

*Ridgewood Trails
Community Development District*

July 9, 2025

Ridgewood Trails Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.ridgewoodtrailsbdd.com

July 2, 2025

Board of Supervisors
Ridgewood Trails Community Development District

Dear Board Members:

The Ridgewood Trails Community Development District Meeting is scheduled for **Wednesday, July 9, 2025 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. Consideration of Proposal from C Buss Enterprises for Pool Parts
- IV. Public Hearing Adopting the Budget for Fiscal Year 2026 *(budget will be sent under separate cover)*
 - A. Consideration of Resolution 2025-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026
 - B. Consideration of Resolution 2025-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026
- V. Discussion of Suspension Letters
- VI. Staff Reports
 - A. Attorney
 - B. Engineer – Public Facilities Report
 - C. Manager – Discussion of Fiscal Year 2026 Meeting Schedule

D. Operation Manager

E. Amenity Manager

1. Report

2. Brightview QSA

VII. Supervisor's Requests and Public Comments

VIII. Approval of Consent Agenda

A. Approval of the Minutes of the May 7, 2025 Meeting

B. Balance Sheet & Income Statement (*will be sent under separate cover*)

C. Assessment Receipt Schedule (*will be sent under separate cover*)

D. Approval of Check Register (*will be sent under separate cover*)

IX. Next Meeting Scheduled for: September 3, 2025 @ 6:00 p.m. at the Azalea Ridge Amenity Center

X. Adjournment

Board Oversight

Supervisor Edson – Landscape

Supervisor Alba – Security & Technology

Supervisor Schumacher – Maintenance

Supervisor Miller – Athletics

Supervisor Wetherbee - Aquatics

THIRD ORDER OF BUSINESS

ESTIMATE

C Buss Enterprises Inc
152 Lipizzan Trl
Saint Augustine, FL 32095-8512

clayton@cbussenterprises.com
+1 (904) 710-8161
www.cbussenterprises.com



Bill to
Ridgewood Trails CDD
1001 Bradford Way
Kingston, TN 37763

Estimate details
Estimate no.: 1289
Estimate date: 06/11/2025

PO: BIG POOL

#	Product or service	Description	Qty	Rate	Amount
1.	POOL PARTS	REPLACE 18"X24" RECTANGULAR DE FILTER GRIDS	38	\$52.00	\$1,976.00

Total \$1,976.00

Note to customer
PLEASE NOTE THE DE FILTERS ARE IN BAD CONDITION AND
NEED TO BE REPLACED.

Accepted date Accepted by

FOURTH ORDER OF BUSINESS

A.

RESOLUTION 2025-05
[FY 2026 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2026**"), the District Manager prepared and submitted to the Board of Supervisors ("**Board**") of the Ridgewood Trails Community Development District ("**District**") prior to June 15, 2025, proposed budget(s) ("**Proposed Budget**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website, <https://ridgewoodtrailscdd.com/>, in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

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

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Ridgewood Trails Community Development District for the Fiscal Year Ending September 30, 2026."

- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Chapter 189, *Florida Statutes*, and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2026, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2026 or within 60 days following the end of the FY 2026 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Chapter 189, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9TH DAY OF JULY 2025.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2026 Budget

Exhibit A
FY 2026 Budget

B.

RESOLUTION 2025-06
[FY 2026 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2026 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ridgewood Trails Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in Clay County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2026**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

a. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance ("**O&M Assessment(s)**") is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
 - c. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District's Board hereby certifies for collection the FY 2026 installment of the District's previously levied debt service special assessments ("**Debt Assessments,**" and together with the O&M Assessments, the "**Assessments**") in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
 - a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the "**Tax Roll Property**" identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* ("**Uniform Method**"). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District's Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
 - b. **Future Collection Methods.** The District's decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.
5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED THIS 9th DAY OF JULY 2025.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget

Exhibit B: Assessment Roll

SIXTH ORDER OF BUSINESS

B.



ALLIANT

Public Facilities Report

RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT



MAY 2, 2025

Prepared for:

**Ridgewood Trails Community
Development District**
3813 Great Falls Loop
Middleburg, FL 32068

Prepared by:

Alliant Engineering, Inc.
10475 Fortune Parkway, Suite 101
Jacksonville, Florida 32256

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1. Introduction and District Description

This Public Facilities Report has been prepared on behalf of the Ridgewood Trail Community Development District (the “District”) to comply with Section 189.08 of the Florida Statutes (see Exhibit 5.1). Section 189.08 requires the District to detail the existing facilities owned or operated by the District, and also to detail the construction of any new facilities within five (5) years, improvements or expansion of existing facilities within the next seven (7) years or the replacement of any existing facilities within ten (10) years.

Alliant Engineering, Inc. was signed as the District Engineer on April 15, 2024, and have based this report on a limited field review conducted at The District on March 24, 2025, by Alliant Engineering personnel with follow up interviews and discussions with District personnel.

