024-01 was approved.

**SEVENTH 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**

There being none, the next item followed.

**D. Operation Manager’s Report**

Mr. Soriano presented a quote from Black Creek Electrical for ventilation fans for the bathrooms in the amount of \$2,371.

On MOTION by Mr. Genska seconded by Mr. Weatherbee with all in favor staff was directed to negotiate with Black Creek Electrical for the ventilation fans in an amount not to exceed \$2,000.

**E. Amenity Manager**

**1. Report**

Ms. Lee gave an overview the amenity management report, copy of which was included in the agenda package.

**2. Landscape Inspection Report**

**EIGHTH ORDER OF BUSINESS**

**Supervisor’s Requests and Public Comments**

Mr. Schroyer asked have we had the Sheriff monitor what was needed to tie into the sheriff’s system?

Mr. Soriano stated we talked to them before and our cameras were not compatible to their system. If we want to move forward and use the subscription we can but we need to wait until they finish that.

Mr. Schroyer stated I think it is a good idea to pursue it again due to the issues we are experiencing.

Mr. Soriano stated if you are not opposed to going with the subscription, which is an added cost, I will do that.

Ms. Giles stated I will take that on.

Ms. Miller asked can you have the electrical in the pond turned off?

Mr. Soriano stated September was pretty warm and my concern was the very last pond did build up a good amount of muck, now that it is cold, it is fine. Shutting it off we did see a difference in the movement.

Ms. Miller asked will it save a good amount of money if you only ran it in the summer?

Mr. Soriano stated if we used it three or four moths we are not going to save as much as keeping it off for the whole year, the problem is you are looking at a few hundred dollars. We have to worry when we start nickel and diming everything that may create a future problem. We are going to turn the fountains back in the summer because the residents will complain if it starts to build up too much.

Ms. Giles stated I have a comment card from Ms. Russ; the large pond behind Warm Springs Way needs to be mowed.

Mr. Soriano stated they are now doing every other week. I will look at it.

**NINTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the September 6, 2023 Meeting**

On MOTION by Mr. Genska seconded by Mr. Weatherbee with all in favor the minutes of the September 6, 2023 meeting were approved as presented.

**B. Balance Sheet & Income Statement**

**C. Assessment Receipt Schedule**

**D. Approval of Check Register**

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

**TENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, January 10, 2024 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 10, 2024 at 6:00 p.m. in the same location.



On MOTION by Mr. Schroyer seconded by Mr. Genska with all in favor the meeting adjourned at 7:19 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

***Ridgewood Trails***  
***Community Development District***

***Unaudited Financial Reporting***  
***November 30, 2023***



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10 Assessment Receipt Schedule

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
November 30, 2023

|   | <i>GENERAL<br/>FUND</i> | <i>CAPITAL RESERVE<br/>FUND</i> | <i>DEBT SERVICE<br/>FUND</i> | <i>CAPITAL PROJECT<br/>FUND</i> | <i>TOTALS<br/>GOVERNMENTAL<br/>FUNDS</i> |
|---|-------------------------|---------------------------------|------------------------------|---------------------------------|--|
| <b>ASSETS:</b>                              |                         |                                 |                              |                                 |  |
| CASH  | \$72,866                | \$170,879                       | ---                          | ---                             | \$243,745                                |
| INVESTMENTS - STATE BOARD                   | \$683                   | ---                             | ---                          | ---                             | \$683                                    |
| INVESTMENTS - US BANK - GENERAL FUND        | \$94,012                | ---                             | ---                          | ---                             | \$94,012                                 |
| INVESTMENTS - STATE BOARD - CAPITAL RESERVE | ---                     | \$40,520                        | ---                          | ---                             | \$40,520                                 |
| INVESTMENTS                                 |                         |                                 |                              | ---                             |  |
| Reserve A                                   | ---                     | ---                             | \$10,122                     | ---                             | \$10,122                                 |
| Revenue A                                   | ---                     | ---                             | \$2,717                      | ---                             | \$2,717                                  |
| Deferred Costs                              | ---                     | ---                             | ---                          | \$1,158                         | \$1,158                                  |
| DEPOSITS                                    | \$2,803                 | ---                             | ---                          | ---                             | \$2,803                                  |
| <b>TOTAL ASSETS</b>                         | <b>\$170,364</b>        | <b>\$211,399</b>                | <b>\$12,840</b>              | <b>\$1,158</b>                  | <b>\$395,761</b>                         |
| <b>LIABILITIES:</b>                         |                         |                                 |                              |                                 |  |
| ACCOUNTS PAYABLE                            | \$47,187                | \$2,500                         | ---                          | ---                             | \$49,687                                 |
| ACCRUED EXPENSES                            | \$2,652                 | ---                             | ---                          | ---                             | \$2,652                                  |
| <b>TOTAL LIABILITIES</b>                    | <b>\$49,839</b>         | <b>\$2,500</b>                  | <b>\$0</b>                   | <b>\$0</b>                      | <b>\$52,339</b>                          |
| <b>FUND BALANCES:</b>                       |                         |                                 |                              |                                 |  |
| UNASSIGNED                                  | \$117,722               | ---                             | ---                          | ---                             | \$117,722                                |
| NONSPENDABLE                                | \$2,803                 | ---                             | ---                          | ---                             | \$2,803                                  |
| ASSIGNED                                    | \$0                     | ---                             | ---                          | ---                             | \$0                                      |
| ASSIGNED FOR CAPITAL RESERVE                | \$0                     | \$208,899                       | ---                          | ---                             | \$208,899                                |
| RESTRICTED FOR DEBT SERVICE                 | ---                     | ---                             | \$12,840                     | ---                             | \$12,840                                 |
| RESTRICTED FOR CAPITAL PROJECTS             | ---                     | ---                             | ---                          | \$1,158                         | \$1,158                                  |
| <b>TOTAL FUND BALANCES</b>                  | <b>\$120,525</b>        | <b>\$208,899</b>                | <b>\$12,840</b>              | <b>\$2,317</b>                  | <b>\$343,422</b>                         |
| <b>TOTAL LIABILITIES &amp; FUND EQUITY</b>  | <b>\$170,364</b>        | <b>\$211,399</b>                | <b>\$12,840</b>              | <b>\$1,158</b>                  | <b>\$395,761</b>                         |

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

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2023

|                                | ADOPTED<br>BUDGET | PRORATED BUDGET<br>THRU 11/30/23 | ACTUAL<br>THRU 11/30/23 | VARIANCE        |
|--------------------------------|-------------------|----------------------------------|-------------------------|-----------------|
| <b>REVENUES:</b>               |                   |                                  |                         |                 |
| Assessments - Tax Roll         | \$612,477         | \$68,143                         | \$68,143                | \$0             |
| Interest Earned/Misc. Income   | \$2,000           | \$333                            | \$829                   | \$496           |
| Rental Revenue                 | \$2,200           | \$367                            | \$1,250                 | \$883           |
| <b>TOTAL REVENUES</b>          | <b>\$616,677</b>  | <b>\$68,843</b>                  | <b>\$70,222</b>         | <b>\$1,379</b>  |
| <b>EXPENDITURES:</b>           |                   |                                  |                         |                 |
| <b>ADMINISTRATIVE:</b>         |                   |                                  |                         |                 |
| Supervisor Fees                | \$8,000           | \$1,333                          | \$1,000                 | \$333           |
| FICA Expense                   | \$612             | \$102                            | \$77                    | \$26            |
| Engineering                    | \$3,000           | \$500                            | \$0                     | \$500           |
| Assessment Roll                | \$5,576           | \$5,576                          | \$5,576                 | (\$0)           |
| Arbitrage                      | \$600             | \$0                              | \$0                     | \$0             |
| Dissemination                  | \$1,060           | \$177                            | \$177                   | \$0             |
| Attorney                       | \$20,000          | \$3,333                          | \$3,689                 | (\$355)         |
| Annual Audit                   | \$3,270           | \$0                              | \$0                     | \$0             |
| Trustee                        | \$5,650           | \$1,129                          | \$1,129                 | \$0             |
| Management Fees                | \$48,416          | \$8,069                          | \$8,069                 | (\$0)           |
| Information Technology         | \$1,908           | \$318                            | \$318                   | \$0             |
| Website Maintenance            | \$1,272           | \$212                            | \$212                   | \$0             |
| Telephone                      | \$350             | \$58                             | \$29                    | \$29            |
| Postage (1)                    | \$800             | \$133                            | \$78                    | \$55            |
| Printing & Binding (1)         | \$1,500           | \$250                            | \$132                   | \$118           |
| Insurance                      | \$8,094           | \$8,094                          | \$7,726                 | \$368           |
| Legal Advertising              | \$1,800           | \$300                            | \$46                    | \$254           |
| Other Current Charges          | \$907             | \$151                            | \$0                     | \$151           |
| Office Supplies                | \$100             | \$17                             | \$1                     | \$16            |
| Dues, Licenses & Subscriptions | \$175             | \$175                            | \$175                   | \$0             |
| <b>TOTAL ADMINISTRATIVE</b>    | <b>\$113,089</b>  | <b>\$29,928</b>                  | <b>\$28,434</b>         | <b>\$1,494</b>  |
| <b>AMENITY CENTER</b>          |                   |                                  |                         |                 |
| Insurance                      | \$29,198          | \$29,198                         | \$15,070                | \$14,128        |
| Amenity Manager                | \$67,416          | \$11,236                         | \$11,236                | \$0             |
| Facility Assistant             | \$5,000           | \$833                            | \$673                   | \$160           |
| General Facility Maintenance   | \$12,190          | \$2,032                          | \$1,064                 | \$967           |
| Repairs & Replacements         | \$25,000          | \$4,167                          | \$2,263                 | \$1,904         |
| Lifeguards                     | \$18,385          | \$0                              | \$0                     | \$0             |
| Pool Maintenance               | \$17,876          | \$2,979                          | \$2,979                 | \$0             |
| Pool Chemicals                 | \$17,798          | \$2,966                          | \$2,571                 | \$396           |
| Water & Sewer                  | \$15,525          | \$2,588                          | \$1,704                 | \$884           |
| Electric                       | \$16,100          | \$2,683                          | \$1,698                 | \$985           |
| Internet/Cable                 | \$6,451           | \$1,075                          | \$1,037                 | \$39            |
| Janitorial                     | \$11,218          | \$1,870                          | \$1,870                 | \$0             |
| Janitorial Supplies            | \$2,500           | \$417                            | \$68                    | \$349           |
| Security System                | \$8,797           | \$1,466                          | \$2,943                 | (\$1,477)       |
| Refuse Service                 | \$2,709           | \$452                            | \$478                   | (\$26)          |
| Special Events                 | \$5,000           | \$800                            | \$800                   | \$0             |
| Pool Permit                    | \$475             | \$0                              | \$0                     | \$0             |
| Pest Control                   | \$1,000           | \$167                            | \$180                   | (\$13)          |
| Capital Reserve                | \$38,680          | \$0                              | \$0                     | \$0             |
| <b>TOTAL AMENITY CENTER</b>    | <b>\$301,318</b>  | <b>\$64,928</b>                  | <b>\$46,633</b>         | <b>\$18,295</b> |

