

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 7, 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
Jay Soriano	GMS
Rob Alba	RMS
Karen Fisher	Brightview

The following is a summary of the actions taken at the May 7, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Public Hearing to Consider Adopting Parking
& Towing Policies, Resolution 2025-03**

Ms. Buchanan stated the resolution incorporates the concept previously discussed. There are basically two layers of protection, one is no parking at any time, which would be parking along the right of way. No overnight parking is specifically associated with the amenity center parking lot.

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Ms. Giles stated we have had this on the agenda for a couple of months. We updated the maps and they are in the agenda on pages 11 and 12 and it makes it more clear. The maps we had in the last one was very vague and didn't include all the community.

On MOTION by Mr. Wetherbee seconded by Ms. Miller with all in favor the public hearing was opened.

There were no questions or comments from the public.

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the public hearing was closed.

Ms. Giles stated the parking and towing policies have been in place from the beginning of this district, we just updated the maps that are attached to that policy.

Mr. Edson stated on the main road coming in I see cars parked there including Brightview when they are taking their equipment off. It seems that road should be protected and there should be no parking.

Ms. Giles stated in the policy we do have section 5b, which allows the vendors to work with onsite staff to allow them to temporarily park on those roads, such as when they are doing landscaping. They coordinate that with Jay or Rob.

Mr. Edson stated I think it is a safety hazard and they blocked one side and we went around it and there was another car coming head on to us. That road should be protected.

Mr. Soriano stated we are on the road or risk damaging our grass. We can work with Brightview on that. Give us direction.

Mr. Edson stated I'm not looking to make changes, but I want it known that is not a good situation. If the trailer needs to be there for an hour or two I don't see a problem, but if it is going to be there all day perhaps there is an alternative.

Ms. Fisher stated I will look to see the best option is to park.

On MOTION by Mr. Wetherbee seconded by Mr. Edson with all in favor Resolution 2025-03 was approved.

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FOURTH ORDER OF BUSINESS

Consideration of Proposal From Riverside Management Services for Fiscal Year 2026 Services

Ms. Giles stated this is a slight increase and is included in the proposed budget.

Mr. Soriano stated these are percentage increases not only for us but for our vendors, that considered the increase in minimum wage and we took that into account when we prepared the proposed budget.

On MOTION by Mr. Edson seconded by Mr. Schumacher with all in favor the proposal from Riverside Management Services for fiscal year 2026 services was approved.

FIFTH ORDER OF BUSINESS

Consideration of Lake Doctor's Water Management Agreement

Ms. Giles stated this is also included in the proposed budget.

On MOTION by Mr. Edson seconded by Ms. Alba with all in favor the agreement for fiscal year 2026 services with The Lake Doctors was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-04 Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date to Adopt

Ms. Giles stated Resolution 2025-04 approves the proposed budget for fiscal year 2026 and sets a public hearing to adopt at your July 9th meeting. Once approved we will submit the proposed budget to Clay County in accordance with Chapter 190, F.S. Although there are changes in some line items, the assessments stay the same.

The board and staff discussed increasing the assessment by different amounts to put more money into the capital reserve fund and took the following action.

Mr. Edson moved to increase the budget by \$50 per household to go into the capital reserve budget. There being no second, the motion died for lack of a second.

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Ms. Giles stated \$75 times 691 households is \$51,825 that puts you really close to what the reserve study says you should be.

On MOTION by Ms. Miller seconded by Mr. Schumacher with all in favor Resolution 2025-04 was approved as amended to increase the assessment by \$75 per household to go into the capital reserve account.

Mr. Wetherbee stated at the public hearing we can go from \$75, to \$70 or \$65. We can't go up, but we can come down.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan stated there are some legislative updates we are reviewing, and we will send out an update with what will affect the district.

B. Engineer – Public Facilities Report

Ms. Giles stated staff did receive the public facilities report, reviewed it and there was one typo we will ask him to correct that before we present it to the board because it also gets posted on the website.

C. Manager – Report on Number of Registered Voters (1,291)

Ms. Giles stated a copy of the letter from the supervisor of elections indicating that there are 1,291 registered voters residing in the district was included in the agenda package.

As a reminder your Form 1 needs to be filed prior to July 1st. Ethics training needs to be completed by December 31st.

D. Operation Manager's Report –Report

Mr. Soriano stated Brightview is done with the first contract at the end of this fiscal year and if you weren't happy we would go out with an RFP or you can allow a one-year extension and this time next year we do the same thing. When we get to the fifth year if you are happy with their

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service we can grant an extension or go out for an information RFP. Since they have been here, we have been happy with the services.

Ms. Giles stated they have four one-year extensions with an increase of 4% each year.

E. Amenity Manager

1. Report

Mr. Alba gave an overview of the amenity manager's report, copy of which was included in the agenda package and stated the vendor for the vending machines is not responding to calls and is not servicing the machine and I would like the board to consider removing them.

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor staff was authorized to give 30-day's notice to the vendor to have the vending machines removed.

2. Brightview QSA

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

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Public Comments

Mr. Schumacher stated at the last meeting we talked about pressure washing the sign upfront. We talked about the sidewalk and curbs and we had to get the okay from the county to do that. I talked to the director of engineering with the county and he gave me permission to do it as long it doesn't cost the county and we don't use harsh chemicals.

Mr. Soriano stated we work with the county on quite a few of those things, but we do use chlorine. We would need something in writing from them since in the past they have told us not to pressure wash sidewalks anywhere in Clay County.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the March 5, 2025 Meeting**
- B. Balance Sheet & Income Statement**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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On MOTION by Mr. Schumacher seconded by Mr. Wetherbee with all in favor the consent agenda items was approved.

TENTH ORDER OF BUSINESS

Next Meeting Scheduled for Wednesday, July 9, 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 July 9, 2025 at 6:00 p.m. at the same location.

On MOTION by Mr. Wetherbee seconded by Mr. Schumacher with all in favor the meeting adjourned at 7:27 p.m.

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

Signed by:

Michael Wetherbee

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Chairman/Vice Chairman