

Ridgewood Trails

Community Development District

September 2, 2026

AGENDA

Ridgewood Trails Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.ridgewoodtrailsccd.com

August 26, 2026

Board of Supervisors
Ridgewood Trails Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Ridgewood Trails Community Development District is scheduled for **Wednesday, September 2, 2026 at 6:00 p.m.** at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida 32068.

- I. Roll Call
- II. Public Comments (for agenda items listed below)
- III. Discussion of Suspension Letter
- IV. Discussion of Demand Letters Regarding Easement Encroachments
 - A. 1831 Marias River Court
 - B. 1837 Marias River Court
 - C. 1843 Big Spring Point
 - D. 1846 Big Spring Point
- V. Consideration of:
 - A. Proposal for Pressure Washing Azalea Ridge Blvd from Riverside Management Services
 - B. Landscape Improvements Along Azalea Ridge Boulevard and Green River
(under separate cover)
 - 1. Irrigation Inspection and Repairs
- VI. Discussion of:
 - A. Land Acquisition of Parcel ID 02-05-24-005924-010-71

- B. Agreement for Real Property Purchase of Long Bay SUN Trail - Parcel 104 and 105 (*under separate cover*)
- VII. Ratification of Work Authorization No. 002 for Professional Engineering Due Diligence Services
- VIII. Acceptance of Capital Reserve Study
- IX. Public Hearing Adopting the Budget for Fiscal Year 2027
 - A. Consideration of Resolution 2026-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027
 - B. Consideration of Resolution 2026-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027
- X. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-06
- XI. Staff Reports
 - A. Attorney
 - B. Engineer - Discussion of Parking at the Playgrounds
 - 1. Bronco Road
 - 2. Azalea Ridge Boulevard
 - 3. Warm Springs Way
 - C. Manager - Fiscal Year 2027 Goals and Objectives
 - D. Operation Manager
 - E. Amenity Manager
 - 1. Report
 - 2. Brightview QSA
- XII. Supervisor's Requests and Public Comments
- XIII. Approval of Consent Agenda
 - A. Approval of the Minutes of the July 1, 2026 Meeting
 - B. Balance Sheet & Income Statement
 - C. Assessment Receipt Schedule

D. Approval of Check Register

XIV. Next Meeting Scheduled for: November 4, 2026 @ 6:00 p.m. at the Azalea Ridge Amenity Center

XV. Adjournment

Board Oversight

Supervisor Edson – Landscape

Supervisor Alba – Security & Technology

Supervisor Schumacher – Maintenance

Supervisor Miller – Athletics

Supervisor Wetherbee - Aquatics

FOURTH ORDER OF BUSINESS

A.

**Ridgewood Trails Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092**

June 4, 2026

FedEx and U.S. Mail

Mr. Derek Butler and Ms. Jennifer Butler
1831 Marias River Ct.
Middleburg, Florida 32068

Re: Ridgewood Trails Community Development District - Easement Encroachments

Dear Mr. Butler and Ms. Butler:

I serve as District Manager for the Ridgewood Trails Community Development District ("District"), a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*. You are receiving this letter because a recent review shows that certain fencing and/or other improvements on your lot encroach upon easement areas and are impeding the District's ability to operate and maintain its stormwater improvements located adjacent to your property.

As shown on the Plat of Azalea Ridge Unit I, recorded in Plat Book 53, Pages 56 through 68, of the Official Records of Clay County, Florida, there is a portion of a 30-foot-wide Drainage Easement on the southwest portion of your property, and a Conservation Easement, Tract U-6, located along the northeast portion of your property ("Easements"). The District utilizes these easements throughout the community to access and maintain the ponds, drainage system, landscaping, or other improvements for the benefit of the community. Consequently, improvements that block access to the Easements, such as fences and other structures, are prohibited. The Homeowners Association is not permitted to grant residents the ability to erect fencing or other improvements within the Easements. Please note that the Easements adjacent to your property are subject to a St. Johns River Water Management District Permit. Access to the Easements is currently inaccessible due to fencing within the Easements and interferes with the District's ability to provide needed maintenance.

Please take any necessary action to remove the fencing and/or other improvements within the next **45 days** and contact my office once this has been completed.

Please be advised that, if the improvements are not removed or other arrangements satisfactory to the District made, the District may elect to remove them and recover the costs of such removal from the homeowner. Moreover, nothing in this letter shall be construed as a waiver of any rights the District may have with respect to this matter. If you have any questions, please contact me at mgiles@gmsnf.com¹ or (904) 940-5850. Thank you for your cooperation.

Sincerely,



Marilee Giles
District Manager

cc: Katie Buchanan, District Counsel

¹ Note that any email correspondence to District Staff may constitute a public record.

B.

**Ridgewood Trails Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092**

August 17, 2026

FedEx and U.S. Mail

Woodbridge Opportunity Fund, Inc.
c/o Stanley B. Dickson, Jr.
1380 E. Jefferson Avenue
Detroit, Michigan 48207

Re: Demand for Removal of Prohibited Encroachment into Easement Parcel

Dear Mr. Stanley Dickson, Jr.:

I serve as the District Manager for the Ridgewood Trails Community Development District ("District"). If you are represented by an attorney, please forward this correspondence to such individual, and provide the contact information for your attorney so that any future correspondence can be appropriately addressed.

It has recently come to our attention that Woodbridge Opportunity Fund, Inc. is now the property owner of Lot 101 as depicted on the *Plat of Azalea Ridge Unit I*, recorded in Plat Book 53, Pages 56 through 68, of the Official Records of Clay County, Florida, and whose address is 1837 Marias River Court, Middleburg, Florida 32068. I am writing to follow up regarding correspondence from the District to the prior homeowners regarding the construction of a fence within the District's drainage easement. The previous owners were advised that the District owns and maintains certain real property and improvements within the District's boundaries, including drainage easements located alongside lot lines. As shown on the *Plat of Azalea Ridge Unit I*, there is a portion of a thirty-foot wide Drainage Easement adjacent to the northeast boundary of your property ("Easement"). The Easement was established in part to provide for the perpetual operation and maintenance of the District's stormwater management systems ("Stormwater Improvements") for the benefit of the community and to ensure compliance with the permit granted by the St. Johns River Water Management District ("SJRWMD"). Consequently, improvements that block access to the Easement, such as fences and other structures, are prohibited.

The District has observed that a fence has been installed disturbing the area within the Easement located on your property. While the District may allow a fence to encroach into the Easement by no more than five feet, any portion of a fence extending beyond that limit constitutes an unauthorized encroachment and obstructs the District's access to its Stormwater Improvements for proper operation and maintenance ("Encroachment"). The District, as the St. Johns River Water Management District (SJRWMD) permittee, has an affirmative obligation to operate and maintain the improvements, and to ensure compliance and enforce its rights, all in accordance with permit conditions, and applicable state and local requirements and regulations. The Encroachment was installed at the previous owner's own risk but is now subject to removal by the District at your expense. The District requires the use of the Easement for the reasons stated above.

The purpose of this letter is to formally demand that you remove any portion of the fence extending beyond five feet into the Easement area and shall restore the remaining portion of the Easement affected by the unauthorized encroachment to its original state no later than **October 1, 2026**. Should the SJRWMD assess fines or penalties against the District resulting from your Encroachment and/or as a result of any delay in removal of the Encroachment, the District will seek compensation from you for any and all costs incurred. Additionally, the District expressly reserves its right, including but not limited to the right to seek injunctive relief, monetary damages, attorneys' fees, and any other legally available remedies. Nothing in this letter should be construed to waive any rights the District may have against you with respect to this matter.

We appreciate your prompt attention and cooperation regarding this matter. Should you have any further questions, please have your counsel contact Katie Buchanan, District Counsel, via phone at (850) 692-7300 or email to katie.buchanan@kutakrock.com.

Sincerely,


Marilee Giles
District Manager

cc: (via email):

Board of Supervisors

Katie Buchanan, District Counsel

Joe Schofield, District Engineer

GRAPHIC SCALE
1" = 100 FT.
1" = 30.48 M.

AZALEA RIDGE UNIT I

A portion of Section 36, Township 4 South, Range 24 East
and a portion of Section 1,
Township 5 South, Range 24 East, Clay County, Florida

PLAT BOOK 53 PAGE 67

SHEET 12 OF 13
SECTION 36 TWP. 4 S. RANGE 24 E.
SECTION 1 TWP. 5 S. RANGE 24 E.

