

*Ridgewood Trails  
Community Development District*

*March 6, 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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February 28, 2024

Board of Supervisors  
Ridgewood Trails Community Development District

Dear Board Members:

The Ridgewood Trails Community Development District Meeting is scheduled for **Wednesday, March 6, 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. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2024)
  - B. Oath of Office for Newly Appointed Supervisor
  - C. Election of Officers, Resolution 2024-02
- IV. Consideration of Proposals:
  - A. Wall Packs
  - B. Pool Controller
  - C. Painting Pool Slide
- V. Consideration of RFQ Responses for Engineer Services
- VI. Staff Reports
  - A. Attorney

- B. Engineer
- C. Manager – Discussion of 2024 General Elections
- D. Operation Manager
- E. Amenity Manager
  - 1. Report
  - 2. Landscape Inspection Report
- VII. Supervisor’s Requests and Public Comments
- VIII. Approval of Consent Agenda
  - A. Approval of the Minutes of the January 10, 2024 Meeting
  - B. Balance Sheet & Income Statement
  - C. Assessment Receipt Schedule
  - D. Approval of Check Register
- IX. Next Meeting Scheduled for: May 1, 2024 @ 6:00 p.m. at the Azalea Ridge Amenity Center
- X. Adjournment

**Board Oversight**

*Supervisor ----- – Landscape*

*Supervisor Genska – Security & Technology*

*Supervisor Shroyer – Maintenance*

*Supervisor Miller – Athletics*

*Supervisor ----- - Aquatics*



### *THIRD ORDER OF BUSINESS*

*A.*

My name is Scott Edson and I want to throw my hat in the ring to fill the 2020-2024 vacancy; and/or to apply to fill the other forthcoming vacancy of 2024. (which I think is through the Supervisor of Elections).

Having lived on 4254 Green River Place for three years, I am no stranger to the Freedom HOA and to the CDD.

I hope to bring new ideas, and to try to bring unity to the organizations. My wife says I need a (another) hobby;  
and what better hobby can I have but to help make the community better. I welcome the chance.

Resume attached

Scott Edson  
4254 Green River Place  
Middlebury, Florida 32068

Scott Arnold Edson  
4254 Green River Place  
Middleburg, Florida 32068  
Carolinayes@msn.com  
Phone (904) 254-3012

## OBJECTIVE

To become a Board member, using my skills and past experiences to help make a positive difference. I hope to bring my fresh ideas, dedication to keeping expenses down, and fairness to all. Hope to bring closer together the 2 HOAs and the CDD; and change the philosophy from THEM and THEY to WE....

## CAREER SUMMARY

Proficient with computers, shipping, receiving and production Supervision. Strong organizational and interpersonal skills and committed to superior customer service.

## PROFESSIONAL EXPERIANCE AND ACCOMPLISHMENTS

Created the HOA and funding for Shady Laurel Mountain Members Group  
Member of Safety Committee for ten years, including Chairperson  
Multi company experience in Shipping and Receiving  
Developed and implemented a final Check for Quality  
Increased production, yields and quality  
Written various policy manuals.

## WORK HISTORY

Retired	Florida	.2016-Current
Driver Baker County CCA	Macclenny, FL	2015-2016
Driver-Swain Transit	Bryson City, NC	2010-2015
Field Representative-Census Bureau	Bryson City, NC	2010-2010
Shipping and Receiving- Shaw, Inc	Bryson City, NC	2008-2009
Shipping and Receiving--FMC	Jacksonville, FL	1994-2008

## EDUCATION. AND ORGANIZATIONS

Member of area Bridge Clubs-2018-current  
National Safety Council classes-Jacksonville, FL 2001-2002  
Florida Real Estate License-Jacksonville, FL 1981  
Lions Club-Jacksonville, FL-1980  
Dale Carnegie Course-Beaumont, TX—1977  
Mercer University-BA in Business-Macon, GA 1972-1976  
Mercer University Debate Team-Macon, GA 1972-1975  
Terry Parker High School-Jacksonville,FL-1972

## BACKGROUND

Born in and resident of Florida over 50 years.  
Married for 40 years, one child and several rescue pets.

# Chante Wolosuk

Talent Acquisition Professional

[Chantedabney@gmail.com](mailto:Chantedabney@gmail.com) ♦ 804-661-1569 ♦ Middleburg, FL

## PROFESSIONAL SUMMARY

*A performance-driven Human Resource Specialist with experience in full-cycle recruiting, marketing, sourcing, and customer service and meets SLA goals with clients. Ability to problem solve as well as build relationships with clients and candidates. Looking to gain a career as a Talent Acquisition specialist or as an HR Generalist.*

## KEY SKILLS

- Microsoft Office Suites
- Certified DEI in the workplace recruiter
- Customer service
- ATS systems: Lawson, and Brightmove, Workable
- Documentation and reporting
- New employee enrollment
- Organization
- Experience with LinkedIn, Career Builder, Zip Recruiter, Indeed, Text recruiting (ICIMS), and Email blasts (Mail Chimp)

## EDUCATION AND CERTIFICATIONS

### MyComputerCareer

*Information Technology Systems Administrator Program*

Graduated: May 2022

\*Microsoft Azure certified

### Virginia State University

*Bachelor of Science in Accounting*

Graduated: November 2011

### University of South Florida Muma College of Business

*Diversity, Equity, and Inclusion in the Workplace Certification*

Completed: February 2023

## EMPLOYMENT

### Talent Acquisition Specialist

July 2023- Present

#### Cape Fear Valley Health

- Coordinates and conducts full lifecycle recruitments.
- Sourcing qualified candidates using targeted recruiting methods including online job boards, networking, social media, and referrals.
- Posting job advertisements to various mediums.
- Screening resumes using an applicant tracking system and making appropriate recommendations.
- Moving candidates through the interview process, conducting phone screens, recording feedback, scheduling in-person interviews, sending follow-up emails, etc.
- Working with the compensation team to determine starting pay.
- Applies a high-touch service delivery approach to meet client needs, adapting the approach as needed to meet client needs.

- Ensures organizationally aligned interview guides are being utilized across the system.
- Responds to and resolves candidate questions and complaints throughout the interview process, and coordinates events and logistics for interviews.
- Documents processes, and procedures and updates recruiting resources.

**Talent Acquisition Recruiter**  
Stryker Electric/Edge Electric

March 2023- April 2023

- Implementing the overall recruiting strategy.
- Sourcing and attracting candidates by using databases, social media, etc.
- Conducting interviews and filtering candidates for open positions.
- Develop and update job descriptions and job specifications.
- Prepare recruitment materials and post jobs to the appropriate job board.
- Screen candidate's resumes and job applications.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes.
- Monitor and apply HR recruiting best practices.
- Provide analytical and well-documented recruiting reports to the rest of the team.
- Act as a point of contact and build influential candidate relationships during the selection process.
- Promote the company's reputation as the "best place to work".
- Laid off due to business needs.

**Talent Acquisition Specialist**  
Hueman People Solutions/Cape Fear Valley Health/UC Health

August 2021- July 2023

- Coordinates and conducts full lifecycle recruitments.
- Partnering with clients to determine assessment and selection criteria against organizational talent strategies.
- Sourcing qualified candidates using targeted recruiting methods including online job boards, networking, social media, and referrals.
- Posting job advertisements to various mediums.
- Screening resumes using an applicant tracking system and making appropriate recommendations.
- Moving candidates through the interview process, conducting phone screens, recording feedback, scheduling in-person interviews, sending follow-up emails, etc.
- Working with the compensation team to determine starting pay.
- Applies a high-touch service delivery approach to meet client needs, adapting the approach as needed to meet client needs.
- Ensures organizationally aligned interview guides are being utilized across the system.
- Responds to and resolves candidate questions and complaints throughout the interview process, and coordinates events and logistics for interviews.
- Documents processes, and procedures and updates recruiting resources.
- Cold call at least 75-100 potential candidates per week.

**IT Inventory Manager**  
Connected Solutions Group

March 2021-August 2021

- Designed and implemented an inventory tracking system to optimize inventory control procedures.
- Examined the levels of supplies and raw materials to determine shortages and overages.
- Recruited and trained new employees.

- Ordered new supplies to avoid inefficiencies or excessive surplus.
- Prepared detailed reports on inventory operations, stock levels, and adjustments.

**-Human Resource Assistant Manager**  
**Kroger Co**

November 2018 – June 2021

- Partners with hiring leaders and Talent Acquisition team members to understand job specifications/requirements and competencies of priority positions.
- Sources active and passive candidates by developing a network to ensure the constant flow of qualified candidates.
- Effective use of various tools such as social media, career fairs, agencies and more to build diverse talent communities.
- Enhances Talent Acquisition's ability to profile, attract, and convert qualified prospects into active candidates.
- Communicates the Kroger brand and culture to potential candidates and community partners to attract high-quality talent.
- Screens candidates to evaluate employment factors such as job experience, education and training, skills, knowledge, and abilities.
- Collaborates in designing and implementing strategic sourcing initiatives for roles identified as critical and difficult to fill.
- Researches and identifies viable talent pools for candidate generation.
- Seeks new sourcing options and develops creative approaches to sourcing and delivering candidates in a competitive market.
- Participates in Talent Acquisition projects.
- Supervised and coached direct reports on the performance of their duties.
- Assisted with the management of labor and supply costs daily to meet customers.
- service and financial targets.
- Reduced turnover and increased retention.
- Drive sales working with department leaders to maximize sales and profits.
- Work with department leaders and associates to identify opportunities in the store and develop overall performance.

**Human Resource Assistant Manager/  
 Customer Service Manager**  
**Walmart**

June 2012-Nov 2018

- Identify qualified candidates through several creative outlets (i.e., job boards, networking groups, etc.)
- Assess candidates through phone screening, interviewing, skills testing, and reference checks.
- Maintain and develop relationships with potential qualified candidates via phone and email communications.
- Serve as point of contact for candidates and clients by resolving any issues to provide employee and client satisfaction.
- Consistently meet and exceed weekly and quarterly quotas.
- Obtain and generate sales leads and set new meetings with prospective clients.
- Directly managed over 20 associates and supervised 300 employees.
- Prepared deposits and weekly scheduling.
- Merchandised for six departments.
- Investigated and resolved customer inquiries and complaints.

**Accounting Associate**  
**Walmart**

August 2011 – June 2012

- Managed all store funds through accurate cash handling and record keeping.

- Identified, prepared, organized, and separated financial reports and logs and distributed relevant information to appropriate people, including researching and challenging all chargebacks and reconciliation of journal accounts.
- Regulated movement of cash by processing register bags to prepare deposits for armored car pick up and reconciles end of day business transactions.
- Communicated shortages as per guideline to DLPM and Management.
- Monitored area for signs of shrink and potential security risks and informs management and Loss Prevention.



*C.*

**RESOLUTION 2024-02**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT  
DISTRICT**

**WHEREAS,** the Board of Supervisors of the Ridgewood Trails Community Development District at a regular business held on March 6, 2024 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Marilee Giles</u>	Secretary
<u>Marilee Giles</u>	Treasurer
<u>James Oliver</u>	Assistant Treasurer (s)
<u>Daniel Laughlin</u>	
<u>Darrin Mossing</u>	
<u>Howard McGaffney</u>	
<u>James Oliver</u>	Assistant Secretary
<u>Daniel Laughlin</u>	
<u>Darrin Mossing</u>	
<u>Howard McGaffney</u>	
_____	
_____	
_____	

**PASSED AND ADOPTED THIS 6TH DAY OF MARCH, 2024.**

\_\_\_\_\_  
Chairman / Vice Chairman

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

## *FOURTH ORDER OF BUSINESS*

*C.*

# INVOICE

**TITO'S PAINTING COMPANY LLC** Titopaintingco@gmail.com  
10309 Scott Mill Rd 904-343-9992  
Jacksonville, FL 32257-6226 <https://www.facebook.com/Titopaintingco>



**Tito's Painting Co.**  
Owner/Painter - Licensed & Insured  
**Edwin Tito Arce**  
Call or Text for a free Quote!  
[www.facebook.com/titopaintingco](https://www.facebook.com/titopaintingco)  
Orange Park, FL  
[titopaintingco@gmail.com](mailto:titopaintingco@gmail.com)  
904-343-9992 - Hablo Español  
Check out Facebook page for reviews and photos!!!

## Azalea Ridge Pool Park

**Bill to**  
Azalea Ridge Pool Park  
3800 Great Falls Loop  
Middleburg FL 32068

**Invoice details**  
Invoice no.: 24-002389  
Invoice date: 01/16/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Services - Ext</b> Painting of Slide under belly. Prep - Pressure washing prior to application.		0	\$3,275.00	\$3,275.00
2.		<b>Materiales</b> Quote includes labor, materials & Paint - Paint Brand: Paint brand PPG-2part		0	\$0.00	\$0.00
3.		<b>Acceptable payment options</b> Payment accepted: CashApp, Venmo, Cashier check, Cash & Credit cards (Fee associated). NO PERSONAL CHECKS!		0	\$0.00	\$0.00

**Total** **\$3,275.00**

## Ways to pay



**Note to customer**  
Thank you for your business.

## *FIFTH ORDER OF BUSINESS*

## QUALIFICATIONS

# Engineering Services

Prepared for:

Ridegwood Trails  
Community Development District

Clay County, FL

Prepared by:



**ALLIANT**

February 23, 2024

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February 23, 2024

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District Managers Office  
Marilee Giles mgiles@gmsnf.com

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Alliant Engineering, Inc.  
10475 Fortune Parkway, Suite 101  
Jacksonville, FL 32256904.240.1351 MAIN  
www.alliant-inc.comBuilding better communities with  
excellence and passion.

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RE: Engineering Services for Ridgewood Trails Community  
Development District

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Dear Ms. Giles and Members of the Evaluation Committee:

Alliant Engineering, Inc. (Alliant) and our teaming partner Meskel & Associates Engineering (MAE) and ECS Florida, LLC (ECS) are pleased to submit our proposal for Engineering Services. Curt Wimpée, PE is Alliant's Southeast Regional Manager and will serve as the Quality Manager while Brice Nelson, PE will serve as the Project Manager and will be the CDD's primary point-of-contact.

Alliant was founded in Minneapolis in 1995 and has grown from a company with one employee into an organization of over 177 diverse professionals and support staff. We have been providing services to clients like the Ridgewood Trails Community Development District for over 28 years. In 2015 Alliant expanded to Jacksonville, FL to better serve its clients in the southeast region. Alliant is an S-Corporation providing a range of comprehensive services including but not limited to civil engineering, construction services, environmental services, intelligent transportation systems, landscape architecture, land survey, roadway design, structures, traffic engineering, and water resources.

Alliant's business philosophy is to keep our values of community, excellence, creating value, collaboration, being future focused, and integrity at the forefront of everything we do. Our corporate mission to Build Better Communities With Excellence And Passion is evident within our culture and our outstanding Client Service distinguishes us from other companies.

We understand you are looking for a consultant partner that is more than just a designer or engineer. You expect a partner that can lead and manage projects from concept through construction and efficiently address any challenges along the way. As your Project Manager, Brice Nelson, PE will serve as your primary point of contact and will ensure that our team will be focused, flexible, and responsive to the needs of the CDD and its residents. We will focus on timely, honest, and open communication and delivering quality from the day the project starts all the way through project bidding, construction, and closeout.




Alliant is interested in pursuing this solicitation to continue to grow our services throughout Florida. We are excited to serve the CDD and are committed to providing the highest quality service for selected projects. Thank you for your consideration and we look forward to partnering with you. Please feel free to contact me with any questions or if you require any additional information.

Sincerely,

Alliant Engineering, Inc.



Brice Nelson, PE Project Manager

 bnelson@alliant-inc.com 904.723.4895Curt Wimpée, PE Regional Manager,  
Principal-in-Charge cwimpee@alliant-inc.com



## ARCHITECT-ENGINEER QUALIFICATIONS

### PART I - CONTRACT-SPECIFIC QUALIFICATIONS

#### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Request for Qualifications for Engineering Services for Ridgewood Trails Community Development District, Clay County, Florida

2. PUBLIC NOTICE DATE

01/25/2024

3. SOLICITATION OR PROJECT NUMBER

NA

#### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Brice Nelson, PE/Project Manager

5. NAME OF FIRM

Alliant Engineering, Inc.

6. TELEPHONE NUMBER

(904) 723-4895

7. FAX NUMBER

NA

8. E-MAIL ADDRESS

bnelson@alliant-inc.com

#### C. PROPOSED TEAM

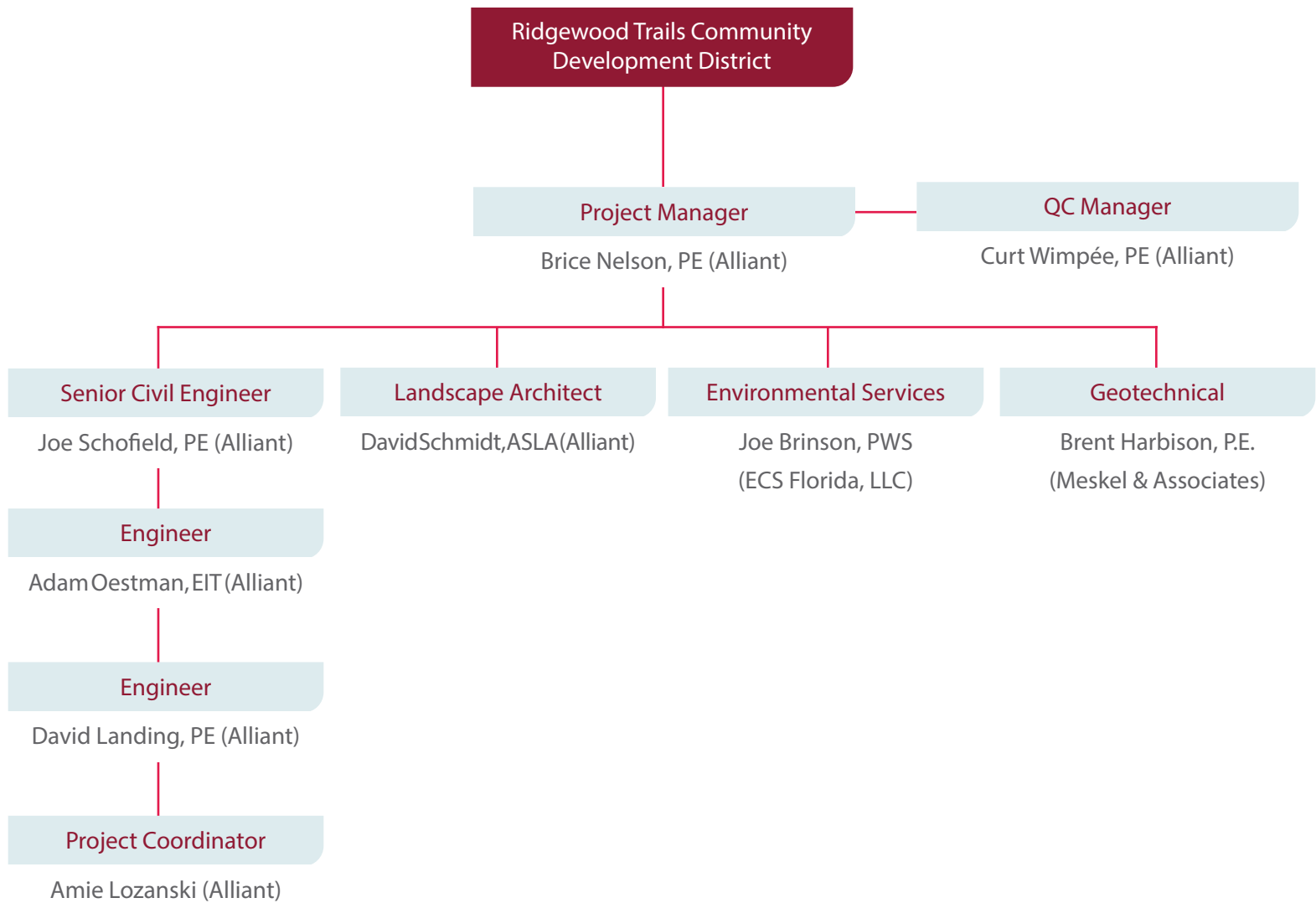
(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	X			Alliant Engineering, Inc.  X CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Project Management, Civil, Landscape
b.			X	ECS Florida, LLC  X CHECK IF BRANCH OFFICE	11554 Davis Creek Court, Jacksonville, FL 32256	Environmental Services
c.			X	Meskel & Associates Engineering  CHECK IF BRANCH OFFICE	3728 Philips Highway, Suite 208 Jacksonville, FL 32207	Geotechnical Services
d.				Alliant Surveying, Inc. (A wholly owned subsidiary of Alliant Engineering, Inc.)  X CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Land Surveying
e.				  CHECK IF BRANCH OFFICE		
f.				  CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

## Exhibit 1. Organization Chart



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Brice Nelson, PE	Project Manager	23	Less than 1 Year

15. FIRM NAME AND LOCATION (City and State)

Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization)

B.S. Civil Engineering, Southern Illinois University MBA, University of Mary

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer in Florida (97162); South Dakota (15708); North Dakota (PE-8217); Iowa (P27204); Virginia (0402049573)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Brice has 23 years of experience working as a civil engineer in multiple roles on a variety of projects from storm water management to road realignment. He is familiar with municipal design, water and sewer distribution and storm water management. Brice has extensive experience in acting as the City Engineer capacity for several small towns throughout his career.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>PROJECT MANAGER – CITY ENGINEERING SERVICES – BERTHOLD, ND</b>	<b>2014</b>	<b>NA</b>
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Berthold for over three (3) years. The City of Berthold renewed their contract for City Engineer Services, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, design of a bulk water station and assisted with obtaining funding for major projects.	Check if project performed with current firm	
<b>PROJECT MANAGER – CITY ENGINEERING SERVICES – ROSS, ND</b>	<b>2016</b>	<b>NA</b>
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Ross for five (5) years. The City of Ross put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, collaborated with the department of health to perform inspections to obtain permit approval of a watermain that had been installed by a contractor without proper approvals (prior to hiring for City Engineer Services), assisted the city to come into compliance with the department of health with their drinking water by switching over to the R&T Water, assisted with permits from BNSF to bore under the railroad to construct a new watermain throughout the city. design of the watermain/sewer/roadway improvements, regularly attended City Council meetings, and assisted with obtaining funding for major projects.	Check if project performed with current firm	
<b>PROJECT MANAGER – CITY ENGINEERING SERVICES – GALESBURG, WI</b>	<b>2021</b>	<b>NA</b>
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Galesburg for five (5) years. The City of Galesburg put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to NPDES permits, assessments of new water quality regulations, prepared Preliminary Engineering Reports, advised how to meet new standards through water quality trade projects, designed improvements to the lagoon, preparation of bids, construction inspection and coordination with funding agencies.	Check if project performed with current firm	
<b>PROJECT MANAGER – CITY ENGINEERING SERVICES – ALMA CENTER, WI</b>	<b>2021</b>	<b>NA</b>
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Alma Center for five (5) years. The City of Alma Center put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to redundancy issues with their water distribution system, preparation of Preliminary Engineer Reports, design of a new well and watermain, preparation of asset management report of their utilities, preparation of bids, construction inspection, and coordination with funding agencies.	Check if project performed with current firm	
<b>ALMA CENTER WELL AND WATERMAIN EXTENSION, ALMA CENTER, WISCONSIN</b>	<b>2019</b>	<b>2020</b>
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE The city upgraded its century-old well with a second one, funded through the SRF program. A PER report and asset management plan, along with a WaterCAD model, were crucial for principal forgiveness. Two watermain extension plans were presented, involving permits from ACOE and DOT, including a direct bore under a state highway. Construction oversight, monthly representation for SRF funding, and funding closeout were managed. Coordination with the state ensured loan repayment feasibility and resident-friendly rate adjustments, requiring regular updates at City Council meetings for transparency and satisfaction.	Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Curt Wimpée, PE	Quality Manager	28	8

15. FIRM NAME AND LOCATION (City and State)

Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization)

B.S. Civil Engineering, University of Minnesota

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer in Florida (79764); Minnesota (40487) Georgia; (031340); N. Carolina (053415); S. Carolina (41355); Tennessee (125610)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Curt is a Vice President at Alliant and has 28 years of experience in municipal engineering, land development and transportation. Curt's experience includes localized and regional utility extensions, lift stations, City and DOT roadway reconstructions and new roadways, MOT plans, signage and striping plans, concrete and asphalt pavement design, storm water management systems, regional drainage studies, residential mixed use, and large-scale commercial developments.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
CITY ENGINEER (CONSULTANT) FOR BUNNELL, FL	ONGOING	NA
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	X Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
CITY ENGINEER (CONSULTANT) FOR FLAGLER BEACH, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	ONGOING	NA
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	X Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
CIVIL ENGINEER FOR MENDOTA HEIGHTS, MN	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2000	NA
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
CITY ENGINEER (CONSULTANT) FOR TWO HARBORS, MN	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2014	NA
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE City Engineer performing all aspects of design for City improvement projects. Representative projects included approximately 6 miles of roadway and utility reconstruction for rural to urban street reconstructions. Tasks included complete corridor survey of projects, design, cost estimating, bidding and award, and full-time construction inspection.	Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
CITY ENGINEER (CONSULTANT) FOR SCANLON, MN	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2014	NA
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	Check if project performed with current firm	

(Complete one Section E for each key person.)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Schofield is a Senior Engineer with 18 years of experience in civil design and construction oversight. He has provided design, review, and/or management of hundreds of public and private roadway and site development projects in the southeast United States. He has partnered with dozens of State Agencies and local communities to advance a wide variety of projects to improve transportation infrastructure across the continental United States.

