

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, March 5, 2025 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present and constituting a quorum were:

Michael Wetherbee	Chairman
Jacqui Proctor Miller	Vice Chairperson
Cassie Alba	Supervisor
Scott Edson	Supervisor
Tom Schumacher	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Joe Schofield	District Engineer by telephone
Jay Soriano	GMS
Rob Alba	RMS

The following is a summary of the actions taken at the March 5, 2025 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. Giles stated I have a comment card from Yolanda Hines and her comment is the light installed shines through the glass door and lights my daughter's room and hallway.

Mr. Soriano stated this is a new light where there wasn't one before and it is not brighter than the rest of the lights in the parking lot but we never had this area lit before. I ordered a smaller fixture, and we hope to install it next week.

THIRD ORDER OF BUSINESS

Consideration of Proposals

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A. Pressure Washing

Mr. Soriano stated this is in response to a request for pressure washing the sidewalk areas, easement areas. We talked about bringing a proposal for everything including the fencing on each side of the road at the powerlines. RMS gave us such low quotes we went ahead and did it, it was only a few hundred for each section. We took care of it on the powerline area. We were able to get the bushhogging done for under \$1,000. That leaves out the sidewalk areas that runs through your property, the biggest problem is to find a way to deal with all the homeowners before we can move forward.

Mr. Alba stated I started to put together a list of areas to be pressure washed and I can add the front entrance sign.

Mr. Soriano stated we will take care of the sidewalks first, Rob can put together an email to try to get the residents to understand and we can table the fence until the next meeting.

FOURTH ORDER OF BUSINESS**Consideration of Parking and Towing Policies**

Ms. Giles stated we started discussing this a couple months ago and at the last meeting we recognized that we needed to update the maps. On page 10 is the parking and towing policy, we cleaned up some administrative items, made it a little easier to understand. You do have an overnight parking permit in this district that you can allow for a resident to work with staff for an overnight parking permit for the amenity center. It does show on the map that all the common areas, all the green space, all the district owned property is no parking 24/7; it is a tow away zone. On Exhibit B is the amenity parking lot, no overnight parking, tow away zone but it still has that paragraph that if a resident needed to park a car overnight, they can work with staff on that. Pages 15 and 16 are in there accidentally; I didn't remove those when I added the new map.

Katie, since they are making a change to this, will they need a public hearing to adopt it?

Ms. Buchanan stated I generally encourage a public hearing to adopt parking policies because we can say, we advertised it, had a hearing before we implemented it. We could probably also include an eblast to the community. I think it is more effective overall to give the community some advance warning and notification.

Ms. Giles stated I recommend that public hearing be held May 7th at which time you will approve a proposed budget and set the public hearing and there will be some residents at that

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meeting. July 9th is going to be the budget adoption and that is going to be the primary focus of that meeting, and I wouldn't want it to be distracted by the parking and towing policy.

After discussion, the board took the following action.

On MOTION by Mr. Edson seconded by Mr. Wetherbee with all in favor staff was authorized to notice a public hearing on the parking and towing policies to be held May 7, 2025.

FIFTH ORDER OF BUSINESS

Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2026 Budget

Ms. Giles stated at your May meeting we will have the proposed 2026 budget for your approval. Unless there are any specific line items or specific guidance that you would like staff to look at and work with the accountant on we will go through the normal process of reviewing agreements for their second and third year pricing and the accountant look at all the invoices throughout the year. Rob and Jay will work with pond maintenance and any other of the smaller vendors to see if there is going to be increases.

Mr. Wetherbee stated any budget cuts we can make is where I'm at. We got ridiculed a couple years ago and I understand there are going to be increases.

Ms. Giles stated we still face the minimum wage increase, that was a five-year step-up plan that was passed in the State of Florida. There are some line items that Jay and I look closely at sometimes Waste Management will increase and those are the smaller ones that Rob will call. The budget you approve in May can be a little higher and when you adopt it, you can decrease it some, but we can't do that in reverse.