The District, as we know it, is an approximately 691-residence Community Development District located in Clay County, Florida and has been established by Ordinance Number 2005-47 by the County Commissioners of Clay County, Florida. The District is located north of SR 21 / Blanding Blvd and lies on the east and west side of Long Bay Road (see Figure 1 for an approximate Location Map of the District).

Original approved construction drawings planned for 698-single family dwelling units, an amenity center, corresponding roadways, utilities, and drainage facilities. The District was constructed in several phases referred to in associated construction documents as Parcels. Parcel B was constructed in 2016-2017, while Parcel C and D were constructed in 2017-2018 and Parcel A was constructed in 2019-2020. Expansion of the District Limits are not currently planned. An HOA named “Freedom at Azalea Ridge” (Freedom HOA) is located within Parcel D of the original civil engineering plans and is not currently included as part of the responsibility of the Ridgewood CDD. The Freedom HOA consists of 132-single family dwelling units, an amenity center, two (2) stormwater ponds, and associated roads and utilities. Figure 1 includes the location of the Freedom HOA with the approximate location of the boundary between it and the Ridgewood Trails CDD.

2. Existing Facility Description

2.1 Roadway Facilities

The existing roadway facilities contained within The District are as follows:

- Warm Springs Way
- Applegate Lane
- Great Falls Loop
- Cherry Creek Way
- Rock Springs Way
- High Prairie Lane
- Woodland Glen Road
- Beacon Rock Lane
- Reed Valley Way
- Azalea Ridge Boulevard
- Eagle View Way
- Packer Meadow Way
- Bronco Road
- Blackwater Way
- Green River Place
- Fishing Creek Lane

These roadway facilities listed above were dedicated to Clay County for ownership and maintenance after construction was completed.

2.2 Utility Facilities

The water, wastewater, and electrical transmission facilities corresponding with the roadway facilities listed above have also been constructed. These utility facilities were dedicated to Clay County Utility Authority for ownership and maintenance after the District construction was completed.

2.3 Stormwater Drainage Collection System Facilities

The stormwater drainage collection system facility was constructed in accordance with approved construction plans developed by England-Thims & Miller, Inc., originally dated April of 2014, with additional supplemental plans issued. The stormwater drainage collection system in the original Civil Plans contains nine (9) Storm Water Management Facilities (SWMF) or ponds and consists of drainage pipes with diameters ranging from 15-inch through 48-inch, box culverts at wetland and

creek crossings, curb inlets, manholes, catch basins and mitered end sections. The “Freedom at Azalea Ridge” HOA maintains two (2) of the SWMF ponds, while Ridgewood CDD maintains nine (9) of the SWMF ponds.

The stormwater drainage collection system facility components are intended to keep stormwater off the roadway pavement during and after a storm event and have a capacity equal to or greater than what is referred to as the “five-year storm event.” This is defined as a storm event such that the stormwater drainage collection system facility has been designed so that storm water runoff will not back up into the associated road travel ways for a storm event with at least a five-year intensity, which is further described below. This was in accordance with the design standards of St. Johns River Water Management District.

The District owns the stormwater drainage collection system facility and is responsible for maintenance. The drainage collection system appeared to be operating as designed and properly maintained at the time of the limited field visit without any need of major repairs.

2.4 Stormwater Management System Facilities (SWMF)

The SWMF’s have been constructed in accordance with the approved construction plans within the roadway and project limits. The stormwater management system facilities consists of all 9 ponds referenced above with their respective control structures, outfall pipes and mitered end sections.

The stormwater management system facility has a capacity equal to or greater than the twenty-five-year, twenty-four-hour storm event. This describes that the stormwater management system facility has been designed so that stormwater runoff will not rise to a level higher than one foot below the top of bank of each pond, as permitted, for a twenty-four-hour duration/intensity storm event with a statistical 20% chance of occurring on an annual basis. This was in accordance with the design standards of the St. Johns River Water Management District at the time of permitting and construction.

The District owns the SWMF’s and is responsible for pond maintenance at the time of the limited field visit. The SWMF’s appeared to be operating as designed and properly maintained at the time of the limited field visit without any need of major repairs. The SWMF’s are maintained by local vendors on an on-going basis funded through revenue generated from District annual resident dues.

2.5 Recreational Facilities

The recreational facility contains a clubhouse with a fitness room, and outdoor swimming pool with multistory slide, playground, multipurpose field, and a paved parking lot. The total acreage of the recreational facility parcel is approximately 10.2 acres and is located at 1667 Azalea Ridge Blvd. This location coincides with the main entrance to the development at the intersection of Azalea Ridge Blvd and Great Falls Loop. The entrance sign is located at the southern side of the District at Blanding Boulevard and states “AZALEA RIDGE.” Associated landscaping is placed around the entrance sign. A picture of this entrance feature is included in the opening of this report.

This facility is built to full capacity, which was designed for the full build-out of the Phases of the residential dwelling units contained within The District.