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Adam Oestman, EIT	Production Engineer	6	2.5

15. FIRM NAME AND LOCATION (City and State)

Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization)

B.S. Civil Engineering Technology, Murray State University

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Engineer in Training

(PE Pending)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Oestman has more than six years of experience in the design and construction of private infrastructure projects. He has worked on numerous developments and infrastructure improvements for commercial, medical, municipal, and residential projects around the country. Typical project requirements are land acquisition contract review, site assessment, land planning, development cost analysis, scheduling, approval coordination preparation of contract documents, and construction administration.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
CITY OF DELAND RECLAIM MAIN EXTENSION, DELAND, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Lead design engineer preparing the construction documents for a +6000 LF Reclaim main extension.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
SHADOW CREST AT ROLLING HILLS CDD SINGLE FAMILY SUBDIVISION, GREEN COVE SPRINGS, FL	2021	ONGOING
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Lead design engineer preparing the construction documents for a 247 single-family residential subdivision, as well as associated construction administration throughout the project.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
SAWMILL BRANCH AT PALM COAST PARK CDD - MULTIPLE PHASES, PALM COAST, FL	2023	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Lead design engineer preparing the construction documents for multiple single-family residential subdivision phases totaling over 1000 lots.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
SPRING LAKE AT PALM COAST PARK CDD - MULTIPLE PHASES, PALM COAST, FL	2022	ONGOING
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Preparing the construction documents, cost-estimates, and associated construction administration for multiple single-family residential subdivision phases for a total of 421 lots.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
HYMON CIRCLE DRAINAGE IMPROVEMENTS - CITY OF BUNNELL, FL	2023	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Design engineer preparing the construction documents for a two phase project in the City of Bunnell, including +-2000 LF of road-side drainage improvements, as well as +-3000 LF of existing drainage ditch improvements.		
<input checked="" type="checkbox"/> Check if project performed with current firm		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
David Schmidt, ASLA	Landscape Design	16	Less than 1 Year

15. FIRM NAME AND LOCATION (City and State)

Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization)

B.S. Landscape Architecture, University of Arkansas, Minor in Horticulture

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

ASLA; Currently pursuing licensure as a Landscape Architect in Florida in 2023

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Schmidt has more than 16 years of experience in the fields of land development planning, landscape architecture, urban design, and project management and is the Director of Landscape Architecture at Alliant. His primary responsibilities include project management, regulatory approvals, site layout and design, construction documentation, regional and community planning, and graphic design.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
REVERIE AT TRAILMARK, ST. AUGUSTINE, FL	2020	2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Reverie at Trailmark, St. Augustine, FL — served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Reverie is a 55+ Master Planned Community located in St. Augustine Florida permitted as a Community Development District developed by Dream Finders Homes, LLC. Reverie consists of 487 class A single family homes, and 4,600 SF Neighborhood Clubhouse.		
Check if project performed with current firm		
b. Served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Sweetgrass is a 150 Acre Master Planned Community located in St. Mary's Georgia developed by Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. The Sweetgrass project will end up as home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement.		
X Check if project performed with current firm		
c. My team was responsible for various project components, such as data collection, landscape design, color renderings and 3D modeling for the master plan. Kimley-Horn completed the master planning process for the 1.5-mile-long riverfront area in Bradenton known as the Riverwalk. Services included a grants/funding analysis, master planning, public involvement, design development, and stakeholder coordination. Unanimous approval was given from the Bradenton City Council with the preparation of construction documents and permitting drawings.		
Check if project performed with current firm		
d.		
Check if project performed with current firm		
e.		
Check if project performed with current firm		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
David Landing, PE	Engineer	27	Less than 1 Month

15. FIRM NAME AND LOCATION (City and State)

Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization)

BS, Civil Engineering, University of North Florida (UNF)

AS, Civil Engineering Technology, Savannah Technical College

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineer in Florida (80483)

Professional Engineer in Georgia (PE049527)

Professional Engineer in South Carolina (41102)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Landing is a Senior Civil Engineer with over 27 years of experience in pipelines and trenchless design with experience working on a variety of projects across the United States with a focus on water and wastewater projects in Northeast Florida. His design experience includes water and wastewater treatment facilities, pressure and gravity pipelines, civil site design, stormwater design, with emphasis on large diameter pipelines and trenchless installations. His experience in pipeline design includes feasibility studies, design and construction support, design calculations, and drawing production.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	16TH STREET RECLAIMED WATER MAIN, SJCUD, ST AUGUSTINE, FL	2013	2013
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Landing served as pipeline design engineer for approximately 7,600 LF of 4-inch to 16-inch water main, force main, reclaimed water main, and gravity sewer pipelines installed by open-cut. The project also included approximately 550 LF of 10-inch reclaimed water main installed by HDD adjacent to sensitive park areas of historic St. Augustine and FDOT ROW. Mr. Landing performed HDD design calculations, laid out the geometry for the project alignment, helped prepare construction drawings, and coordinated with the design sub-contractors on the project.		
b.	SUNSHINE 16 (PS 306) AND FORCE MAIN EXTENSION, SJCUD, ST AUGUSTINE, FL	2015	2015
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Mr. Landing served as pipeline design engineer for approximately 1,500 lf of 4-inch force main. As part of the overall system improvements, the new force main redirected flow from the Sunshine 16 Pump Station to a separate discharge location. The project included three HDD installations to minimize impacts to the roadway and pedestrian traffic patterns as well as the adjacent residential neighborhood. Mr. Landing performed HDD design calculations, laid out the geometry for the alignments, helped prepare construction drawings and associated contract documents, and worked with the contractor for HDD installations to implement best construction practices for design of the project.		
c.	SR 207 WATER MAIN EXTENSION – PHASE III, SJCUD, ST JOHNS COUNTY, FL	2023	2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE For the above referenced project David served as QA/QC engineer and site construction inspector for the design and construction of 2,900 LF of 24-inch PVC water main within St Johns County Utility Department (SJCUD) easements and Florida Department of Transportation (FDOT) Right-of-Ways (ROW). The project also consisted of a 42-inch steel cased jack and auger bore crossing of FDOT's State Route (SR) 206 and a 30-inch HDPE horizontal directional drill (HDD) crossing of the Florida Department of Transportation's (FDOT) Interstate 95. Permitting was required by FDOT and Florida Department of Environmental Protection (FDEP) for wetlands crossings and impacts. For this project I personally reviewed the construction drawings at various project milestones for constructability and to ensure the project met client specifications. I also reviewed contractor submittals for materials and construction methods and performed on-site inspection of installation of the water main, wet tapping for connection to the existing water main and the horizontal direction drill installation under I-95.		
d.	HASTINGS WTP TO SR-207 12-INCH WATER TRANSMISSION MAIN, SJCUD, HASTINGS, FL	2024	2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE David served as the project manager, engineer of record, and senior pipeline design engineer for approximately 4,650 linear feet of 12-inch PVC transmission water main installed by open-cut trenching, along with associated valving, hydrants, fittings, and appurtenances. The project also included approximately 2,700 linear feet of 16-inch HDPE water main installed through three separate HDD trenchless installations. Project challenges included navigating road corridors with narrow rights-of-way, which were shared with an FPL high-voltage transmission overhead powerline and coordinating proposed and temporary construction easements with property owners. David laid out the geometry for the project alignment, assisted in preparing construction drawings, and coordinated with survey and geotechnical exploration subcontractors.		
e.	CWRF TRANSMISSION MAIN BYPASS AND REDUNDANCY CONCEPTUAL PLAN, ECUA, PENSACOLA, FL	2023	2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE For the above referenced project David served as pipelines engineer for the route planning, feasibility and constructability input to add redundancy to an existing 3,500 LF of 30-inch, 10,050 LF of 42-inch, 53,500 LF of 48-inch and 5,200 LF of 54-inch large diameter DI transmission force main transporting sewerage from ECUA's Main Street Water Plant situated along Pensacola Bay to ECUA's Chemstrand Treatment Plant on the north of Escambia County. For this project I personally participated in team meetings, helped with route selection, made recommendations in support of and produced route planning sketches for the project. I also investigated and made recommendations for bypass points of connection between the various force main segments.		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Joe Brinson, PWS	Environmental Senior Project Manager	27	2

15. FIRM NAME AND LOCATION (City and State)

ECS Florida, LLC - Jacksonville, FL

16. EDUCATION (Degree and Specialization)

B.S. Forest Resource Management/Forest Biometrics, University of Georgia, Athens, GA

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Wetland Scientist

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Mr. Brinson is an Environmental Senior Project Manager for ECS and has more than 26 years' experience in wetland permitting, species, timber assessments, greenbelts and tree / arborist services. His responsibilities include the daily management of all phases of environmental projects to include proposal preparation and review, environmental compliance (spec/NPDES), budgeting daily and ongoing activities, preparation and review of reports, daily on-going client interaction, developing a client database, invoicing and marketing.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
TOWN CENTER BOULEVARD PROPERTY, PALM COAST, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Project Manager. ECS scientist completed a Ecological Diligence. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,850 Size: 5.09 acres. <input checked="" type="checkbox"/> Check if project performed with current firm		
DIX ELLIS, JACKSONVILLE, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Project Manager. ECS scientist completed a Preliminary Wetlands Determination. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,500 Size: .77 acres. <input checked="" type="checkbox"/> Check if project performed with current firm		
BEAUTYREST AVENUE PROPERTY, JACKSONVILLE, FL	2022	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Project Manager. ECS scientist completed a Ecological Due Diligence with CRAS. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$6,650 Size: 3.88 acres <input checked="" type="checkbox"/> Check if project performed with current firm		
FIRST COAST EXPRESSWAY PROPERTY, MIDDLEBURG, FL	2021	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate th site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitat. ECS Fees: \$6,650 Size: 3.88 acres. <input checked="" type="checkbox"/> Check if project performed with current firm		
BAINBRIDGE NOCATEE PARKWAY PROJECT, JACKSONVILLE, FL	2021	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate th site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and/or habitat on the site and its relevant surroundings. ECS Fees: \$2,300 Size: 13.5 acres. <input checked="" type="checkbox"/> Check if project performed with current firm		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME  <b>Brett H. Harbison, P.E.</b>	13. ROLE IN THIS CONTRACT  <b>Senior Geotechnical Engineer</b>	14. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL <b>16</b></td> <td>b. WITH CURRENT FIRM <b>5</b></td> </tr> </table>		a. TOTAL <b>16</b>	b. WITH CURRENT FIRM <b>5</b>
a. TOTAL <b>16</b>	b. WITH CURRENT FIRM <b>5</b>				
15. FIRM NAME AND LOCATION (City and State) <b>Meskel &amp; Associates Engineering, PLLC, Jacksonville, Florida</b>					
16. EDUCATION (Degree and Specialization) <b>B.S. Civil Engineering, Florida State University, 2007</b>  <b>Graduate Courses University of Central Florida</b>		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>Professional Engineer, Florida P.E. 74679</b>  <b>Professional Engineer, Georgia PE037919</b>			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Certified SmartPile EDC System (User ID # 020FL0029-13), Florida Engineering Leadership Institute Graduate 2015, American Society of Highway Engineers (ASHE), North Florida, ASHE Community Outreach Chairman, TCI Young Professional of the Year 2017</b>					

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>CITY OF JACKSONVILLE (COJ) NORTHBANK BULKHEAD REPLACEMENT, JACKSONVILLE, FL</b>	PROFESSIONAL SERVICES <b>2020</b>	CONSTRUCTION (If applicable)
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Engineer responsible for coordinating the geotechnical exploration to replace the existing bulkhead along the northern bank of the St. Johns River in downtown Jacksonville extending approximately between the Fuller Warren bridge and Liberty Street. The project will include constructing a new bulkhead wall in front (waterside) of the existing bulkhead and installing anchors through the existing bulkhead. MAE's scope of work included land and waterside Standard Penetration Test (SPT) borings, rock coring, laboratory testing, and engineering analysis for the design and construction of the new bulkhead and anchors. (Contract Value: \$384,800 )		
<b>CITY OF JACKSONVILLE SIDEWALKS AND PEDESTRIAN IMPROVEMENTS, JACKSONVILLE, FL</b>	PROFESSIONAL SERVICES <b>2020</b>	CONSTRUCTION (If applicable)
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Project Manager. MAE's services for projects under this contract consist of geotechnical exploration and engineering analysis for tasks such as new sidewalks, drainage improvements, culvert extensions and replacement, and retaining walls. Typically, the geotechnical exploration included mobilizing our truck-mounted drill rig to City roads and highways. Following subsurface exploration, laboratory testing, and geotechnical engineering analysis, MAE provided geotechnical recommendations and site preparation recommendations. These recommendations included clearing and stripping; temporary groundwater control; soil parameters for culvert design; excavation protection; and structural backfill and compaction of structural backfill. (Contract Value \$128,740)		
<b>LONNIE MILLER SR. REGIONAL PARK STRUCTURES &amp; PEDESTRIAN TRAIL, JACKSONVILLE, FL</b>	PROFESSIONAL SERVICES <b>2018</b>	CONSTRUCTION (If applicable)
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical/Soils Engineer. Park improvements proposed for this park included multiple new courts, multi-use fields, playgrounds, pavilions, new parking areas, elevated boardwalks, restroom and concession facilities, 2-story concrete scorer's building and 2,700 linear feet of asphalt surfaced pedestrian trail. Geotechnical explorations were performed. Reporting was presented and included design recommendations for shallow foundations, groundwater control and underdrain recommendations for field areas, and recommendations for construction of asphalt pavement base and structural courses for the trail system. Site preparation and earthwork recommendations included clearing and stripping, removal and replacement of deleterious soils/debris encountered, temporary groundwater control, and placement/compaction of fill and backfill soils. (Contract Value: \$37,800)		
<b>FDOT DISTRICT 2, I-95 NASSAU RIVER BRIDGE IMPROVEMENTS, DUVAL/ NASSAU COUNTY LINE, FL</b>	PROFESSIONAL SERVICES <b>2021</b>	CONSTRUCTION (If applicable)
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Foundation/Geotechnical Engineer of Record (GEOR)/Project Manager responsible for field coordination, laboratory shear strength testing, rock core strength testing, and geotechnical analyses to support design and construction of non-redundant drilled shafts to support crutch bents proposed for the existing I-95 north and southbound bridges. Brett directed field crews and staff in performing 24 Standard Penetration Test (SPT) borings in tidally inundated project area using amphibious and spud barge platforms. Borings were advanced to depths of 125 feet below the river mudline. Static axial shaft capacities were estimated to determine anticipated shaft tip elevations. Engineering reports were prepared including drilled shaft analyses, soil parameter recommendations for lateral analyses, and shaft installation/construction recommendations. (Contract Value: \$670,825)		
<b>MONCRIEF PEDESTRIAN BRIDGE SPAN REPLACEMENT, JACKSONVILLE, FL</b>	PROFESSIONAL SERVICES <b>2022</b>	CONSTRUCTION (If applicable)
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Engineer responsible for the geotechnical exploration, laboratory testing, and engineering analysis for the pedestrian bridge. The main span and extended ramps will be supported on 54-inch non-redundant drilled shafts. The existing bridge is approximately 70 to 75 feet long and the replacement bridge will be of similar length. (Contract Value \$14,000 est.)		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER  1
21. TITLE AND LOCATION (City and State) Shadow Crest at Rolling Hills CDD (Phases 3B & 3C), GCS, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION (If applicable) 2023

### 23. PROJECT OWNER'S INFORMATION

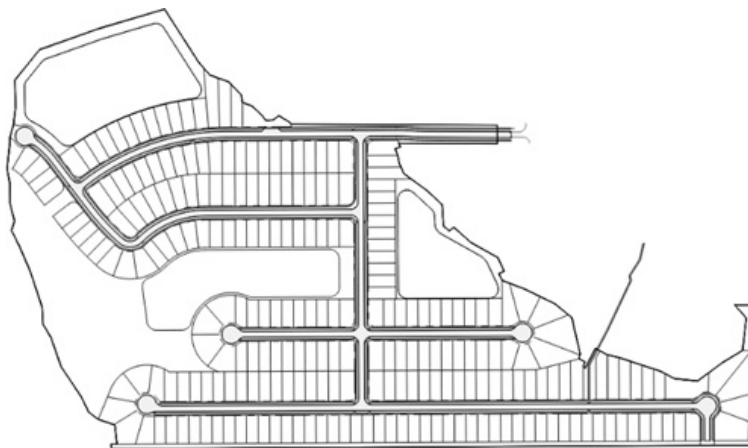
a. PROJECT OWNER Rolling Hills CDD	b. POINT OF CONTACT NAME Marilee Giles	c. POINT OF CONTACT TELEPHONE NUMBER (904) 940-5850 x412
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### 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

CDD constructed by bond issuance infrastructure to support a 247-lot single-family platted phase of the community. Joe Schofield is the acting District Engineer for this part of the District, who is also the Engineer of Record.

Project required coordination with the primary CDD Engineer to coordinate ongoing construction of a prior phase adjacent Shadow Crest. Construction ran concurrently, so both Engineer's attended each monthly Board meeting to give Engineer's updates on each respective project. The prior phase included construction of a lift station to receive effluent from both projects.

Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.



### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

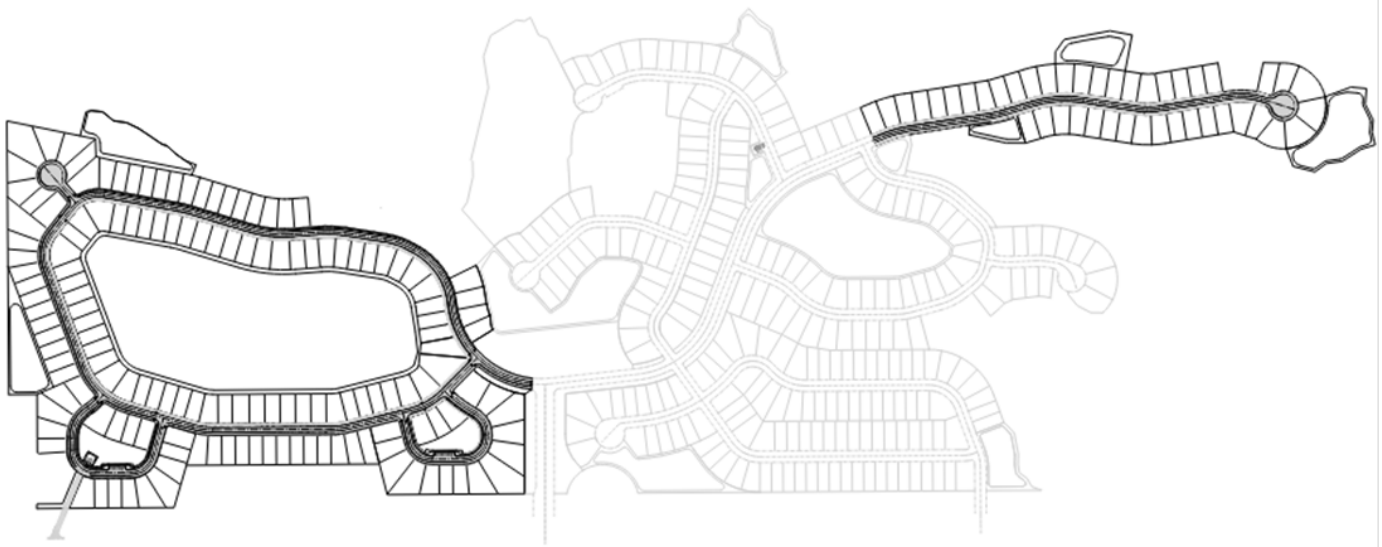
<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  2
<b>21. TITLE AND LOCATION (City and State)</b> Spring Lake Subdivision	<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) NA

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Sunbelt Land Management	<b>b. POINT OF CONTACT NAME</b> Ken Belshe	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> (386) 986-2411
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

Engineer of Record for completed design and permitting of 421 unit CDD residential subdivision. Provided all aspects of oversight and design. Provided Certified Engineer's Report including cost estimating for Palm Coast Park Community Development District (CDD).


