

MINUTES OF MEETING
RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 1, 2024 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present and constituting a quorum were:

Dennis Shroyer	Chairman
Jacqui Proctor Miller	Vice Chairperson
Marty Genska	Supervisor
Michael Wetherbee	Supervisor
Scott Edson	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Brice Nelson	Alliant Engineers by telephone
Jay Soriano	GMS
Tara Lee	RMS
Rob Alba	RMS
Karen Fisher	Brightview
Roy Peaden	Brightview
Several Residents	

The following is a summary of the actions taken at the May 1, 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

Ms. Motts' question was: can I place tables, tents & chairs around the small pool deck for a graduation party.

Mr. Soriano stated if she rents the pool out it is hers as long as the tables don't have glass tops, if she doesn't pay for it then she can't do that.

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Mr. Alba’s comment: several residents have asked for a larger fridge to accommodate rentals and after discussion staff was authorized to purchase a larger fridge within their spending limit and to find a spot for the old one.

Ms. Alba’s question: can the book club use the amenity center for a monthly book club meeting on a weeknight and there was no objection as long as it met on a weeknight, everyone was a resident and they use the card swipe when entering.

THIRD ORDER OF BUSINESS

Consideration of Agreement with Alliant Engineering, Inc. for Professional Engineering Services

On MOTION by Ms. Miller seconded by Mr. Shroyer with all in favor the agreement with Alliant Engineering, Inc. was approved.

Mr. Nelson left the telephone conference at this time.

Ms. Giles stated I would like to ask the Board to amend the Agenda to discuss a suspension letter that went out and three events that happened over the weekend that you received an email about.

The first incident happened at 1:30 in the morning when four people attempted to use the key card on the gate, it didn’t work and one of the teens jumped the gate and let the others in. Three of the four were carrying alcoholic beverages. When Tara saw that on the camera she tried to contact Mr. Hanna by the email on file and the phone number on file and didn’t get a response.

After discussion of the access card being lost the board revoked the suspension.

Ms. Giles stated there are three more incidents that happened over the weekend and Tara sent out emails and Ms. Booker is here to address one of those. Sunday at 4:10 p.m. the family came to the big pool area and two little kids were playing on the slide where the chain is across and they are all up and down the slide. The male child falls and almost hit his head.

Ms. Booker stated they were with a caretaker when it happened and I was unaware of it. After discussion the board determines that there is no suspension and that the caregiver and resident need to understand the policies.

Ms. Giles stated there are two more that Tara sent you, the next one is the dog in the pool. Sunday at 11:00 a.m. the resident scanned their card and had a dog. The dog is on the pool deck,

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in the pool and not on a leash. I have not contacted the residents because this just happened. This family didn't know to come tonight.

After discussion the board directed staff to suspend the adult for three months.

Ms. Giles stated on Sunday at 5:30 p.m. a resident scanned their badge and brought alcohol with them. Rob spoke to them, they were polite and removed themselves and the alcohol from the pool.

After discussion staff was directed to give them a warning with a reminder of the rules.

FOURTH ORDER OF BUSINESS

Consideration of Proposal from Riverside Management Services for Fiscal Year 2025 Services

Ms. Giles stated there is no increase in the budget this year. In past years the board was able to take advantage of the carry forward surplus, so you had three years in a row with no increase, a big increase in 2023 and last year a more reasonable increase.

Mr. Soriano reviewed the proposal for fiscal year 2025 services.

On MOTION by Mr. Genska seconded by Mr. Wetherbee with all in favor the proposal from Riverside Management Services for fiscal year 2025 services was approved in substantial form.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-03 Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing

Ms. Giles stated tonight we will approve a proposed budget and set a public hearing no sooner than 60-days and that will be at your July 10th meeting, we will provide a copy to Clay County. The exhibit to the resolution is the proposed budget.

On MOTION by Mr. Shroyer seconded by Mr. Wetherbee with all in favor Resolution 2024-03 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

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B. Engineer

There being none, the next item followed.

C. Manager – Report on the Number of Registered Voters 1,232

Ms. Giles stated as of April 15th this year there was 1,232 registered voters residing in the district.

On the agenda are the board oversight positions. This gives a supervisor a lead on an item, things that need to be voted on will still come before the board. I don't have a supervisor appointed to landscape or aquatics. I have Marty for security and technology, Dennis for maintenance, Jacqui for athletics.

Mr. Edson stated I would be happy with landscape if you got me started on it.

Mr. Soriano stated we can set up a drive through with you.

Mr. Wetherbee I'm good with aquatics.

Ms. Giles stated the 2024 elections are coming up. Seat 1, seat 3 and seat 5 are up for election. Scott has prequalified for his seat. As a reminder we have the ethics training online that you must complete by December 31st. Just send me an email and let me know when you have completed that, also the form 1 is due online.

D. Operation Manager's Report –Report

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

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

Ms. Fisher gave an overview of the landscape report, copy of which was included in the agenda package.

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SEVENTH ORDER OF BUSINESS Supervisor’s Requests and Public Comments

Mr. Shroyer stated I’m getting requests to have the vinyl fence by Great Falls Loop pressure washed and have the area mowed.

Mr. Soriano stated the fence is the responsibility of the homeowners’ association, we mow that once every six months and we can have Brightview go in and to that.

Mr. Shroyer stated I’m getting requests to put in a small parking lot by the playground.

Mr. Soriano stated there are always requests for parking but then the parking gets used by somebody else for overflow parking. We would have to work with the county to put in a parking lot.

Mr. Edson stated the access cards are the responsibility of the residents and if they don’t know where they are they should be locked out.

Ms. Giles stated Tara suspended that card as soon as the incident was reported.

Mr. Soriano stated I will bring back to the next meeting a process for updating the card information.

Mr. Wetherbee stated I had a couple requests about the community yard sale. Some people were disappointed because it was held at the same time as the county fair. The request was for a couple of banner signs to put at the entrances.

Mr. Soriano stated as long as you are okay with it, we can do that.

EIGHTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the March 6, 2024 Meeting

On MOTION by Mr. Shroyer seconded by Mr. Genska with all in favor the minutes of the March 6, 2024 meeting were approved as presented.

B. Balance Sheet & Income Statement

C. Assessment Receipt Schedule

D. Approval of Check Register

On MOTION by Mr. Genska seconded by Mr. Shroyer with all in favor the balance of the consent agenda items was approved.

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NINTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, July 10, 2024 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida

Ms. Giles stated the next meeting is scheduled for July 10, 2024 at 6:00 p.m. in the same location.

On MOTION by Mr. Wetherbee seconded by Mr. Genska with all in favor the meeting adjourned at 7:31 p.m.

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Dennis Schmit
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Chairman/Vice Chairman