THIS PLAT IS A TYPE-I SUBDIVISION



PREPARED BY:
WILLIAM MOTT LAND SURVEYING, INC.
3100 N. W. 10th Avenue, Suite 3
Miami, Florida 33142
Phone (305) 751-4444 Fax (305) 751-4445

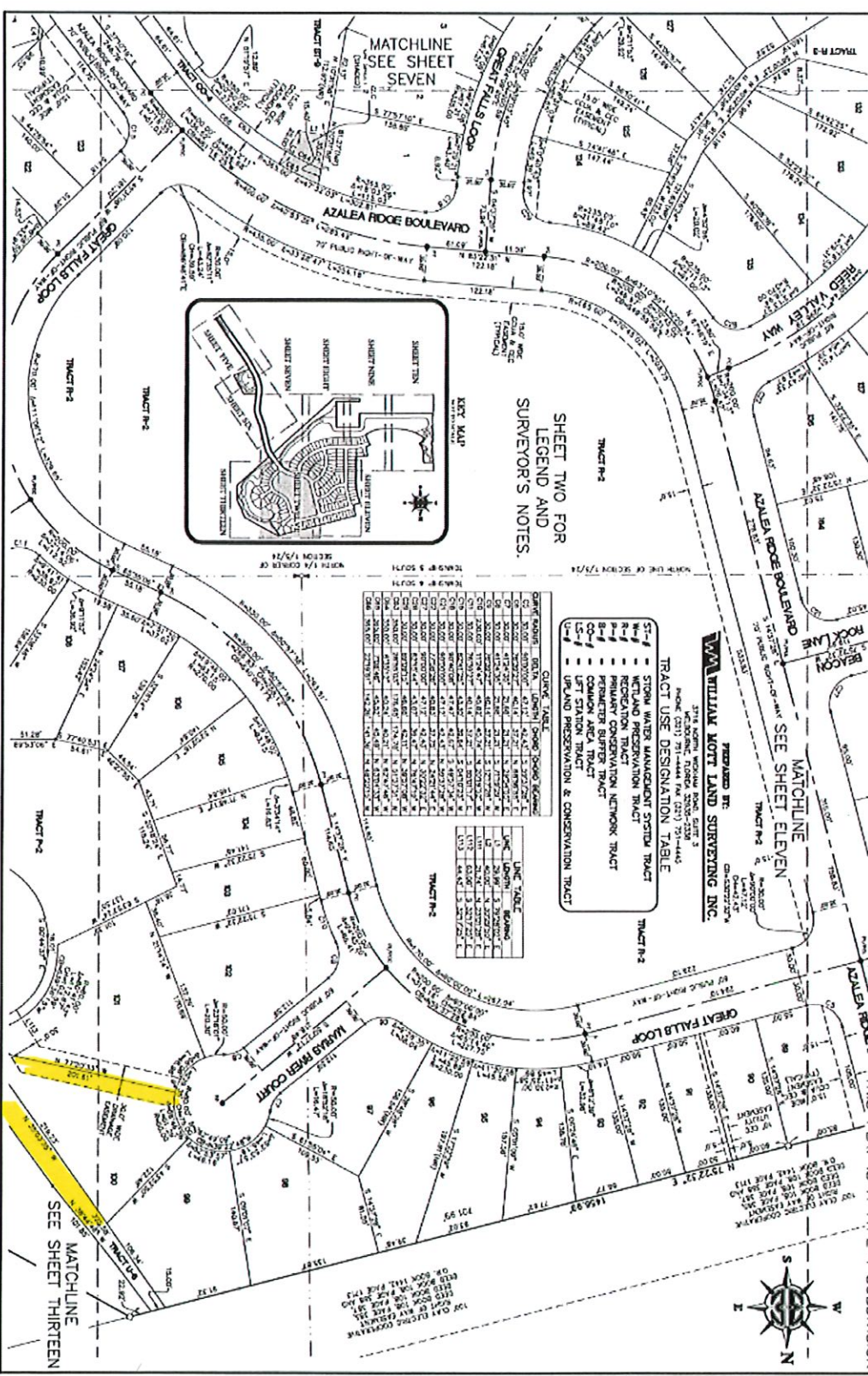
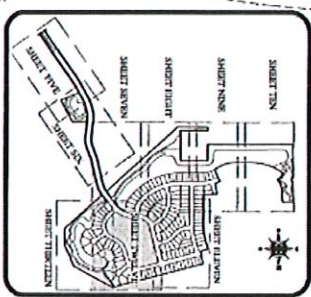
TRACT USE DESIGNATION TABLE

- T-1 - STORM WATER MANAGEMENT SYSTEM TRACT
- T-2 - WETLAND PRESERVATION TRACT
- T-3 - RECREATION TRACT
- T-4 - PRIMARY CONSERVATION NETWORK TRACT
- T-5 - PERIMETER BUFFER TRACT
- T-6 - COMMON AREA TRACT
- T-7 - UPLAND PRESERVATION & CONSERVATION TRACT

LINE TABLE

LINE	LENGTH	BEARING
1	100.00	N 00° 00' 00" E
2	100.00	N 00° 00' 00" E
3	100.00	N 00° 00' 00" E
4	100.00	N 00° 00' 00" E
5	100.00	N 00° 00' 00" E
6	100.00	N 00° 00' 00" E
7	100.00	N 00° 00' 00" E
8	100.00	N 00° 00' 00" E
9	100.00	N 00° 00' 00" E
10	100.00	N 00° 00' 00" E
11	100.00	N 00° 00' 00" E
12	100.00	N 00° 00' 00" E
13	100.00	N 00° 00' 00" E
14	100.00	N 00° 00' 00" E
15	100.00	N 00° 00' 00" E
16	100.00	N 00° 00' 00" E
17	100.00	N 00° 00' 00" E
18	100.00	N 00° 00' 00" E
19	100.00	N 00° 00' 00" E
20	100.00	N 00° 00' 00" E
21	100.00	N 00° 00' 00" E
22	100.00	N 00° 00' 00" E
23	100.00	N 00° 00' 00" E
24	100.00	N 00° 00' 00" E
25	100.00	N 00° 00' 00" E
26	100.00	N 00° 00' 00" E
27	100.00	N 00° 00' 00" E
28	100.00	N 00° 00' 00" E
29	100.00	N 00° 00' 00" E
30	100.00	N 00° 00' 00" E
31	100.00	N 00° 00' 00" E
32	100.00	N 00° 00' 00" E
33	100.00	N 00° 00' 00" E
34	100.00	N 00° 00' 00" E
35	100.00	N 00° 00' 00" E
36	100.00	N 00° 00' 00" E
37	100.00	N 00° 00' 00" E
38	100.00	N 00° 00' 00" E
39	100.00	N 00° 00' 00" E
40	100.00	N 00° 00' 00" E
41	100.00	N 00° 00' 00" E
42	100.00	N 00° 00' 00" E
43	100.00	N 00° 00' 00" E
44	100.00	N 00° 00' 00" E
45	100.00	N 00° 00' 00" E
46	100.00	N 00° 00' 00" E
47	100.00	N 00° 00' 00" E
48	100.00	N 00° 00' 00" E
49	100.00	N 00° 00' 00" E
50	100.00	N 00° 00' 00" E
51	100.00	N 00° 00' 00" E
52	100.00	N 00° 00' 00" E
53	100.00	N 00° 00' 00" E
54	100.00	N 00° 00' 00" E
55	100.00	N 00° 00' 00" E
56	100.00	N 00° 00' 00" E
57	100.00	N 00° 00' 00" E
58	100.00	N 00° 00' 00" E
59	100.00	N 00° 00' 00" E
60	100.00	N 00° 00' 00" E
61	100.00	N 00° 00' 00" E
62	100.00	N 00° 00' 00" E
63	100.00	N 00° 00' 00" E
64	100.00	N 00° 00' 00" E
65	100.00	N 00° 00' 00" E
66	100.00	N 00° 00' 00" E
67	100.00	N 00° 00' 00" E
68	100.00	N 00° 00' 00" E
69	100.00	N 00° 00' 00" E
70	100.00	N 00° 00' 00" E
71	100.00	N 00° 00' 00" E
72	100.00	N 00° 00' 00" E
73	100.00	N 00° 00' 00" E
74	100.00	N 00° 00' 00" E
75	100.00	N 00° 00' 00" E
76	100.00	N 00° 00' 00" E
77	100.00	N 00° 00' 00" E
78	100.00	N 00° 00' 00" E
79	100.00	N 00° 00' 00" E
80	100.00	N 00° 00' 00" E
81	100.00	N 00° 00' 00" E
82	100.00	N 00° 00' 00" E
83	100.00	N 00° 00' 00" E
84	100.00	N 00° 00' 00" E
85	100.00	N 00° 00' 00" E
86	100.00	N 00° 00' 00" E
87	100.00	N 00° 00' 00" E
88	100.00	N 00° 00' 00" E
89	100.00	N 00° 00' 00" E
90	100.00	N 00° 00' 00" E
91	100.00	N 00° 00' 00" E
92	100.00	N 00° 00' 00" E
93	100.00	N 00° 00' 00" E
94	100.00	N 00° 00' 00" E
95	100.00	N 00° 00' 00" E
96	100.00	N 00° 00' 00" E
97	100.00	N 00° 00' 00" E
98	100.00	N 00° 00' 00" E
99	100.00	N 00° 00' 00" E
100	100.00	N 00° 00' 00" E

KEY MAP



C.

Ridgewood Trails Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092

June 4, 2026

FedEx and U.S. Mail

Mr. William Walsh III and Mrs. Heidi Walsh
1843 Big Spring Point
Middleburg, Florida 32068

Re: Ridgewood Trails Community Development District - Easement Encroachments

Dear Mr. and Mrs. Walsh:

I serve as District Manager for the Ridgewood Trails Community Development District ("District"), a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*. You are receiving this letter because a recent review shows that certain fencing and/or other improvements on your lot encroach upon easement areas and are impeding the District's ability to operate and maintain its stormwater improvements located adjacent to your property.