Mr. Edson stated three years ago we were underfunding the reserves, and we played catch up and we were not the only ones who had that problem. We are on track on that and hopefully we won't see a dramatic increase.

SIXTH ORDER OF BUSINESS

Consideration of Work Authorization to Prepare Public Facilities Report

Ms. Giles stated Chapter 189, F.S. requires that we have a public facilities report updated every seven years. The last one completed for this district was December 2017.

The public facilities report provides a description of the existing facilities including capacities of those, the demands that are placed on them, its location, a description of the facilities

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that we may improve or expand on. There is a requirement to include any changes over the next ten years. We are not growing in this community, but it is a requirement that we have to do every seven years.

Mr. Schumacher asked what would be the hourly services?

Ms. Giles stated he does have to walk the property and go to all the ponds.

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the work authorization from Alliant Engineering, Inc. to prepare the public facilities report in the amount of \$1,720 was approved.

Mr. Schofield left the telephone conference at this time.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan stated we have started distributing our Capital Conversations, which is an update on any legislative changes that might impact the district. If you are not receiving this feel free to give me or Marilee a call and I will go back and add you to the list. It's early and there aren't a lot of things that I think might be important to the district but as the session progresses these updates will be more focused and we will have better feedback for you.

B. Engineer

There being none, the next item followed.

C. Manager – Board Oversight

Ms. Giles stated this board oversight is not a requirement, but it allows staff an individual supervisor to work with on specific items. All decisions have to be made in a publicly noticed meeting such as this one. If there is a project going on the board can say they approve the project and authorize staff to work with Mike because he has an electrical background or work with Scott on a particular item because of his background. It is not a requirement, but this district has had it in the past. If you want to continue it, right now it is Scott landscape, Jacqui athletics, Mike aquatics.

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Mr. Schumacher stated I will do maintenance.

Ms. Alba stated I will do security and technology.

This is your quarterly reminder about your ethics training. It is due every calendar year and if I need to send a reminder out with a link you can click on, I'm happy to do that. Your form 1 is due by July 1.

D. Operation Manager's Report –Report

Mr. Soriano updated the board on the bollards, and pricing for the playground.

E. Amenity Manager

1. Report

Mr. Alba reviewed the amenity manager's report, copy of which was included in the agenda package.

2. Landscape Inspection Report

A copy of the Brightview report was included in the agenda package.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Public Comments

A resident asked could the gentleman who mows, not mow into our yards? We treat our yard with insecticides and when they mow, they mow against our fence and it blows all into our yard.

Mr. Soriano stated we will mention that to him. There are times where they are limited on which direction they can mow.

Ms. Miller asked what time does the light come on the sign?

Mr. Alba stated I think it is solar sensitive.

Ms. Miller stated a couple people mentioned some things about the workout room. One of them talked to you already, the other is they want to know when the other TV is going to be moved.

Mr. Alba stated it is on the agenda to get done.

Ms. Miller stated they are complaining that the floor is being cleaned but there is dust and hair under some of the equipment.

Mr. Soriano stated we will say something to the janitor.

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Ms. Miller stated one of the cables is broken on the leg machine.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the January 8, 2025 Meeting

On MOTION by Ms. Miller seconded by Mr. Schumacher with all in favor the minutes of the January 8, 2025 meeting were approved as presented.

B. Balance Sheet & Income Statement

C. Assessment Receipt Schedule

D. Approval of Check Register

On MOTION by Ms. Miller seconded by Mr. Wetherbee with all in favor the balance of the consent agenda items was approved.

TENTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, May 7, 2025 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 May 7, 2025 at 6:00 p.m. in the same location at which time we will have the public hearing for the parking and towing policy and approve the FY 26 budget.

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the meeting adjourned at 6:58 p.m.

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

Signed by:

Michael Wetherbee

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Chairman/Vice Chairman