**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  3		
<b>21. TITLE AND LOCATION (City and State)</b> Bunnell Westside Sewer Improvements - Phase 1, Bunnell, FL		<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2020</td> <td>CONSTRUCTION (If applicable) 2020</td> </tr> </table>	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2020
PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2020			

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> City of Bunnell	<b>b. POINT OF CONTACT NAME</b> Dustin Vost	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> (386) 437.7515
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The application was ranked #1 by the SJRWMD. The project consisted of sanitary sewer CIP lining, lift station upgrades, and regional storm sewer and swale improvements to address ongoing flooding issues in this Deen Road neighborhood.


**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  4		
<b>21. TITLE AND LOCATION (City and State)</b> Flagler Beach Slip Lining Rehab, Flagler Beach, FL	<b>22. YEAR COMPLETED</b> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2020</td> <td>CONSTRUCTION (If applicable) 2020</td> </tr> </table>		PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2020
PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2020			

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> City of Flagler Beach	<b>b. POINT OF CONTACT NAME</b> Lee Richards	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> (386) 517-2000 ext. 248
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The project was funded by the SJRWMD and Alliant performed a 1.1-mile route survey along SR100 (Moody Blvd) in the City of Bunnell from Grand Reserve Parkway to North Palmetto Street. This required deed research for all adjacent properties along the route including FDOT right-of-way. Alliant also prepared design and bid Documents for a reclaimed water main.


**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  5
<b>21. TITLE AND LOCATION (City and State)</b> Sweetgrass Apartments (Phase 1) Enhanced Landscape Saint Marys, GA		<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES 2023 CONSTRUCTION (If applicable) NA

### 23. PROJECT OWNER'S INFORMATION

<b>a. PROJECT OWNER</b> Sweetgrass Acquisition LLC	<b>b. POINT OF CONTACT NAME</b> Ron Buckley	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> (904) 247-5334
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### 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Sweetgrass is a 150 Acre Master Planned Development located in St. Mary's Georgia for Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. Working in collaboration with the client, architect, and interior designer, the Sweetgrass project will end up as a home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement. My team's services included project management for the design of the enhanced landscape, irrigation, neighborhood clubhouse amenity area which included the clubhouse pool deck, shade structures, outdoor kitchen, landscape architecture, hardscape, site electrical engineering (managed sub), mail kiosk, design of the neighborhood entry monument, security gate, dog park and all site civil design with permitting.



### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Land Surveying
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER  <b>6</b>
21. TITLE AND LOCATION (City and State) Trout Creek Community Development District, St. Augustine, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION (If applicable) NA

### 23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Trout Creek CDD	b. POINT OF CONTACT NAME Melissa Dobbins	c. POINT OF CONTACT TELEPHONE NUMBER (904) 436.6270
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### 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

ECS completed an Arboriculture Assessment for the landscape tree decline predominantly live oaks with a few magnolias. ECS understood the trees started to decline approximately two years after they were replanted. ECS scope of work included assessing the current condition of landscaping trees along Shearwater Parkway, determine whether conditions require removal and recommend an appropriate course of action for remediation. Investigative methods used were visual inspection of roots and tree, soil pH and nutrient analysis, root excavation, general leaf density analysis, irrigation water pH testing and bulk density testing of the soil.



### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME ECS Florida, LLC	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Environmental
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER  <b>7</b>
21. TITLE AND LOCATION (City and State) <b>Tapestry Westland Village, Jacksonville, FL</b>		22. YEAR COMPLETED PROFESSIONAL SERVICES <b>2019</b>
		CONSTRUCTION (If applicable) <b>NA</b>

### 23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER <b>Arlington Properties</b>	b. POINT OF CONTACT NAME <b>Trey Barnes</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>(205) 397-6834</b>
---	--	---

### 24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

The subject project is located at the intersection of Collins Road at Plantation Bay Drive in Jacksonville, Florida. This task order included performing geotechnical exploration, laboratory testing program, and engineering analysis to assist the design team with the design of the twelve 3-story residential buildings, a single-story clubhouse, lift station, pool, and dog park. Our analysis included providing recommendations for the construction of shallow foundations and a wet well structure.

Borings: 16 SPT, 16 Hand Augers

Total Feet: 533 LF (9 SPT to 30 feet, 4 SPT to 20 feet, 1 SPT to 32 feet, 1 SPT to 25 feet, 5' sampling intervals) (166 foot Hand Augers 1 foot sampling intervals)

Samples: 223

### LABORATORY TESTING PROGRAM

Index Testing: 26 samples 26 -200, 26 MC, 4 OC, 4 AL

Contract Value: \$12,000

### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME <b>Meskel &amp; Associates</b>	(2) FIRM LOCATION (City and State) <b>Jacksonville, FL</b>	(3) ROLE <b>Geotechnical Services</b>
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

[illegible]

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Shadow Crest at Rolling Hills CDD (Phase 3B&C)	6	Trout Creek Community Development District
2	Spring Lake Subdivision	7	Tapestry Westland Village
3	Bunnell Westside Sewer	8	
4	Flagler Beach CIPP	9	
5	Sweetgrass Apartments (Phase 1) Enhanced Landscape	10	

## H. ADDITIONAL INFORMATION

To fully address the criteria requested in the RFQ, we offer the following additional information. This further demonstrates Alliant Engineering's expertise and capabilities to perform all work that is anticipated under this contract as District Engineer for the CDD.

### ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

**Alliant Engineering, Inc.** (Alliant) offers professional design and project management services in Municipal Infrastructure and Land Development, Transportation, Traffic Engineering, Design-Build, Structural, Landscape Architecture, and Surveying. Alliant's backbone is a professionally diverse group of talented professionals dedicated to providing quality design, management, and construction services. Established in 1995, Alliant has provided 29 years of professional engineering services to a broad range of public and private clients. Our collaborative team approach and integrated management style allows us to efficiently complete projects while providing a high level of quality. We bring value to our clients by combining unmatched civil engineering expertise, experience, and innovation.

In addition to being highly qualified for this work, we have an intricate knowledge of the infrastructure challenges within smaller municipalities. Our key staff for this project team are experts in their disciplines and well suited to provide the continuing engineering services required of your District Engineer.

At the program level, we have the following critical roles:

- **Project Manager** – Responsible for building project team tailored to meet project goals, provide ongoing project oversight, and be the primary point of contact for the CDD. **Brice Nelson, PE** was selected to be our Project Manager because, following 23 years of experience in the industry, he understands how to make CDD projects successful. As Project Manager, Brice will be handling the District Meetings and managing the construction/engineering services.
- **Discipline Lead** – Responsible for identifying team members for individual work orders and ensuring uniformity in format and standards between projects. This individual is also an expert technical resource for project teams. These individuals are identified in the resumes in Section E of the SF330 Form.
- **Quality Manager** – Responsible for ensuring all team members are trained in the Alliant Quality Management Process and verifying that quality processes are followed on individual projects. **Curt Wimpée, PE**, will be our Quality Manager.

Alliant's proposed team of professionals provides the CDD with a comprehensive understanding and approach to meet (and exceed) the CDD's objectives and goals. Our corporate mission to build better communities with excellence and passion is evident within our culture and separates us from the rest.

Additionally, As part of our program for other similar clients, we have developed an internal Quality Management Plan (QMP) that defines how our team will provide quality in delivering services to the CDD. As Project Manager, Brice will work with Curt Wimpée to ensure that the process is followed for every major deliverable and milestone. Alliant's experience with the quality control process has shown that it must be part of the everyday

Our team is organized to execute work orders quickly and ensure quality and timely delivery.



**Brice Nelson, PE**

Project Manager



**Curt Wimpée, PE**

Quality Manager

## H. ADDITIONAL INFORMATION

### CERTIFIED MBE

Alliant's teaming partner **Meskel & Associates Engineering (MAE)** is a certified Woman-owned DBE and JSEB based in Jacksonville, FL, with additional offices in Lake City and Tampa. They specialize in geotechnical engineering, drilling, and laboratory testing services. MAE's certifications are included at the end of the form.

### WILLINGNESS AND ABILITY TO MEET TIME & BUDGET REQUIREMENTS

At Alliant, we take pride in delivering complex projects on difficult timelines. This can only be accomplished through great project management and a sound project approach. Open, honest and timely communication with the CDD, stakeholders, and potential sub-consultants is the key to project success.

We will facilitate all formal reviews in an organized and timely manner to keep the project moving forward. We will also conduct progress meetings to efficiently provide updates and to discuss particular design issues that are critical to the schedule for both the CDD and project team. Our Quality Management Plan (QMP) will be revised to be specific to each project and will be followed religiously throughout design.

For a project to be efficient, not only does the engineering and project management need to be effective but understanding the permitting agencies and maintaining those key relationships is a necessity. Alliant has performed a multitude of projects and has both the expertise of dealing with the appropriate permitting agencies as well as maintaining those relationships needed to be efficient with complex projects. Alliant has developed relationships over the years with sub-consultants as well as contractors. We have the expertise and knowledge to develop designs to help minimize cost to our clients during construction. This can be done because of our extensive knowledge of building systems and construction techniques. Anticipation of construction techniques and communication with contractors during design are key elements to an effective cost savings project approach.

#### Communication with the CDD

Fast-tracked projects require intense and continuous communication and collaboration with the CDD and their oversight team. Alliant will establish a draft meetings schedule

for discussion at the kickoff meeting. We envision three levels of meetings: Design Review, Over-The-Shoulder Review and Progress Meetings.

#### Design Review

Design review meetings will be face-to-face meetings to go over review comments at major milestones during the project. The appropriate deliverables will be submitted for CDD review. A meeting will be scheduled after the CDD's review period to go over comments. As discussed in our QMP, every comment will be included in a Comment Response memo and the required action will be documented.

#### OTSR

OTSRs will be scheduled in between the major milestones. These informal design reviews will allow the CDD to be kept abreast of, and have input into the design as it is progressing. The intent of these meetings is to present "in-progress" plans to the CDD to discuss specific issues where decisions are required that may impact schedule. OTSRs may also include key stakeholders as appropriate. It is envisioned that most OTSR meetings would also be face-to-face.

#### Progress Meetings

We will use frequent Progress Meetings to keep the CDD's team fully informed and involved in all aspects of the project. These meetings serve as a forum to address issues, hot topics, and identify action items that need to take place. The meetings can also serve as mini "over-the-shoulder" design reviews for portions of the project to get instant feedback from the CDD regarding particular issues. We consider these meetings to provide "collaboration on the fly", and we use them to present all key components of the design prior to the actual submittal. This approach ensures that the CDD is part of the decision-making progress upfront, reducing the risk of surprises and potential re-work.

Most meetings will include an agenda, meeting minutes, and action item log. The minutes and action item log can be shared internally with Alliant's Team, and with the CDD staff to inform persons not at the meeting of decisions and action items that had been identified.

In addition to regularly scheduled meetings, we will establish the systems and protocols for easy sharing of electronic files to assist with design collaboration and review.

## H. ADDITIONAL INFORMATION

### RECENT, CURRENT & PROJECTED WORKLOADS

Alliant is dedicated to client satisfaction which means we must honor schedule commitments. To this end, we regularly assess our workload and plan for growth by keeping our staff level above our immediate needs. This enables us to keep quality and responsiveness at the highest level. Brice Nelson can allocate the support staff and resources to easily meet any schedule. A project schedule will be developed at the onset of each opportunity received from the CDD. That schedule will be developed by working in concert with the major stakeholders. The appropriate Alliant team members will then be assigned responsibilities and deadlines to produce deliverables. We will work with CDD staff for a full understanding of the scope and expectations so we can provide a service that exceeds expectations.

Alliant project managers meet each week to discuss current workload and staffing needs. We maintain a high-level project design schedule that tracks the expected level of project commitments per month compared to the available staffing. At our project manager meetings, we discuss project specific needs and upcoming deadlines to determine if the current staffing is appropriate or if changes will be required to ensure that schedules are met.

Exhibit 2 below illustrates the estimated time allotment that each of the key members can contribute at the moment. These percentages will fluctuate from week to week based on external influences, but resources will be concentrated when needed to complete specific tasks or address project needs as critical items dictate.

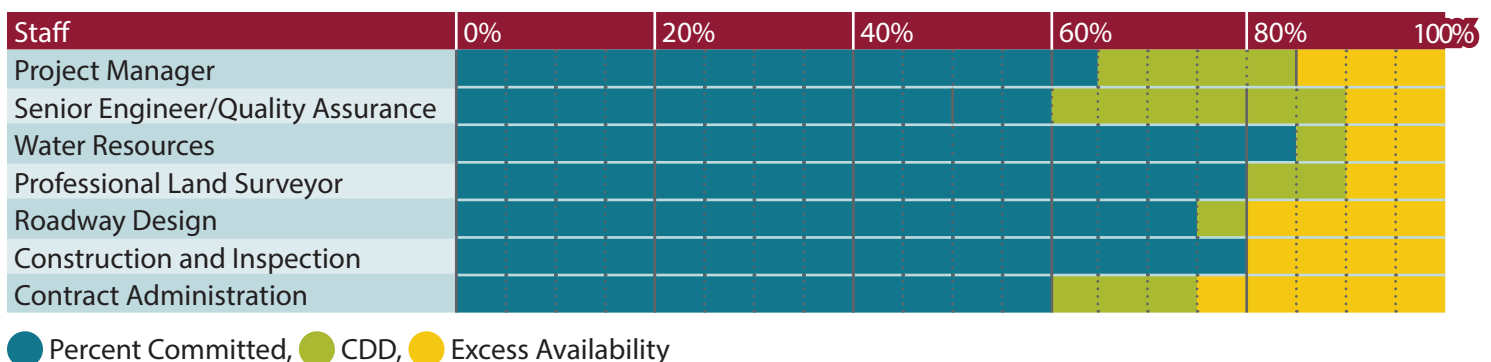
### CONSULTANT'S PAST EXPERIENCE/PERFORMANCE

The Alliant Team has the experience and expertise required to provide high quality professional services to the CDD for this project. We believe the details of our proposal provide the CDD with excellent program value. We would be honored and excited to work with you on this project in a way we have done with several municipalities in the past including the following:

Alliant has been serving the Southeast Region out of our Jacksonville office since 2015. During that time, we have partnered with cities throughout Florida to address civil engineering needs through on-going contracts similar to the one referenced in the RFP. Curt Wimpée, PE is Alliant's Southeast Regional Manager with over 26 years of experience.

In 2017, Alliant was selected to provide City Wide Civil Engineering services for the City of Bunnell, FL. From the onset of services, Alliant has worked with the City of Bunnell to obtain over 2.5 million dollars of grant funding to develop their reclaim water main infrastructure, alleviate stormwater flooding in low lying areas and cast in place pipe (CIPP) lining of their gravity sewer infrastructure. Alliant has worked diligently to provide excellent service to the City's staff during the design and construction administration of these projects. These efforts have earned their trust and confidence leading to the City's selection as their City Engineer and City Surveyor respectively. We continue to consult with the City on a daily/weekly basis to support their ongoing engineering and surveying needs.

### Exhibit 2. Project Schedule





## H. ADDITIONAL INFORMATION

That same year, Alliant was selected to provide Professional Engineering Services to St. Johns County, FL. Alliant is currently working with staff to target their specific project needs.

In 2018, Alliant was selected to provide City Wide Engineering Services for the City of Flagler Beach, FL. Alliant has worked with the City of Flagler Beach to be awarded 1 million dollars of grant funding to provide cast in place pipe (CIPP) lining for over seven miles of their gravity sewer infrastructure. Alliant continues to provide these services, and we will show through this proposal that we work hard to exceed expectations in everything we do.

In 2020, Alliant was selected to provide Professional Engineering Services to the City of Atlantic Beach, FL. Alliant worked with the Public Works Director to evaluate their existing maintenance building and provide recommendations and associated costs to the City Commission for either repair or replacement.

In 2023, Alliant was selected to provide General Engineering Services to the Tison's Landing Community Development District. Alliant is thrilled to facilitate the expansion of our clients into the Community Development Districts.



Less than 1 hour  
from Middleburg, FL

Combined 165 Years of  
Experience

## GEOGRAPHIC LOCATION

Less than an hour's drive to Middleburg, FL, Alliant's northeast Florida office is located on the southside of Jacksonville. Our close proximity to Clay County, makes our staff readily

available to serve the needs of the Ridgewood Trails Community Development District. This office location is important during

permitting and construction to ensure timely responses.

## VOLUME OF WORK PREVIOUSLY AWARDED TO CONSULTANT BY DISTRICT

Alliant Engineering, Inc. has not previously performed work for the CDD.

## TECHNICAL EXPERIENCE

In addition to the requested services in the RFQ, Alliant also provides the following services:

### Land Planning

Land Planning begins with our ability to understand the big picture. Our goal is to be respectful stewards of our environment, achieve the highest and best use of the land and position it for the best return on the investment. Developing a client's vision for the spatial use of a site is a passion for us. We understand that planning determines the return on investment through efficient allocation of programming, presentation of features and quality circulation. We bring experience and knowledge of navigating land use codes, writing land development guidelines and creating sustaining thriving communities.

Our Land Planning services include:

- Site Feasibility Studies
- Field Investigation & Due Diligence
- Highest & Best Use Master Planning
- Park Planning
- Urban Planning
- Mixed-use Town Centers
- Waterfront Projects

### Landscape Architecture

A particular fusion happens during landscape design. In every detail, from the sense of arrival to each major gathering space and the transitions between, our passion for creating unique and engaging outdoor environments brings personality to every project.

Our Landscape Architecture services include:

- Tree Preservation & Mitigation Plan Preparation
- Landscape Code Minimum Plans
- Community Garden Design
- Hardscape Design
- Swimming Pool & Water Park Design
- Night Lighting Design
- Neighborhood Amenities
- Entry Monuments
- Parks
- Neighborhood Trails
- Streetscape Design
- Water Feature Design
- Planting
- Irrigation Design

## H. ADDITIONAL INFORMATION

### Construction Administration



Alliant Engineering offers Construction Administration services to developers and municipalities through the construction phase of projects we design. During this phase our team will coordinate with contractors and consultants to monitor and review the progress of construction.

#### Construction Administration Services

- ▶ Consultant Coordination and Project Management
- ▶ Client Representation
- ▶ Submittal Package Review
- ▶ Construction Phase Permitting
- ▶ Change Order Review and Approval

### Graphic Design

Representing the identity of a project is essential to many aspects, from marketing collateral to identity monument signs and wayfinding directional signage. Our graphics department excels in color artistry, marketing presentations and community sign design with the intent to ensure the best delivery of every message to its audience.

#### Graphic Design Services

- ▶ Project Icons & Logos
- ▶ Neighborhood Identity Signs
- ▶ Exterior Signage
- ▶ Street & Public Signage
- ▶ Wayfinding Signage
- ▶ Promotional & Marketing Products

### ▶ Perspective Renderings

## H. ADDITIONAL INFORMATION

## Traffic

Alliant is sought-after for delivery of large scale, complex transportation projects. Our team is dedicated to improving safety and mobility for the traveling public whether on foot, a bike, a bus, or in a motor vehicle. Our experienced and diverse traffic engineering team allows us the ability to provide a wide range of services to public and private sector clients. We have the depth and staff resources to manage a deep workload and provide the best service, responsiveness, and quality product every agency deserves. These contracts span many service areas for agencies similar to the CDD.

## City of Atlantic Beach

## Scott Williams

📞 904.247.5834

✉️ swilliams@coab.us

## City of Bloomington, MN

## Kirk Roberts

📞 952.563.4914

✉️ kroberts@bloomingtonmn.gov

## Traffic Services

- ▶ Traffic Design
- ▶ Traffic Sign Interconnect
- ▶ ITS
- ▶ Traffic Modeling
- ▶ Traffic Impact Studies
- ▶ Intersection Corridor Network Operations
- ▶ Traffic Signal Design
- ▶ Transportation and Traffic Studies
- ▶ Traffic Signal Timing and Arterial Analysis
- ▶ Traffic Signals and Foundations
- ▶ Traffic Counting

## REFERENCES

## Flagler Beach

## Dave Taylor

📞 386.986.7158

✉️ dtaylor@cityofflaglerbeach.com

✉️ SFlanagan@palmcoastgov.com

## City of Palm Coast

## Stephen Flanagan

📞 386.986.2354

## I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE



32. DATE

01/20/2024

33. NAME AND TITLE

Curt Wimpée, PE/Vice President









**ARCHITECT-ENGINEER QUALIFICATIONS**

1. SOLICITATION NUMBER (If any)

**PART II - GENERAL QUALIFICATIONS**

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME ECS FLORIDA, LLC – Tampa			3. YEAR ESTABLISHED 2012	4. UNIQUE ENTITY IDENTIFIER MNVJKQ85HFG3
2b. STREET 4524 N. 56th Street			5. OWNERSHIP	
2c. CITY Tampa			a. TYPE Limited Liability Company	
2d. STATE FL		2e. ZIP CODE 33610	b. SMALL BUSINESS STATUS NA	
6a. POINT OF CONTACT NAME AND TITLE Rey Ruiz, PE, SI – Branch Manager			7. NAME OF FIRM (If Block 2a is a Branch Office) ECS Florida, LLC	
6b. TELEPHONE NUMBER (813) 302-1644		6c. EMAIL ADDRESS RRuiz1@ecslimited.com		
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

**9. EMPLOYEES BY DISCIPLINE**
**10. PROFILE OF FIRM'S EXPERIENCE  
AND ANNUAL REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	C. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts, Condos)	8
6	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7
8	AutoCAD	1		E09	Environmental Impact Studies, Assessments	7
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4
	Field Technicians	94	17	H10	Hotels, Motels	4
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4
	Hydrogeologist			I01	Industrial Buildings, Manufacturing Plants	4
36	Industrial Hygiene			E02	Schools & Universities	4
	Lab Manager/Technician	14	4	A06	Airports, Terminals & Hangars, Freight Handling	4
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4
48	Project Manager	59	25	P02	Petroleum and Fuel (Storage and Distribution)	3
	Soils Engineer			R04	Recreation Facilities (Parks, Marinas, etc.)	3
				D07	Dining Halls, Clubs, Restaurants	3
				E12	Environmental Remediation	3
				S13	Storm Water Handling & Facilities	3
				H06	Highrise, Air-Rights-Type Buildings	3
				W03	Water Supply, Treatment and Distribution	3
	TOTAL	294	77			


**11. ANNUAL AVERAGE PROFESSIONAL  
SERVICES REVENUES OF FIRM  
FOR LAST 3 YEARS**  
(Insert revenue index number shown at right)

a. Federal Work	3
b. Non-Federal Work	9
c. Total Work	9

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

- |   |   |
|---|---|
| 1. Less than \$100,000                  | 6. \$2 million to less than \$5 million   |
| 2. \$100,000 to less than \$250,000     | 7. \$5 million to less than \$10 million  |
| 3. \$250,000 to less than \$500,000     | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million   | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater               |