As shown on the Plat of Azalea Ridge Unit I, recorded in Plat Book 53, Pages 56 through 68, of the Official Records of Clay County, Florida, there is a portion of a 30-foot-wide Drainage Easement on the northwest side of your property ("Easement"). The District utilizes these easements throughout the community to access and maintain the ponds, drainage system, landscaping, or other improvements for the benefit of the community. Consequently, improvements that block access to the Easement, such as fences and other structures, are prohibited. The Homeowners Association is not permitted to grant residents the ability to erect fencing or other improvements within the Easement. Currently, access to the Easement is inaccessible due to fencing within the Easement and interferes with the District's ability to provide needed maintenance.

Please take any necessary action to remove the fencing and/or other improvements within the next **45 days** and contact my office once this has been completed.

Please be advised that, if the improvements are not removed or other arrangements satisfactory to the District made, the District may elect to remove them and recover the costs of such removal from the homeowner. Moreover, nothing in this letter shall be construed as a waiver of any rights the District may have with respect to this matter. If you have any questions, please contact me at mgiles@gmsnf.com¹ or (904) 940-5850. Thank you for your cooperation.

Sincerely,



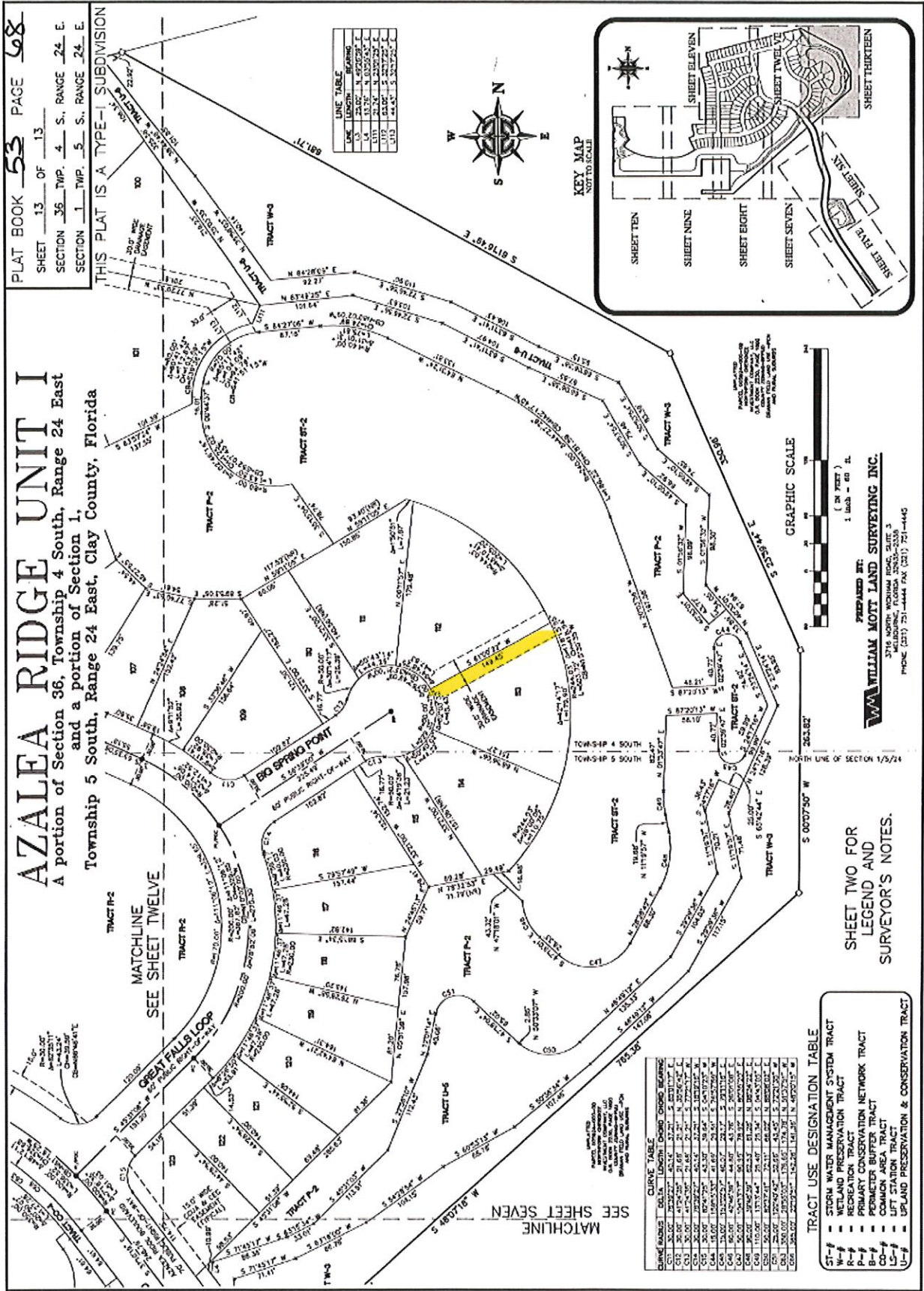
Marilee Giles, District Manager

cc: Katie Buchanan, District Counsel

¹ Note that any email correspondence to District Staff may constitute a public record.

AZALEA RIDGE UNIT I

A portion of Section 36, Township 4 South, Range 24 East
and a portion of Section 1,
Township 5 South, Range 24 East, Clay County, Florida

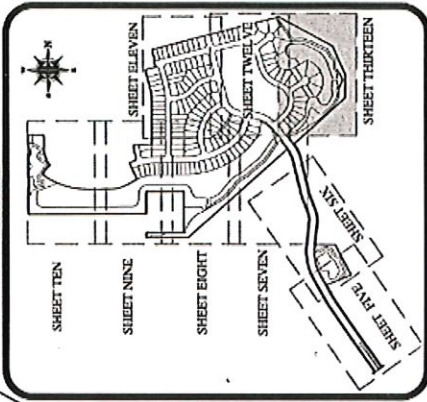


LINE TABLE

LINE	LENGTH	BEARING
1	1.11	S. 89° 10' 00" E.
2	1.11	S. 89° 10' 00" E.
3	1.11	S. 89° 10' 00" E.
4	1.11	S. 89° 10' 00" E.
5	1.11	S. 89° 10' 00" E.
6	1.11	S. 89° 10' 00" E.
7	1.11	S. 89° 10' 00" E.
8	1.11	S. 89° 10' 00" E.
9	1.11	S. 89° 10' 00" E.
10	1.11	S. 89° 10' 00" E.



KEY MAP
NOT TO SCALE



PREPARED BY
WILLIAM MOTT LAND SURVEYING INC.
3716 NORTH WOODHAM ROAD, SUITE 3
DADE CITY, FLORIDA 34608
PHONE (352) 751-4444 FAX (352) 751-4445

SHEET TWO FOR
LEGEND AND
SURVEYOR'S NOTES.

TRACT USE DESIGNATION TABLE

TRACT	USE
ST-1	STORM WATER MANAGEMENT SYSTEM TRACT
W-1	WETLAND PRESERVATION TRACT
R-1	RECREATION TRACT
P-1	PRIMARY CONSERVATION NETWORK TRACT
U-1	UPLAND PRESERVATION & CONSERVATION TRACT
CO-1	COMMON AREA TRACT
LS-1	LIFT STATION TRACT

- ST-1 - STORM WATER MANAGEMENT SYSTEM TRACT
- W-1 - WETLAND PRESERVATION TRACT
- R-1 - RECREATION TRACT
- P-1 - PRIMARY CONSERVATION NETWORK TRACT
- U-1 - UPLAND PRESERVATION & CONSERVATION TRACT
- CO-1 - COMMON AREA TRACT
- LS-1 - LIFT STATION TRACT

D.

Ridgewood Trails Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092

June 4, 2026

FedEx and U.S. Mail

Mr. Neal Stremel and Ms. Sarah Stremel
1846 Big Spring Point
Middleburg, Florida 32068

Re: Ridgewood Trails Community Development District - Easement Encroachments

Dear Mr. and Ms. Stremel:

I serve as District Manager for the Ridgewood Trails Community Development District ("District"), a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*. You are receiving this letter because a recent review shows that certain fencing and/or other improvements on your lot encroach upon easement areas and are impeding the District's ability to operate and maintain its stormwater improvements located adjacent to your property.

As shown on the Plat of Azalea Ridge Unit I, recorded in Plat Book 53, Pages 56 through 68, of the Official Records of Clay County, Florida, there is a portion of a 30-foot-wide Drainage Easement along the southeast portion of your property ("Easement"). The District utilizes these easements throughout the community to access and maintain the ponds, drainage system, landscaping, or other improvements for the benefit of the community. Consequently, improvements that block access to the Easement, such as fences and other structures, are prohibited. The Homeowners Association is not permitted to grant residents the ability to erect fencing or other improvements within the Easements. Please note that the Easement adjacent to your property are subject to a St. Johns River Water Management District Permit. Access to the Easement is currently inaccessible due to fencing within the Easements and interferes with the District's ability to provide needed maintenance.