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

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2023

|                                       | ADOPTED<br>BUDGET | PRORATED BUDGET<br>THRU 11/30/23 | ACTUAL<br>THRU 11/30/23 | VARIANCE        |
|---------------------------------------|-------------------|----------------------------------|-------------------------|-----------------|
| <b>EXPENDITURES:</b>                  |                   |                                  |                         |                 |
| <b><u>GROUNDS MAINTENANCE:</u></b>    |                   |                                  |                         |                 |
| Operations Management                 | \$24,325          | \$4,054                          | \$4,054                 | (\$0)           |
| Access Cards                          | \$1,000           | \$167                            | \$0                     | \$167           |
| Electric                              | \$5,000           | \$833                            | \$379                   | \$454           |
| Water                                 | \$8,300           | \$1,383                          | \$1,447                 | (\$64)          |
| Repairs & Maintenance                 | \$18,200          | \$3,033                          | \$1,059                 | \$1,974         |
| Landscape Maintenance                 | \$128,444         | \$21,407                         | \$24,441                | (\$3,034)       |
| Lake Maintenance                      | \$12,000          | \$2,000                          | \$1,384                 | \$616           |
| Irrigation Repairs                    | \$5,000           | \$833                            | \$0                     | \$833           |
| <b>TOTAL GROUNDS MAINTENANCE</b>      | <b>\$202,269</b>  | <b>\$33,712</b>                  | <b>\$32,765</b>         | <b>\$946</b>    |
| <b>TOTAL EXPENDITURES</b>             | <b>\$616,677</b>  | <b>\$128,568</b>                 | <b>\$107,832</b>        | <b>\$20,736</b> |
| <b>EXCESS REVENUES (EXPENDITURES)</b> | <b>\$0</b>        |                                  | <b>(\$37,610)</b>       |                 |
| FUND BALANCE - Beginning              | \$0               |                                  | \$158,135               |                 |
| FUND BALANCE - Ending                 | \$0               |                                  | \$120,525               |                 |

(1) Includes cost for mailed notice to Freedom Neighborhood.

**RIDGEWOOD TRAILS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**MONTH TO MONTH**

|                                     | OCT             | NOV             | DEC        | JAN        | FEB        | MAR        | APR        | MAY        | JUN        | JUL        | AUG        | SEP        | TOTAL           |
|-------------------------------------|-----------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------------|
| <b>REVENUES:</b>                    |                 |                 |            |            |            |            |            |            |            |            |            |            |                 |
| Assessments - Tax Roll              | \$0             | \$68143         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$68,143        |
| Interest Earned/Misc. Income        | \$553           | \$276           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$829           |
| Rental Revenue                      | \$1000          | \$250           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,250         |
| <b>TOTAL REVENUES</b>               | <b>\$1,553</b>  | <b>\$68,669</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>\$70,222</b> |
| <b>EXPENDITURES: ADMINISTRATIVE</b> |                 |                 |            |            |            |            |            |            |            |            |            |            |                 |
| Supervisor Fees                     | \$0             | \$1,000         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,000         |
| FICA Expense                        | \$0             | \$77            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$77            |
| Engineering                         | \$0             | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Assessment Roll                     | \$5,576         | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$5,576         |
| Arbitrage                           | \$0             | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Dissemination                       | \$88            | \$88            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$177           |
| Attorney                            | \$3,689         | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$3,689         |
| Annual Audit                        | \$0             | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Trustee                             | \$1,129         | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,129         |
| Management Fees                     | \$4,035         | \$4,035         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$8,069         |
| Information Technology              | \$159           | \$159           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$318           |
| Website Maintenance                 | \$106           | \$106           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$212           |
| Telephone                           | \$0             | \$29            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$29            |
| Postage (1)                         | \$72            | \$6             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$78            |
| Printing & Binding (1)              | \$78            | \$53            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$132           |
| Insurance                           | \$7,726         | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$7,726         |
| Legal Advertising                   | \$46            | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$46            |
| Other Current Charges               | \$0             | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| 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           |
| <b>ADMINISTRATIVE TOTALS</b>        | <b>\$22,880</b> | <b>\$5,554</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>\$28,434</b> |
| <b>EXPENDITURES: AMENITY CENTER</b> |                 |                 |            |            |            |            |            |            |            |            |            |            |                 |
| Insurance                           | \$15,070        | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$15,070        |
| Amenity Manager                     | \$5,618         | \$5,618         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$11,236        |
| Facility Assistant                  | \$594           | \$80            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$673           |
| General Facility Maintenance        | \$1,064         | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,064         |
| Repairs & Replacements              | \$1,775         | \$488           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$2,263         |
| Lifeguards                          | \$0             | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Pool Maintenance                    | \$1,490         | \$1,490         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$2,979         |
| Pool Chemicals                      | \$1,244         | \$1,326         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$2,571         |
| Water & Sewer                       | \$827           | \$877           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,704         |
| Electric                            | \$858           | \$840           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,698         |
| Internet/Cable                      | \$508           | \$529           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,037         |
| Janitorial                          | \$935           | \$935           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,870         |
| Janitorial Supplies                 | \$68            | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$68            |
| Security System                     | \$415           | \$2,528         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$2,943         |
| Refuse Service                      | \$227           | \$251           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$478           |
| Special Events                      | \$0             | \$800           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$800           |
| Pool Permit                         | \$0             | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| Pest Control                        | \$90            | \$90            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$180           |
| Capital Reserve                     | \$0             | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0             |
| <b>AMENITY CENTER TOTALS</b>        | <b>\$30,782</b> | <b>\$15,851</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>\$46,633</b> |



**RIDGEWOOD TRAILS CDD**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**MONTH TO MONTH**

|  | OCT               | NOV             | DEC        | JAN        | FEB        | MAR        | APR        | MAY        | JUN        | JUL        | AUG        | SEP        | TOTAL             |
|--|-------------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------------|
| <b>EXPENDITURES: GROUNDS MAINTENANCE</b> |                   |                 |            |            |            |            |            |            |            |            |            |            |                   |
| Operations Management                    | \$2,027           | \$2,027         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$4,054           |
| Access Cards                             | \$0               | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0               |
| Electric                                 | \$189             | \$190           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$379             |
| Water                                    | \$660             | \$787           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,447           |
| Repairs & Maintenance                    | \$1,059           | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,059           |
| Landscape Maintenance                    | \$13,737          | \$10,704        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$24,441          |
| Lake Maintenance                         | \$692             | \$692           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,384           |
| Irrigation Repairs                       | \$0               | \$0             | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0               |
| <b>GROUND MAINTENANCE TOTAL</b>          | <b>\$18,365</b>   | <b>\$14,400</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>\$32,765</b>   |
| <b>TOTAL EXPENDITURES</b>                | <b>\$72,028</b>   | <b>\$35,804</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>\$107,832</b>  |
| <b>EXCESS REV/(EXP)</b>                  | <b>(\$70,475)</b> | <b>\$32,865</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>(\$37,610)</b> |

# RIDGEWOOD TRAILS

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL RESERVE

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2023

|                                       | ADOPTED<br>BUDGET | PRORATED BUDGET<br>THRU 11/30/23 | ACTUAL<br>THRU 11/30/23 | VARIANCE        |
|---------------------------------------|-------------------|----------------------------------|-------------------------|-----------------|
| <b>REVENUES:</b>                      |                   |                                  |                         |                 |
| Capital Reserve Transfer In           | \$38,680          | \$0                              | \$0                     | \$0             |
| Interest Income                       | \$1,300           | \$217                            | \$378                   | \$161           |
| <b>TOTAL REVENUES</b>                 | <b>\$39,980</b>   | <b>\$217</b>                     | <b>\$378</b>            | <b>\$161</b>    |
| <b>EXPENDITURES:</b>                  |                   |                                  |                         |                 |
| Capital Reserves                      | \$60,000          | \$10,000                         | \$0                     | \$10,000        |
| Amenity Improvement Project           | \$0               | \$0                              | \$0                     | \$0             |
| Other Current Charges                 | \$600             | \$100                            | \$0                     | \$100           |
| Repair & Replacement                  | \$10,000          | \$1,667                          | \$0                     | \$1,667         |
| <b>TOTAL EXPENDITURES</b>             | <b>\$70,600</b>   | <b>\$11,767</b>                  | <b>\$0</b>              | <b>\$11,767</b> |
| <b>OTHER SOURCES AND USES:</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>(\$30,620)</b> |                                  | <b>\$378</b>            |                 |
| FUND BALANCE - Beginning              | \$180,691         |                                  | \$208,521               |                 |
| FUND BALANCE - Ending                 | \$150,071         |                                  | \$208,899               |                 |