**12. AUTHORIZED REPRESENTATIVE**  
The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 01/20/2024
c. NAME AND TITLE Rey Ruiz, PE, SI – Branch Manager	

**ARCHITECT-ENGINEER QUALIFICATIONS**

1. SOLICITATION NUMBER (If any)

**PART II - GENERAL QUALIFICATIONS**

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME ECS FLORIDA, LLC – Jacksonville			3. YEAR ESTABLISHED 2017	4. UNIQUE ENTITY IDENTIFIER MNVJKQ85HFG3
2b. STREET 11554 Davis Creek Court			5. OWNERSHIP	
2c. CITY Jacksonville			a. TYPE Limited Liability Company	
2d. STATE FL		2e. ZIP CODE 32256	b. SMALL BUSINESS STATUS NA	
6a. POINT OF CONTACT NAME AND TITLE Joey Broussard, PE – Vice President			7. NAME OF FIRM (If Block 2a is a Branch Office) ECS Florida, LLC	
6b. TELEPHONE NUMBER (904) 880-0960		6c. EMAIL ADDRESS JBroussard@ecslimited.com		
8a. FORMER FIRM NAME(S) (If any) Ellis & Associates, Inc.			8b. YEAR ESTABLISHED 1988	8c. UNIQUE ENTITY IDENTIFIER 87-718-2006

**9. EMPLOYEES BY DISCIPLINE**
**10. PROFILE OF FIRM'S EXPERIENCE  
AND ANNUAL REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	C. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts, Condos)	8
6	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7
8	AutoCAD	1		E09	Environmental Impact Studies, Assessments	7
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4
	Field Technicians	94	17	H10	Hotels, Motels	4
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4
	Hydrogeologist			I01	Industrial Buildings, Manufacturing Plants	4
36	Industrial Hygiene			E02	Schools & Universities	4
	Lab Manager/Technician	14	4	A06	Airports, Terminals & Hangars, Freight Handling	4
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4
48	Project Manager	59	25	P02	Petroleum and Fuel (Storage and Distribution)	3
	Soils Engineer			R04	Recreation Facilities (Parks, Marinas, etc.)	3
				D07	Dining Halls, Clubs, Restaurants	3
				E12	Environmental Remediation	3
				S13	Storm Water Handling & Facilities	3
				H06	Highrise, Air-Rights-Type Buildings	3
				W03	Water Supply, Treatment and Distribution	3
	TOTAL	294	77			

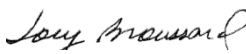
**11. ANNUAL AVERAGE PROFESSIONAL  
SERVICES REVENUES OF FIRM  
FOR LAST 3 YEARS**  
(Insert revenue index number shown at right)

a. Federal Work	3
b. Non-Federal Work	9
c. Total Work	9

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

- |   |   |
|---|---|
| 1. Less than \$100,000                  | 6. \$2 million to less than \$5 million   |
| 2. \$100,000 to less than \$250,000     | 7. \$5 million to less than \$10 million  |
| 3. \$250,000 to less than \$500,000     | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million   | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater               |

**12. AUTHORIZED REPRESENTATIVE**  
The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 01/20/2024
c. NAME AND TITLE Joey Broussard, PE – Subsidiary Regional Vice President	

## APPENDIX A

# Forms, Licenses, Certifications



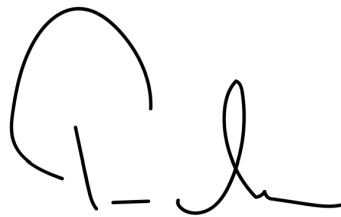
# State of Florida

## Woman Business Certification

Meskel & Associates Engineering, PLLC

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

05/04/2023 to 05/04/2025



J. Todd Inman  
Florida Department of Management Services





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**NELSON, BRICE ALVIN**

3650 HAMPTON GLEN PL  
JACKSONVILLE FL 32257

**LICENSE NUMBER: PE97162**

**EXPIRATION DATE: FEBRUARY 28, 2025**

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**WIMPEE, CURTIS MARCEL**

11410 WILDECROFT TERRACE  
JACKSONVILLE FL 32223

**LICENSE NUMBER: PE79764**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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Melanie S. Griffin, Secretary



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FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**SCHOFIELD, JOSEPH RYAN**

10475 FORTUNE PKWY.  
SUITE 101  
JACKSONVILLE FL 32256

**LICENSE NUMBER: PE69219**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**LANDING, DAVID REED**

3072 GOLDEN POND BLVD  
ORANGE PARK FL 32073

**LICENSE NUMBER: PE80483**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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## *SIXTH ORDER OF BUSINESS*

*E.*

*1.*



3/6/2024

# *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*

March 6, 2024

To: Board of Supervisors

From: Tara Lee  
Amenity Manager

RE: Azalea Ridge Amenity Management Report – March 6, 2024

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





## *Community Updates*

### **MAINTENANCE**

- Installed new light fixtures in the men's and women's big pool bathrooms.
- Reinforced the men's bathroom stall dividers (big pool).
- Repaired holes and minor damage to the men's and women's big pool bathrooms.
- Re-painted the men's and women's big pool bathrooms.
- Re-coated the floors to a non-slip paint in both the men's and women's big pool bathrooms.
- Re-painted Amenity Center Clubhouse.
- Installed (4) add-on blinds to the back Amenity Center doors.
- Reinstalled loose thresholds in the Amenity Center.

### **EVENTS**

- LifeSouth Blood Truck Event.
  - Thursday, February 29<sup>th</sup> from 3pm to 7:30pm.
  - LifeSouth is the exclusive blood provider for all local level 1 and 2 trauma centers in the area.
  - They are a local non-profit blood bank.
  - Donors received a \$25 e-gift card and a fleece blanket.

### **UPCOMING EVENTS**

- Adult Bingo Night
  - Friday, March 8<sup>th</sup> from 6pm to 9pm.
- Spring Festival (combined CDD/HOA) Event
  - Saturday, March 23<sup>rd</sup> from 11am to 3pm.
  - Two food trucks will be onsite during the event.
- Community Spring Yard Sale
  - Saturday, April 6<sup>th</sup> from 8am to 2pm.
  - Food truck onsite from 11am to 2pm.
- Kids DIY Arbor Day Event
  - Friday, April 26<sup>th</sup> from 5pm to 7pm.
  - Guest speaker will highlight the importance of Arbor Day.
  - Kids will get to decorate their own flowerpots and plant their own apple or orange seeds.
  - Light snacks and juice will be provided.
  - Sign up will be required.

### **ROOM RENTALS**

- Total number of rentals for January and February: 1
- Total number of rentals tentatively scheduled for March and April: 1

*Completed Projects:  
New bathroom lighting*



*Old lighting versus new lighting.*



*Old lighting*



*New lighting*

*Completed Project:  
Reinforcing the men's stall*



*Before*



*Repaired holes in sheetrock*



*Reinforced stall dividers*



## Completed Project: Repainting of the Amenity Center



Before



Before



After

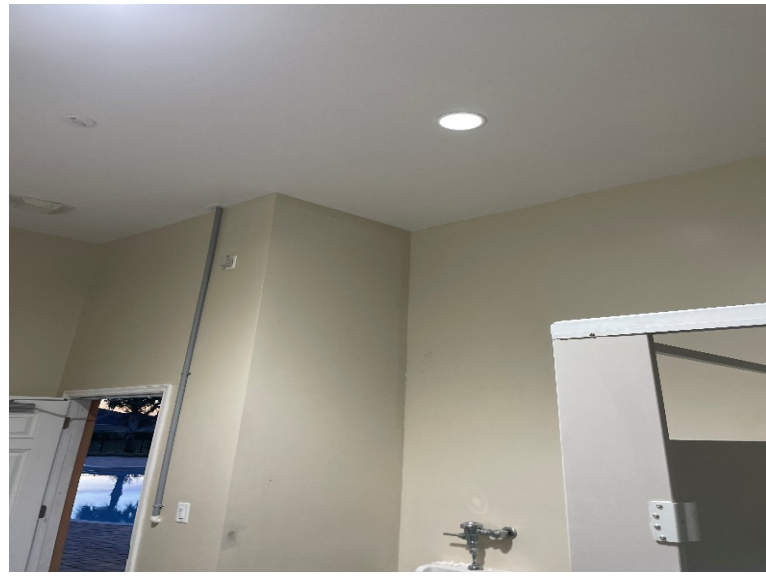


After

*Completed Projects:  
Freshly painted walls and bathroom*



*Before*



*After*



*Before*



*After*



*Completed Projects:*  
*Amenity Center add-on door blinds & threshold*



*Before*



*Ater*



*Before*



*After*

## *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:** Thursday, Feb 22, 2024

**NEXT QSA DATE:** Friday, May 24, 2024

**CLIENT ATTENDEES:** Karen Fisher

**BRIGHTVIEW ATTENDEES:** Karen Fisher

## Customer Focus Areas

Entrances, Pool area

## Quality you can count on.

**7** Seven Standards of Excellence



Site Cleanliness



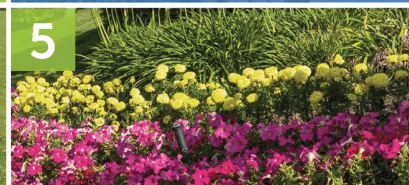
Weed Free



Green Turf



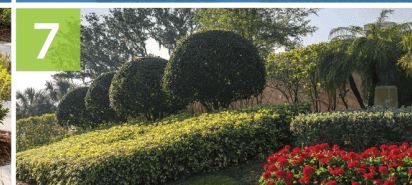
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs



# QUALITY SITE ASSESSMENT

## Ridgewood Trails CDD

### Maintenance Items



- 1** Annuals were struggling a little when first installed but are looking much better now, pushing new blooms and filling in nicely.
- 2** Palms throughout are looking good, pruning not needed yet. We will keep an eye on them as we move into spring.
- 3** Area behind clubhouse is well maintained, the crew is working had to edge out all ground valve boxes here.
- 4** Lifting the pocket park tree canopies throughout is almost completed (mainly the oaks trees).

# QUALITY SITE ASSESSMENT

## Ridgewood Trails CDD

### Maintenance Items



- 5** The crew will work to remove tree straps on the Pine trees along this fence line on their next rotation.
- 6** Hard edging is tight throughout, base maintenance is in rotation.
- 7** Pocket parks throughout are looking great and trash free.
- 8** Low visibility areas are well maintained.

# QUALITY SITE ASSESSMENT

## Ridgewood Trails CDD

### Maintenance Items



- 9** Tree rings throughout are looking sharp, the crew is staying on top of weed treating to prepare for the spring ramp up.
- 10** Secondary playground is in neat order.
- 11** FYI to management - the crew observed some wooden markers laying in the turf around the secondary playground. Let us know if you would like us to dispose of them.
- 12** Secondary playground maintenance strip along the fence line is defined.

*EIGHTH 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, January 10, 2024 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
Dennis Shroyer	Supervisor
Michael Wetherbee	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Jay Soriano	GMS
Tara Lee	RMS
Robby Tarter	CCSO
Terry Glenn	by telephone

The following is a summary of the actions taken at the January 10, 2024 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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation from Supervisor Barnhouse**

On MOTION by Mr. Genska seconded by Mr. Shroyer with all in favor Mr. Barnhouse's resignation was accepted.
---

**B. Discussion of Board of Supervisors Vacancy Announcement**

Ms. Giles stated Florida Statutes just requires that you fill the vacancy. It is up to you as to how you fill that vacancy. You can appoint someone tonight or you can do what you have historically done and that is send an eblast to the community.

Mr. Genska stated I would like to send an eblast.

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

#### **Discussion of CCSO Clay County Community Connect Update**

Ms. Giles stated at the last meeting the board asked that we move forward with that and we have done that. Tara has invited Robby Tarter to give you an overview and to clarify expectations.

Mr. Tarter gave an overview of how the community connect system works and gave examples of how useful it is for homeowner associations and businesses.

The next item taken out of order.

#### **SEVENTH ORDER OF BUSINESS**

#### **Items Related to the District Engineer**

##### **A. Acceptance of Resignation from District Engineer**

On MOTION by Mr. Shroyer seconded by Mr. Wetherbee with all in favor the district engineer's resignation was accepted.

##### **B. Consideration of Evaluation Criteria**

Ms. Giles stated the evaluation criteria is set by the consultant's competitive negotiations act, referred to as the CCNA. The only thing the board can do is change the weights of each of those. We will also issue the request for qualifications, which is different than an RFP that is based on price and RFQ is based on qualifications. It will be placed in the paper and we will also send it to all the engineers that we know to make sure they see that and can submit a packet back to us. We want to go through this process so if there is an issue we will already have an engineer. We are not building anything and we are not in a hurry. I suspect when you select a new engineer we will keep the budget line the same. I would expect a new engineer to want to attend the first few meetings to get to know the board get to know the district and they will probably start calling in.

Mr. Genska stated I would lower item one to 20 points and increase item 2 to 30 points.

Ms. Buchanan stated the only firm with past performance would be ETM.



Mr. Genska stated okay.

On MOTION by Mr. Genska seconded by Mr. Shroyer with all in favor the evaluation criteria was approved.

**C. Authorization for Staff to Issue RFQ**

On MOTION by Mr. Shroyer seconded by Mr. Wetherbee with all in favor staff was authorized to issue an RFQ for engineering services.

**FIFTH ORDER OF BUSINESS**

**Consideration of Fence Proposals**

Mr. Soriano stated items 5 and 6 go together. A couple years ago we put funding in the capital reserves for playground equipment. At the last meeting we went back and forth about how we would spend money on a playground or fencing and the HOA was involved. Rob is here but I don't know if they have voted on this or approved anything.

Mr. Alba stated only the budgeted amount, we did approve \$35,000 to \$50,000 to spend towards the playground.

Mr. Soriano stated they did approve an amount and commitment towards the playground. They don't want to do the fence now?

Mr. Alba stated last time we were discussing the playground, it is more community related and specifically for the slide, which should help with some funds for the tower with a fence around this area.

Mr. Soriano stated we do currently have a fence, but these proposals were to take that fence down and increase the height to deter more of the issue.

Mr. Shroyer stated I had a concern about the new fence. If someone tries to go over that and gets hurt, we are liable for a lawsuit. If someone wants to get in they are going to get in no matter what. I would rather take that money you are thinking about spending on the fence and put in lights on Azalea Ridge where it is dark.

Ms. Giles asked Jay, in your experience have you had anything like that happen?

Mr. Soriano stated it is a good point and I am always concerned about liability. I have asked that question of EGIS. There are some entities that are not allowed to put on a spear top

because of that concern, although we are not one of them. If someone wants to push a lawsuit, they can sue for anything.

Mr. Genska stated a 4-foot fence is easy to hop over, you can't hop over a 6-foot fence. I agree about the spike top, but a 6-foot fence with a flat top would deter things.

Mr. Soriano stated if it is just concern over the spear top we can change that to a flat top and it may be a little less expensive. I can work with all of them and adjust the design. If we are going to do this, I would prefer to do it right away so we have it by the summer. You can approve a not to exceed amount so we have room to work with the vendors and change that design.

On MOTION by Mr. Genska seconded by Mr. Wetherbee with two in favor and Mr. Shroyer opposed staff was given a not to exceed amount of \$36,000 to negotiate with Top Fence and Sterling Specialties, Inc. for the best price for the 6-foot fence with a flat top.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Playground Equipment Proposals**

Mr. Soriano distributed packets with different playground structures and pricing for the different locations and the board discussed each option.

Ms. Giles asked Katie, is there anything we need to enter this? Nothing is going to happen on Jay's side with the install until the equipment is ordered.

Ms. Buchanan stated I don't think it would be a bad idea for both entities to have records for accounting and auditing purposes but it is a one-pager the parties agree for the mutual benefit of the community, the HOA will pay this, the CDD will pay this, and that's it.

Ms. Giles asked Rob, when Katie drafts that do you want language that says that you are going to pay for the structure but some type of wording that allows you to donate more?

Mr. Alba responded yes.

Ms. Buchanan stated I will prepare that based on the options we discussed today and that way the HOA could donate more if they like.

Ms. Giles stated there is a long lead time on playground equipment and I'm sure we will be talking about this at our next meeting.

On MOTION by Mr. Genska seconded by Mr. Shroyer with all in favor Mr. Soriano was authorized to work with the HOA on the

playground purchase and installation in an amount not to exceed \$35,000 for the incidentals and install.
---

**SEVENTH ORDER OF BUSINESS**

**Items Related to the District Engineer**

This item taken earlier in the meeting.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Memorandum Regarding Ethics Training**

Ms. Buchanan stated a copy of the memorandum was included in the agenda package. The ethics requirement is new and runs from January 1, 2024 through December 31, 2024 and you report it at the same time you file your form 1 in the summer of 2025.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Ms. Giles stated January 4<sup>th</sup> I received an auto-generated email from the State of Florida Commission on Ethics and it was describing how the financial disclosure forms are now required online; they will no longer mail that to you. You have to file that by July 1, that is plenty of time but don't wait to do that.

**D. Operation Manager's Report**

Mr. Soriano stated you are building the reserves and are at \$208,000. We are getting everything done for less than we planned on because of the HOA helping us out. Looking forward some of the things I see is we have \$20,000 to remarcite the pool not this upcoming budget year but the following year and that number is outrageously low, it is going to be closer to \$30,000 compared to a few years ago when we did this report. The marcite is in good shape and it may last longer but my concern is for the big pool. The big pool is set up for 2028 to be remarcited and we have \$68,523 and it will probably be closer to \$70,000 to \$80,000. That one has areas of marcite popping up. I will bring proposals for painting the slide this year and the other item is controllers for the pools.

**E. Amenity Manager**

**1. Report**

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

**2. Landscape Inspection Report**

A copy of the quality site assessment from Brightview was included in the agenda package.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Public Comments**

Mr. Wetherbee asked can we see about getting photocells on these doors? I would love to see the whole pool lit and we can't do that now but we can get the two front doors lit.

Ms. Lee stated the motion activated flood lights come on if anyone is walking out.

Mr. Soriano stated I will look into that.

Mr. Shroyer asked who is responsible for the sidewalks?

Mr. Soriano stated the county. All the sidewalks other than what is encompassed in the amenity center belong to the county. Maintenance for those should be directed to public works.

Mr. Wetherbee stated there are a lot of cracks in the sidewalks that belong to the CDD that need to be addressed.

A resident asked who will make the decision where the gate goes on the playground?

Mr. Soriano stated it will be one gate and staff will make that determination.

A resident stated we had talked about putting two or three parking spots by this playground so they can pull in and be off the road.

Mr. Soriano stated it is a nice idea, but you run into a couple problems with the county.

**TENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the November 1, 2023 Meeting**

On MOTION by Mr. Genska seconded by Mr. Wetherbee with all in favor the minutes 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. Wetherbee with all in favor the balance of the consent agenda items were approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for March 6, 2024 at 6:00 p.m. at the Azalea Ridge Amenity Center**

Ms. Giles stated the next meeting will be held March 6, 2024 at 6:00 p.m. in the same location.

On MOTION by Mr. Shroyer seconded by Mr. Genska with all in favor the meeting adjourned at 7:33 p.m.

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

*B.*

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

***Unaudited Financial Reporting***  
***January 31, 2024***



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1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Capital Reserve</u>
5	<u>Debt Service Fund Series 2007A</u>
6	<u>Capital Project Fund Series 2007A</u>
7-8	<u>Month to Month</u>
9	<u>Long Term Debt Report</u>
10	<u>Assessment Receipt Schedule</u>
11	<u>Check Register</u>



**Ridgewood Trails**  
**Community Development District**  
**Combined Balance Sheet**  
**January 31, 2024**

	General Fund	Capital Reserve Fund	Debt Service Fund	Capital Project Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account	\$ 114,314	\$ 168,379	\$ -	\$ -	\$ 282,693
Assessments Receivable	-	-	-	-	-
Due from General Fund	-	-	-	-	-
<b>Investments:</b>					
State Board of Administration (SBA)	690	40,905	-	-	41,595
US Bank - Custody Account	464,593	-	-	-	464,593
<b>Series 2007</b>					
Reserve A	-	-	10,206	-	10,206
Interest A	-	-	-	-	-
Revenue A	-	-	14,293	-	14,293
Prepayment A	-	-	-	-	-
Deferred Costs	-	-	-	1,168	1,168
Prepaid Expenses	1,129	-	-	-	1,129
Deposits	2,803	-	-	-	2,803
<b>Total Assets</b>	<b>\$ 583,530</b>	<b>\$ 209,284</b>	<b>\$ 24,500</b>	<b>\$ 1,168</b>	<b>\$ 818,482</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 7,840	\$ -	\$ -	\$ -	\$ 7,840
Accrued Expenses	-	-	-	-	-
Due to Debt Service	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 7,840</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,840</b>
<b>Fund Balance:</b>					
Nonspendable:					
Prepaid Items	\$ 1,129	\$ -	\$ -	\$ -	\$ 1,129
Deposits	2,803	-	-	-	2,803
Restricted for:					
Debt Service	-	-	24,500	-	24,500
Capital Project	-	-	-	1,168	1,168
Assigned for:					
Capital Reserve Fund	-	209,284	-	-	209,284
Capital Reserves	-	-	-	-	-
Unassigned	571,757	-	-	-	571,757
<b>Total Fund Balances</b>	<b>\$ 575,689</b>	<b>\$ 209,284</b>	<b>\$ 24,500</b>	<b>\$ 1,168</b>	<b>\$ 810,641</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 583,530</b>	<b>\$ 209,284</b>	<b>\$ 24,500</b>	<b>\$ 1,168</b>	<b>\$ 818,482</b>

**Ridgewood Trails**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 612,477	\$ 596,644	\$ 596,644	\$ -
Interest Earned/Misc. Income	2,000	667	2,966	2,300
Rental Revenue	2,200	733	1,400	667
<b>Total Revenues</b>	<b>\$ 616,677</b>	<b>\$ 598,044</b>	<b>\$ 601,010</b>	<b>\$ 2,966</b>

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ 8,000	\$ 2,667	\$ 1,600	\$ 1,067
PR-FICA	612	204	122	82
Engineering	3,000	1,000	-	1,000
Attorney	20,000	6,667	4,649	2,018
Annual Audit	3,270	-	-	-
Assessment Administration	5,576	5,576	5,576	-
Arbitrage Rebate	600	-	-	-
Dissemination Agent	1,060	353	353	-
Trustee Fees	5,650	5,650	4,517	1,133
Management Fees	48,416	16,139	16,139	-
Information Technology	1,908	636	636	-
Website Maintenance	1,272	424	424	-
Telephone	350	117	61	56
Postage & Delivery	800	267	188	79
Insurance General Liability	8,094	8,094	7,726	368
Printing & Binding	1,500	500	185	315
Legal Advertising	1,800	600	192	408
Other Current Charges	907	302	-	302
Office Supplies	100	33	2	31
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 113,090</b>	<b>\$ 49,403</b>	<b>\$ 42,545</b>	<b>\$ 6,859</b>