Please take any necessary action to remove the fencing and/or other improvements within the next **45 days** and contact my office once this has been completed.

Please be advised that, if the improvements are not removed or other arrangements satisfactory to the District made, the District may elect to remove them and recover the costs of such removal from the homeowner. Moreover, nothing in this letter shall be construed as a waiver of any rights the District may have with respect to this matter. If you have any questions, please contact me at mgiles@gmsnf.com¹ or (904) 940-5850. Thank you for your cooperation.

Sincerely,



Marilee Giles, District Manager

cc: Katie Buchanan, District Counsel

¹ Note that any email correspondence to District Staff may constitute a public record.

THIS PLAT IS A TYPE-I SUBDIVISION

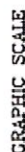
AZALEA RIDGE UNIT I

A portion of Section 36, Township 4 South, Range 24 East
and a portion of Section 1,
Township 5 South, Range 24 East, Clay County, Florida

LINE TABLE		
LINE	LENGTH	BEARING
L3	23.00'	N 46°26'08" E
L4	13.76'	N 03°55'43" E
L11	21.74'	N 23°07'25" E
L12	63.06'	S 32°17'25" E
L13	44.43'	S 10°47'54" E



KEY MAP
NOT TO SCALE



(24 JUL)

1 inch = 25 mm

PREPARED BY:
COTT LAND SURVEYING INC.

214 NORTH WILSON ROAD SUITE 1

1010 NORTH WINDHAM ROAD, SUITE 2
MELBOURNE, FLORIDA 32935-2135

WILLIAMS, FLORIAN 3293-2038
PHONE (321) 751-4444 FAX (321) 751-4445

SHEET TWO FOR
LEGEND AND
SURVEYOR'S NOTES.

[illegible]TRACT USE DESIGNATION TABLE

- | | | |
|------|---|--|
| ST-# | - | STORM WATER MANAGEMENT SYSTEM TRACT |
| W-# | - | WETLAND PRESERVATION TRACT |
| R-# | - | RECREATION TRACT |
| P-# | - | PRIMARY CONSERVATION NETWORK TRACT |
| B-# | - | PERMETER BUFFER TRACT |
| CO-# | - | COMMON AREA TRACT |
| LS-# | - | LIFT STATION TRACT |
| U-# | - | UPLAND PRESERVATION & CONSERVATION TRACT |

FIFTH ORDER OF BUSINESS

A.

RIVERSIDE ESTIMATE FORM

Riverside Management Services

904-759-8890



WORK LOCATION	
Name:	Ridgewood Trails CDD
Address:	RE: Jay Soreno
Primary #:	
Secondary #:	
Crew:	
ETA:	

Job Description:	Amount
Pressure wash the remainder of sidewalk and curbing on Azalea Ridge Blvd. Starting at the Amenity Center and ending at Freedom.	\$4,300.00
* All proposals include labor to complete project	
Provided Project Map Below:	
	
	Total: \$4,300.00

Quoted By: Rich Gray Director Of Operations

ACCEPTANCE OF PROPOSAL: The above prices and specifications are satisfactory and are hereby accepted. You are authorizing Riverside Management Services, Inc. to complete the work as described above and to perform the work in a timely and professional manner. Payment will be collected on the date services are completed.

Customer Signature: _____

Date: _____

SEVENTH ORDER OF BUSINESS

Form of Work Authorization

July 21, 2026

Ridgewood Trails Community Development District
Clay County, Florida

Subject: **Work Authorization Number 002**
Professional Engineering Due Diligence Services

Dear Chairperson, Board of Supervisors:

Alliant Engineering, Inc. (“Engineer”), is pleased to submit this work authorization to provide engineering services for the Ridgewood Trails Community Development District (“District”). The Engineer will provide these services pursuant to our current agreement dated April 15, 2024 (“Engineering Agreement”) as follows:

I. Scope of Work

The District will engage Engineer to perform the following services:

1. Professional engineering due diligence services relating to the District’s evaluation of approximately thirteen (13) acres of real property within the District’s boundaries (“Property”). The Engineer shall conduct analysis and evaluations, including site visits, as are reasonably necessary to determine whether the Property may be sold without materially affecting the District’s facilities, infrastructure, operations and maintenance obligations, and/or regulatory compliance.
2. The Engineer’s services shall include the following:
 - a. Review of pertinent available plats, surveys, conveyance documents, easement documents, construction plans, permits, engineering reports, District records, and other available documents relating to the Property, and identify any permit conditions, maintenance obligations, operation requirements, and regulation restrictions affecting the Property;
 - b. Determine the extent to which the Property contains, supports, or is otherwise associated with stormwater management facilities, drainage conveyance systems or improvements, retention or detention areas, swales, canals, berms, culverts, and control structures, and whether the Property is necessary for the operation and maintenance of the District’s stormwater management system.
 - c. Evaluate whether the conveyance of the Property may adversely affect the District’s compliance with applicable regulatory requirements, governmental approvals, and/or permits.
 - d. Identify any improvements or facilities that should remain under the District’s ownership or control, or be protected by easements, maintenance agreements, or other mechanisms if the Property is conveyed.
 - e. Perform additional engineering evaluations as reasonably necessary to provide the District with a complete assessment of the Property.
3. Upon completion of the due diligence services, the Engineer shall provide the District with a written engineering report containing a summary of the Engineer’s findings and shall identify any additional services the Engineer recommends before the District considers disposition of the Property.

II. Fees

The District will compensate the Engineer for up to four (4) hours to perform due diligence services. Services shall be billed in accordance with the hourly rates established in the Agreement between the District and the Engineer.

This proposal, together with the Engineering Agreement, represents the entire understanding between the District and Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering Alliant Engineering Inc. We look forward to working with you to create a quality project.

APPROVED AND ACCEPTED

Sincerely,

Signed by:

4E6242AB5380433...
By: chairman
Authorized Representative of the Ridgewood
Trails Community Development District
Date: 2026-07-22, 2026

Signed by:

646FECGB3786473...
Joseph Schofield, P.E., Sr. Civil Engineer
Alliant Engineering, Inc.
Date: 2026-07-21, 2026

EIGHTH ORDER OF BUSINESS

Reserve Study Update Ridgewood Trails Community Development District Clay County, Florida



**Prepared for FY 2026
Report Date: July 6, 2026**





July 6, 2026

Board of Supervisors
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine Florida 32092

Re: Reserve Study Report for Ridgewood Trails Community Development District

Dear Supervisors:

Community Advisors is pleased to provide this Reserve Study report for the above referenced District. A site visit was conducted to determine the condition of your major components and provide an opinion of their remaining useful life.

We have developed a plan to fund future capital component replacements which is dependent on adequate funding, component maintenance, usage, weather and other factors. Component replacement cost is determined using local vendors and industry standard publications. This Reserve Study was prepared under the guidelines of the National Reserve Study Standards which is administrated by CAI and the Standards of Practice establish by APRA. Once you have reviewed this report and considered recent expenditures and any historic cost data, we will make necessary adjustments

Respectively submitted,

Charles R. Sheppard *RS PRA CCI*
Professional Reserve Analyst

10459 Hunters Creek Court
Jacksonville, FL 32256
(904) 303-3275
www.communityadvisors.com



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Ridgewood Trails Community Development District
 Clay County, Florida
Funding Model Summary

<i>Report Parameters</i>	
Report Date	July 6, 2026
Account Number	2321
Version	2
Budget Year Beginning	October 1, 2026
Budget Year Ending	September 30, 2027
Inflation	3.00%
Annual Assessment Increase	2.00%
Interest Rate on Reserve Deposit	3.00%
2026 Beginning Balance	\$310,630

GENERAL INFORMATION

- Date of Completion: January 1, 2017
- Date of site visit: June 19, 2026
- Components Included: 56
- Current replacement cost: \$967,856
- Level of Service: Level II Update
- Funding Method: The Cash Flow Method
- Funding Goal: Adequate funding with moderate contributions

NOTES

- The contributions budgeted for FY 2027 provide for component replacement over the term of this analysis. The required contributions provide adequate funding over the term of this analysis, which is a small decrease for FY 2027. Both funding plans provide adequate funding.

