

**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 4, 2026** at 6:02 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	Assistant Secretary
Scott Edson	Assistant Secretary
Tom Schumacher	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Jay Soriano	GMS
Rob Alba	RMS
Karen Fisher	Brightview by telephone

*The following is a summary of the discussions and actions taken at the March 4, 2026 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 6:02 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no comments, the next item followed.

March 4, 2026

Ridgewood Trails CDD

**THIRD ORDER OF BUSINESS**

**Acceptance of Audit Committee's Recommendation of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services**

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the recommendation of the audit committee of the audit criteria was accepted and staff was authorized to issue an RFP for audit services.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-01 Requesting the Clay County Supervisor of Elections to Conduct the District's General Election**

Ms. Giles stated this resolution is the board seeking to implement section 190.006, Florida Statutes and to instruct the supervisor of elections for Clay County to conduct the district's general election. Two seats expire this year, seat 2 Michael Wetherbee and seat 4 Jacqui Miller. There is a qualifying period in June and I will bring it up at each meeting leading up to that.

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor Resolution 2026-01 was approved.

*\*Ms. Fisher joined the meeting at this time by telephone.*

**FIFTH ORDER OF BUSINESS**

**Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget**

Ms. Giles stated this is board discussion and guidance for preparation of the proposed fiscal year 2027 budget. We will approve the proposed budget at your May 6<sup>th</sup> meeting and adopt the budget July 1<sup>st</sup>. Staff will work with the accountant to put together the proposed budget; we will review all the existing contracts and include any increases in the contracts. Onsite staff will work with waste management and other contracts that we have locally to make sure the prices are firm or if they intend to have an increase.

Mr. Edson asked does everything look good so far?

March 4, 2026

Ridgewood Trails CDD

Ms. Giles stated the capital reserve study was completed in 2021 and it recommends \$38,521 to be put in your capital reserve fund. You will see after staff goes over a proposal for the pool that this is a good time to have that discussion of what you want to see put in the reserve fund going into FY27 budget. The reserve study is five years old and definitely outdated and has not kept up with inflation. Under the staff reports I want to revisit that but you can always go higher on your proposed budget in May and lower it at adoption. The balance in the capital reserve is just over \$209,000. Later in the agenda is a proposal for \$100,000 to resurface the pool. Staff will always encourage you to put a little extra in the capital reserve. If there is specific guidance you want to give staff tonight for the 2027 budget we are happy to take that back and work with your accountant.

Mr. Edson stated we are going to have to consider after this proposal. There are things I want to bring up in the future such as the sidewalks between the pool all the way out to Long Bay. There are numerous places of cracking.

Mr. Wetherbee stated new stuff we need to think about and take care of what we have.

**SIXTH ORDER OF BUSINESS**

**Consideration of Revised Amenity Facility Policy**

Ms. Giles stated these are the changes you asked staff to make in the amenity rules and policies.

Ms. Miller asked do the residents only see this when they want to rent or do we send this out? Mr. Alba stated I can send this in the community eblast; it will be on the district website when you approve it and when they do a rental application.

On MOTION by Mr. Wetherbee seconded by Mr. Edson with all in favor the revised amenity policy was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals:**

- A. Pool Resurfacing**
  - 1. Blue Solutions**
  - 2. CBUSS**
  - 3. Pinch A Penny**

Mr. Alba stated the large pool is having issues with the surface it is starting to expire more quickly than expected. I have proposals with a couple different options.

March 4, 2026

Ridgewood Trails CDD

Mr. Alba reviewed the proposals from all three vendors and the board took the following action.

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the proposal from Pinch-A-Penny for skim coat of the gutter only in an amount not to exceed \$6,200 was approved.

**B. Pressure Washing**

Mr. Alba stated the board had asked for a proposal for pressure washing the sidewalk from the amenity center to the entryway.

On MOTION by Mr. Schumacher seconded by Ms. Miller with all in favor the proposal from Riverside Management Services in the amount of \$3,500 was approved.

**C. Mulch**

Mr. Alba stated we delayed this from the last meeting to relook at the mulch proposal and whether we are going to add the additional mulch or remove mulch from an area that is already under contract that doesn't really need it and spread it out amongst the other areas.

Mr. Soriano stated they will spread the mulch a little more to cover those areas that are bare and if there is not enough then this is the highest we are looking at paying.

Ms. Giles stated you can approve the proposal and staff will work with Karen Fisher or you can approve the proposal and authorize staff to work with a supervisor to make those decisions as they go through that, it is up to the board.

On MOTION by Mr. Edson seconded by Mr. Wetherbee with all in favor the proposal from Brightview for mulch in the amount of \$4,028.28 was approved and staff was authorized to work with Karen Fisher on the locations.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Buchanan stated the session is wrapping up the end of next week. There is still one bill that would impact CDDs and it allows for an election recall process. If there was a board member who was elected through the supervisor of elections process, and non-performance of

March 4, 2026

Ridgewood Trails CDD

duties are met then you can have a petition circulated amongst the community and ultimately filed with the government to have a supervisor recalled.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager's Report –Report**

**E. Amenity Manager**

**1. Landscape Report**

Ms. Fisher stated it looks like we just had some minor cold damage to some plant material, the palms did get hit, the assessment at the time was that they should recover but will take two to four months to see the improvement. We will keep an eye on those. The plant material looks okay. Is there anything you want to propose for the area in photo no. 9.