# RIDGEWOOD TRAILS

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND - 2007A

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2023

|                                       | ADOPTED<br>BUDGET | PRORATED BUDGET<br>THRU 11/30/23 | ACTUAL<br>THRU 11/30/23 | VARIANCE    |
|---------------------------------------|-------------------|----------------------------------|-------------------------|-------------|
| <b>REVENUES:</b>                      |                   |                                  |                         |             |
| Assessments - On Roll                 | \$13,359          | \$1,486                          | \$1,486                 | \$0         |
| Interest Income                       | \$250             | \$42                             | \$123                   | \$82        |
| <b>TOTAL REVENUES</b>                 | <b>\$13,609</b>   | <b>\$1,528</b>                   | <b>\$1,610</b>          | <b>\$82</b> |
| <b>EXPENDITURES:</b>                  |                   |                                  |                         |             |
| Interest Expense - 11/1               | \$3,673           | \$3,673                          | \$3,673                 | \$0         |
| Interest Expense - 5/1                | \$3,673           | \$0                              | \$0                     | \$0         |
| Principal Expense - 5/1               | \$5,000           | \$0                              | \$0                     | \$0         |
| <b>TOTAL EXPENDITURES</b>             | <b>\$12,345</b>   | <b>\$3,673</b>                   | <b>\$3,673</b>          | <b>\$0</b>  |
| <b>OTHER SOURCES AND USES:</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>\$1,264</b>    |                                  | <b>(\$2,063)</b>        |             |
| FUND BALANCE - Beginning              | \$5,052           |                                  | \$14,903                |             |
| FUND BALANCE - Ending                 | \$6,316           |                                  | \$12,840                |             |

# RIDGEWOOD TRAILS

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL PROJECTS FUND - 2007A

Statement of Revenues & Expenditures and Changes of Fund Balance  
For the Period Ended November 30, 2023

|                                       | ADOPTED<br>BUDGET | PRORATED BUDGET<br>THRU 10/31/22 | ACTUAL<br>THRU 10/31/22 | VARIANCE    |
|---------------------------------------|-------------------|----------------------------------|-------------------------|-------------|
| <b>REVENUES:</b>                      |                   |                                  |                         |             |
| Interest Income                       | \$0               | \$0                              | \$10                    | \$10        |
| <b>TOTAL REVENUES</b>                 | <b>\$0</b>        | <b>\$0</b>                       | <b>\$10</b>             | <b>\$10</b> |
| <b>EXPENDITURES:</b>                  |                   |                                  |                         |             |
| Capital Projects                      | \$0               | \$0                              | \$0                     | \$0         |
| <b>TOTAL EXPENDITURES</b>             | <b>\$0</b>        | <b>\$0</b>                       | <b>\$0</b>              | <b>\$0</b>  |
| <b>OTHER SOURCES AND USES:</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>\$0</b>        |                                  | <b>\$10</b>             |             |
| FUND BALANCE - Beginning              | \$0               |                                  | \$1,149                 |             |
| FUND BALANCE - Ending                 | \$0               |                                  | \$1,158                 |             |

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

| Series 2007A Capital Improvement Revenue Bonds          |           |
|---|-----------|
| Interest Rate:  | 5.650%    |
| Maturity Date:  | 5/1/2038  |
| Reserve Fund Definition:                                |           |
| Reserve Fund Requirement (6.949% of Outstanding Bonds): | \$9,034   |
| Reserve Fund Balance:                                   | \$10,122  |
| <br>  |           |
| Bonds outstanding - 6/1/2019                            | \$150,000 |
| Less: May 1, 2020 (Mandatory)                           | (\$5,000) |
| Less: May 1, 2021 (Mandatory)                           | (\$5,000) |
| Less: May 1, 2022 (Mandatory)                           | (\$5,000) |
| Less: May 1, 2023 (Mandatory)                           | (\$5,000) |
| <br>  |           |
| Current Bonds Outstanding                               | \$130,000 |

*C.*

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2024 Assessments Receipts Summary**

| <b>ASSESSED</b>              | <b># UNITS<br/>ASSESSED</b> | <b>SERIES 207A<br/>DEBT ASMT<br/>ASSESSED</b> | <b>FY23 O&amp;M<br/>ASSESSED</b> | <b>TOTAL<br/>ASSESSED</b> |
|------------------------------|-----------------------------|---|----------------------------------|---------------------------|
| <b>NET TAX ROLL ASSESSED</b> | 691                         | 13,358.77                                     | 612,487.98                       | 625,846.75                |
| <b>TOTAL NET ASSESSMENTS</b> | <b>691</b>                  | <b>13,358.77</b>                              | <b>612,487.98</b>                | <b>625,846.75</b>         |

| <b>SUMMARY OF TAX ROLL RECEIPTS</b> |                          |                           |                                      |                         |
|-------------------------------------|--------------------------|---------------------------|--------------------------------------|-------------------------|
| <b>CLAY COUNTY DISTRIBUTION</b>     | <b>DATE<br/>RECEIVED</b> | <b>TOTAL<br/>RECEIVED</b> | <b>SERIES 207A<br/>DEBT RECEIPTS</b> | <b>O&amp;M RECEIPTS</b> |
| 1                                   | 11/6/23                  | 1,545.88                  | 33.00                                | 1,512.88                |
| 2                                   | 11/14/23                 | 21,347.74                 | 455.67                               | 20,892.07               |
| 3                                   | 11/28/23                 | 46,735.45                 | 997.57                               | 45,737.88               |
| 4                                   | 12/12/23                 | 525,337.73                | 11,213.39                            | 514,124.34              |
| 5                                   |                          |                           | -                                    | -                       |
| 6                                   |                          |                           | -                                    | -                       |
| 7                                   |                          |                           | -                                    | -                       |
| 8                                   |                          |                           | -                                    | -                       |
| 9                                   |                          |                           | -                                    | -                       |
| 10                                  |                          |                           | -                                    | -                       |
| 11                                  |                          |                           | -                                    | -                       |
| 12                                  |                          |                           | -                                    | -                       |
| <b>TOTAL TAX ROLL RECEIPTS</b>      |                          | <b>594,966.80</b>         | <b>12,699.63</b>                     | <b>582,267.17</b>       |

| <b>PERCENT COLLECTED</b>       | <b>TOTAL</b> | <b>DEBT</b> | <b>O&amp;M</b> |
|--------------------------------|--------------|-------------|----------------|
| <b>TOTAL PERCENT COLLECTED</b> | 95.07%       | 95.07%      | 95.07%         |

*D.*



# RIDGEWOOD TRAILS

Community Development District

## Check Run Summary 10/1/2023 - 11/30/2023

| Fund                       | Date               | Check Numbers   | Amount             |
|----------------------------|--------------------|-----------------|--------------------|
| <b><u>General Fund</u></b> |                    |                 |                    |
|                            | 10/1/23 - 10/31/23 | 2530-2544       | \$42,110.60        |
|                            |                    |                 | \$42,110.60        |
| <b><u>Autopayments</u></b> |                    |                 |                    |
|                            | 10/3/23            | Clay Electric   | \$1,411.30         |
|                            | 10/4/23            | Waste Pro       | \$226.69           |
|                            | 10/6/24            | Comcast         | \$224.67           |
|                            | 10/6/23            | CCUA            | \$1,494.31         |
|                            | 10/7/23            | CCUA            | \$1,487.27         |
|                            | 10/12/23           | Comcast         | \$283.38           |
|                            | 10/26/23           | Newlane Finance | \$395.12           |
|                            | 10/31/23           | Clay Electric   | \$1,047.11         |
|                            | 11/3/23            | Waste Pro       | \$250.95           |
|                            | 11/6/23            | Comcast         | \$224.67           |
|                            | 11/13/23           | Comcast         | \$303.93           |
|                            | 11/20/23           | EFTPS           | \$153.00           |
|                            | 11/27/23           | Newlane Finance | \$395.12           |
|                            | 11/30/23           | Clay Electric   | \$42.00            |
|                            |                    |                 | \$7,939.52         |
| <b>Total</b>               |                    |                 | <b>\$50,050.12</b> |

\* Fedex invoices and Autopayments available upon request.