Cash Flow Funding Plan Summary of Calculations

Required Annual Contribution	\$72,493.91
Average Net Annual Interest Earned	<u>\$9,140.22</u>
Total Annual Allocation to Reserves	\$81,634.13

**Ridgewood Trails Community Development District
Required Funding Model Projection**

Beginning Balance: \$310,630

Year	Current Cost	Annual Contribution	Annual Interest	Annual Expenditures	Projected Ending Reserves
26-27	967,856	72,494	9,140	78,450	313,814
27-28	996,892	73,944	11,169	15,449	383,478
28-29	1,026,798	75,423	10,558	106,973	362,486
29-30	1,057,602	76,931	8,147	167,843	279,722
30-31	1,089,330	78,470	10,293	15,082	353,403
31-32	1,122,010	80,039	12,064	31,300	414,206
32-33	1,155,671	81,640	13,897	32,598	477,146
33-34	1,190,341	83,273	14,765	68,265	506,918
34-35	1,226,051	84,938	14,249	116,880	489,225
35-36	1,262,832	86,637	16,689	19,570	572,981
36-37	1,300,717	88,370	15,935	130,193	547,092
37-38	1,339,739	90,137	18,572	18,147	637,654
38-39	1,379,931	91,940	18,721	105,563	642,752
39-40	1,421,329	93,779	20,716	45,994	711,252
40-41	1,463,969	95,654	20,804	113,444	714,266
41-42	1,507,888	97,567	17,176	239,304	589,705
42-43	1,553,125	99,519	18,566	70,344	637,446
43-44	1,599,718	101,509	14,803	245,511	508,247
44-45	1,647,710	103,539	17,279	35,806	593,260
45-46	1,697,141	105,610	19,688	42,610	675,948
46-47	1,748,055	107,722	18,302	173,596	628,376
47-48	1,800,497	109,877	16,920	174,246	580,927
48-49	1,854,512	112,074	17,330	115,326	595,005
49-50	1,910,147	114,316	16,143	171,228	554,235
50-51	1,967,452	116,602	15,170	165,165	520,843
51-52	2,026,475	118,934	13,424	192,298	460,903
52-53	2,087,269	121,313	15,944	50,749	547,410
53-54	2,149,888	123,739	7,639	416,505	262,283
54-55	2,214,384	126,214	9,170	82,823	314,844
55-56	2,280,816	128,738	8,005	176,742	274,845

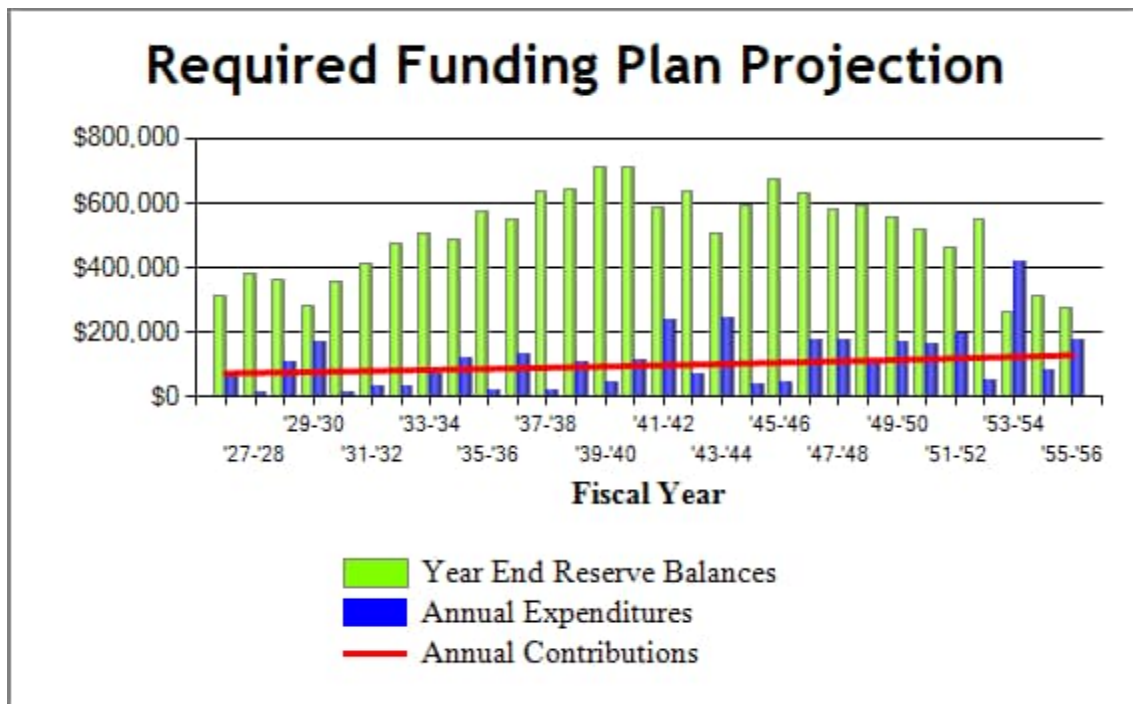
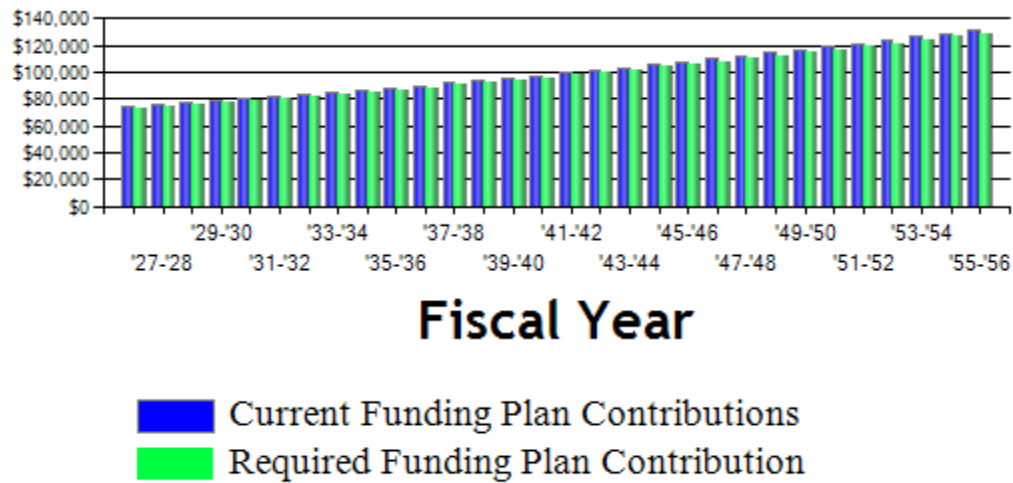


Chart illustrates year end balances and expenditures with the level of contributions necessary to maintain adequate funding.

Funding Model Contribution Comparison



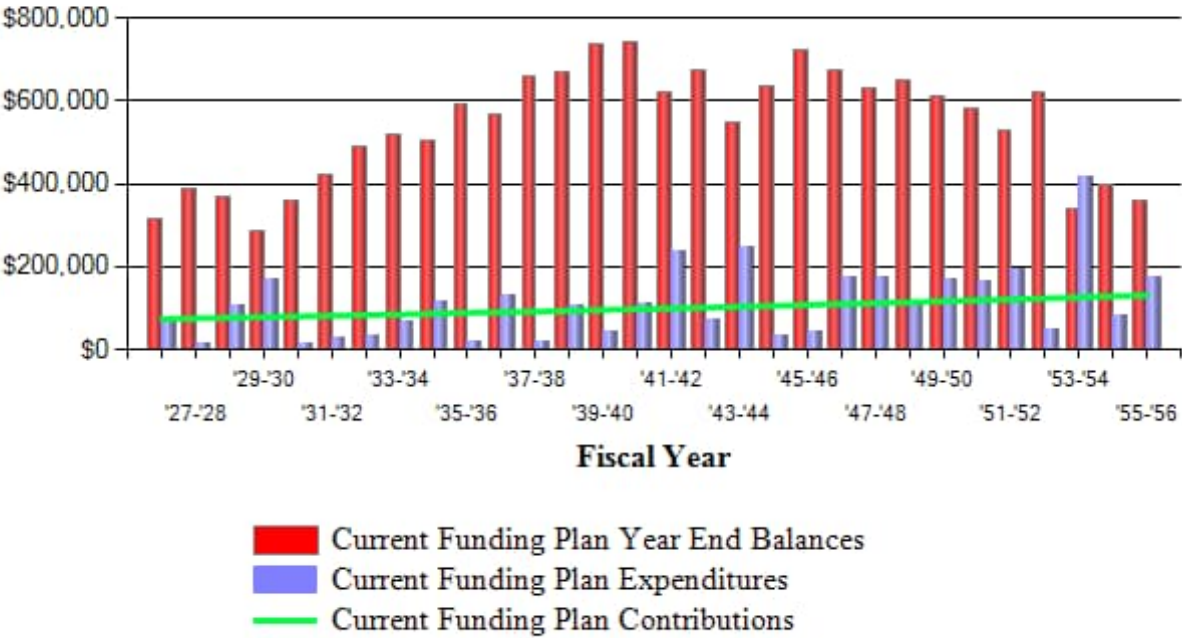
This chart illustrates annual expenditures and compares the current funding plan to the recommended funding plan.