**Ridgewood Trails**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
<b><u>Operations &amp; Maintenance</u></b>				
<b>Amenity Center Expenditures</b>				
Insurance	\$ 29,198	\$ 29,198	\$ 15,070	\$ 14,128
Amenity Manager	67,416	22,472	22,472	-
Facility Assistant	5,000	1,667	1,268	399
General Facility Maintenance	12,190	4,063	3,600	463
Repairs & Replacements	25,000	8,333	9,454	(1,121)
Lifeguards	18,385	6,128	-	6,128
Pool Maintenance	17,876	5,959	5,959	-
Pool Chemicals	17,798	5,933	5,481	452
Water & Sewer	15,525	5,175	3,172	2,003
Electric	16,100	5,367	3,371	1,996
Internet/Cable	6,451	2,150	2,358	(208)
Janitorial	11,218	3,739	3,739	-
Janitorial Supplies	2,500	833	582	251
Security System	8,797	2,932	4,202	(1,270)
Refuse Service	2,709	903	725	178
Special Events	5,000	1,667	1,878	(211)
Pool Permit	475	158	-	158
Pest Control	1,000	333	360	(27)
Access Cards	1,000	333	-	333
Capital Reserve	38,680	-	-	-
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 302,318</b>	<b>\$ 107,345</b>	<b>\$ 83,692</b>	<b>\$ 23,652</b>
<b>Grounds Maintenance Expenditures</b>				
Operations Management	\$ 24,325	\$ 8,108	\$ 8,108	\$ -
Electric	5,000	1,667	765	902
Water	8,300	2,767	2,535	232
Repairs & Maintenance	18,200	6,067	2,487	3,579
Landscape Maintenance	128,444	42,815	45,848	(3,034)
Lake Maintenance	12,000	4,000	2,768	1,232
Irrigation Repairs	5,000	1,667	-	1,667
<b>Subtotal Grounds Maintenance Expenditures</b>	<b>\$ 201,269</b>	<b>\$ 67,090</b>	<b>\$ 62,512</b>	<b>\$ 4,578</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 503,587</b>	<b>\$ 174,434</b>	<b>\$ 146,204</b>	<b>\$ 28,230</b>
<b>Total Expenditures</b>	<b>\$ 616,677</b>	<b>\$ 223,838</b>	<b>\$ 188,749</b>	<b>\$ 35,089</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 374,206</b>	<b>\$ 412,261</b>	<b>\$ 38,055</b>
<b><u>Other Financing Sources/(Uses):</u></b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 374,206</b>	<b>\$ 412,261</b>	<b>\$ 38,055</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 160,625</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 572,886</b>	

**Ridgewood Trails**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
<b>Revenues</b>				
Capital Reserve Transfer In	\$ 38,680	\$ -	\$ -	-
Interest	1,300	433	763	330
<b>Total Revenues</b>	<b>\$ 39,980</b>	<b>\$ 433</b>	<b>\$ 763</b>	<b>\$ 330</b>
<b>Expenditures:</b>				
Capital Reserves	\$ 60,000	\$ 20,000	\$ -	\$ 20,000
Amenity Improvement Project	-	-	-	-
Other Curent Charges	600	200	-	200
Repair & Replacement	10,000	3,333	-	3,333
<b>Total Expenditures</b>	<b>\$ 70,600</b>	<b>\$ 23,533</b>	<b>\$ -</b>	<b>\$23,533</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (30,620)</b>		<b>\$ 763</b>	
<b>Net Change in Fund Balance</b>	<b>\$ (30,620)</b>		<b>\$ 763</b>	
<b>Fund Balance - Beginning</b>	\$180,691		\$208,521	
<b>Fund Balance - Ending</b>	\$ 150,071		\$ 209,284	

**Ridgewood Trails**  
**Community Development District**  
**Debt Service Fund Series - 2007A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 13,359	\$ 13,359	\$ 13,013	\$ (346)
Interest Income	250	83	256	173
<b>Total Revenues</b>	<b>\$ 13,609</b>	<b>\$ 13,442</b>	<b>\$ 13,270</b>	<b>\$ (173)</b>
<b>Expenditures:</b>				
Interest - 5/1	\$ 3,673	\$ 3,673	\$ 3,673	\$ -
Interest - 11/1	3,673	-	-	-
Principal - 5/1	5,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 12,345</b>	<b>\$ 3,673</b>	<b>\$ 3,673</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 1,264</b>	<b>\$ 9,770</b>	<b>\$ 9,597</b>	<b>\$ (173)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 1,264</b>	<b>\$ 9,770</b>	<b>\$ 9,597</b>	<b>\$ (173)</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 14,903</b>	
<b>Fund Balance - Ending</b>	<b>\$ 1,264</b>		<b>\$ 24,500</b>	



**Ridgewood Trails**  
**Community Development District**  
**Capital Projects Fund Series - 2007A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
<b>Revenues</b>				
Interest Income	\$ -	\$ -	\$ 19	\$ 19
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19</b>	<b>\$ 19</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19</b>	<b>\$ 19</b>
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 19</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 1,149</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 1,168</b>	

**Ridgewood Trails**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ 68,143	\$ 525,629	\$ 2,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	596,644
Interest Earned/Misc. Income	553	276	193	1,944	-	-	-	-	-	-	-	-	2,966
Rental Revenue	1,000	250	-	150	-	-	-	-	-	-	-	-	1,400
<b>Total Revenues</b>	<b>\$ 1,553</b>	<b>\$ 68,669</b>	<b>\$ 525,822</b>	<b>\$ 4,966</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>601,010</b>
<b>Expenditures:</b>													
<b><u>General &amp; Administrative:</u></b>													
Supervisor Fees	\$ -	\$ 1,000	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,600
PR-FICA	-	77	-	46	-	-	-	-	-	-	-	-	122
Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-
Attorney	3,689	854	106	-	-	-	-	-	-	-	-	-	4,649
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,576	-	-	-	-	-	-	-	-	-	-	-	5,576
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	88	88	88	88	-	-	-	-	-	-	-	-	353
Trustee Fees	1,129	-	-	3,388	-	-	-	-	-	-	-	-	4,517
Management Fees	4,035	4,035	4,035	4,035	-	-	-	-	-	-	-	-	16,139
Information Technology	159	159	159	159	-	-	-	-	-	-	-	-	636
Website Maintenance	106	106	106	106	-	-	-	-	-	-	-	-	424
Telephone	-	29	-	31	-	-	-	-	-	-	-	-	61
Postage & Delivery	72	6	95	14	-	-	-	-	-	-	-	-	188
Insurance General Liability	7,726	-	-	-	-	-	-	-	-	-	-	-	7,726
Printing & Binding	78	53	45	8	-	-	-	-	-	-	-	-	185
Legal Advertising	46	-	46	100	-	-	-	-	-	-	-	-	192
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	1	0	0	1	-	-	-	-	-	-	-	-	2
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 22,880</b>	<b>\$ 6,408</b>	<b>\$ 4,681</b>	<b>\$ 8,576</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>42,545</b>

**Ridgewood Trails**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Operations &amp; Maintenance</u></b>													
<b>Amenity Center Expenditures</b>													
Insurance	\$ 15,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,070
Amenity Manager	5,618	5,618	5,618	5,618	-	-	-	-	-	-	-	-	22,472
Facility Assistant	594	80	595	-	-	-	-	-	-	-	-	-	1,268
General Facility Maintenance	1,064	1,214	1,322	-	-	-	-	-	-	-	-	-	3,600
Repairs & Replacements	1,775	2,681	1,786	3,212	-	-	-	-	-	-	-	-	9,454
Lifeguards	-	-	-	-	-	-	-	-	-	-	-	-	-
Pool Maintenance	1,490	1,490	1,490	1,490	-	-	-	-	-	-	-	-	5,959
Pool Chemicals	1,244	1,326	1,518	1,393	-	-	-	-	-	-	-	-	5,481
Water & Sewer	827	877	789	679	-	-	-	-	-	-	-	-	3,172
Electric	858	840	821	852	-	-	-	852	-	-	-	-	3,371
Internet/Cable	508	529	529	793	-	-	-	-	-	-	-	-	2,358
Janitorial	935	935	935	935	-	-	-	-	-	-	-	-	3,739
Janitorial Supplies	68	209	305	-	-	-	-	-	-	-	-	-	582
Security System	558	2,671	415	558	-	-	-	-	-	-	-	-	4,202
Refuse Service	227	251	247	-	-	-	247	-	-	-	-	-	725
Special Events	-	1,265	613	-	-	-	-	-	-	-	-	-	1,878
Pool Permit	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	90	90	90	90	-	-	-	-	-	-	-	-	360
Access Cards	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 30,925</b>	<b>\$ 20,075</b>	<b>\$ 17,072</b>	<b>\$ 15,620</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>83,692</b>
<b>Grounds Maintenance Expenditures</b>													
Operations Management	\$ 2,027	\$ 2,027	\$ 2,027	\$ 2,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8,108
Electric	189	190	192	194	-	-	-	-	-	-	-	-	765
Water	660	787	612	476	-	-	-	-	-	-	-	-	2,535
Repairs & Maintenance	1,059	412	311	705	-	-	-	-	-	-	-	-	2,487
Landscape Maintenance	13,737	10,704	10,704	10,704	-	-	-	-	-	-	-	-	45,848
Lake Maintenance	692	692	692	692	-	-	-	-	-	-	-	-	2,768
Irrigation Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Grounds Maintenance Expenditures</b>	<b>\$ 18,365</b>	<b>\$ 14,812</b>	<b>\$ 14,538</b>	<b>\$ 14,797</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>62,512</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 49,290</b>	<b>\$ 34,887</b>	<b>\$ 31,610</b>	<b>\$ 30,417</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>146,204</b>
<b>Total Expenditures</b>	<b>\$ 72,170</b>	<b>\$ 41,294</b>	<b>\$ 36,291</b>	<b>\$ 38,993</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>188,749</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (70,618)</b>	<b>\$ 27,375</b>	<b>\$ 489,531</b>	<b>\$ (34,027)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>412,261</b>
<b>Other Financing Sources/Uses:</b>													
Transfer In/(Out)													\$ -
<b>Total Other Financing Sources/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ (70,618)</b>	<b>\$ 27,375</b>	<b>\$ 489,531</b>	<b>\$ (34,027)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>412,261</b>

# Ridgewood Trails

## Community Development District

### Long Term Debt Report

Series 2007A Capital Improvement Revenue Bonds	
Interest Rate:	5.65%
Maturity Date:	5/1/2038
Reserve Fund Definition	6.949% of Outstanding Bonds
Reserve Fund Requirement	\$9,034
Reserve Fund Balance	10,206
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)
<b>Current Bonds Outstanding</b>	<b>\$130,000</b>

*C.*

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

ASSESSED	# UNITS ASSESSED	SERIES 2007A DEBT ASMT ASSESSED	FY23 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED	691	13,358.77	612,487.98	625,846.75
TOTAL NET ASSESSMENTS	691	13,358.77	612,487.98	625,846.75

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2007A DEBT RECEIPTS	O&M RECEIPTS
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	12/22/24	11,755.51	250.92	11,504.59
6	1/10/24	2,934.49	62.64	2,871.85
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL TAX ROLL RECEIPTS		609,656.80	13,013.19	596,643.61

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	97.41%	97.41%	97.41%



*D.*

# Ridgwood Trails

## COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024

### Check Register

<i>Fund</i>	<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>	
<b><u>General Fund</u></b>				
	12/1/23 - 12/31/23	2545-2576	\$65,231.64	
	1/1/24 - 1/31/24	2577-2592	48,255.85	
				\$113,487.49
<b><u>Capital Reserve</u></b>				
	12/1/23 - 12/31/23	31	\$2,500.00	
				\$2,500.00
<b><u>Autopayments</u></b>				
	12/5/23	Comcast	\$224.67	
	12/5/23	Waste Pro	247.28	
	12/12/23	Comcast	303.93	
	12/26/23	Newlane Finance	395.12	
	12/29/23	CCUA	1,401.36	
	12/29/23	Clay Electric	42.00	
	1/31/24	Waste Pro	246.01	
	1/8/24	Comcast	224.67	
	1/12/24	Comcast	322.36	
	1/25/24	EFTPS	91.80	
	1/26/24	Newlane Finance	395.12	
	1/29/24	CCUA	1,155.15	
	1/31/24	Clay Electric	1,045.88	
				\$6,095.35
<b>TOTAL</b>				<b>\$122,082.84</b>

AP300R  
\*\*\* CHECK NOS. 002545-002592

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
RIDGEWOOD TRAILS CDD  
BANK A RIDGEWOOD TRAILS

RUN 2/26/24

PAGE 1

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
12/05/23	00055	8/09/23 93632	202308 330-53800-46000	BACKFLOW TEST	*	45.00	
							45.00 002545
BOB'S BACKFLOW & PLUMBING SERVICES							
12/05/23	00119	10/20/23 8643162	202310 330-53800-46300	REMOVAL OF HAZARDOUS TREE	*	931.03	
BRIGHTVIEW LANDSCAPE SERVICES, INC							931.03 002546
12/05/23	00015	10/19/23 2023-263	202310 310-51300-48000	NOTICE OF MEETING 11/1/23	*	46.20	
OSTEEN MEDIA GROUP-CLAY TODAY							46.20 002547
12/05/23	00138	11/13/23 722E45E5	202311 320-57200-34510	CORE LITE/SUBSCRIPTION	*	350.00	
FUSUS INC DBA FUSUS							350.00 002548
12/05/23	00003	11/01/23 250	202311 310-51300-34000	NOV MANAGEMENT FEES	*	4,034.67	
		11/01/23 250	202311 310-51300-35200	NOV WEBSITE ADMIN	*	106.00	
		11/01/23 250	202311 310-51300-35100	NOV INFO TECH	*	159.00	
		11/01/23 250	202311 310-51300-31300	NOV DISSEM AGENT SRVCS	*	88.33	
		11/01/23 250	202311 310-51300-51000	OFFICE SUPPLIES	*	.30	
		11/01/23 250	202311 310-51300-42000	POSTAGE	*	6.30	
		11/01/23 250	202311 310-51300-42500	COPIES	*	53.40	
		11/01/23 250	202311 310-51300-41000	TELEPHONE	*	29.22	
GOVERNMENTAL MANAGEMENT SERVICES							4,477.22 002549
12/05/23	00126	11/01/23 394121	202311 320-57200-34510	ACCESS CONTROL SYSTEM	*	20.00	
HI-TECH SYSTEM ASSOCIATES							20.00 002550
12/05/23	00117	8/31/23 3268484	202307 310-51300-31500	JUL GENERAL SERVICES	*	1,792.79	
KUTAK ROCK LLP							1,792.79 002551
12/05/23	00117	10/30/23 3297554	202309 310-51300-31500	SEP GENERAL SERVICES	*	3,139.79	
KUTAK ROCK LLP							3,139.79 002552

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YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
RIDGEWOOD TRAILS CDD  
BANK A RIDGEWOOD TRAILS

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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/05/23	00042	11/01/23 135862B	202311 330-53800-46400	NOV LAKE MAINTENANCE	*	692.00	
				THE LAKE DOCTORS, INC.			692.00 002553
12/05/23	00095	11/01/23 13129561	202311 320-57200-52100	NOV POOL CHEMICALS	*	1,244.16	
				POOLSURE			1,244.16 002554
12/05/23	00039	10/31/23 353	202310 320-57200-45200	OCT FACILITY ASSISTANT	*	593.60	
				RIVERSIDE MANAGEMENT SERVICES, INC.			593.60 002555
12/05/23	00039	11/01/23 352	202311 320-57200-34200	NOV JANITORIAL SERVICES	*	934.83	
		11/01/23 352	202311 320-57200-46500	NOV POOL MAINTENANCE SRVC	*	1,489.67	
		11/01/23 352	202311 330-53800-34000	NOV CONTRACT ADMIN	*	2,027.08	
		11/01/23 352	202311 320-57200-46200	NOV FACILITY MANAGEMENT	*	5,618.00	
				RIVERSIDE MANAGEMENT SERVICES, INC.			10,069.58 002556
12/05/23	00039	11/13/23 355	202311 320-57200-52100	POOL CHEMICALS	*	82.26	
				RIVERSIDE MANAGEMENT SERVICES, INC.			82.26 002557
12/05/23	00139	9/18/23 1002	202309 320-57200-46000	RPL SLING PATIO FURNITURE	*	1,475.00	
				THE POOL AND PATIO SHOP LLC			1,475.00 002558
12/22/23	00125	11/08/23 11082023	202311 320-57200-49500	FALL FEST - FALL EVENT	*	800.00	
				AZALEA RIDGE HOMEOWNERS ASSOC INC			800.00 002559
12/22/23	00125	12/19/23 12192023	202312 320-57200-49500	WINTER FEST - DEC EVENT	*	500.00	
				AZALEA RIDGE HOMEOWNERS ASSOC INC			500.00 002560
12/22/23	00140	11/06/23 77742	202311 320-57200-46000	P&S OCCUPANCY SENS SWITCH	*	488.00	
				BLACK CREEK ELECTRICAL SERVICE, INC			488.00 002561
12/22/23	00140	12/01/23 77772	202312 320-57200-46000	R&R EXHAUST FAN MOTOR	*	437.00	
				BLACK CREEK ELECTRICAL SERVICE, INC			437.00 002562

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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/22/23	00119	10/26/23 8663608	202310 330-53800-46300	FLUSH CUT/GRIND DECLINE Q	*	725.00	
				BRIGHTVIEW LANDSCAPE SERVICES, INC			725.00 002563
12/22/23	00119	11/01/23 9649585	202311 330-53800-46200	NOV LANDSCAPE MAINTENANCE	*	10,703.68	
				BRIGHTVIEW LANDSCAPE SERVICES, INC			10,703.68 002564
12/22/23	00003	12/01/23 251	202312 310-51300-34000	DEC MANAGEMENT FEES	*	4,034.67	
		12/01/23 251	202312 310-51300-35200	DEC WEBSITE ADMIN	*	106.00	
		12/01/23 251	202312 310-51300-35100	DEC INFO TECH	*	159.00	
		12/01/23 251	202312 310-51300-31300	DEC DISSEM AGENT SRVCS	*	88.33	
		12/01/23 251	202312 310-51300-51000	OFFICE SUPPLIES	*	.39	
		12/01/23 251	202312 310-51300-42000	POSTAGE	*	95.00	
		12/01/23 251	202312 310-51300-42500	CPOIES	*	45.30	
				GOVERNMENTAL MANAGEMENT SERVICES			4,528.69 002565
12/22/23	00126	11/01/23 394122	202311 320-57200-34510	CLOUD ACCESS	*	1,620.00	
				HI-TECH SYSTEM ASSOCIATES			1,620.00 002566
12/22/23	00126	12/01/23 395770	202312 320-57200-34510	ACCESS CONTROL SYSTEM	*	20.00	
				HI-TECH SYSTEM ASSOCIATES			20.00 002567
12/22/23	00117	11/21/23 3311812	202310 310-51300-31500	OCT GENERAL SERVICES	*	3,688.52	
				KUTAK ROCK LLP			3,688.52 002568
12/22/23	00042	12/01/23 142464B	202312 330-53800-46400	DEC LAKE MAINTENANCE	*	692.00	
				THE LAKE DOCTORS, INC.			692.00 002569
12/22/23	00095	12/01/23 13129561	202312 320-57200-52100	DEC POOL CHEMICALS	*	1,244.16	
				POOLSURE			1,244.16 002570
12/22/23	00039	11/10/23 354	202310 310-51300-51000	OFFICE SUPPLIES	*	200.31	

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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		11/10/23	354 202310 320-57200-52200	AMENITY-JANITORIAL SUPPLY	*	67.62	
		11/10/23	354 202310 330-53800-46000	FIELD-RPR & MAINT	*	1,059.37	
		11/10/23	354 202310 320-57200-46000	AMENITY-RPR & MAINT	*	1,499.57	
		11/10/23	354 202310 320-57200-46100	AMENITY-GEN FAC MAINT	*	1,064.21	
				RIVERSIDE MANAGEMENT SERVICES, INC.			3,891.08 002571
12/22/23	00039	11/30/23	356 202311 320-57200-45200	NOV FACILITY ASSISTANT	*	79.50	
				RIVERSIDE MANAGEMENT SERVICES, INC.			79.50 002572
12/22/23	00039	12/01/23	489 202312 320-57200-34200	DEC JANITORIAL SERVICES	*	934.83	
		12/01/23	489 202312 320-57200-46500	DEC POOL MAINTENANCE SRVC	*	1,489.67	
		12/01/23	489 202312 330-53800-34000	DEC CONTRACT ADMIN	*	2,027.08	
		12/01/23	489 202312 320-57200-46200	DEC FACILITY MANAGEMENT	*	5,618.00	
				RIVERSIDE MANAGEMENT SERVICES, INC.			10,069.58 002573
12/22/23	00039	12/05/23	357 202312 320-57200-52100	LIQUID BLEACH	*	98.78	
		12/05/23	357 202312 320-57200-52100	MURIATIC ACID	*	12.22	
		12/05/23	357 202312 320-57200-52100	SQ CMP SKIM W/SCREW KIT	*	162.74	
		12/05/23	357 202312 320-57200-46100	FEMALE LADDER BUMPERS	*	127.58	
		12/05/23	357 202312 320-57200-46100	3/4" WH EYEBALL RET FIT	*	14.03	
		12/05/23	357 202312 320-57200-46100	POOL REPAIR - LABOR	*	137.50	
				RIVERSIDE MANAGEMENT SERVICES, INC.			552.85 002574
12/22/23	00130	11/13/23	61811674 202311 320-57200-43200	NOV RODENT CONTROL	*	90.00	
				TURNER PEST CONTROL LLC			90.00 002575
12/22/23	00118	11/21/23	73141049 202311 320-57200-34510	NOV SECURITY CAM MONITOR	*	142.95	
				VECTOR SECURITY INC			142.95 002576
				RDGE --RIDGEWOOD-- BPEREGRINO			