| CHECK<br>DATE | VEND# | .....INVOICE.....<br>DATE INVOICE | ...EXPENSED TO...<br>YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME   | STATUS | AMOUNT    | ....CHECK.....<br>AMOUNT # |
|---------------|-------|-----------------------------------|--|---|--------|-----------|----------------------------|
| 10/11/23      | 00119 | 10/01/23 8620067                  | 202310 330-53800-46200                           | OCT LANDSCAPE MAINTENANCE<br>BRIGHTVIEW LANDSCAPE SERVICES, INC | *      | 10,703.68 | 10,703.68 002530           |
| 10/11/23      | 00119 | 9/26/23 8619893                   | 202309 330-53800-46301                           | ROTOR IRRIGATION REPAIR<br>BRIGHTVIEW LANDSCAPE SERVICES, INC   | *      | 165.66    | 165.66 002531              |
| 10/11/23      | 00003 | 10/01/23 248                      | 202310 310-51300-34000                           | OCT MANAGEMENT FEES   | *      | 4,034.67  |                            |
|               |       | 10/01/23 248                      | 202310 310-51300-35200                           | OCT WEBSITE ADMIN   | *      | 106.00    |                            |
|               |       | 10/01/23 248                      | 202310 310-51300-35100                           | OCT INFO TECH   | *      | 159.00    |                            |
|               |       | 10/01/23 248                      | 202310 310-51300-31300                           | OCT DISSEM AGENT SRVCS  | *      | 88.33     |                            |
|               |       | 10/01/23 248                      | 202310 310-51300-51000                           | OFFICE SUPPLIES   | *      | .78       |                            |
|               |       | 10/01/23 248                      | 202310 310-51300-42000                           | POSTAGE   | *      | 72.00     |                            |
|               |       | 10/01/23 248                      | 202310 310-51300-42500                           | COPIES  | *      | 78.45     |                            |
|               |       | 10/01/23 248                      | 202310 320-57200-46000                           | GENERAL REPAIR ITEMS<br>GOVERNMENTAL MANAGEMENT SERVICES        | *      | 75.23     | 4,614.46 002532            |
| 10/11/23      | 00003 | 9/30/23 249                       | 202310 310-51300-31400                           | FY24 ASSESS ROLL CERTIFY<br>GOVERNMENTAL MANAGEMENT SERVICES    | *      | 5,576.00  | 5,576.00 002533            |
| 10/11/23      | 00126 | 10/01/23 392407                   | 202310 320-57200-34510                           | ACCESS CONTROL SYSTEM<br>HI-TECH SYSTEM ASSOCIATES              | *      | 20.00     | 20.00 002534               |
| 10/11/23      | 00136 | 10/02/23 10022023                 | 202310 300-36900-10100                           | DEPOSIT REFUND<br>JOAQUIN GONZALES                              | *      | 250.00    | 250.00 002535              |
| 10/11/23      | 00117 | 9/29/23 3283138                   | 202308 310-51300-31500                           | AUG GENERAL COUNSEL<br>KUTAK ROCK LLP                           | *      | 604.00    | 604.00 002536              |
| 10/11/23      | 00042 | 10/01/23 128696B                  | 202310 330-53800-46400                           | OCT LAKE MAINTENANCE<br>THE LAKE DOCTORS, INC.                  | *      | 692.00    | 692.00 002537              |

| CHECK<br>DATE | VEND# | .....INVOICE.....<br>DATE INVOICE | ...EXPENSED TO...<br>YRMO DPT ACCT# SUB SUBCLASS    | VENDOR NAME                         | STATUS | AMOUNT   | ....CHECK.....<br>AMOUNT # |
|---------------|-------|-----------------------------------|---|-------------------------------------|--------|----------|----------------------------|
| 10/11/23      | 00095 | 10/01/23 13129561                 | 202310 320-57200-52100<br>OCT POOL CHEMICALS        |                                     | *      | 1,244.16 |                            |
|               |       |                                   |   | POOLSURE                            |        |          | 1,244.16 002538            |
| 10/11/23      | 00039 | 10/01/23 350                      | 202310 320-57200-34200<br>OCT JANITORIAL SRVCS      |                                     | *      | 934.83   |                            |
|               |       | 10/01/23 350                      | 202310 320-57200-46500<br>OCT POOL MAINT SRVCS      |                                     | *      | 1,489.67 |                            |
|               |       | 10/01/23 350                      | 202310 330-53800-34000<br>OCT CONTRACT MANAGEMENT   |                                     | *      | 2,027.08 |                            |
|               |       | 10/01/23 350                      | 202310 320-57200-46200<br>OCT FACILITY MANAGEMENT   |                                     | *      | 5,618.00 |                            |
|               |       |                                   |   | RIVERSIDE MANAGEMENT SERVICES, INC. |        |          | 10,069.58 002539           |
| 10/11/23      | 00118 | 9/21/23 72814128                  | 202309 320-57200-34510<br>OCT SECURITY CAM MONITOR  |                                     | *      | 285.90   |                            |
|               |       |                                   |   | VECTOR SECURITY INC                 |        |          | 285.90 002540              |
| 10/27/23      | 00119 | 10/16/23 8639723                  | 202310 330-53800-46300<br>OCT LANDSCAPE CONTINGENCY |                                     | *      | 1,377.69 |                            |
|               |       |                                   |   | BRIGHTVIEW LANDSCAPE SERVICES, INC  |        |          | 1,377.69 002541            |
| 10/27/23      | 00007 | 10/02/23 88854                    | 202310 310-51300-54000<br>FY24 SPECIAL DISTRICT FEE |                                     | *      | 175.00   |                            |
|               |       |                                   |   | FL DEPT OF ECONOMIC OPPORTUNITY     |        |          | 175.00 002542              |
| 10/27/23      | 00039 | 10/18/23 351                      | 202309 320-57200-46100<br>SEP GEN FACIL MAIN        |                                     | *      | 1,618.00 |                            |
|               |       | 10/18/23 351                      | 202309 330-53800-46000<br>SEP REPAIRS/REPLACE FIELD |                                     | *      | 2,925.70 |                            |
|               |       | 10/18/23 351                      | 202309 320-57200-46000<br>SEP REPAIRS/REPLACE AMEN  |                                     | *      | 1,068.00 |                            |
|               |       | 10/18/23 351                      | 202309 320-57200-52200<br>SEP JANITORIAL SUPPLIES   |                                     | *      | 349.06   |                            |
|               |       | 10/18/23 351                      | 202309 320-57200-52100<br>SEP POOL CHEMICALS        |                                     | *      | 172.36   |                            |
|               |       | 10/18/23 351                      | 202309 310-51300-51000<br>SEP OFFICE SUPPLIES       |                                     | *      | 109.35   |                            |
|               |       |                                   |   | RIVERSIDE MANAGEMENT SERVICES, INC. |        |          | 6,242.47 002543            |
| 10/27/23      | 00130 | 10/04/23 61783406                 | 202310 320-57200-43200<br>OCT RODENT CONTROL        |                                     | *      | 90.00    |                            |
|               |       |                                   |   | TURNER PEST CONTROL LLC             |        |          | 90.00 002544               |

TOTAL FOR BANK A 42,110.60

RDGE --RIDGEWOOD-- BPEREGRINO

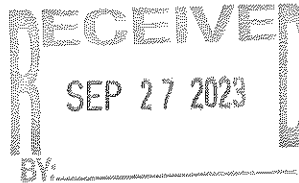
# INVOICE



Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

Customer #: 24319930  
Invoice #: 8620067  
Invoice Date: 10/1/2023  
Cust PO #:

| Job Number                  | Description  | Amount           |
|-----------------------------|--|------------------|
| 346100568                   | Ridgewood Trails CDD<br>Exterior Maintenance<br>For October<br><br>Approved<br>Ridgewood Trails CDD<br>Landscape Maintenance<br>1.330.53800.46200<br><i>Tara R. Lee</i><br>9.27.23 | 10,703.68        |
| <b>Total invoice amount</b> |  | <b>10,703.68</b> |
| <b>Tax amount</b>           |  |                  |
| <b>Balance due</b>          |  | <b>10,703.68</b> |



Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

## Payment Stub

Customer Account#: 24319930  
Invoice #: 8620067  
Invoice Date: 10/1/2023

|             |             |
|-------------|-------------|
| Amount Due: | \$10,703.68 |
|-------------|-------------|

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655


# INVOICE

**BrightView**  
Landscape Services

**Sold To:** 24319930  
Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 8619893  
**Invoice Date:** 9/26/2023  
**Sales Order:** 8238979  
**Cust PO #:**

**Project Name:** Freedom at Azalea Ridge - Irrigation inspection repair proposal  
**Project Description:** Freedom at Azalea Ridge - Irrigation inspection repair proposal

| Job Number | Description  | Qty   | UM | Unit Price                  | Amount        |
|------------|--|-------|----|-----------------------------|---------------|
| 346100568  | Ridgewood Trails CDD<br>6" Spray head  | 1.000 | EA | 41.66                       | 41.66         |
|            | Rotor  | 2.000 | EA | 62.00                       | 124.00        |
|            | Approved<br>Ridgewood Trails CDD<br>Irrigation Repairs - Freedom<br>1.330.53800.46301<br><i>Tara R. Lee</i><br>10.2.23 |       |    |                             |               |
|            |                                     |       |    |                             |               |
|            |  |       |    | <b>Total Invoice Amount</b> | <b>165.66</b> |
|            |  |       |    | <b>Taxable Amount</b>       |               |
|            |  |       |    | <b>Tax Amount</b>           |               |
|            |  |       |    | <b>Balance Due</b>          | <b>165.66</b> |

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 24319930  
Invoice #: 8619893  
Invoice Date: 9/26/2023

**Amount Due: \$ 165.66**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
475 W Town Pl Ste 114  
St Augustine FL 32092

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655



## Proposal for Extra Work at Ridgewood Trails CDD

|                  |  |                 |   |
|------------------|--|-----------------|---|
| Property Name    | Ridgewood Trails CDD                           | Contact         | Tara Lee  |
| Property Address | 1667 Azalea Ridge Blvd<br>Middleburg, FL 32068 | To              | Ridgewood Trails CDD                            |
|                  |  | Billing Address | 475 W Town Pl Ste 114<br>St Augustine, FL 32092 |