Ridgewood Trails Community Development District
Current Funding Model Projection

Beginning Balance: \$310,630

Year	Current Cost	Annual Contribution	Annual Interest	Annual Expenditures	Projected Ending Reserves
26-27	967,856	73,856	9,181	78,450	315,217
27-28	996,892	75,333	11,253	15,449	386,354
28-29	1,026,798	76,840	10,687	106,973	366,908
29-30	1,057,602	78,377	8,323	167,843	285,765
30-31	1,089,330	79,944	10,519	15,082	361,146
31-32	1,122,010	81,543	12,342	31,300	423,731
32-33	1,155,671	83,174	14,229	32,598	488,536
33-34	1,190,341	84,837	15,153	68,265	520,261
34-35	1,226,051	86,534	14,697	116,880	504,613
35-36	1,262,832	88,265	17,199	19,570	590,507
36-37	1,300,717	90,030	16,510	130,193	566,854
37-38	1,339,739	91,831	19,216	18,147	659,753
38-39	1,379,931	93,667	19,436	105,563	667,293
39-40	1,421,329	95,541	21,505	45,994	738,344
40-41	1,463,969	97,451	21,671	113,444	744,022
41-42	1,507,888	99,400	18,124	239,304	622,242
42-43	1,553,125	101,388	19,599	70,344	672,886
43-44	1,599,718	103,416	15,924	245,511	546,714
44-45	1,647,710	105,485	18,492	35,806	634,885
45-46	1,697,141	107,594	20,996	42,610	720,865
46-47	1,748,055	109,746	19,710	173,596	676,726
47-48	1,800,497	111,941	18,433	174,246	632,854
48-49	1,854,512	114,180	18,951	115,326	650,658
49-50	1,910,147	116,463	17,877	171,228	613,770
50-51	1,967,452	118,793	17,022	165,165	584,421
51-52	2,026,475	121,169	15,399	192,298	528,689
52-53	2,087,269	123,592	18,046	50,749	619,578
53-54	2,149,888	126,064	9,874	416,505	339,011
54-55	2,214,384	128,585	11,543	82,823	396,317
55-56	2,280,816	131,157	10,522	176,742	361,253

Current Funding Plan Chart



This chart illustrates how the CDD's current funding plan will perform over time.

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Beginning Balance	310,630	313,814	383,478	362,486	279,722	353,403	414,206	477,146	506,918	489,225
Annual Assessment	72,494	73,944	75,423	76,931	78,470	80,039	81,640	83,273	84,938	86,637
Interest Earned	9,140	11,169	10,558	8,147	10,293	12,064	13,897	14,765	14,249	16,689
Expenditures	78,450	15,449	106,973	167,843	15,082	31,300	32,598	68,265	116,880	19,570
Ending Balance	313,814	383,478	362,486	279,722	353,403	414,206	477,146	506,918	489,225	572,981

Description

Site Components

Asphalt Mill & Overlay - Parking Lot Phase II

Cluster Mailboxes - Green River

Cluster Mailboxes - Packer Meadow Way

Cluster Mailboxes - Warm Springs Way

Concrete Sidewalk Repair Allowance

Landscape & Irrigation Allowance

Light Bollards

Light Pole (LED Fixtures) - Parking Lot

Monument Sign Refurbishment Allowance

Site Components Total:

5,000

5,464

5,796

9,000

14,000

5,464

5,796

Storm Water System

Asphalt Mill & Overlay - Parking Lot Phase I

Pond Fountain A

Pond Fountain B

Stormwater Pond Allowance

Storm Water System Total:

5,000

5,150

15,913

5,000

5,150

15,913

23,761

6,334

23,761

6,334

6,524

6,524

Fencing & Gates

Aluminum Fencing - Amenity

Aluminum Fencing - Playground Azalea Ridge Blvd

Aluminum Fencing - Playground Bronco Road

Aluminum Fencing - Playground Warm Springs Way

Aluminum Fencing - Pool

Vinyl Privacy Fence - Cherry Lane

Fencing & Gates Total:

Community Advisors

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July 6, 2026

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Building Components										
Cabinets/Tops - Clubhouse Addition										
Restroom Renovation Allowance - Clubhouse						17,389				
Restroom Renovation Allowance - Cabana									19,002	
Window & Door Allowance										
Building Components Total:						17,389			19,002	
Roofing										
Asphalt Shingles - Cabana										
Asphalt Shingles - Clubhouse								17,919		
Asphalt Shingles - Clubhouse Addition										
Roofing Total:								17,919		
Painting										
Exterior Painting - Cabana		3,089								3,913
Exterior Painting - Clubhouse	7,266								9,204	
Exterior Painting - Clubhouse Addition			4,278							
Painting Total:	7,266	3,089	4,278						9,204	3,913
Flooring										
Flooring Allowance - Clubhouse Addition								11,807		
Rubber Flooring - Fitness										
Flooring Total:								11,807		
Misc. Components										
Access Control/Camera Allowance										
Fitness Equipment Allowance	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219
Metal Picnic Tables									60,805	
Pool Furniture Allowance (annual)	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914
Pool Umbrellas (2023)							14,926			
Pool Umbrellas (2025)									12,668	
Misc. Components Total:	7,000	7,210	7,426	7,649	7,879	8,115	23,284	8,609	82,340	9,133
HVAC										
Heat Pump - Clubhouse Addition						7,203				

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
<i>HVAC continued...</i>										
Heat Pump- Fitness	6,400									
HVAC Total:	6,400				7,203					
Swim Pool - Phase I										
Concrete Pavers - Pool Deck										
Filtration Refurbishment Allowance										
Pool Lift			7,214							
Pool Resurfacing/Tile	38,784									
Swim Pool - Phase I Total:	38,784		7,214							
Swim Pool - Phase II										
Concrete Pavers - Pool Deck										
Filtration Refurbishment Allowance										
Pool Lift							9,314			
Pool Resurfacing				132,876						
Pool Slide & Tower Refurbishment Allowance				21,855						
Swim Pool - Phase II Total:				154,730			9,314			
Playground Azalea Rig										
Plastic Mulch Border								6,169		
Play Equipment Allowance			68,958							
Site Furnishing Allowance			3,183							
Playground Azalea Rig Total:			72,141					6,169		
Playground Bronco										
Plastic Mulch Border										
Play Equipment Allowance										
Shade Structure										
Playground Bronco Total:										
Playground Warm Sp										
Mulch Border										
Play Equipment Allowance										
Playground Warm Sp Total:										

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Not Included										
Electrical Panels/Wiring										
Fire Detection System										
Message Board										
Pool Furniture Full Replacement										
Pool Pumps/Equip Partial Replacement										
Site Utilities										
Water Coolers - Cabana										
Year Total:	78,450	15,449	106,973	167,843	15,082	31,300	32,598	68,265	116,880	19,570

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

	36-37	37-38	38-39	39-40	40-41	41-42	42-43	43-44	44-45	45-46
Beginning Balance	572,981	547,092	637,654	642,752	711,252	714,266	589,705	637,446	508,247	593,260
Annual Assessment	88,370	90,137	91,940	93,779	95,654	97,567	99,519	101,509	103,539	105,610
Interest Earned	15,935	18,572	18,721	20,716	20,804	17,176	18,566	14,803	17,279	19,688
Expenditures	130,193	18,147	105,563	45,994	113,444	239,304	70,344	245,511	35,806	42,610
Ending Balance	547,092	637,654	642,752	711,252	714,266	589,705	637,446	508,247	593,260	675,948

Description

Site Components

Asphalt Mill & Overlay - Parking Lot Phase II				28,372						
Cluster Mailboxes - Green River										
Cluster Mailboxes - Packer Meadow Way										
Cluster Mailboxes - Warm Springs Way										
Concrete Sidewalk Repair Allowance				7,343						
Landscape & Irrigation Allowance	6,720					7,790				
Light Bollards										
Light Pole (LED Fixtures) - Parking Lot										
Monument Sign Refurbishment Allowance	12,095									
Site Components Total:	18,815			35,715		7,790				

Storm Water System

Asphalt Mill & Overlay - Parking Lot Phase I										
Pond Fountain A							8,024			
Pond Fountain B								8,264		
Stormwater Pond Allowance								24,793		
Storm Water System Total:							8,024	33,057		

Fencing & Gates

Aluminum Fencing - Amenity										
Aluminum Fencing - Playground Azalea Ridge Blvd			14,252							
Aluminum Fencing - Playground Bronco Road										
Aluminum Fencing - Playground Warm Springs Way										
Aluminum Fencing - Pool							9,099			
Vinyl Privacy Fence - Cherry Lane										5,485
Fencing & Gates Total:			14,252				9,099			5,485

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	36-37	37-38	38-39	39-40	40-41	41-42	42-43	43-44	44-45	45-46
Building Components										
Cabinets/Tops - Clubhouse Addition			4,848							
Restroom Renovation Allowance - Clubhouse										
Restroom Renovation Allowance - Cabana										
Window & Door Allowance										
Building Components Total:			4,848							
Roofing										
Asphalt Shingles - Cabana		8,458								
Asphalt Shingles - Clubhouse										
Asphalt Shingles - Clubhouse Addition			12,062							
Roofing Total:		8,458	12,062							
Painting										
Exterior Painting - Cabana								4,957		
Exterior Painting - Clubhouse							11,660			
Exterior Painting - Clubhouse Addition	5,419								6,864	
Painting Total:	5,419						11,660	4,957	6,864	
Flooring										
Flooring Allowance - Clubhouse Addition										
Rubber Flooring - Fitness	2,634									
Flooring Total:	2,634									
Misc. Components										
Access Control/Camera Allowance	6,720									
Fitness Equipment Allowance	5,376	5,537	5,703	5,874	6,050	6,232	6,419	6,611	6,810	7,014
Metal Picnic Tables										
Pool Furniture Allowance (annual)	4,032	4,153	4,277	4,406	4,538	4,674	4,814	4,959	5,107	5,261
Pool Umbrellas (2023)							20,059			
Pool Umbrellas (2025)									17,024	
Misc. Components Total:	16,127	9,690	9,980	10,280	10,588	10,906	31,292	11,570	28,941	12,275
HVAC										
Heat Pump - Clubhouse Addition							10,270			