The District owns the recreational facility, with associated entrance feature, and is responsible for maintenance. The recreational facility appeared to be operating as designed and properly maintained at the time of the limited field visit. Further discussion regarding improvements to the District are below.

3. Currently Proposed Improvements or Expansion of Facilities

In discussions with The District, the only improvements planned to take place in the next seven (7) years are minor repairs to the clubhouse house, fitness center, and swimming pool area on an as-needed basis. The District intends to fund this improvement project through a pre-existing miscellaneous fund which already contains the required funds available. There are not any current plans for further proposed improvements or expansion of existing facilities owned by The District in the next seven (7) years at this time.

4. Replacement of Facilities

There are no current plans for replacement of existing facilities owned by The District in the next ten (10) years.

Figure 1 – Ridgewood Trails CDD Location Map (Not to Scale)



C.

NOTICE OF MEETINGS
RIDGEWOOD TRAILS
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Ridgewood Trails Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2026 at 6:00 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068 on the first Wednesday of each month as follows or otherwise noted:

November 5, 2025
January 7, 2026
March 4, 2026
May 6, 2026
July 1, 2026
September 2, 2026

E.

1.

7/9/2025

Azalea Ridge at Ridgewood Trails

Community Development District
Amenity Management Report



Rob Alba

AMENITY MANAGER
RIVERSIDE MANAGEMENT SERVICES, INC.

Ridgewood Trails
Community Development District

Amenity Management Report

July 9th, 2025

To: Board of Supervisors

From: Rob Alba
Amenity Manager

RE: Azalea Ridge Amenity Management Report – July 9th, 2025

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



Community Updates

MANAGER

- Creating digital archive of access card forms and paperwork
 - Scanning record, updating contact info/access list in access card system, updating info in community email list, and filing in digital archive
 - Roughly 106 units digitized as of 6/30/25 (15% completion)
- Steam lining Access Card Form and Amenity Rental Agreement adobe e-sign
- Access card paperwork completion
 - 77% of units have registered and completed paperwork (70% last year)
 - 2% missing paperwork are new homeowners and rental units

MAINTENANCE

- New Mailboxes
- Mulch removed and limestone gravel installed in large pool pack
- Gravel pathway to shed
- Replaced 2 table umbrellas and stands
- Flush valve in men's pool bathroom
- Pressure washed amenity center exterior
- No motor vehicles sign installed at small pond next to powerline on Azalea Ridge Blvd

UPCOMING MAINTENANCE PROJECTS

- Light Bollard installation
- Playground Installation

EVENTS

- Freedom Fest rescheduled
- CDD Back to school event (August 9th-10th)
- Co-Sponsor Fall Fest Event Planning (October 11th)
- Fall Community Yard Sale (October 18th/19th)

ROOM RENTALS

- Total number of rentals for May and June (12). (2024 – 4 rentals)
- (2) rentals tentatively scheduled for July and August. (2024 – 1 rental)







Conclusion

For any questions or comments regarding the above information please contact Rob Alba, Amenity Manager, at Ridgewoodtrailsmgr@rmsnf.com.

Respectfully,

Rob Alba



2.

Quality Site Assessment

Prepared for: Ridgewood Trails CDD

General Information

DATE: Monday, Jun 30, 2025

NEXT QSA DATE: Friday, Sep 26, 2025

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



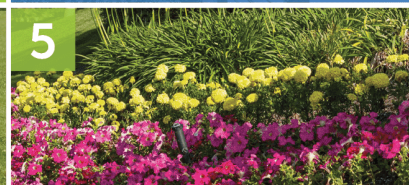
Weed Free



Green Turf



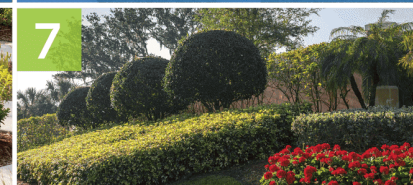
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

Ridgewood Trails CDD

Maintenance Items



- 1** Annuals are still showing great color. Next rotation will be in early July.
- 2** Entrance road maintenance is looking sharp.
- 3** Community entrance sign is neatly detailed. Juniper is weed free. Palms will be pruned in July.
- 4** Amenity Center is well maintained. Sidewalks are crack weed free.

QUALITY SITE ASSESSMENT

Ridgewood Trails CDD

Maintenance Items



- 5** Amenity Center beds are weed and trash free. Trimming is in rotation.
- 6** Amenity Center beds are weed and trash free.
- 7** Possible scale on a few trees at the Amenity Center. We will have them assessed and treated as soon as possible.
- 8** The crew is keeping trees lifted and out of the walkways throughout.

QUALITY SITE ASSESSMENT

Ridgewood Trails CDD

Maintenance Items



9 Pond maintenance is in rotation.

10 Wood line is encroaching into the Birch Trees along the main road. Will submit a proposal to push back wood line to avoid damaging/potentially killing the Trees.

11 Pond maintenance is in rotation.

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, 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.

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.

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.

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

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**

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.

Secretary/Assistant Secretary

Chairman/Vice Chairman