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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
1/04/24	00119	12/01/23 8690658	202312 330-53800-46200	DEC LANDSCAPE MAINTENANCE	*	10,703.68	
		1/01/24 8728871	202401 330-53800-46200	JAN LANDSCAPE MAINTENANCE	*	10,703.68	
				BRIGHTVIEW LANDSCAPE SERVICES, INC			21,407.36 002577
1/04/24	00126	1/01/24 397374	202401 320-57200-34510	ACCESS CONTROL SYSTEM	*	20.00	
				HI-TECH SYSTEM ASSOCIATES			20.00 002578
1/04/24	00117	12/28/23 3329103	202311 310-51300-31500	NOV GENERAL SERVICES	*	854.00	
				KUTAK ROCK LLP			854.00 002579
1/04/24	00042	1/02/24 149522B	202401 330-53800-46400	JAN LAKE MAINTENANCE	*	692.00	
				THE LAKE DOCTORS, INC.			692.00 002580
1/04/24	00095	1/01/24 13129561	202401 320-57200-52100	JAN POOL CHEMICALS	*	1,318.81	
				POOLSURE			1,318.81 002581
1/04/24	00039	12/14/23 358	202311 320-57200-52200	JANITORIAL SUPPLIES	*	209.17	
		12/14/23 358	202311 330-53800-46000	FIELD - REP & MAINTENANCE	*	411.78	
		12/14/23 358	202311 320-57200-46000	AMENITY - REP & REPLCMNT	*	1,702.55	
		12/14/23 358	202311 320-57200-46100	GENERAL - MAINTENANCE	*	1,214.16	
		12/14/23 358	202311 320-57200-49500	SPECIAL EVENTS	*	465.18	
		12/14/23 358	202311 320-57200-49000	OTHER CURRENT CHARGES	*	490.44	
				RIVERSIDE MANAGEMENT SERVICES, INC.			4,493.28 002582
1/04/24	00130	12/18/23 61822185	202312 320-57200-43200	JAN RODENT CONTROL	*	90.00	
				TURNER PEST CONTROL LLC			90.00 002583
1/10/24	00015	12/28/23 2023-268	202312 310-51300-48000	NOTICE OF MEETING 1.10.24	*	46.20	
				OSTEEN MEDIA GROUP-CLAY TODAY			46.20 002584
1/10/24	00003	1/01/24 252	202401 310-51300-34000	JAN MGMT FEES	*	4,034.67	

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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
		1/01/24 252	202401 310-51300-35200		*	106.00	
			JAN WEBSITE ADMIN.				
		1/01/24 252	202401 310-51300-35100		*	159.00	
			JAN INFO TECHNOLOGY				
		1/01/24 252	202401 310-51300-31300		*	88.33	
			JAN DISSEM AGENT SERVICES				
		1/01/24 252	202401 310-51300-51000		*	.69	
			OFFICE SUPPLIES				
		1/01/24 252	202401 310-51300-42000		*	14.49	
			POSTAGE				
		1/01/24 252	202401 310-51300-42500		*	7.65	
			COPIES				
		1/01/24 252	202401 310-51300-41000		*	31.37	
			TELEPHONE				
				GOVERNMENTAL MANAGEMENT SERVICES			4,442.20 002585
1/10/24 00039		1/01/24 359	202401 320-57200-34200		*	934.83	
			JAN JANITORIAL SERVICES				
		1/01/24 359	202401 320-57200-46500		*	1,489.67	
			JAN POOL MAINTENANCE SRVS				
		1/01/24 359	202401 330-53800-34000		*	2,027.08	
			JAN CONTRACT ADMIN.				
		1/01/24 359	202401 320-57200-46200		*	5,618.00	
			JAN FACILITY MGMT RWT				
				RIVERSIDE MANAGEMENT SERVICES, INC.			10,069.58 002586
1/10/24 00039		1/09/24 361	202401 320-57200-52100		*	37.05	
			POOL CHEM. LIQUID BLEACH				
		1/09/24 361	202401 320-57200-52100		*	24.46	
			POOL CHEM. MURIATIC ACID				
		1/09/24 361	202401 320-57200-52100		*	12.21	
			POOL CHEM. PHOSPHATE REM				
				RIVERSIDE MANAGEMENT SERVICES, INC.			73.72 002587
1/10/24 00039		12/31/23 360	202312 320-57200-45200		*	594.66	
			FACILITY ASSISTANT - DEC				
				RIVERSIDE MANAGEMENT SERVICES, INC.			594.66 002588
1/19/24 00039		1/12/24 362	202312 320-57200-52200		*	305.29	
			JANITORIAL SUPPLIES				
		1/12/24 362	202312 330-53800-46000		*	311.34	
			FIELD - REP & MAINTENANCE				
		1/12/24 362	202312 320-57200-46000		*	1,336.53	
			AMENITY - REP & MAINTENAN				
		1/12/24 362	202312 320-57200-46100		*	1,042.66	
			GENERAL MAINTENANCE				

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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		1/12/24 362	202312 320-57200-49500		*	112.92	
			SPEICAL EVENTS				
		1/12/24 362	202312 320-57200-49000		*	12.35	
			OTHER CURRENT CHARGES				
				RIVERSIDE MANAGEMENT SERVICES, INC.			3,121.09 002589
1/19/24 00118		12/22/23 73307911	202401 320-57200-34510		*	142.95	
			JAN SECURITY CAM MONITOR				
				VECTOR SECURITY INC			142.95 002590
1/24/24 00139		1/21/24 1007	202401 320-57200-46000		*	800.00	
			RESTRAPING POOL FURNITURE				
				THE POOL AND PATIO SHOP LLC			800.00 002591
1/24/24 00130		1/18/24 61860957	202401 320-57200-43200		*	90.00	
			JAN RODENT CONTROL				
				TURNER PEST CONTROL LLC			90.00 002592
				TOTAL FOR BANK A		113,487.49	
				TOTAL FOR REGISTER		113,487.49	

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**Bob's Backflow & Plumbing Services, Inc.**

4640 Subchaser Ct, Ste 113

Jacksonville, FL 32244

Phone # 904-268-8009

Fax # 904-292-4403

**Invoice  
93632****Invoice Date****8/9/2023****Bill To**

Riverside Management Services

9655 Florida Mining Blvd W

Bldg 300 Ste 305

Jacksonville, FL 32257

**Job Location**


Ridgewood Trails CDD

1799-2 Azalea Ridge Blvd

Middleburg, FL 32068

**PAST DUE****Balance Due****\$45.00**

P.O. Number	Terms	Due Date
	Net 30	9/8/2023

Serviced	Description	Quantity	Price Each	Amount
8/7/2023	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider  Potable: 1.5" Wilkins 975XL serial# 3004852 - Passed  Approved Ridgewood Trails CDD Field Repairs & Maintenance 1.330.53800.46000 <i>Tara R. Lee</i> 11.8.23  	1	45.00	45.00

Thank you for your business. We appreciate your prompt payment.

**Total** \$45.00**Payments/Credits** \$0.00**Please make checks payable to Bob's Backflow and include your invoice number.****Balance Due** \$45.00

A 1.5% interest will be assessed on unpaid balances after 30 days.



# INVOICE

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

**Customer #:** 24319930  
**Invoice #:** 8643162  
**Invoice Date:** 10/20/2023  
**Sales Order:** 8221268  
**Cust PO #:**

**Project Name:** Removal of rotting tree behind #4109 Fishing Creek Ln.  
**Project Description:** Removal of rotting tree behind #4109 Fishing Creek Ln.

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD Removal of hazardous tree  Approved Ridgewood Trails CDD Landscape Contingency 1.330.53800.46300 <i>Tara R. Lee</i> 10.26.26  <b>RECEIVED</b> OCT 26 2023 BY: _____	1.000	LS	931.03	931.03
Total Invoice Amount					931.03
Taxable Amount					
Tax Amount					
Balance Due					931.03

**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 #: 8643162  
Invoice Date: 10/20/2023

**Amount Due: \$ 931.03**

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





September 05, 2023

Page 1 of 2

## Proposal for Extra Work at Ridgewood Trails CDD

Property Name	Ridgewood Trails CDD	Contact	Tara Lee
Property Address	1667 Azalea Ridge Blvd Middleburg, FL 32068	To	Ridgewood Trail's CDD
		Billing Address	475 W Town Pl Ste 114 St Augustine, FL 32092

Project Name Removal of rotting tree behind #4109 Fishing Creek Ln.

Project Description Removal of rotting tree behind #4109 Fishing Creek Ln.

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Removal of hazardous tree	\$931.03	\$931.03

For Internal use only

SO# 8221268  
JOB# 346100568  
Service Line 300

Total Price \$931.03

### 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 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, assignees and legal representatives 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 Arboriculture) 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 15% 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	<b>Amenity Manager</b>
<b>Tara Lee</b>		
Printed Name	Date	<b>September 05, 2023</b>




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

Signature	Title	
<b>Miles R. Peadar Jr.</b>		
Printed Name	Date	<b>September 05, 2023</b>

**Job #:** 346100568

**SO #:** 8221268

**Proposed Price:** \$931.03

 Reply  Reply All  Forward

Wed 9/6/2023 10:44 AM



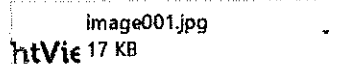
Ridgewood Trails <ridgewoodtrailsmgr@rmsnf.com>

**Re: Tree cut down in conservation area**

To Karen Fisher

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

Expires 9/5/2024



Good morning Karen,

This has been approved. Please let me know if you have any questions or concerns.

Thank you,

*Tara Lee*

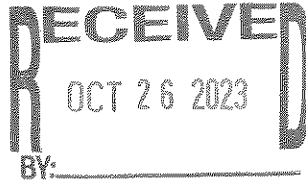
Amenity Manager

Ridgewood Trails CDD

# CLAY TODAY

A Division of Osteen Media Group

Clay Today  
3513 US Hwy 17  
Fleming Island, FL 32003  
904-264-3200



## INVOICE

Invoice Number: 2023-263118  
Invoice Date: 10/19/2023  
Due Date: 11/18/2023

### BILL TO

Sarah Sweeting  
Ridgewood Trails C.D.D.  
475 W TOWN PL  
#114  
SAINT AUGUSTINE, FL 32092

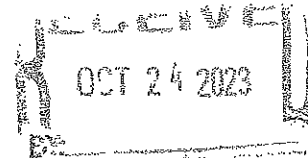
Advertiser  
Ridgewood Trails C.D.D.

Customer ID  
21794

Invoice Notes	PO #	Pu#	Issue	Year	Ad Title	Ad Size	Color	Ad Inch	Net
Legal # 88447	Notice of Meeting November 1, 2023	CT - Clay Today	Oct 19	2023		Column Inch	Black & White	4.4000	\$46.20
									\$46.20

Total:	\$46.20
--------	---------

Please mail payments to:  
Osteen Media Group  
3513 US Hwy 17  
Fleming Island Florida 32003



Affidavit attached to this invoice.

Please call the office at 904-264-3200 if you would like to pay by credit card.

Please pay from this invoice. Email for inquiries or questions - [legal@claytodayonline.com](mailto:legal@claytodayonline.com). Thank you for your business.

# CLAY TODAY

## PUBLISHER AFFIDAVIT

PUBLISHER AFFIDAVIT  
CLAY TODAY  
Published Weekly  
Fleming Island, Florida

STATE OF FLORIDA  
COUNTY OF CLAY:

Before the undersigned authority personally appeared  
Hugh Osteen, who on oath says that he is the publisher of  
the "Clay Today" a newspaper published weekly at Fleming  
Island in Clay County, Florida; that the attached copy of  
advertisement

Being a Ridgewood Trails CDD Notice of Meeting

In the matter of November 1, 2023

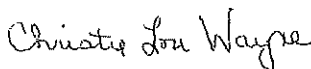
LEGAL: 88447

Was published in said newspaper in the issues:  
10/19/2023

Affiant Further says that said "Clay Today" is a newspaper  
published at Fleming Island, in said Clay County, Florida, and  
that the said newspaper Has heretofore been continuously  
published in said Clay County, Florida, Weekly, and has been  
entered as Periodical material matter at the post  
Office in Orange Park, in said Clay County, Florida, for  
period of one year next proceeding the first publication of  
the attached copy of advertisement; and affiant further says  
that he has neither paid nor promised any person, firm or  
corporation any discount, rebate, commission or refund for  
the purpose of securing this advertisement for publication in  
the said newspaper.



Sworn to me and subscribed before me 10/19/2023



NOTARY PUBLIC, STATE OF FLORIDA

3513 US HWY 17 Fleming Island FL 32003  
Telephone (904) 264-3200  
FAX (904) 264-3285  
E-Mail: legal@claytodayonline.com  
Christie Wayne christie@osteenmediagroup.com

## Notice of Meeting Ridgewood Trails Community Development District

The meeting of the Board of Supervisors of the  
Ridgewood Trails Community Development District will be held on Wednesday, November 1,  
2023 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard,  
Middleburg, Florida 32068. The meeting is  
open to the public and will be conducted in accordance with the provisions of Florida Law for  
Community Development Districts. A copy of the  
agenda for the meeting may be obtained from  
the District Manager, at 475 West Town Place,  
Suite 114, St. Augustine, Florida 32082 (and  
phone (904) 940-5850). The meeting may be  
continued to a date, time, and place to be specified on the record at the meeting. There may be  
occasions when one or more Supervisors will  
participate by telephone.

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

Each person who decides to appeal any action  
taken at the meeting is advised that person will  
need a record of the proceedings and that accordingly, the person may need to ensure that a  
verbatim record of the proceedings is made, including the testimony and evidence upon which  
such appeal is to be based.

Marilee Gilles  
District Manager  
Legal 88447 Published 10/19/2023 in Clay  
County's Clay Today newspaper

# Invoice



Invoice number 722E46E5-0001  
Date of issue November 13, 2023  
Date due December 13, 2023

**Fusus**  
5550 Triangle Parkway  
Suite 385  
Peachtree Corners, Georgia 30092  
United States  
+1 844-226-9226  
support@fusus.com

**Bill to**  
Tara Lee  
3813 Great Falls Loop  
Middleburg, Florida 32068  
United States  
+1 904-214-3346  
ridgewoodtrailsmgr@rmsnf.com

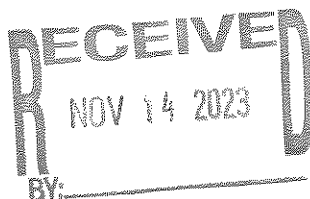
**Ship to**  
Tara Lee  
3813 Great Falls Loop  
Middleburg, Florida  
32068  
United States  
+1 904-214-3346

**\$350.00 USD due December 13, 2023**

[Pay online](#)

Description	Qty	Unit price	Amount
Core Lite	1	\$200.00	\$200.00
Core Lite Subscription	1	\$150.00	\$150.00
Subtotal			\$350.00
Customer is tax exempt			
Total			\$350.00
Amount due			\$350.00 USD

Approved  
Ridgewood Trails CDD  
Security  
1.320.57200.34510  
*Tara R. Lee*  
11.14.23



## Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.  
Routing number 121000248  
Account number 40630151342059473  
SWIFT code WFBUS6S



fusus

## Ridgewood Trails CDD | Clay Co SO

ridgewoodtrailsbdd.com

Middleburg, FL 32068

United States

Reference: 20231109-144042226

Quote created: November 9, 2023

Quote expires: February 7, 2024

Quote created by: Michael Luoma

Tara Lee

ridgewoodtrailsmgr@rmsnf.com

(904)214-3346

mcl@fusus.com

Comments from Michael Luoma

### Products & Services

Item & Description	Quantity	Unit Price	Total
Core Lite Appliance	1	\$200.00	\$200.00
Core Lite Appliance Annual Subscription Annual SaaS Subscription for Core Lite Appliance	1	\$150.00 / year	\$150.00 / year for 1 year
Approved Ridgewood Trails CDD Security 1.320.57200.34510 <i>Tara R. Lee</i> 11.13.23	Annual subtotal		\$150.00
	One-time subtotal		\$200.00
	<b>Total</b>		<b>\$350.00</b>

Purchase terms



## Questions? Contact me



Michael Luoma  
[mcl@fusus.com](mailto:mcl@fusus.com)

Fusus, Inc.  
5550 Triangle Parkway  
Peachtree Corners, Georgia 30092  
United States of America

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

3 GOVERNMENTAL MANAGEMENT SERVIC

12/05/2023

CHECK #: 002549

INV DATE	INV#	AMOUNT	DISCOUNT	NET	
20231101	250	4,034.67		4,034.67	NOV MANAGEMENT FEES
20231101	250	106.00		106.00	NOV WEBSITE ADMIN
20231101	250	159.00		159.00	NOV INFO TECH
20231101	250	88.33		88.33	NOV DISSEM AGENT SRVCS
20231101	250	.30		.30	OFFICE SUPPLIES
20231101	250	6.30		6.30	POSTAGE
20231101	250	53.40		53.40	COPIES
20231101	250	29.22		29.22	TELEPHONE

TOTAL

\$4,477.22

RIDGEWOOD TRAILS CDD

VENDOR NUMBER/NAME:

3 GOVERNMENTAL MANAGEMENT SERVIC

12/05/2023

CHECK #: 002549

INV DATE	INV#	AMOUNT	DISCOUNT	NET	
20231101	250	4,034.67		4,034.67	NOV MANAGEMENT FEES
20231101	250	106.00		106.00	NOV WEBSITE ADMIN
20231101	250	159.00		159.00	NOV INFO TECH
20231101	250	88.33		88.33	NOV DISSEM AGENT SRVCS
20231101	250	.30		.30	OFFICE SUPPLIES
20231101	250	6.30		6.30	POSTAGE
20231101	250	53.40		53.40	COPIES
20231101	250	29.22		29.22	TELEPHONE

TOTAL

\$4,477.22

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

002549

RIDGEWOOD TRAILS CDD  
475 WEST TOWN PL STE 114  
ST AUGUSTINE FL 32092

WELLS FARGO BANK, NA  
CORAL SPRINGS FL

63-643/670

904-940-5850

DATE

12/05/2023

AMOUNT

\$4,477.22\*

FOUR THOUSAND FOUR HUNDRED SEVENTY-SEVEN DOLLARS &amp; 22 CENTS \*\*\*\*\*

PAY  
TO THE  
ORDER  
OF:

GOVERNMENTAL MANAGEMENT SERVICES  
475 WEST TOWN PLACE STE 114  
ST AUGUSTINE FL 32092

AUTHORIZED SIGNATURE

⑈002549⑈ ⑆067006432⑆2000028168472⑈

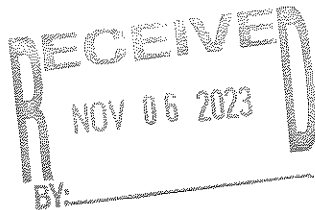
**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 250**Invoice Date:** 11/1/23**Due Date:** 11/1/23**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 - November 2023		4,034.67	4,034.67
Website Administration - November 2023		106.00	106.00
Information Technology - November 2023		159.00	159.00
Dissemination Agent Services - November 2023		88.33	88.33
Office Supplies		0.30	0.30
Postage		6.30	6.30
Copies		53.40	53.40
Telephone		29.22	29.22

**Total** \$4,477.22**Payments/Credits** \$0.00**Balance Due** \$4,477.22



Tallahassee, FL 32308  
2498 Centerville Rd.

## Invoice

Invoice #: 394121  
Invoice Date: 11/01/2023  
Completed: 11/01/2023  
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	1.00	\$20.00	20.00
Hi-Tech Commercial Access 1	1.00	\$15.00	15.00
OvrC Pro Monitoring	1.00	(\$15.00)	(15.00)
Discount Monitoring Security			0.00
Sales Tax			

Approved  
Ridgewood Trails CDD  
Security Services  
1.320.57200,34510  
*Tara R. Lee*  
11.2.23

**RECEIVED**  
NOV 13 2023  
BY: \_\_\_\_\_

**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>	<b>\$20.00</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$20.00</b>

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 31, 2023

**Check Remit To:**

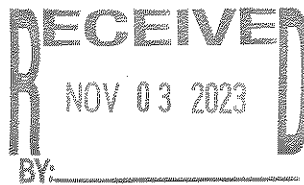
Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3268484

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. 3268484  
17623-1

Re: General

## For Professional Legal Services Rendered

07/05/23	K. Buchanan	2.80	854.00	Prepare for and attend board meeting
07/06/23	K. Buchanan	0.30	91.50	Perform meeting follow up
07/17/23	K. Buchanan	0.30	91.50	Confer with Grimm
07/19/23	K. Buchanan	0.40	122.00	Confer with district chairman regarding meeting with Commissioner Condon
07/25/23	K. Buchanan	1.50	457.50	Meet with Commissioner Condon
07/26/23	K. Buchanan	0.40	122.00	Confer with district manager regarding outstanding agreements

TOTAL HOURS 5.70

TOTAL FOR SERVICES RENDERED \$1,738.50

## DISBURSEMENTS

Meals 5.52

**KUTAK ROCK LLP**

Ridgewood Trails CDD

August 31, 2023

Client Matter No. 17623-1

Invoice No. 3268484

Page 2

Travel Expenses	48.77
-----------------	-------

TOTAL DISBURSEMENTS	<u>54.29</u>
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TOTAL CURRENT AMOUNT DUE	<u><u>\$1,792.79</u></u>
--------------------------	--------------------------

**KUTAK ROCK LLP**

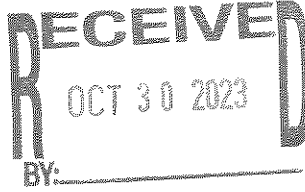
**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

October 30, 2023



**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3297554

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. 3297554  
17623-1

Re: General

**For Professional Legal Services Rendered**

09/02/23	L. Whelan	0.10	38.50	Testa Research
09/06/23	K. Buchanan	3.00	915.00	Prepare for and attend board meeting
09/07/23	K. Buchanan	0.40	122.00	Perform meeting follow up
09/08/23	J. Gillis	0.40	58.00	Coordinate response to auditor letter
09/13/23	K. Buchanan	0.40	122.00	Review meeting minutes
09/13/23	K. Buchanan	0.30	91.50	Review correspondence regarding amenity suspension
TOTAL HOURS		4.60		



**KUTAK ROCK LLP**

Ridgewood Trails CDD

October 30, 2023

Client Matter No. 17623-1

Invoice No. 3297554

Page 2

TOTAL FOR SERVICES RENDERED	\$1,347.00
-----------------------------	------------

TOTAL CURRENT AMOUNT DUE	\$1,347.00
--------------------------	------------

UNPAID INVOICES:

August 31, 2023	Invoice No. 3268484	1,792.79
-----------------	---------------------	----------

TOTAL DUE	<u>\$3,139.79</u>
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MAKE CHECK PAYABLE TO:



Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

RIDGEWOOD TRAILS CDD  
Taylor Tonnison  
475 West Town Pl  
SUITE 114  
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
718416	11/1/2023	\$692.00

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

0000000006621300100000001358620000006920046

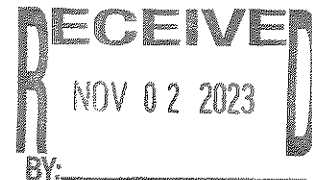
Please Return this portion with your payment

Invoice Due Date 11/11/2023 Invoice 135862B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
3813 Great Falls Loop Middleburg, FL 32068					
11/1/2023	Water Management - Monthly		\$692.00	\$0.00	\$692.00

Please remit payment for this month's invoice.

Approved  
Ridgewood Trails CDD  
Lake Maintenance  
1.330.53800.46400  
*Tara R. Lee*  
11.2.23



Please provide remittance information when submitting payments,  
otherwise payments will be applied to the oldest outstanding invoices.