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	36-37	37-38	38-39	39-40	40-41	41-42	42-43	43-44	44-45	45-46
<i>HVAC continued...</i>										
Heat Pump- Fitness			9,125							
HVAC Total:			9,125				10,270			
Swim Pool - Phase I										
Concrete Pavers - Pool Deck								30,974		
Filtration Refurbishment Allowance								41,321		
Pool Lift								11,239		
Pool Resurfacing/Tile			55,297							
Swim Pool - Phase I Total:			55,297					83,534		
Swim Pool - Phase II										
Concrete Pavers - Pool Deck										
Filtration Refurbishment Allowance										
Pool Lift										
Pool Resurfacing						189,449				
Pool Slide & Tower Refurbishment Allowance						31,159				
Swim Pool - Phase II Total:						220,608				
Playground Azalea Rig										
Plastic Mulch Border										
Play Equipment Allowance								107,435		
Site Furnishing Allowance								4,959		
Playground Azalea Rig Total:								112,394		
Playground Bronco										
Plastic Mulch Border										8,718
Play Equipment Allowance					102,856					
Shade Structure										16,132
Playground Bronco Total:					102,856					24,851
Playground Warm Sp										
Mulch Border	6,564									
Play Equipment Allowance	80,635									
Playground Warm Sp Total:	87,199									

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	36-37	37-38	38-39	39-40	40-41	41-42	42-43	43-44	44-45	45-46
Not Included										
Electrical Panels/Wiring										
Fire Detection System										
Message Board										
Pool Furniture Full Replacement										
Pool Pumps/Equip Partial Replacement										
Site Utilities										
Water Coolers - Cabana										
Year Total:	130,193	18,147	105,563	45,994	113,444	239,304	70,344	245,511	35,806	42,610

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

	46-47	47-48	48-49	49-50	50-51	51-52	52-53	53-54	54-55	55-56
Beginning Balance	675,948	628,376	580,927	595,005	554,235	520,843	460,903	547,410	262,283	314,844
Annual Assessment	107,722	109,877	112,074	114,316	116,602	118,934	121,313	123,739	126,214	128,738
Interest Earned	18,302	16,920	17,330	16,143	15,170	13,424	15,944	7,639	9,170	8,005
Expenditures	173,596	174,246	115,326	171,228	165,165	192,298	50,749	416,505	82,823	176,742
Ending Balance	628,376	580,927	595,005	554,235	520,843	460,903	547,410	262,283	314,844	274,845

Description

Site Components

Asphalt Mill & Overlay - Parking Lot Phase II										
Cluster Mailboxes - Green River	20,228									
Cluster Mailboxes - Packer Meadow Way	35,400									
Cluster Mailboxes - Warm Springs Way	30,343									
Concrete Sidewalk Repair Allowance				9,868						
Landscape & Irrigation Allowance	9,031					10,469				
Light Bollards					34,151					
Light Pole (LED Fixtures) - Parking Lot									29,285	
Monument Sign Refurbishment Allowance	16,255									
Site Components Total:	111,256			9,868	34,151	10,469			29,285	

Storm Water System

Asphalt Mill & Overlay - Parking Lot Phase I								42,915		
Pond Fountain A					10,164					
Pond Fountain B						10,469				
Stormwater Pond Allowance										
Storm Water System Total:					10,164	10,469		42,915		

Fencing & Gates

Aluminum Fencing - Amenity			60,526							
Aluminum Fencing - Playground Azalea Ridge Blvd										
Aluminum Fencing - Playground Bronco Road				23,209						
Aluminum Fencing - Playground Warm Springs Way	22,605									
Aluminum Fencing - Pool										
Vinyl Privacy Fence - Cherry Lane										
Fencing & Gates Total:	22,605		60,526	23,209						

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

	46-47	47-48	48-49	49-50	50-51	51-52	52-53	53-54	54-55	55-56
Description										
Building Components										
Cabinets/Tops - Clubhouse Addition										
Restroom Renovation Allowance - Clubhouse	27,092									
Restroom Renovation Allowance - Cabana				29,604						
Window & Door Allowance			22,993							
Building Components Total:	27,092		22,993	29,604						
Roofing										
Asphalt Shingles - Cabana										
Asphalt Shingles - Clubhouse								32,364		
Asphalt Shingles - Clubhouse Addition										
Roofing Total:								32,364		
Painting										
Exterior Painting - Cabana						6,279				
Exterior Painting - Clubhouse					14,770					
Exterior Painting - Clubhouse Addition							8,695			
Painting Total:					14,770	6,279	8,695			
Flooring										
Flooring Allowance - Clubhouse Addition			18,395							
Rubber Flooring - Fitness						4,104				
Flooring Total:			18,395			4,104				
Misc. Components										
Access Control/Camera Allowance						10,469				
Fitness Equipment Allowance	7,224	7,441	7,664	7,894	8,131	8,375	8,626	8,885	9,152	9,426
Metal Picnic Tables				94,732						
Pool Furniture Allowance (annual)	5,418	5,581	5,748	5,921	6,098	6,281	6,470	6,664	6,864	7,070
Pool Umbrellas (2023)							26,957			
Pool Umbrellas (2025)									22,879	
Misc. Components Total:	12,643	13,022	13,413	108,547	14,230	25,125	42,054	15,549	38,895	16,496
HVAC										
Heat Pump - Clubhouse Addition									14,643	

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	46-47	47-48	48-49	49-50	50-51	51-52	52-53	53-54	54-55	55-56
<i>HVAC continued...</i>										
Heat Pump- Fitness					13,010					
HVAC Total:					13,010				14,643	
Swim Pool - Phase I										
Concrete Pavers - Pool Deck										
Filtration Refurbishment Allowance										
Pool Lift										
Pool Resurfacing/Tile					78,840					
Swim Pool - Phase I Total:					78,840					
Swim Pool - Phase II										
Concrete Pavers - Pool Deck		100,206								
Filtration Refurbishment Allowance		46,507								
Pool Lift		14,510								
Pool Resurfacing							270,109			
Pool Slide & Tower Refurbishment Allowance							44,426			
Swim Pool - Phase II Total:		161,224						314,535		
Playground Azalea Rig										
Plastic Mulch Border								11,142		
Play Equipment Allowance										
Site Furnishing Allowance										
Playground Azalea Rig Total:								11,142		
Playground Bronco										
Plastic Mulch Border										
Play Equipment Allowance										160,246
Shade Structure										
Playground Bronco Total:										160,246
Playground Warm Sp										
Mulch Border						10,226				
Play Equipment Allowance						125,627				
Playground Warm Sp Total:						135,853				

**Ridgewood Trails Community Development District
Income & Expense Spreadsheet**

Description	46-47	47-48	48-49	49-50	50-51	51-52	52-53	53-54	54-55	55-56
Not Included										
Electrical Panels/Wiring										
Fire Detection System										
Message Board										
Pool Furniture Full Replacement										
Pool Pumps/Equip Partial Replacement										
Site Utilities										
Water Coolers - Cabana										
Year Total:	173,596	174,246	115,326	171,228	165,165	192,298	50,749	416,505	82,823	176,742

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
Replacement Year 26-27	
Site Components	
Landscape & Irrigation Allowance	5,000
Monument Sign Refurbishment Allowance	9,000
Storm Water System	
Pond Fountain A	5,000
Painting	
Exterior Painting - Clubhouse	7,266
Misc. Components	
Fitness Equipment Allowance	4,000
Pool Furniture Allowance (annual)	3,000
HVAC	
Heat Pump- Fitness	6,400
Swim Pool - Phase I	
Pool Resurfacing/Tile	38,784
Total for 2026 - 2027	\$78,450
Replacement Year 27-28	
Storm Water System	
Pond Fountain B	5,150
Painting	
Exterior Painting - Cabana	3,089
Misc. Components	
Fitness Equipment Allowance	4,120
Pool Furniture Allowance (annual)	3,090
Total for 2027 - 2028	\$15,449
Replacement Year 28-29	
Storm Water System	
Stormwater Pond Allowance	15,913
Painting	
Exterior Painting - Clubhouse Addition	4,278
Misc. Components	
Fitness Equipment Allowance	4,244