Project Name      Ridgewood Trails - Irrigation inspection repair proposal  
 Project Description      Ridgewood Trails - Irrigation inspection repair proposal

### Scope of Work

| QTY  | UoM/Size | Material/Description | Unit Price | Total    |
|------|----------|----------------------|------------|----------|
| 1.00 | EACH     | 6" Spray head        | \$41.66    | \$41.66  |
| 2.00 | EACH     | Rotor                | \$62.00    | \$124.00 |

For internal use only

SO#                      8238979  
 JOB#                    346100568  
 Service Line            150

**Total Price                      \$165.66**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

### TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however that consent shall not be required to assign this Agreement to any company which controls, is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.**

Customer:

Signature: \_\_\_\_\_ Title: **Amenity Manager**  
 Tara Lee  
 Printed Name: \_\_\_\_\_ Date: **September 25, 2023**

BrightView Landscape Services, Inc. "Contractor"

Signature: \_\_\_\_\_ Title: **Irrigation Manager**  
 Alan John Wojciechowski  
 Printed Name: \_\_\_\_\_ Date: **September 25, 2023**

Job #: **346100568**  
 SO #: **8238979** Proposed Price: **\$165.66**

9/25/2023 5:31:00 PM | SO# 8238979

Name - Ridgewood Trails - Irrigation inspection repair proposal

Total Price - \$165.66

If you would like us to proceed with the attached proposal, please respond to this e-mail with the word 'Approved'. We appreciate your business and look forward to enhancing the beauty and value of your property.

Thank you,

**Indra C Dudley**

Administrative Assistant



Jacksonville / Branch 34610

☎ (904) 292-0716

✉ [Indra.C.Dudley@brightview.com](mailto:Indra.C.Dudley@brightview.com)



**Governmental Management Services, LLC**  
 1001 Bradford Way  
 Kingston, TN 37763

# Invoice

**Invoice #:** 248  
**Invoice Date:** 10/1/23  
**Due Date:** 10/1/23  
**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 2023              |           | 4,034.67 | 4,034.67 |
| Website Administration - October 2023       |           | 106.00   | 106.00   |
| Information Technology - October 2023       |           | 159.00   | 159.00   |
| Dissemination Agent Services - October 2023 |           | 88.33    | 88.33    |
| Office Supplies                             |           | 0.78     | 0.78     |
| Postage                                     |           | 72.00    | 72.00    |
| Copies                                      |           | 78.45    | 78.45    |
| General repair items                        |           | 75.23    | 75.23    |

**RECEIVED**  
 OCT 04 2023  
 BY: \_\_\_\_\_

**Total** \$4,614.46

**Payments/Credits** \$0.00

**Balance Due** \$4,614.46

**Governmental Management Services, LLC**

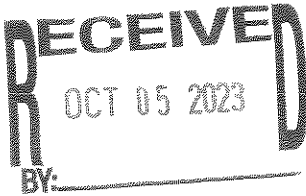
1001 Bradford Way  
Kingston, TN 37763

**Invoice**

**Invoice #:** 249  
**Invoice Date:** 9/30/23  
**Due Date:** 9/30/23  
**Case:**  
**P.O. Number:**

**Bill To:**

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

| Description   | Hours/Qty | Rate     | Amount   |
|---|-----------|----------|----------|
| Assessment Roll Certification - FY 2024<br><br> |           | 5,576.00 | 5,576.00 |

**Total** \$5,576.00

**Payments/Credits** \$0.00

**Balance Due** \$5,576.00



Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

Invoice #: 392407  
 Invoice Date: 10/01/2023  
 Completed: 10/02/2023  
 Terms: Due on Aging Date  
 Bid#:

**Bill to:**  
 Ridgewood CDD  
 475 West Town Place  
 Suite 114  
 Saint Augustine, FL 32092  
[Click Here to Pay Online!](#)

475 West Town Place

**HiTechFlorida.com**

| Description  | Qty  | Rate      | Amount  |
|--|------|-----------|---------|
| 2-11885-AC-1 - Access Control System - Ridgewood Trails CDD - 1667 Azalea Ridge Blvd, Middleburg, FL |      |           |         |
| Hi-Tech Commercial Access 1  | 1.00 | \$20.00   | 20.00   |
| OvrC Pro Monitoring  | 1.00 | \$15.00   | 15.00   |
| Discount Monitoring Security   | 1.00 | (\$15.00) | (15.00) |
| Sales Tax  |      |           | 0.00    |

Approved  
 Ridgewood Trails CDD  
 Security  
 1.320.57200.34510  
*Tara R. Lee*  
 10.3.23



Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

**Support@hitechflorida.com**  
**Office: 850-385-7649**

|                    |         |
|--------------------|---------|
| <b>Total</b>       | \$20.00 |
| <b>Payments</b>    | \$0.00  |
| <b>Balance Due</b> | \$20.00 |

**From:** Ridgewood Trails ridgewoodtrailsmgr@rmsnf.com  
**Subject:** Money Order reimbursement  
**Date:** October 2, 2023 at 10:59 AM  
**To:** Bernadette Peregrino bperegrino@gmsnf.com, Marilee Giles mgiles@gmsnf.com, Todd Polvere tpolvere@gmsnf.com, Lisa Pelkey lpelkey@gmsnf.com

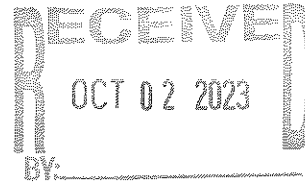


Good morning all,

Just wanted to let everyone know that I will be dropping off a money order in the amount of \$250 (room rental deposit) tomorrow (10.3.23) at the GMS office.

A company check will need to be mailed to the resident once the money order has been deposited.

Please mail the check to:  
Joaquin Gonzales  
4243 Warm Springs Way  
Middleburg, FL 32068



Attached to this email is a copy of the money order along with the residents information.

If you have any questions or concerns please let me know.

Thank you,

Tara Lee

Amenity Manager

Ridgewood Trails CDD

3813 Great Falls Loop

Middleburg, FL 32068

Office: 904-214-3346

Email: [ridgewoodtrailsmgr@rmsnf.com](mailto:ridgewoodtrailsmgr@rmsnf.com)

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

WesternUnionWU

WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Denver, Colorado  
Payable at Wells Fargo Bank Grand Junction - Denver, N.A., Grand Junction, Colorado

19-519139207

Winn-Dixie  
(ISSUING AGENT)

A 342230 B 082423  
T 1328 05  
195191392078 L 000008

\$ 250.00

PAY EXACTLY TWO HUNDRED FIFTY DOLLARS AND NO CENTS.

Deposit

THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

WesternUnionWU

WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Denver, Colorado  
Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

MONEY ORDER

19-519139207

Winn-Dixie  
(ISSUING AGENT)

A 342230 D 082423  
I 1328 05  
195191392078 L 000008

\$ 250.00

PAY EXACTLY TWO HUNDRED FIFTY DOLLARS AND NO CENTS  
PAY TO THE ORDER OF

Ridgewood Trails CDD

Deposit  
PAYMENT FORACCT

4243 Warm Springs Way Middleburg FL

PURCHASER'S ADDRESS

PURCHASER'S SIGNATURE  
BY SIGNING YOU AGREE TO THE TERMS ON THE REVERSE SIDE

⑆102100400⑆ 40195191392078⑈

NOTICE Do not cash this Money Order for any person from whom you are not able to recover your payment. Should this item bear any unauthorized signature, be stolen, improperly completed, or altered, issuer will either stop payment hereon or charge back against any endorsement. For customer service call 1-800-999-9860. Intended for domestic use only. Western Union Money Order and Design is a service mark of Western Union Holdings, Inc.

Western Union  
Holdings, Inc.  
New York, N.Y. 10005  
© 1998 Western Union Holdings, Inc.

ENDORSE ABOVE THIS LINE MP

**SERVICE CHARGE**  
If this Money Order is not used or cashed (presented for payment) within 1 year (3 years for CA) of the purchase date, there will be a non-refundable Service Charge applied (where permitted by law). The Service Charge will be deducted from the amount shown on the Money Order. Subject to applicable law, the Service Charge is \$1.00 per month (exceptions - CT & PR: \$0; CA: \$0.25; MD: \$1.00; MN: \$1.20 annually; NJ: \$2.00; TX: \$1) applied from the purchase date (from 13th month for NJ), not to exceed \$120 or the maximum permitted by law.