Credits	\$0.00
Adjustment	\$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$692.00

This Invoice Total:

\$692.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 718416  
Portal Registration #: 98B142AF

Corporate Address  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

Customer Portal Link: [www.lakedoctors.com/contact-us/](http://www.lakedoctors.com/contact-us/)

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



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

## Invoice

Date 11/1/2023

Invoice # 131295618388

Terms	Net 20
Due Date	11/21/2023
PO #	

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

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate  Approved Ridgewood Trails CDD Pool Chemicals 1.320.57200.52100 <i>Tara R. Lee</i> 10.26.23  <b>RECEIVED</b> OCT 26 2023 BY: _____	1	ea	1,244.16

Subtotal	1,244.16
Shipping Cost (FEDEX GROUND)	0.00
<b>Total</b>	<b>1,244.16</b>
<b>Amount Due</b>	<b>\$1,244.16</b>

### Remittance Slip

Customer  
13AZA025  
Invoice #  
131295618388

Amount Due \$1,244.16

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

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295618388

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

# Invoice

Invoice #: 353  
Invoice Date: 10/31/2023  
Due Date: 10/31/2023  
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 Assistant through October 2023 1,320.57200.45200	22.4	26.50	593.60
<div>RECEIVED NOV 07 2023 BY: _____</div> <div><i>Jerry Lambert</i> 11-7-23</div>			

<b>Total</b>	<b>\$593.60</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$593.60</b>

**RIDGEWOOD TRAILS CDD**

**FACILITY ASSISTANT**

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
22.4	Facility Assistant	\$ 26.50	\$ 593.60

Covers Period: October 2023

GL # 1.320.57200.45200

TOTAL DUE:

\$ 593.60

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
ASSISTANT MANAGER BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2023

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/18/23	3	R.A.	Completed daily checklist, returned calls and emails
10/19/23	3.4	R.A.	Completed daily checklist, returned calls and emails
10/20/23	3	R.A.	Completed daily checklist, returned calls and emails
10/21/23	4	R.A.	Event - Prep, Assit and Set up, checked and returned calls
10/23/23	3	R.A.	Completed daily checklist, returned calls and emails
10/24/23	3	R.A.	Completed daily checklist, returned calls and emails
10/25/23	3	R.A.	Completed daily checklist, returned calls and emails
	<u>22.4</u>		

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

# Invoice

Invoice #: 352  
Invoice Date: 11/1/2023  
Due Date: 11/1/2023  
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 - November 2023		934.83	934.83
1.320.57200.46500 - Pool Maintenance Services - November 2023		1,489.67	1,489.67
1.330.53800.34000 - Contract Administration - November 2023		2,027.08	2,027.08
1.320.57200.46200 - Facility Management - Ridgewood Trails - November 2023		5,618.00	5,618.00

RECEIVED  
NOV 07 2023  
BY: \_\_\_\_\_

*Jimmy Lambert*  
11-7-23

Total	\$10,069.58
Payments/Credits	\$0.00
Balance Due	\$10,069.58



**Riverside Management Services, Inc**

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

**Invoice****Invoice #:** 355**Invoice Date:** 11/13/2023**Due Date:** 11/13/2023**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Pool Chemicals		82.26	82.26
<div>RECEIVED NOV 13 2023 BY: _____</div>			

**Total** \$82.26**Payments/Credits** \$0.00**Balance Due** \$82.26

The Pool and Patio Shop  
1408 Griffet Rd  
Jacksonville, FL 32211  
904-424-3593

# Invoice

Number 1002

Date 9/18/2023

**Bill To**

Camron Zakrzewski  
Ridgewood Trails  
Middleburg, FL

**Ship To**

PO Number

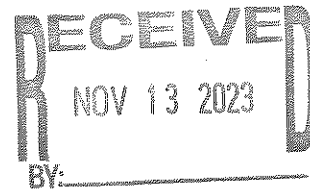
419-410-3032

Terms

Project

Date	Description	Hours	Rate	Tax1	Amount
	Replace slings on chaise lounges	15.00	\$80.00		\$1,200.00
	Replace sling on chair	5.00	\$55.00		\$275.00

Approved  
Ridgewood Trails CDD  
Amenity Center - Repairs and Replacements  
1.320.57200.46000  
*Tara R. Lee*  
11.13.23



Amount Paid \$0.00

Amount Due \$1,475.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$1,475.00

Sales Tax 7.50% on \$0.00 \$0.00

Total \$1,475.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$1,475.00	\$0.00	\$0.00	\$0.00	\$1,475.00

Azalea Ridge Homeowners Association Inc  
4213 County Road 218, Suite 1  
Middleburg, Florida 32068

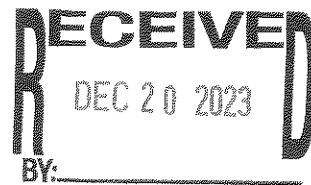
INVOICE NO.	DATE
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BILL TO  
Ridgewood Trails CDD  
475 West Town Place  
Suite 114  
St Augustine Florida

NOVEMBER 8, 2023

DESCRIPTION	UNIT PRICE	TOTAL
Fall Fest - Fall Event	800.00	\$800.00

Approved  
Ridgewood Trails CDD  
Special Events - Fall Festival 2024  
001.320.57200.49500  
*Tara Lee*  
12.19.23



TOTAL DUE BY DATE

\$800.00

Azalea Ridge Homeowners Association Inc  
4213 County Road 218, Suite 1  
Middleburg, Florida 32068

INVOICE NO.

DATE

BILL TO

DECEMBER 19, 2023

Ridgewood Trails CDD  
475 West Town Place  
Suite 114  
St Augustine Florida

DESCRIPTION

UNIT PRICE

TOTAL

2023 Winter Fest - December Event

\$500.00

\$500.00

Approved  
Ridgewood Trails CDD  
Special Events - Winter Festival 2024  
001.320.57200.49500  
*Tara Lee*  
12.19.23



TOTAL DUE BY DATE

\$500.00



Black Creek Electrical Services Inc.  
State Certified EC 13002742  
PO Box 186  
Middleburg, FL 32050

Phone: (904) 291-7941  
Fax: (904) 291-7904  
Web: WWW. Blackcreekelectric.com

## Invoice

77742

11/6/2023

Printed 11/7/2023

### Bill To:

Azalea Ridge Ammenities Center  
Attn: Terry Glynn  
1667 Azalea Ridge Dr.  
Middleburg, FL 32068

Work: (954) 298-5444  
Work: (904) 214-3346 (Tara)

### Terms

Due on Receipt

### Work Location:

Primary  
Azalea Ridge Ammenities Center  
Attn: Terry Glynn  
1667 Azalea Ridge Dr.  
Middleburg, FL 32068

Start Date: 11/6/2023 Troubleshoot and repair fans in main restrooms.

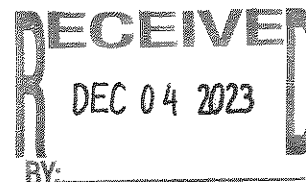
Date	Product/Service	Description	Price	Qty	Tax	Amount
11/6/2023	Misc. Matl - Misc. Materials	P&S Occupancy Sensing switch, 120/277 volt. price each.	\$38.50	2.00	\$0.00	\$77.00
11/6/2023	Service Call	Service call, local service call area, includes the first half hour of labor	\$159.00	0.00	\$0.00	\$159.00
11/6/2023	Labor rate T&M - commercial/ Industrial	Labor rate billed for misc. services, commercial and Industrial work	\$168.00	1.50	\$0.00	\$252.00

Subtotal: \$488.00  
Tax: \$0.00  
Paid: \$0.00  
Total: \$488.00

Labor and materials provided to troubleshoot and repair exiting exhaust fans. Installed two new motion control switches and wired accordingly. Womens room fan works as it should. Men's room will need a new fan. Will provide quote for new fan install and submit on a separate quote.

Thank you for your business!

Approved  
Ridgewood Trails CDD  
Amenity Center - Repairs & Replacements  
1.320.57200.46000  
Tara R. Loo  
12.4.23



Thank You for your business. It has been a pleasure serving you!

All work performed comes with a 1 year warranty on parts and labor (3 years on panels). Warranty services are limited to during normal working hours only. All after hours calls are subject to additional charges. Customer provided parts and fixtures are not included in warranty provisions and are not covered.

Please Pay Promptly. Terms are due upon receipt unless noted otherwise. All balances not paid within 30 days are subject to a late fee which is 1.5% of the balance due per month until the balance is paid in full.

Please Pay From This Invoice



Black Creek Electrical Services Inc.  
State Certified EC 13002742  
PO Box 186  
Middleburg, FL 32050

Phone: (904) 291-7941  
Fax: (904) 291-7904  
Web: WWW. Blackcreekelectric.com

## Invoice

77772

12/1/2023

Printed 12/4/2023

### Bill To:

Azalea Ridge Amenities Center  
Attn: Terry Glynn  
1667 Azalea Ridge Dr.  
Middleburg, FL 32068

Mobile: (954) 298-5444  
Work: (904) 214-3346 (Tara)

### Terms

Due on Receipt

### Work Location:

Primary  
Azalea Ridge Amenities Center  
Attn: Terry Glynn  
1667 Azalea Ridge Dr.  
Middleburg, FL 32068

Start Date: 12/1/2023 R&R exhaust fan motor in the mens room

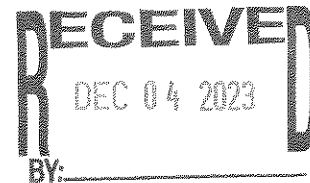
Date	Product/Service	Description	Price	Qty	Tax	Amount
12/1/2023	Misc. Service	Labor and materials provided to R&R the exhaust fan motor in the mens room.	\$437.00	0.00	\$0.00	\$437.00

Subtotal: \$437.00  
Tax: \$0.00  
Paid: \$0.00  
Total: \$437.00

Labor and materials provided to R&R the exhaust fan in the mens room.

Thank you for your business!

Approved  
Ridgewood Trails CDD  
Amenity Center - Reparis and Replacements  
1.320.57200.46000  
*Tara R. Lee*  
12.4.23



Thank You for your business. It has been a pleasure serving you!

All work performed comes with a 1 year warranty on parts and labor (3 years on panels). Warranty services are limited to during normal working hours only. All after hours calls are subject to additional charges. Customer provided parts and fixtures are not included in warranty provisions and are not covered.

Please Pay Promptly. Terms are due upon receipt unless noted otherwise. All balances not paid within 30 days are subject to a late fee which is 1.5% of the balance due per month until the balance is paid in full.

Please Pay From This Invoice

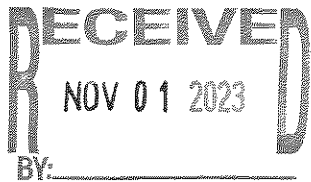
# INVOICE



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

**Customer #:** 24319930  
**Invoice #:** 8663608  
**Invoice Date:** 10/26/2023  
**Sales Order:** 8156646  
**Cust PO #:**

**Project Name:** Remove and grind declined Queen Palm at entrance  
**Project Description:** Remove and grind Palm suspected to have declined from Ganoderma

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD Flush cut and grind declined Q  Approved Ridgewood Trails CDD Field Repairs & Maintenance 1 330.53800.46000 <i>Tara R. Lee</i> 11.1.23   BY: _____	1.000	LS	725.00	725.00
				<b>Total Invoice Amount</b>	<b>725.00</b>
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	<b>725.00</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 #: 8663608  
Invoice Date: 10/26/2023

**Amount Due: \$ 725.00**

*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





July 06, 2023

Page 1 of 2

## Proposal for Extra Work at Ridgewood Trails CDD

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

Project Name Remove and grind declined Queen Palm at entrance  
Project Description Remove and grind Palm suspected to have declined from Ganoderma

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Flush cut and grind declined Queen Palm; remove debris

For Internal use only

SO# 8156646  
JOB# 346100568  
Service Line 300

Total Price \$725.00

### 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 Arboriculture) 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** Date **July 06, 2023**  
Printed Name

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

Signature \_\_\_\_\_ Title  
**Royce Peaden** Date **July 06, 2023**

Printed Name Date

Job #: **346100568**

SO #: **8156646** Proposed Price: **\$725.00**

## Royce Peaden

---

**From:** Ridgewood Trails <ridgewoodtrailsmgr@rmsnf.com>  
**Sent:** Thursday, July 6, 2023 8:10 AM  
**To:** Royce Peaden; Jay Soriano  
**Cc:** Jeremiah Blouin; Karen Fisher; Rodney Hicks  
**Subject:** Re: BrightView Quality Site Assessment - Ridgewood Trails

---

**EXTERNAL E-MAIL**

---

Good morning,

Both of the attached proposals for extra work (queen palm/willow tree) have been approved. Please move forward. If you have any questions 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)

On Mon, Jun 26, 2023 at 4:06 PM Royce Peaden <[Royce.Peaden@brightview.com](mailto:Royce.Peaden@brightview.com)> wrote:

Hey Tara,

Please find attached this month's QSA. Please review and let us know if you have any questions.

Of note –



**Customer #:** 24319930  
**Invoice #:** 8649585  
**Invoice Date:** 11/1/2023  
**Cust PO #:**

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

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

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 251**Invoice Date:** 12/1/23**Due Date:** 12/1/23**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 - December 2023		4,034.67	4,034.67
Website Administration - December 2023		106.00	106.00
Information Technology - December 2023		159.00	159.00
Dissemination Agent Services - December 2023		88.33	88.33
Office Supplies		0.39	0.39
Postage		95.00	95.00
Copies		45.30	45.30
<div data-bbox="472 1056 781 1251"><b>RECEIVED</b> DEC 04 2023 BY: _____</div>			

**Total** \$4,528.69**Payments/Credits** \$0.00**Balance Due** \$4,528.69

# Hi-Tech System Associates, Inc.

2498 Centerville Road  
Tallahassee, FL 32308  
(850) 385-7649

## Invoice

Customer Ridgewood Trails CDD  
Customer Number 11885-2  
Invoice Number 394122  
Invoice Date 11/1/2023  
PO Number \_\_\_\_\_  
PAYMENTS APPLIED THRU 12/6/2023  
Job / Service Ticket # \_\_\_\_\_

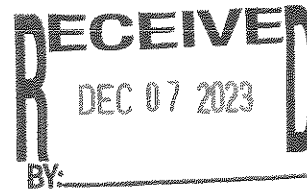
## CURRENT CHARGES

Description	Amount
<i>Ridgewood Trails CDD, 1667 Azalea Ridge Blvd, Middleburg, FL</i>	
12.00 Cloud Access Control Service up to 16 doors	90.00 1,080.00
12.00 Service Plan	25.00 300.00
12.00 Alarm.com Cloud Access Control	20.00 240.00
<b>Subtotal:</b>	<b>\$1,620.00</b>
Tax	0.00
Payments/Credits Applied	0.00
<b>Invoice Balance Due:</b>	<b>\$1,620.00</b>

## IMPORTANT MESSAGES

Thank you for choosing Hi-Tech

Approved  
Ridgewood Trails CDD  
Security  
1.320.57200.34510  
*Tara R. Lee*  
12.7.23



Registration Code: **0C1B9E**

Page 1

Please detach and return this portion with your payment to ensure proper credit.



## Hi-Tech System Associates, Inc.

2498 Centerville Road  
Tallahassee, FL 32308  
(850) 385-7649

## REMITTANCE INFORMATION

Customer Number 11885-2  
Invoice Number 394122  
Invoice Date 11/1/2023  
**Due Date** 11/1/2023  
Invoice Balance Due \$1,620.00

**TOTAL DUE** \$1,620.00

Amount Enclosed: \_\_\_\_\_

Ridgewood Trails CDD  
1667 Azalea Ridge Blvd  
Middleburg, FL 32068

Hi-Tech System Associates, Inc.  
2498 Centerville Road  
Tallahassee, FL 32308



Tallahassee, FL 32308  
2498 Centerville Rd.

## Invoice

Invoice #: 395770  
Invoice Date: 12/01/2023  
Completed: 12/01/2023  
Terms: Due on Aging Date  
Bid#:

**Bill to:**

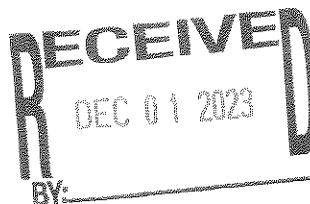
Ridgewood CDD  
475 West Town Place  
Suite 114  
Saint Augustine, FL 32092  
[Click Here to Pay Online!](#)

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*  
12.1.23



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>	<b>\$20.00</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$20.00</b>



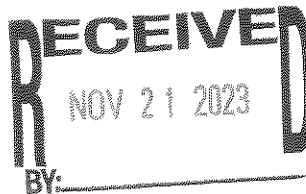
**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 21, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3311812

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. 3311812  
17623-1

---

Re: General

## For Professional Legal Services Rendered

10/04/23	A. Warner	0.10	14.50	Prepare and send email to district manager for EDR Water and Land Survey
10/05/23	S. Sandy	0.20	60.00	Coordinate response to the Office of Economic and Demographic Research's water and land survey
10/16/23	J. Gillis	0.10	14.50	Receive and review Florida DEO special district update form
10/20/23	K. Buchanan	0.50	152.50	Review matters related to project completion
10/26/23	K. Buchanan	0.70	213.50	Confer with district manager regarding engineering resignation and RFQ process; research status of project completion
10/27/23	K. Buchanan	0.30	91.50	Review pending items
TOTAL HOURS		1.90		

**KUTAK ROCK LLP**

Ridgewood Trails CDD  
November 21, 2023  
Client Matter No. 17623-1  
Invoice No. 3311812  
Page 2

TOTAL FOR SERVICES RENDERED	\$546.50
-----------------------------	----------

## DISBURSEMENTS

Travel Expenses	2.23
-----------------	------

TOTAL DISBURSEMENTS	<u>2.23</u>
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TOTAL CURRENT AMOUNT DUE	\$548.73
--------------------------	----------

## UNPAID INVOICES:

August 31, 2023	Invoice No. 3268484	1,792.79
October 30, 2023	Invoice No. 3297554	1,347.00

TOTAL DUE	<u>\$3,688.52</u>
-----------	-------------------

MAKE CHECK PAYABLE TO:

  
The Lake Doctors, Inc.  
Aquatic Management Services  
Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

RIDGEWOOD TRAILS CDD  
Taylor Tennon  
475 West Town Pl  
SUITE 114  
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
718416	12/1/2023	\$692.00

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

0000000006621300100000001424640000006920044

Please Return this invoice with your payment

Invoice Due Date 12/11/2023

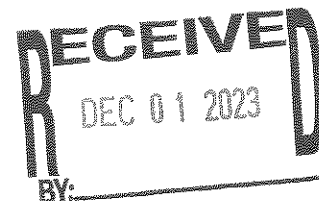
Invoice 142464B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
3813	Great Falls Loop Middleburg, FL 32068				
12/1/2023	Water Management - Monthly		\$692.00	\$0.00	\$692.00

Please remit payment for this month's invoice.

Approved  
Ridgewood Trail CDD  
Lake Maintenance  
1.330.53800.46400  
Tara R. Lee  
12.1.23



Please provide remittance information when submitting payments,  
otherwise payments will be applied to the oldest outstanding invoices.

Credits	\$0.00
Adjustment	\$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$1384.00

This Invoice Total:

\$692.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 718416  
Portal Registration #: 98B142AF

Corporate Address  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

Customer Portal Link: [www.lakedoctors.com/contact-us/](http://www.lakedoctors.com/contact-us/)

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



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

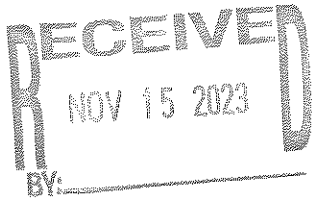
# Invoice

Date 12/1/2023

Invoice # 131295618901

Terms	Net 20
Due Date	12/21/2023
PO #	

Bill To	Ship To
RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	Azalea Ridge by DR Horton 1667 Azalea Ridge Blvd Middleburg FL 32068

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate  Approved Ridgewood Trails CDD Pool Chemicals 1.320.57200.52100 <i>Tara R. Lee</i> 11.15.23  	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 #  
131295618901

Amount Due \$1,244.16  
Amount Paid \_\_\_\_\_  
Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295618901

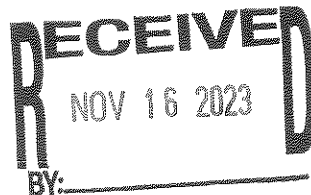
**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 354  
Invoice Date: 11/10/2023  
Due Date: 11/10/2023  
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 October 1 - October 31, 2023		2,813.43	2,813.43
Maintenance Supplies		1,077.85	1,077.85
<div>Code to:</div> <div>Office Supplies 1.310.51300.51000 \$200.31</div> <div>Amenity Center - Janitorial Supplies 1.320.57200.52200 \$67.62</div> <div>Field - Repairs &amp; Maintenance 1.330.53800.46000 \$1,059.37</div> <div>Amenity Center - Repairs &amp; Replacements 1.320.57200.46000 \$1,499.57</div> <div>Amenity Center - General Facility Maintenance 1.320.57200.46100 \$1,064.21</div>			