Mr. Alba stated now that we have a playground in this area there may be a concern installing irrigation. We have bubblers out there but nothing for sod. We just got done with construction so there is not a lot of growth there.

Mr. Soriano stated if we get a lot of requests from residents using the area, we will talk to Karen and bring back proposals.

Ms. Fisher left the telephone conference at this time.

**2. Amenity Manager**

Mr. Alba gave an overview of his report and stated I'm getting a lot of complaints about the elliptical in the gym.

Mr. Wetherbee stated get some proposals for replacement.

Mr. Alba presented a proposal for running wire through a conduit for the gate in the amount of \$2,928.98.

On MOTION by Ms. Alba seconded by Ms. Miller with all in favor the proposal from High Tech for wiring and conduit for gate access in the amount of \$2,928.98 was approved.

March 4, 2026

Ridgewood Trails CDD

Mr. Alba gave an overview of upcoming events.

## **NINTH ORDER OF BUSINESS**

### **Supervisor's Requests and Public Comments**

Mr. Edson stated between the two meetings I had a trip with Karen and Rob and it was eye opening to see some of the problems. Irrigation was a big problem.

Jay, I suggest that we not have a bushhog this year in the fall by the fence because if we do it now it is going to grow back during the summer and it is not going to look like we have done anything.

I walk from Freedom to the amenity center and back at least five days a week. I accept the responsibility as much as any supervisor but everyone should be aware that there was a bicycle there for many months and it took the HOA president of Freedom to call us out on it, and I reacted to it because I walk it four or five times a week and I didn't do anything about it. The bike was not chained but there was a lock on it. We removed the bike. My point is that it was probably something we all saw and didn't do anything about. If we see things we need to react to it.

We can make a good case for Freedom that when you moved into Freedom you knew that this was part of it and you knew you were going to pay. We also can make a case for Freedom that not very many people in Freedom use a lot of the activities. We use the road and may use the sidewalk but we don't really use the pool. I have a suggestion and there are three people here tonight from this area and two of us from Freedom. I would like to propose that for years 28, 29 and 30 that Freedom would be exempt from any increase made on the taxes for those three years. You are going to say, I don't know if I agree with that but how much would it cost? There are 132 lots in Freedom and if you were to increase it by \$100, that is \$13,000 that you wouldn't get. I don't know that we are going to increase it by \$100 but if we did and that is not this year it would for 28, 29 and 30. My proposal is that we exempt Freedom from increases for those three years. They are still going to pay what they have been paying, they are still going to pay whatever you are supposed to pay at the end of 2026 but for those next three years they would be exempt. After 2030 it would go back just like it was. That may sound unfair to the board members who are in this area but I represent both areas and I'm trying to be fair. I do not think it is fair what we have right now and I see this as a small gesture on our part to try to even things out.

March 4, 2026

Ridgewood Trails CDD

Mr. Edson moved to exempt Freedom from any increases for the years 28, 29, 30 and there being no second, the motion died for lack of a second.

Ms. Buchanan stated we have talked about this subject before but procedurally because it wasn't on the agenda and it would be such a large change I don't think you can vote on it tonight because you haven't given someone who might be interested advance warning and the ability to come and provide comment to the board.

Mr. Edson stated I agree and I understand. I never put anything on the agenda. I suggested to put something like this on the agenda and it didn't make it and I will not be at the next meeting. We can put it on the September agenda.

Mr. Wetherbee stated that wouldn't be just up to the board, wouldn't that be up to both communities?

Ms. Buchanan stated the CDD assessments are determined by the board of supervisors. The body you are serving on now is the one that makes the decision about the CDD assessment level. I do think that if we go back to conversations that we had in years past, although Freedom may not choose to access the amenities similar to someone else in the community they do have the same access privileges. That is why the board has traditionally always assessed all the units similarly.

Mr. Edson stated distance is a factor.

Ms. Buchanan stated everyone has access to it. You may not be able to walk to it as well as other residents, but it is certainly there.

Mr. Edson stated we only have one playground and the reason is we are trying to keep the playground closest to the kids. The same applies to Freedom we are not close to this. I'm not trying to get into a contest of we do or don't use it; we knew this when we moved into Freedom, everyone did, but I am trying to make it fair. Can we put this on the July agenda?

Ms. Giles stated I will work with Katie on how to word that item on the agenda.

**TENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the January 7, 2026 Meeting**

March 4, 2026

Ridgewood Trails CDD

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the minutes of the January 7, 2026 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 Ms. Alba with all in favor the balance of the consent agenda items was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, May 6, 2026 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 6, 2026 at the same location.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the meeting adjourned at 7:43 p.m.

Signed by:  
  
A38899D0EDC14F4...  
 Secretary/Assistant Secretary

Signed by:  
  
4E0242AB5380433...  
 Chairman/Vice Chairman