# AZALEA RIDGE - Ridgewood Trails CDD - MONEY ORDER RM DEPOSIT SHEET

9.2023 / Room Deposit ~ Money Orders (reimbursement to resident)

| DATE                         | CHECK #              | RESIDENT              | CASH Amount | CHECK Amount | DESCRIPTION                                 |
|------------------------------|----------------------|-----------------------|-------------|--------------|---|
| 1                            | 8.24.23 19-519139207 | Joaquin Gonzales      |             | \$ 250.00    | Security Deposit for room rental on 9.30.23 |
| 2                            |                      | 4243 Warm Springs Way |             |              | Need to reimburse resident                  |
| 3                            |                      | Middleburg, FL 32068  |             |              |   |
| 4                            |                      | 973.510.6218          |             |              |   |
| 5                            |                      |                       |             |              |   |
| 6                            |                      |                       |             |              |   |
| 7                            |                      |                       |             |              |   |
| 8                            |                      |                       |             |              |   |
| 9                            |                      |                       |             |              |   |
| 10                           |                      |                       |             |              |   |
| 11                           |                      |                       |             |              |   |
| 12                           |                      |                       |             |              |   |
| 13                           |                      |                       |             |              |   |
| 14                           |                      |                       |             |              |   |
| 15                           |                      |                       |             |              |   |
| <b>TOTAL TO BE DEPOSITED</b> |                      |                       | \$ -        | \$ 250.00    |   |

**Total Deposit** \$250.00

Prepared by: Tara Lee

|        |   |               |          |
|--------|---|---------------|----------|
| Checks | <span style="border: 1px solid black; padding: 2px 20px;">\$250.00</span> | Total Checks  | \$250.00 |
|        |   | Total Deposit | \$250.00 |

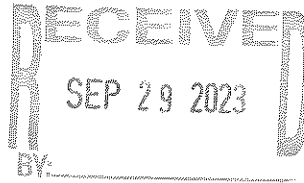
**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600  
Facsimile 404-222-4654

Federal ID 47-0597598

September 29, 2023



**Check Remit To:**  
Kutak Rock LLP  
PO Box 30057  
Omaha, NE 68103-1157

Reference: Invoice No. 3283138  
Client Matter No. 17623-1  
Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

Mr. Jim Oliver  
Ridgewood Trails CDD  
Governmental Management Services – St. Augustine  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3283138  
17623-1

Re: General

For Professional Legal Services Rendered

|                             |             |      |        |   |
|-----------------------------|-------------|------|--------|---|
| 08/07/23                    | K. Buchanan | 0.40 | 122.00 | Perform meeting follow up   |
| 08/08/23                    | J. Gillis   | 0.60 | 87.00  | Prepare supervisor notebook for Wetherbee; draft cover letter regarding same          |
| 08/16/23                    | J. Gillis   | 0.20 | 29.00  | Review and revise supervisor notebook for Wetherbee; confer with staff regarding same |
| 08/23/23                    | K. Buchanan | 0.20 | 61.00  | Review tentative agenda and confer with district manager                              |
| 08/28/23                    | K. Buchanan | 1.00 | 305.00 | Review annual audit   |
| TOTAL HOURS                 |             | 2.40 |        |   |
| TOTAL FOR SERVICES RENDERED |             |      |        | \$604.00  |
| TOTAL CURRENT AMOUNT DUE    |             |      |        | <u>\$604.00</u>   |







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

# Invoice

Date 10/1/2023

Invoice # 131295617809

|          |            |
|----------|------------|
| Terms    | Net 20     |
| Due Date | 10/21/2023 |
| PO #     |            |

|  |  |
|--|--|
| <b>Bill To</b><br>RMS<br>Ridgewood Trails CDD<br>9655 Florida Mining Blvd<br>Bldg 300 suite 305<br>Jacksonville FL 32257 | <b>Ship To</b><br>Azalea Ridge by DR Horton<br>1667 Azalea Ridge Blvd<br>Middleburg FL 32068 |
|--|--|

| Item ID      | Description   | Qty | Units | Amount   |
|--------------|---|-----|-------|----------|
| WM-CHEM-FLAT | Water Management Flat Billing Rate<br><br>Approved<br>Ridgewood Trails CDD<br>Pool Chemicals<br>1.320.57200.52100<br><i>Tara R. Lee</i><br>9.19.23<br><br><b>RECEIVED</b><br>SEP 19 2023<br>BY: _____ | 1   | ea    | 1,244.16 |

**Subtotal** 1,244.16  
**Shipping Cost (FEDEX GROUND)** 0.00  
**Total** 1,244.16  
**Amount Due** \$1,244.16

Remittance Slip

**Customer**  
13AZA025  
**Invoice #**  
131295617809

**Amount Due** \$1,244.16

**Amount Paid** \_\_\_\_\_

**Make Checks Payable To**  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295617809

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 350  
Invoice Date: 10/1/2023  
Due Date: 10/1/2023  
Case:  
P.O. Number:

**Bill To:**

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

| Description  | Hours/Qty | Rate     | Amount   |
|--|-----------|----------|----------|
| 1.320.57200.34200 - Janitorial Services - October 2023                       |           | 934.83   | 934.83   |
| 1.320.57200.46500 - Pool Maintenance Services - October 2023                 |           | 1,489.67 | 1,489.67 |
| 1.330.53800.34000 - Contract Administration - October 2023                   |           | 2,027.08 | 2,027.08 |
| 1.320.57200.46200 - Facility Management - Ridgewood Trails -<br>October 2023 |           | 5,618.00 | 5,618.00 |

**RECEIVED**  
OCT 04 2023  
BY: \_\_\_\_\_

*Jerry Lambert*  
10-4-23

|                         |             |
|-------------------------|-------------|
| <b>Total</b>            | \$10,069.58 |
| <b>Payments/Credits</b> | \$0.00      |
| <b>Balance Due</b>      | \$10,069.58 |



9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

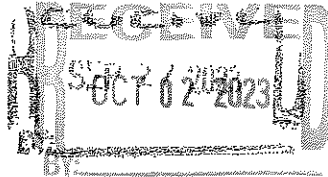
**Account Information**

Invoice Number: 72814128  
 Invoice Date: 09/21/2023  
 Branch: 72  
 Account Number: 6433093  
 Due Date: 10/21/2023

**Account Activity**

| Description  | Qty | Unit Amt | Extended Amt | Tax Amt | Total Amt |
|--|-----|----------|--------------|---------|-----------|
| PRIOR BALANCE, INCLUDING PAYMENTS RECEIVED AS OF 09/21/2023. PLEASE DISREGARD IF PAID.                       |     |          |              |         | 142.95    |
| RIDGEWOOD TRAILS DE 1667 AZALEA RIDGE 32068<br>Service From: 10/01/2023 To: 10/31/2023<br>RECURRING SERVICES |     |          | 142.95       | 0.00    | 142.95    |

Approved  
 Ridgewood Trails CDD  
 Security - Month of October  
 1.320.57200.34510  
*Tara R. Lee*  
 10.2.23



| Extended Total | Tax Total | Invoice Total | Prior Balance | Total Due |
|----------------|-----------|---------------|---------------|-----------|
| \$142.95       | \$0.00    | \$142.95      | \$142.95      | \$285.90  |

**Important Messages**

**Sales scams are on the rise. Learn how to protect yourself.**

[www.vectorsecurity.com/sales-scam](http://www.vectorsecurity.com/sales-scam)

For all inquiries call your local branch phone number: 1-904-265-7890

Please detach and return below portion with your payment  
 DO NOT SEND CORRESPONDENCE WITH YOUR PAYMENT

MS9GW7JF



9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256



Address Service Requested

3378014496 PRESORT PBPS034 <B>

RIDGEWOOD TRAILS DEVELOPMENT D  
 475 WEST TOWN PLACE SUITE 114  
 SAINT AUGUSTINE FL 32092-3649

**Invoice**

Customer Name: RIDGEWOOD TRAILS DEVELOPMENT D  
 Invoice Number: 72814128  
 Invoice Date: 09/21/2023  
 Account Number: 6433093  
 Due Date: 10/21/2023  
 Amount Due: \$285.90

Amount Enclosed: \$  
 Please write your account number on your check. Thank you in advance for your prompt payment. Use the enclosed envelope and make checks payable to:

VECTOR SECURITY, INC.  
 PO BOX 89462  
 CLEVELAND, OHIO 44101-6462



Check box and fill out reverse side to correct billing address.

00000000720000000643309390072814128000000000285900

# INVOICE



**Sold To:** 24319930  
 Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

**Customer #:** 24319930  
**Invoice #:** 8639723  
**Invoice Date:** 10/16/2023  
**Sales Order:** 8223226  
**Cust PO #:**

**Project Name:** Ridgewood Trails - fix erosion around electrical box along entry drive to property  
**Project Description:** Ridgewood Trails - fix erosion around electrical box along entry drive to property

| Job Number | Description  | Qty     | UM | Unit Price                  | Amount          |
|------------|--|---------|----|-----------------------------|-----------------|
| 346100568  | Ridgewood Trails CDD   |         |    |                             |                 |
|            | Mobilization, travel, and deli   | 5.000   | EA | 55.00                       | 275.00          |
|            | Fill Dirt - 2cy  | 2.000   | EA | 170.83                      | 341.65          |
|            | Bahia sod 400 sq ft  | 400.000 | EA | 0.96                        | 384.04          |
|            | Bahia sod - installation   | 1.000   | EA | 248.00                      | 248.00          |
|            | Sod stakes to hold bahia to sl   | 1.000   | EA | 129.00                      | 129.00          |
|            | Approved<br>Ridgewood Trails CDD<br>Landscape Contingency.<br>1.330.53800.46300<br>Tara R. Lee<br>10.23.23 |         |    |                             |                 |
|            | <b>RECEIVED</b><br>OCT 23 2023<br>BY: _____  |         |    |                             |                 |
|            |  |         |    | <b>Total Invoice Amount</b> | <b>1,377.69</b> |
|            |  |         |    | <b>Taxable Amount</b>       |                 |
|            |  |         |    | <b>Tax Amount</b>           |                 |
|            |  |         |    | <b>Balance Due</b>          | <b>1,377.69</b> |

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 24319930  
 Invoice #: 8639723  
 Invoice Date: 10/16/2023

**Amount Due: \$ 1,377.69**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Ridgewood Trails CDD  
 475 W Town Pl Ste 114  
 St Augustine FL 32092