**Total** \$3,891.08

**Payments/Credits** \$0.00

**Balance Due** \$3,891.08

Approved  
Ridgewood Trails CDD  
*Tara R. Lee*  
11.14.23

*Jerry Lambert*  
11-16-23

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/2/23	8.22	M.B.	Blew leaves and debris off pool deck, worked on woman's bathroom by big pool stall next to handicap stall replaced valve kit and spud washer assembly, cleaned and organized maintenance room and amenity center maintenance closet, procure two new closet doors for both bathrooms at big pool, picked up supplies
10/2/23	2.6	R.A.	Repaired toilet in women's bathroom by large pool, replaced flush valve gaskets and spud washer, cleaned and organized maintenance closet
10/3/23	5.67	M.B.	Repair gate by small pool filter, install mending plates over broken welds, spray paint black, re-hang two new custom fitted doors in closets in bathrooms at small pool
10/3/23	3.45	R.A.	Removed closet doors from men's and women's bathroom by large pool, removed all door hardware, planed new doors to correct width for each door frame and test fit, cut new mortise for each hinge and installed hinges flush with door, hung new doors and adjusted for proper closing, installed door handles and cleaned up tools and wood chips
10/4/23	2	M.B.	Removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles
10/4/23	2.2	R.A.	Removed debris at playgrounds, mailboxes, pool deck, common areas and entrance ways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
10/5/23	4.05	M.B.	Dug trench for french drain at filter vat at big pool, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles
10/5/23	2.7	R.A.	Started digging french drain trench around large pool filter motor pack, finished digging and removing dirt, trench roughly slopped waiting for drainage gravel, pipe elbows and drainage sock
10/6/23	1	R.A.	Assisted cleaning out amenity closet, loaded surplus paper towel and toilet paper dispenser in truck to store, rearranged amenity center closet to accommodate extra tables and chairs for storage
10/9/23	6	M.B.	Replaced broken depth tiles at big pool, pressure washing clean up, troubleshoot lack of ventilation in all bathrooms with electrician, changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles
10/9/23	3.5	R.A.	Pressure washed amenity center rear patio, columns, patio roof, small pool walkways and spot washed areas around small pool where gum and other buildups had occurs, removed debris from amenity center, common areas, pool, playground and roadways, checked and changed trash receptacles, emptied and restocked dog waste receptacles
10/11/23	2	R.A.	Removed debris from amenity center, common areas, pool, playground, entrances and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
10/13/23	2.6	R.A.	Checked motion sensor switches for gym bathrooms found no power going to exhaust fans, will diagnosis wiring issue, picked up supplies, checked HVCA filters and replaced
10/16/23	2.2	R.A.	Installed new thermostat guard in amenity center club house, emptied and restocked dog waste receptacles, removed debris at playgrounds, mailboxes, pool deck, common areas, entrance ways and roadways, checked and changed all trash receptacles, removed and disposed of three car ties and broken plastic chair
10/18/23	1.8	R.A.	Hung an outside messenger board outside the main entrance to the amenity club house, removed debris from amenity center, playground and parking lot, checked and changed trash receptacles
10/23/23	3.3	R.A.	Straightened and organized pool deck furniture, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles, changed and restocked dog waste receptacles
10/25/23	5.47	R.A.	Started installing door louvers for bathroom door, cut out spot in men's door for louver and installed, repeated cutting and installing for female door, used white gloss paint and primer to color louvers to match doors, picked up supplies, cut trim for frame louvers and installed trim around louvers and finished painting vents, cut down trim and installed framing door louver, caulked all trim
10/26/23	2.6	R.A.	Inspected electrical box erosion and verified Bright View corrected, removed debris around pool deck, amenity center and through out the community, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
10/27/23	5.3	R.A.	Small pool filter pack had minor flooding, checked sump pump and found not running due to obstruction, moved obstruction and sump pump started working, re-installed trim in clubhouse at club house doors, dug a hole and installed concrete form for public trash receptacle, mixed and poured concrete, installed bolts for trash receptacle and allowed concrete pad to dry, picked up supplies
10/30/23	2.52	R.A.	Inspected pool tiles and recorded broken tiles needed to be replace, ordered tiles, changed and restocked dog waste receptacles, removed debris from amenity center, common areas, pool, playground and roadways, changed trash receptacles
10/31/23	1.1	R.A.	Straightened and organized pool deck furniture, checked pool chemicals, removed debris around pool deck, field and around amenity center

**TOTAL** 70.28

**MILES** 5

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 11/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS				
	10/10/23	Self Adhesive Hole Reinforcement Stickers	4.44	T.L.
	10/10/23	Wrist Rests for Laptop	23.72	T.L.
	10/10/23	Mouse Pad	12.35	T.L.
	10/10/23	Write On Binder 5 Sets 100 Divider 20 Sets	15.95	T.L.
	10/10/23	Write On Tab Dividers with Erasable Laminated Tabs 8 Tab	10.86	T.L.
	10/12/23	Door Louver Steel 24" Opening (2)	381.05	T.L.
	10/13/23	Washable Filter 25x30 (3)	125.13	R.A.
	10/13/23	Thermostat Guard	22.98	R.A.
	10/25/23	5/32"x 1 1/8"x8 PVC Trim (4)	23.37	R.A.
	10/25/23	LN Fuzeit All Surface Adhesive	10.33	R.A.
	10/25/23	Max Flex Gloss White (2)	18.35	R.A.
	10/25/23	Lattice A (2)	11.68	R.A.
	10/25/23	AFD 5.5 Caulking	5.50	R.A.
	10/27/23	80lb Sakrete Concrete Mix (2)	11.45	R.A.
	10/27/23	Constant Contact	41.98	T.L.
	10/30/23	Black Nitrile Gloves 80pk	25.28	F.S.
	10/30/23	CLX Disinfect Bathroom Spray (2)	13.75	F.S.
	10/30/23	Pine Sol 144oz	17.69	F.S.
	10/30/23	CLX Germicidal Bleach	10.90	F.S.
	11/2/23	Garage Sale Signs (3)	34.43	R.A.
	11/2/23	Copy Printer 3 Reams	33.36	T.L.
	11/2/23	Key Cabinet Wall Mount	28.91	T.L.
	11/2/23	50 Wooden Clip Push Pins	8.64	T.L.
	11/2/23	2024 Wall Calendar	9.88	T.L.
	11/2/23	Space Heater	38.31	T.L.
	11/2/23	Cork Board	23.36	T.L.
	11/2/23	2024 Desk Calendar	15.77	T.L.
	11/3/23	16 Qt Tote	47.13	R.A.
	11/3/23	20"x24" Sign	11.48	R.A.
	11/3/23	Red/Green Exit Sign	39.64	R.A.
TOTAL			<u>\$1,077.65</u>	

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

# Invoice

Invoice #: 356  
Invoice Date: 11/30/2023  
Due Date: 11/30/2023  
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 Assistant through November 2023 1,320.57200, 45200	3	26.50	79.50
<div><div>RECEIVED</div><div>DEC 05 2023</div><div>BY: _____</div></div> <div><i>Jimmy Lambert</i> 12-5-23</div>			

<b>Total</b>	<b>\$79.50</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$79.50</b>



**RIDGEWOOD TRAILS CDD**

**FACILITY ASSISTANT**

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
3	Facility Assistant	\$ 26.50	\$ 79.50

Covers Period: November 2023

GL # 1.320.57200.45200

TOTAL DUE:

<u>\$ 79.50</u>
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RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
ASSISTANT MANAGER BILLABLE HOURS  
FOR THE MONTH OF NOVEMBER 2023

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<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/10/23	3	R.A.	Completed daily checklist, returned calls and emails
	<u>3</u>		

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

# Invoice

Invoice #: 489  
Invoice Date: 12/1/2023  
Due Date: 12/1/2023  
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 - December 2023		934.83	934.83
1.320.57200.46500 - Pool Maintenance Services - December 2023		1,489.67	1,489.67
1.330.53800.34000 - Contract Administration - December 2023		2,027.08	2,027.08
1.320.57200.46200 - Facility Management - Ridgewood Trails - December 2023		5,618.00	5,618.00

**RECEIVED**  
DEC 05 2023  
BY: \_\_\_\_\_

*Jerry Lambert*  
12-5-23

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

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

# Invoice

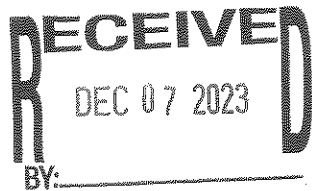
Invoice #: 357  
Invoice Date: 12/5/2023  
Due Date: 12/5/2023  
Case:  
P.O. Number: C BUSS 1222

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Pool Chemicals - Liquid Bleach		98.78	98.78
Pool Chemicals - Muriatic Acid		12.22	12.22
Pool Parts- Square CMP Skimmer w/ Screw Kit		162.74	162.74
Pool Parts- Female Ladder Bumpers		127.58	127.58
Pool Parts- 3/4" White Eyeball Return Fittings		14.03	14.03
Pool Repair - Labor		137.50	137.50

Approved  
Ridgewood Trails CDD  
Pool Chemicals  
1.320.57200.52100  
*Tara R. Lee*  
12.7.23



<b>Total</b>	<b>\$552.85</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$552.85</b>



PAYMENT ADDRESS:  
Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
904-355-5300 • Fax: 904-353-1499 • 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: 618116746  
DATE: 11/13/2023  
ORDER: 618116746

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
11/13/2023	01:44 PM			01:44 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	11/13/2023		02:27 PM

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
		<b>AMOUNT DUE</b> \$90.00

Approved  
Ridgewood Trails CDD  
Pest Control  
1.320.57200.43200  
*Tara R. Lee*  
11.20.23

**RECEIVED**  
NOV 20 2023  
BY: \_\_\_\_\_

  
\_\_\_\_\_  
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



**VECTOR  
SECURITY**

9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

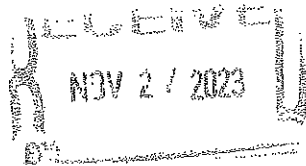
### Account Information

Invoice Number: 73141049  
Invoice Date: 11/21/2023  
Branch: 72  
Account Number: 6433093  
Due Date: 12/21/2023

### Account Activity

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
RIDGEWOOD TRAILS DE 1667 AZALEA RIDGE 32068 Service From: 12/01/2023 To: 12/31/2023 RECURRING SERVICES			142.95	0.00	142.95

Approved  
Ridgewood Trails CDD  
Security  
1.320.57200.34510  
Tara R. Lee  
12.1.23



Extended Total	Tax Total	Invoice Total	Prior Balance	Total Due
\$142.95	\$0.00	\$142.95	\$0.00	\$142.95

### 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



**VECTOR  
SECURITY**

9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

Address Service Requested

1136013265 PRESORT P8PS000 <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: 73141049  
Invoice Date: 11/21/2023  
Account Number: 6433093  
Due Date: 12/21/2023  
Amount Due: \$142.95

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.

00000000720000000643309390073141049000000000142951

# INVOICE



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

Customer #: 24319930  
Invoice #: 8690658  
Invoice Date: 12/1/2023  
Cust PO #:

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For December  Approved Ridgewood Trails CDD Landscape Maintenance 001.330.53800.46200 <i>Tara Lee</i> 1.3.24	10,703.68
Total invoice amount		10,703.68
Tax amount		
Balance due		10,703.68

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 #: 8690658  
Invoice Date: 12/1/2023

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

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

Customer #: 24319930  
Invoice #: 8728871  
Invoice Date: 1/1/2024  
Cust PO #:

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For January  Approved Ridgewood Trails CDD 001.330.53800.46200 <i>Tara Lee</i> 1.2.24	10,703.68
Total invoice amount		10,703.68
Tax amount		
Balance due		10,703.68

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 #: 8728871  
Invoice Date: 1/1/2024

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





Tallahassee, FL 32308  
2498 Centerville Rd.

**Bill to:**

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

**Invoice #:** 397374  
**Invoice Date:** 01/01/2024  
**Completed:** 01/02/2024  
**Terms:** Due on Aging Date  
**Bid#:**

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 <i>Tara Lee</i> 1.02.24			

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

**KUTAK ROCK LLP****TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 28, 2023

Approved  
Ridgewood Trails CDD  
Attorney Fees  
001.310.51300.31500  
*Tara Lee*  
1.2.24

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**ACH/Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3329103

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. 3329103

17623-1

Re: General

## For Professional Legal Services Rendered

11/01/23	K. Buchanan	2.00	610.00	Prepare for and attend board meeting
11/02/23	K. Buchanan	0.80	244.00	Review suspension letters; confer with district manager; perform meeting follow up
TOTAL HOURS		2.80		
TOTAL FOR SERVICES RENDERED				\$854.00
TOTAL CURRENT AMOUNT DUE				<u>\$854.00</u>

MAKE CHECK PAYABLE TO:

  
The Lake Doctors, Inc.  
Aggrade Management Services  
Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

RIDGEWOOD TRAILS CDD  
Taylor Tennison  
475 West Town Pl  
SUITE 114  
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
718416	1/2/2024	\$692.00

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

00000000066213001000000014952200000006920048

Please Return this invoice with your payment and  
notify us of any changes to your contact information.

**RIDGEWOOD TRAILS CDD**  
**Invoice Due Date 1/11/2024**

**3813 Great Falls Loop Middleburg, FL 32068**  
**Invoice 149522B PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
1/1/2024	Water Management - Monthly		\$692.00	\$0.00	\$692.00
<div>Please remit payment for this month's invoice.</div> <div>Approved Ridgewood Trails CDD Lake Maintenance 1.330-53800-46400 <i>Tara Lee</i> 1.2.24</div>					
Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.				<b>Credits</b>	\$0.00
				<b>Adjustment</b>	\$0.00
					<b>AMOUNT DUE</b>

**Total Account Balance including this invoice:**

\$1384.00

**This Invoice Total:**

\$692.00

Click the "Pay Now" link to submit payment by ACH

**Customer #:** 718416  
**Portal Registration #:** 98B142AF  
**Customer E-mail(s):** RIDGEWOODTRAILSMGR@RMSNF.COM  
**Customer Portal Link:** [www.lakedoctors.com/contact-us/](http://www.lakedoctors.com/contact-us/)

**Corporate Address**  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



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

## Invoice

Date 1/1/2024

Invoice # 131295619146

Terms	Net 20
Due Date	1/21/2024
PO #	

Bill To	Ship To
RMS Ridgewood Trails CDD 9655 Florida Mining Blvd Bldg 300 suite 305 Jacksonville FL 32257	Azalea Ridge by DR Horton 1667 Azalea Ridge Blvd Middleburg FL 32068

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate  Approved Ridgewood Trails CDD Pool Chemicals 1.320.57200.52100 <i>Tara Lee</i> 1.02.24	1	ea	1,318.81

Save in 2024 by prepaying your annual amount. Customers who prepay for 2024 by 12/31/2023 will receive a 5% discount on their annual rate. Contact ar@poolsure.com and request your 2024 annual invoice.

Subtotal	1,318.81
Shipping Cost (FEDEX GROUND)	0.00
Total	1,318.81
Amount Due	\$1,318.81

### Remittance Slip

Customer  
13AZA025  
  
Invoice #  
131295619146

Amount Due \$1,318.81

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

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



131295619146

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

# Invoice

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

**Invoice #:** 358  
*Tara Lee* **Invoice Date:** 12/14/2023  
**Due Date:** 12/14/2023  
**Case:**  
**P.O. Number:**

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2023		2,163.43	2,163.43
Maintenance Supplies		2,329.85	2,329.85

Approved  
Ridgewood Trails CDD  
12.19.23

*Tara Lee*

Other Current Charges  
1.320.57200.49000  
\$490.44

Please Code to:

Janitorial Supplies  
001.320.57200.52200  
\$209.17

Field - Repair & Maintenance  
1.330.53800.46000  
\$411.78

Amenity Center - Repairs & Replacement  
1.320.57200.46000  
\$1,702.55

General Facility - Maintenance  
1.320.57200.46100  
\$1,214.16

Special Events  
1.320.57200.49500  
\$465.18

<b>Total</b>	<b>\$4,493.28</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$4,493.28</b>



PAYMENT ADDRESS:  
Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
904-355-5300 • Fax: 904-353-4499 • 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: 618221859  
DATE: 12/18/2023  
ORDER: 618221859

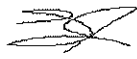
Bill To: [761826]  
Ridgewood Trails CDD  
3813 Greatfall Loop  
Middleburg, FL 32068

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

Work Date	Time	Target Pest	Technician	Time In
12/18/2023	10:04 AM			10:04 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	12/18/2023		10:38 AM

Service	Description	Price
CPCSMART	SMART Rodent Control Program	\$90.00
SUBTOTAL		\$90.00
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$90.00
AMOUNT DUE		\$90.00

Approved  
Ridgewood Trails CDD  
Pest Control  
001.320.57200.43200  
*Tara Lee*  
12.18.23

  
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



# INVOICE

Invoice Number: 2023-268170  
Invoice Date: 12/28/2023  
Due Date: 1/26/2024

Clay Today  
3513 US Hwy 17  
Fleming Island, FL 32003  
904-264-3200

BILL TO  
Sarah Sweeling  
Ridgewood Trails C.D.D.  
475 W TOWN PL  
#114  
SAINT AUGUSTINE, FL 32092

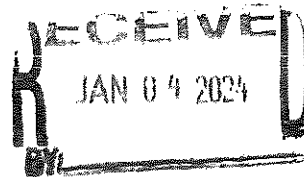
Advertiser  
Ridgewood Trails C.D.D.

Customer ID  
21794

Invoice Notes	PO #	Pub.	Issue	Year	AdTitle	Ad Size	Color	Ad Inch	Net
Legal # 94989	Notice of Meeting January 10, 2024	CT - Clay Today	Dec 28	2023		Column Inch	Black & White	4.4000	\$46.20
									\$46.20

Total:									\$46.20
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Please mail payments to:  
Osteen Media Group  
3513 US Hwy 17  
Fleming Island Florida 32003



Affidavit attached to this invoice.

Please call the office at 904-264-3200 if you would like to pay by credit card.

Please pay from this invoice. Email for inquiries or questions - [legal@claytodayonline.com](mailto:legal@claytodayonline.com). Thank you for your business.

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 252**Invoice Date:** 1/1/24**Due Date:** 1/1/24**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 -January 2024		4,034.67	4,034.67
Website Administration - January 2024		106.00	106.00
Information Technology - January 2024		159.00	159.00
Dissemination Agent Services -January 2024		88.33	88.33
Office Supplies		0.69	0.69
Postage		14.49	14.49
Copies		7.65	7.65
Telephone		31.37	31.37

<b>Total</b>	<b>\$4,442.20</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$4,442.20</b>
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**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 359

Invoice Date: 1/1/2024

Due Date: 1/1/2024

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 - January 2024		934.83	934.83
1.320.57200.46500 - Pool Maintenance Services - January 2024		1,489.67	1,489.67
1.330.53800.34000 - Contract Administration - January 2024		2,027.08	2,027.08
1.320.57200.46200 - Facility Management - Ridgewood Trails - January 2024		5,618.00	5,618.00

*Jerry Lambert*  
1-5-24

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<b>Total</b>	<b>\$10,069.58</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$10,069.58</b>
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9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

**Invoice #: 360****Invoice Date:** 12/31/2023

**Due Date: 12/31/2023**

**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 Assistant through December 2023 1,300.51200.45200	22.44	26.50	594.66
<i>Jerry Lambert</i> 1-5-24			
<b>Total</b>			<b>\$594.66</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$594.66</b>

**RIDGEWOOD TRAILS CDD**

**FACILITY ASSISTANT**

<b><u>Qty./Hours</u></b>	<b><u>Description</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
22.44	Facility Assistant	\$ 26.50	\$ 594.66

Covers Period: December 2023

GL # 1.320.57200.45200

TOTAL DUE:

\$ 594.66

RMS

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
ASSISTANT MANAGER BILLABLE HOURS  
FOR THE MONTH OF DECEMBER 2023

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<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/8/23	3.37	R.A.	Completed daily checklist, returned calls and emails
12/10/23	3.95	R.A.	Event - set up, assist and clean up
12/11/23	3	R.A.	Completed daily checklist, returned calls and emails
12/12/23	3	R.A.	Completed daily checklist, returned calls and emails
12/13/23	3	R.A.	Completed daily checklist, returned calls and emails
12/14/23	3	R.A.	Completed daily checklist, returned calls and emails
12/15/23	3.12	R.A.	Completed daily checklist, returned calls and emails
	<u>22.44</u>		

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

**Invoice #: 361****Invoice Date:** 1/9/2024

**Due Date: 1/9/2024**

**Case:**

**P.O. Number: C BUSS 1345**

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

Approved  
Ridgewood Trails CDD  
Pool Chemicals  
1.320.57200.52100  
*Tara Lee*  
1.10.24

<b>Total</b>	<b>\$73.72</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$73.72</b>
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The Pool and Patio Shop  
1408 Griflet Rd  
Jacksonville, FL 32211  
904-424-3593

# Invoice

Number 1007

Date 1/21/2024

**Bill To**

ridgewood Trails  
Tara  
Middleburg, FL

**Ship To**

Rob Alba  
214-208-2322

**PO Number**

**Terms**

**Project**

Due upon Completion

Date	Description	Hours	Rate	Tax1	Amount
	Replace strap on chaise lounge	10.00	\$80.00		\$800.00

Approved  
Ridgewood Trails CDD  
Amenity Center - Repairs and Replacements  
1.320.57200.46000  
*Tara Lee*  
1.22.24

Amount Paid \$0.00

Amount Due \$800.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$800.00

Sales Tax 7.50% on \$0.00 \$0.00

Total \$800.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$800.00	\$0.00	\$0.00	\$0.00	\$800.00



PAYMENT ADDRESS:  
Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
904-365-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5385 • turnerpest.com

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

## Service Slip/Invoice

INVOICE: 618609571  
DATE: 1/18/2024  
ORDER: 618609571

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
1/18/2024	11:00 AM			11:00 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	1/18/2024		11:27 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
		<b>AMOUNT DUE</b> \$90.00

Approved  
Ridgewood Trails CDD  
Pest Control  
1.320.57200.43200  
*Tara Lee*  
1.19.24

  
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.

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



**VECTOR  
SECURITY.**

9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

### Account Information

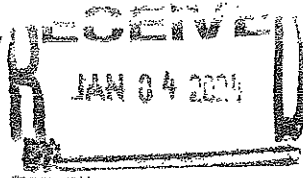
Invoice Number: 73307911  
Invoice Date: 12/22/2023  
Branch: 72  
Account Number: 6433093  
Due Date: 01/21/2024

Your account is past due. Please remit payment.

### Account Activity

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
PRIOR BALANCE, INCLUDING PAYMENTS RECEIVED AS OF 12/22/2023. PLEASE DISREGARD IF PAID.					142.95
RIDGEWOOD TRAILS DE 1667 AZALEA RIDGE 32068 Service From: 01/01/2024 To: 01/31/2024 RECURRING SERVICES			142.95	0.00	142.95

Approved  
Ridgewood Trails CDD  
Security - Month of January  
1.320.57200.34510  
Tara Lee  
1.17.24



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

0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 Days+
\$142.95	\$142.95	\$0.00	\$0.00	\$0.00



### 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



**VECTOR  
SECURITY.**

9456 Phillips Highway, Suite 1  
Jacksonville, FL 32256

Address Service Requested

4776015922 PRESORT PBPS036 <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: 73307911  
Invoice Date: 12/22/2023  
Account Number: 6433093  
Due Date: 01/21/2024  
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.

00000000720000000643309390073307911000000000285905



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/05/23	00033	9/22/23 2797	202309 600-53800-60100		*	2,500.00	
		RPL MOTOR W/ 7.5 HP MOTOR		BLUE SOLUTIONS INC			2,500.00 000031
-----							
TOTAL FOR BANK D						2,500.00	
TOTAL FOR REGISTER						2,500.00	

Blue Solutions Inc  
2343 Conciliation Lane  
GREEN COVE SPRINGS, FL 32043  
US  
+1 9047591729  
Blue\_Solutions@comcast.net  
www.bluesolutionspools.com

## Invoice

BILL TO  
Azalea Ridge Community

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2797	09/22/2023	\$2,500.00	10/01/2023	Due on receipt	

SALES REP  
Ryan Daw

DESCRIPTION	QTY	RATE	AMOUNT
Remove existing motor Replace motor with 7 1/2 HP motor			2,500.00

BALANCE DUE

**\$2,500.00**

Approved  
Ridgewood Trails CDD  
Capital Reserve  
1.330.53800.60100  
*Tara R. Lee*  
11.3.23