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655



## Proposal for Extra Work at Ridgewood Trails CDD

|                  |  |                       |   |
|------------------|--|-----------------------|---|
| Property Name    | Ridgewood Trails CDD                           | Contact               | Tara Lee  |
| Property Address | 1667 Azalea Ridge Blvd<br>Middleburg, FL 32068 | To<br>Billing Address | Ridgewood Trails CDD<br>475 W Town Pl Ste 114<br>St Augustine, FL 32092 |

Project Name      Ridgewood Trails - fix erosion around electrical box along entry drive to property

Project Description      Ridgewood Trails - fix erosion around electrical box along entry drive to property

### Scope of Work

| QTY    | UoM/Size | Material/Description                                       | Unit Price | Total    |
|--------|----------|--|------------|----------|
| 5.00   | EACH     | Mobilization, travel, and delivery; sod stake installation | \$55.00    | \$275.00 |
| 2.00   | EACH     | Fill Dirt - 2cy  | \$170.83   | \$341.65 |
| 400.00 | EACH     | Bahia sod 400 sq ft  | \$0.96     | \$384.04 |
| 1.00   | EACH     | Bahia sod - installation                                   | \$248.00   | \$248.00 |
| 1.00   | EACH     | Sod stakes to hold bahia to slope                          | \$129.00   | \$129.00 |

For internal use only

SO#                    8223226  
 JOB#                346100568  
 Service Line        130

**Total Price            \$1,377.69**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 282-0716 fax (904) 292-1014

**TERMS & CONDITIONS**

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and price of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assigns and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls or is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services.

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.6% per month (19% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.**





Customer:

|                                 |       |                           |
|---------------------------------|-------|---------------------------|
| Signature                       | Title | <b>Amenity Manager</b>    |
| <b>Tara Lee</b><br>Printed Name | Date  | <b>September 21, 2023</b> |

**BrightView Landscape Services, Inc. "Contractor"**  
**Account Manager**

|  |                           |
|--|---------------------------|
| Signature                                  | Title                     |
| <b>Miles R. Peaden Jr.</b><br>Printed Name | Date                      |
|  | <b>September 21, 2023</b> |

|               |                  |                                   |
|---------------|------------------|-----------------------------------|
| <b>Job #:</b> | <b>346100568</b> |                                   |
| <b>SO #:</b>  | <b>8223226</b>   | <b>Proposed Price: \$1,377.69</b> |

 Reply  Reply All  Forward  IM



Tue 9/12/2023 3:31 PM

Ridgewood Trails <ridgewoodtrailsmgr@rmsnf.com>

**Re: Azalea Ridge Boulevard - Erosion fill-in**

To  Royce Peaden;  Karen Fisher;  Jeremiah Blouin;  Rodney Hicks

Retention Policy BV - Delete Inbox Items older than 365 days (1 year)

Expires 9/11/2024

image001.jpg  
htVie 17 KB

**The proposal to fix the erosion around the electrical box has been approved. Please make sure there isn't irrigation around that area and if there is could you please mark the heads for us?**

**If you have any questions please let me know.**

**Thank you,**

**Tara Lee**

**Amenity Manager**



**Florida Department of Economic Opportunity, Special District Accountability Program**

**Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update**

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

|                           |                      |                      |                  |  |
|---------------------------|----------------------|----------------------|------------------|--|
| Date Invoiced: 10/02/2023 |                      |                      |                  | Invoice No: 88854                                |
| Annual Fee: \$175.00      | 1st Late Fee: \$0.00 | 2nd Late Fee: \$0.00 | Received: \$0.00 | Total Due, Postmarked by 12/01/2023:<br>\$175.00 |

STEP 1: Review the following profile and make any needed changes.

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

001430

**Ridgewood Trails Community Development District**

Ms. Katie S. Buchanan

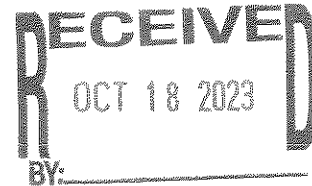
Kutak Rock LLP

107 West College Avenue

Tallahassee, Florida 32301



- 2. Telephone: 850-692-7300 Ext:
- 3. Fax: 850-692-7319
- 4. Email: Katie.Buchanan@KutakRock.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: www.ridgewoodtrailsccd.com
- 8. County(ies): Clay
- 9. Special Purpose(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



STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: *Katie S. Buchanan* Date 10.18.2023

STEP 3: Pay the annual state fee or certify eligibility for zero annual 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 Florida Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1.  This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2.  This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

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

STEP 4: Make a copy of this document for your records.

STEP 5: Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.


**Riverside Management Services, Inc**  
 9655 Florida Mining Blvd. W.  
 Building 300, Suite 305  
 Jacksonville, FL 32257

# Invoice

Invoice #: 351  
 Invoice Date: 10/18/2023  
 Due Date: 10/18/2023  
 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, 2023  |           | 3,995.15 | 3,995.15          |
| Maintenance Supplies  |           | 2,247.32 | 2,247.32          |
| Gen. Facil. Main \$1,618 <sup>00</sup><br>1.320.57200.46100                                     |           |          |                   |
| Repairs/Replace Field \$2,925 <sup>70</sup><br>1.330.53800.46000                                |           |          |                   |
| Repairs/Replace Amen. \$1,068 <sup>00</sup><br>1.320.57200.46000                                |           |          |                   |
| Janitorial Supplies \$349 <sup>00</sup><br>1.320.57200.52200                                    |           |          |                   |
| Pool Chemicals \$172 <sup>36</sup><br>1.320.57200.52100   |           |          |                   |
| Office Supplies \$109 <sup>35</sup><br>1.310.51300.51000  |           |          |                   |
| <br>10-20-23 |           |          |                   |
| <b>Total</b>  |           |          | <b>\$6,242.47</b> |
| <b>Payments/Credits</b>   |           |          | <b>\$0.00</b>     |
| <b>Balance Due</b>  |           |          | <b>\$6,242.47</b> |

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
 MAINTENANCE BILLABLE HOURS  
 FOR THE MONTH OF SEPTEMBER 2023

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u>   |
|-------------|--------------|-----------------|--|
| 9/1/23      | 2            | F.S.            | Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles  |
| 9/1/23      | 4.05         | M.B.            | Installed two motion lights at small pool, replace bulbs in light sconces at breezeway   |
| 9/4/23      | 2            | F.S.            | Changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles  |
| 9/5/23      | 4            | M.B.            | Assist in the installation of four new umbrella risers in concrete   |
| 9/5/23      | 7.5          | C.Z.            | Remove pavers, dug holes for new cement, drill and mount umbrella bases, bury bases and pour cement  |
| 9/5/23      | 3.9          | R.A.            | Chip out concrete and remove pavers for four umbrellas, drill and anchor four new umbrella holders to a stability paver and lever off, clean up area and set up safety cones   |
| 9/6/23      | 2            | F.S.            | Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles  |
| 9/6/23      | 6.5          | M.B.            | Install new "This Tall" sign at slide, replace bulbs in lane light sconces at large pool, install four umbrella bases at the large pool  |
| 9/6/23      | 8            | C.Z.            | Filling and leveling holes to reinstall pavers, filling cracks with sand, drilling bolt holes in bases   |
| 9/6/23      | 3.8          | R.A.            | Pouring and tamping paver base for four umbrella holders, brushing in sand to fill gaps between pavers removing slack, adding sand to umbrella holding tubes to achieve proper mounting height for umbrellas, assembly and installation of umbrellas into holders, center punch and drilling of single mount tube and umbrella stem, installation of mounting bolts for single tube  |
| 9/7/23      | 1            | C.Z.            | Completed umbrella drilling and cleaning area  |
| 9/8/23      | 2            | F.S.            | Changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles  |
| 9/11/23     | 2            | F.S.            | Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles  |
| 9/11/23     | 1            | M.B.            | Worked on malfunction main pump on large pool  |
| 9/11/23     | 4            | C.Z.            | Pool motor diagnosing power testing and cleaning   |
| 9/12/23     | 0.5          | M.B.            | Troubleshoot main pump at large pool   |
| 9/12/23     | 3            | C.Z.            | Pool motor diagnosing  |
| 9/15/23     | 2            | F.S.            | Changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles  |
| 9/18/23     | 1            | M.B.            | Worked on troubleshooting pressure washer in maintenance closet, relocate broken deck chairs   |
| 9/18/23     | 3            | C.Z.            | Marking and counting pool deck chairs for restrapping, removed old grill from patio and cleaned area   |
| 9/18/23     | 2            | R.A.            | Emptied and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles  |
| 9/19/23     | 4.48         | R.A.            | Painted two pool shower posts, removed debris from pool deck and changed trash receptacles on pool deck, cleaned three trash receptacles and added drainage holes, serviced pressure washer and started pressure washing passage way between gym and clubhouse bathrooms   |
| 9/19/23     | 3            | M.B.            | Rebuild pressure washer wand, installed safety cover on outlet at snack machine, troubleshoot pump issues with pump repair   |
| 9/19/23     | 6            | C.Z.            | Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, worked on repair of elliptical in fitness center, picked up trailer to move chairs to be repaired  |
| 9/20/23     | 3            | C.Z.            | Clear coating new sign, removed debris from amenity center, common areas, pool, playground and roadways, checked and changed trash receptacles, worked on pool motor wiring and tested flow/chemical pumping components  |
| 9/21/23     | 1            | R.A.            | Finished pressure washing floor between gym and bathroom, removed excess standing water and cleaned floor mats   |
| 9/22/23     | 1            | M.B.            | Reinforced damaged gate at big pool  |
| 9/25/23     | 3            | M.B.            | Replaced bulbs in light sconce at small pool, redrill bottom plate and reattached, replaced valve kit in leaking men's bathroom handicap stall by small pool, worked on fixing faulty toilet in women's restroom next to handicap stall by large pool  |
| 9/25/23     | 3            | R.A.            | Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, emptied and restocked dog waste receptacles, fixed men's gym bathroom toilet, replaced flush unit gaskets, diagram and replaced flush handle, started toilet repair in women's restroom by large pool, ordered part for repair   |
| 9/26/23     | 0.5          | M.B.            | Troubleshoot repair for magnetic gate at big pool  |
| 9/27/23     | 2            | M.B.            | Install mending plates over broken welds on magnetic gate at big pool  |
| 9/27/23     | 4.77         | R.A.            | Glued down and secured handrail caps for handrails/ladders for big pool and small pool, back filled umbrella stands with sand and pea gravel, removed bathroom door guards for large pool bathrooms in both men and women's rooms, sanded down to remove rust, painted with gray paint and metallic spray paint texture, reinstalled, checked both bathroom fans by gym bathrooms, found no voltage and needs further diagnosis, touched up gate repair with black paint |

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF SEPTEMBER 2023

---

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u>   |
|-------------|--------------|-----------------|--|
| 9/29/23     | 2.1          | R.A.            | Repaired loose rails for two separate fence panels, picked up supplies, added L-brackets to large pool gate and side pool gate to fix gate sag and help support gate, replaced light bulb in large pool men's bathroom |

TOTAL 99.1

MILES 70

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 10/05/23

| <u>DISTRICT</u>  | <u>DATE</u> | <u>SUPPLIES</u>                     | <u>PRICE</u>             | <u>EMPLOYEE</u> |
|------------------|-------------|-------------------------------------|--------------------------|-----------------|
| RT               |             |                                     |                          |                 |
| RIDGEWOOD TRAILS |             |                                     |                          |                 |
|                  | 9/5/23      | 10' Galvanized Pipe (2)             | 170.75                   | J.S.            |
|                  | 9/6/23      | 14 Watt Fluorescent Tube Lights (4) | 57.91                    | T.L.            |
|                  | 9/6/23      | Sakrete Paver Base (3)              | 18.22                    | C.Z.            |
|                  | 9/6/23      | 50lb Sakrete Play Sand (2)          | 15.11                    | C.Z.            |
|                  | 9/6/23      | Felt 18w 4 Pin Lights (6)           | 48.09                    | J.S.            |
|                  | 9/6/23      | 1/4" Hex Nuts (8)                   | 0.83                     | J.S.            |
|                  | 9/6/23      | 1/4" Hex Bolts (8)                  | 3.50                     | J.S.            |
|                  | 9/7/23      | Gym Wipes 3200 Wipes (2)            | 207.67                   | F.S.            |
|                  | 9/13/23     | Copy Paper 3 Reams                  | 24.09                    | T.L.            |
|                  | 9/15/23     | Toilet Tissue (2)                   | 45.95                    | F.S.            |
|                  | 9/15/23     | Paper Towels 12 rolls               | 22.97                    | F.S.            |
|                  | 9/15/23     | 13 Gallon Trash Bags 150ct          | 22.97                    | F.S.            |
|                  | 9/15/23     | 33 Gallon Trash Bags 50ct           | 19.52                    | F.S.            |
|                  | 9/15/23     | Weiman SS Cleaner                   | 10.33                    | F.S.            |
|                  | 9/15/23     | CLX Germicidal Bleach (2)           | 21.80                    | F.S.            |
|                  | 9/15/23     | Blend Mop Refill 2pk                | 19.52                    | F.S.            |
|                  | 9/18/23     | Diaphragm Kit (3)                   | 115.89                   | T.L.            |
|                  | 9/19/23     | Sprayer 2 Gallon                    | 20.67                    | M.B.            |
|                  | 9/19/23     | Outlet Safety Cover (2)             | 22.45                    | M.B.            |
|                  | 9/19/23     | 10W-30 Oil                          | 6.88                     | M.B.            |
|                  | 9/19/23     | Pressure Washer Wand                | 44.82                    | M.B.            |
|                  | 9/19/23     | Pressure Washer Trigger             | 47.12                    | M.B.            |
|                  | 9/19/23     | Scrub Brush                         | 17.22                    | M.B.            |
|                  | 9/19/23     | Brush Handle                        | 25.23                    | M.B.            |
|                  | 9/19/23     | Chlorine Granules                   | 57.48                    | M.B.            |
|                  | 9/19/23     | Degreaser                           | 32.15                    | M.B.            |
|                  | 9/19/23     | Dewalt Pressure Washer Tips         | 41.37                    | M.B.            |
|                  | 9/19/23     | Powercare Pressure Washer Tips      | 32.17                    | M.B.            |
|                  | 9/19/23     | Grout Brush                         | 10.32                    | M.B.            |
|                  | 9/19/23     | Alrwick Plug In 10ct                | 27.19                    | T.L.            |
|                  | 9/19/23     | Sheet Protectors 50pk               | 7.41                     | T.L.            |
|                  | 9/19/23     | Red Pens 12ct                       | 2.46                     | T.L.            |
|                  | 9/19/23     | Spiral Notebook                     | 4.88                     | T.L.            |
|                  | 9/19/23     | 1" Binder                           | 7.28                     | T.L.            |
|                  | 9/19/23     | Finger Moisteners                   | 7.36                     | T.L.            |
|                  | 9/19/23     | 2" Binder                           | 24.09                    | T.L.            |
|                  | 9/19/23     | Correction Tape 2ct                 | 4.81                     | T.L.            |
|                  | 9/20/23     | Auto Enamel Gloss                   | 12.05                    | C.Z.            |
|                  | 9/20/23     | 3/8" Quick Connect Valve            | 14.55                    | M.B.            |
|                  | 9/25/23     | Highlighters 8pk                    | 9.88                     | T.L.            |
|                  | 9/25/23     | 80lb Sakrete (9)                    | 61.48                    | J.S.            |
|                  | 9/27/23     | Regal Spud Coupling Assembly        | 18.41                    | T.L.            |
|                  | 9/27/23     | Closet Spud Assembly                | 32.33                    | T.L.            |
|                  | 9/27/23     | Gate Keys 4pk                       | 42.02                    | T.L.            |
|                  | 9/27/23     | 55 Gallon Trash Bags 40ct           | 28.72                    | F.S.            |
|                  | 9/27/23     | 33 Gallon Trash Bags 50ct           | 19.52                    | F.S.            |
|                  | 9/27/23     | 13 Gallon Trash Bags 150ct          | 22.97                    | F.S.            |
|                  | 9/27/23     | 5"x8" Legal Pads 6pk                | 17.30                    | T.L.            |
|                  | 9/27/23     | Door Sweep                          | 21.01                    | M.B.            |
|                  | 9/27/23     | Mending Planes                      | 4.34                     | M.B.            |
|                  | 10/2/23     | 4" Mending Plates 2pk               | 4.34                     | M.B.            |
|                  | 10/2/23     | Closet Door 24"x80" Blanks (2)      | 189.66                   | M.B.            |
|                  | 10/2/23     | 3"CL Tabs                           | 102.35                   | J.S.            |
|                  | 10/2/23     | Muriatic Acid (5)                   | 114.89                   | J.S.            |
|                  | 10/4/23     | Squeegee 24"                        | 34.47                    | F.S.            |
|                  | 10/5/23     | Dewalt Leaf Blower                  | 228.85                   | M.B.            |
|                  |             | <b>TOTAL</b>                        | <b><u>\$2,247.32</u></b> |                 |



**PAYMENT ADDRESS:**  
 Turner Pest Control LLC - P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-363-1499 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
 P.O. Box 952503  
 Atlanta, GA 31192-2503  
 904-355-5300

## Service Slip/Invoice

**INVOICE:** 617834062  
**DATE:** 10/4/2023  
**ORDER:** 617834062

Bill To: [761826]  
 Ridgewood Trails CDD  
 3813 Greatfall Loop  
 Middleburg, FL 32068

Work Location: [761826] 904-214-3346  
 Ridgewood Trails CDD  
 3813 Greatfall Loop  
 Middleburg, FL 32068

| Work Date      | Time     | Target Pest  | Technician | Time In  |
|----------------|----------|--------------|------------|----------|
| 10/4/2023      | 10:55 AM |              |            | 10:55 AM |
| Purchase Order | Terms    | Last Service | Map Code   | Time Out |
|                | NET 30   | 10/4/2023    |            | 11:35 AM |

| Service | Description | Price |
|---------|-------------|-------|
|---------|-------------|-------|

|          |                              |         |
|----------|------------------------------|---------|
| CPCSMART | SMART Rodent Control Program | \$90.00 |
|----------|------------------------------|---------|

|                  |         |
|------------------|---------|
| <b>SUBTOTAL</b>  | \$90.00 |
| <b>TAX</b>       | \$0.00  |
| <b>AMT. PAID</b> | \$0.00  |
| <b>TOTAL</b>     | \$90.00 |

Approved  
 Ridgewood Trails CDD  
 Pest Control  
 1.320.57200.43200  
*Tara R. Lee*  
 10.11.23

**AMOUNT DUE** \$90.00

**RECEIVED**  
 OCT 11 2023  
 BY: \_\_\_\_\_

*TL*

\_\_\_\_\_  
 TECHNICIAN SIGNATURE

\_\_\_\_\_  
 CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**

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