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 28-29 continued...</i>	
Pool Furniture Allowance (annual)	3,183
Swim Pool - Phase I	
Pool Lift	7,214
Playground Azalea Rig	
Play Equipment Allowance	68,958
Site Furnishing Allowance	3,183
Total for 2028 - 2029	\$106,973
 Replacement Year 29-30	
Site Components	
Concrete Sidewalk Repair Allowance	5,464
Misc. Components	
Fitness Equipment Allowance	4,371
Pool Furniture Allowance (annual)	3,278
Swim Pool - Phase II	
Pool Resurfacing	132,876
Pool Slide & Tower Refurbishment Allowance	21,855
Total for 2029 - 2030	\$167,843
 Replacement Year 30-31	
Misc. Components	
Fitness Equipment Allowance	4,502
Pool Furniture Allowance (annual)	3,377
HVAC	
Heat Pump - Clubhouse Addition	7,203
Total for 2030 - 2031	\$15,082
 Replacement Year 31-32	
Site Components	
Landscape & Irrigation Allowance	5,796
Building Components	
Restroom Renovation Allowance - Clubhouse	17,389
Misc. Components	
Fitness Equipment Allowance	4,637

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 31-32 continued...</i>	
Pool Furniture Allowance (annual)	3,478
Total for 2031 - 2032	<u>\$31,300</u>
Replacement Year 32-33	
Misc. Components	
Fitness Equipment Allowance	4,776
Pool Furniture Allowance (annual)	3,582
Pool Umbrellas (2023)	14,926
Swim Pool - Phase II	
Pool Lift	9,314
Total for 2032 - 2033	<u>\$32,598</u>
Replacement Year 33-34	
Storm Water System	
Asphalt Mill & Overlay - Parking Lot Phase I	23,761
Roofing	
Asphalt Shingles - Clubhouse	17,919
Flooring	
Flooring Allowance - Clubhouse Addition	11,807
Misc. Components	
Fitness Equipment Allowance	4,919
Pool Furniture Allowance (annual)	3,690
Playground Azalea Rig	
Plastic Mulch Border	6,169
Total for 2033 - 2034	<u>\$68,265</u>
Replacement Year 34-35	
Storm Water System	
Pond Fountain A	6,334
Building Components	
Restroom Renovation Allowance - Cabana	19,002
Painting	
Exterior Painting - Clubhouse	9,204

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 34-35 continued...</i>	
Misc. Components	
Fitness Equipment Allowance	5,067
Metal Picnic Tables	60,805
Pool Furniture Allowance (annual)	3,800
Pool Umbrellas (2025)	12,668
Total for 2034 - 2035	\$116,880
 Replacement Year 35-36	
Storm Water System	
Pond Fountain B	6,524
Painting	
Exterior Painting - Cabana	3,913
Misc. Components	
Fitness Equipment Allowance	5,219
Pool Furniture Allowance (annual)	3,914
Total for 2035 - 2036	\$19,570
 Replacement Year 36-37	
Site Components	
Landscape & Irrigation Allowance	6,720
Monument Sign Refurbishment Allowance	12,095
Painting	
Exterior Painting - Clubhouse Addition	5,419
Flooring	
Rubber Flooring - Fitness	2,634
Misc. Components	
Access Control/Camera Allowance	6,720
Fitness Equipment Allowance	5,376
Pool Furniture Allowance (annual)	4,032
Playground Warm Sp	
Mulch Border	6,564
Play Equipment Allowance	80,635
Total for 2036 - 2037	\$130,193

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
Replacement Year 37-38	
Roofing	
Asphalt Shingles - Cabana	8,458
Misc. Components	
Fitness Equipment Allowance	5,537
Pool Furniture Allowance (annual)	4,153
Total for 2037 - 2038	\$18,147
Replacement Year 38-39	
Fencing & Gates	
Aluminum Fencing - Playground Azalea Ridge Blvd	14,252
Building Components	
Cabinets/Tops - Clubhouse Addition	4,848
Roofing	
Asphalt Shingles - Clubhouse Addition	12,062
Misc. Components	
Fitness Equipment Allowance	5,703
Pool Furniture Allowance (annual)	4,277
HVAC	
Heat Pump- Fitness	9,125
Swim Pool - Phase I	
Pool Resurfacing/Tile	55,297
Total for 2038 - 2039	\$105,563
Replacement Year 39-40	
Site Components	
Asphalt Mill & Overlay - Parking Lot Phase II	28,372
Concrete Sidewalk Repair Allowance	7,343
Misc. Components	
Fitness Equipment Allowance	5,874
Pool Furniture Allowance (annual)	4,406
Total for 2039 - 2040	\$45,994
Replacement Year 40-41	
Misc. Components	
Fitness Equipment Allowance	6,050

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 40-41 continued...</i>	
Pool Furniture Allowance (annual)	4,538
Playground Bronco	
Play Equipment Allowance	102,856
Total for 2040 - 2041	<u>\$113,444</u>
 Replacement Year 41-42	
Site Components	
Landscape & Irrigation Allowance	7,790
Misc. Components	
Fitness Equipment Allowance	6,232
Pool Furniture Allowance (annual)	4,674
Swim Pool - Phase II	
Pool Resurfacing	189,449
Pool Slide & Tower Refurbishment Allowance	31,159
Total for 2041 - 2042	<u>\$239,304</u>
 Replacement Year 42-43	
Storm Water System	
Pond Fountain A	8,024
Fencing & Gates	
Aluminum Fencing - Pool	9,099
Painting	
Exterior Painting - Clubhouse	11,660
Misc. Components	
Fitness Equipment Allowance	6,419
Pool Furniture Allowance (annual)	4,814
Pool Umbrellas (2023)	20,059
HVAC	
Heat Pump - Clubhouse Addition	10,270
Total for 2042 - 2043	<u>\$70,344</u>
 Replacement Year 43-44	
Storm Water System	
Pond Fountain B	8,264

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 43-44 continued...</i>	
Stormwater Pond Allowance	24,793
Painting	
Exterior Painting - Cabana	4,957
Misc. Components	
Fitness Equipment Allowance	6,611
Pool Furniture Allowance (annual)	4,959
Swim Pool - Phase I	
Concrete Pavers - Pool Deck	30,974
Filtration Refurbishment Allowance	41,321
Pool Lift	11,239
Playground Azalea Rig	
Play Equipment Allowance	107,435
Site Furnishing Allowance	4,959
Total for 2043 - 2044	<u>\$245,511</u>
Replacement Year 44-45	
Painting	
Exterior Painting - Clubhouse Addition	6,864
Misc. Components	
Fitness Equipment Allowance	6,810
Pool Furniture Allowance (annual)	5,107
Pool Umbrellas (2025)	17,024
Total for 2044 - 2045	<u>\$35,806</u>
Replacement Year 45-46	
Fencing & Gates	
Vinyl Privacy Fence - Cherry Lane	5,485
Misc. Components	
Fitness Equipment Allowance	7,014
Pool Furniture Allowance (annual)	5,261
Playground Bronco	
Plastic Mulch Border	8,718
Shade Structure	16,132
Total for 2045 - 2046	<u>\$42,610</u>

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
Replacement Year 46-47	
Site Components	
Cluster Mailboxes - Green River	20,228
Cluster Mailboxes - Packer Meadow Way	35,400
Cluster Mailboxes - Warm Springs Way	30,343
Landscape & Irrigation Allowance	9,031
Monument Sign Refurbishment Allowance	16,255
Fencing & Gates	
Aluminum Fencing - Playground Warm Springs Way	22,605
Building Components	
Restroom Renovation Allowance - Clubhouse	27,092
Misc. Components	
Fitness Equipment Allowance	7,224
Pool Furniture Allowance (annual)	5,418
Total for 2046 - 2047	\$173,596
Replacement Year 47-48	
Misc. Components	
Fitness Equipment Allowance	7,441
Pool Furniture Allowance (annual)	5,581
Swim Pool - Phase II	
Concrete Pavers - Pool Deck	100,206
Filtration Refurbishment Allowance	46,507
Pool Lift	14,510
Total for 2047 - 2048	\$174,246
Replacement Year 48-49	
Fencing & Gates	
Aluminum Fencing - Amenity	60,526
Building Components	
Window & Door Allowance	22,993
Flooring	
Flooring Allowance - Clubhouse Addition	18,395
Misc. Components	
Fitness Equipment Allowance	7,664

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 48-49 continued...</i>	
Pool Furniture Allowance (annual)	5,748
Total for 2048 - 2049	\$115,326
Replacement Year 49-50	
Site Components	
Concrete Sidewalk Repair Allowance	9,868
Fencing & Gates	
Aluminum Fencing - Playground Bronco Road	23,209
Building Components	
Restroom Renovation Allowance - Cabana	29,604
Misc. Components	
Fitness Equipment Allowance	7,894
Metal Picnic Tables	94,732
Pool Furniture Allowance (annual)	5,921
Total for 2049 - 2050	\$171,228
Replacement Year 50-51	
Site Components	
Light Bollards	34,151
Storm Water System	
Pond Fountain A	10,164
Painting	
Exterior Painting - Clubhouse	14,770
Misc. Components	
Fitness Equipment Allowance	8,131
Pool Furniture Allowance (annual)	6,098
HVAC	
Heat Pump- Fitness	13,010
Swim Pool - Phase I	
Pool Resurfacing/Tile	78,840
Total for 2050 - 2051	\$165,165
Replacement Year 51-52	
Site Components	
Landscape & Irrigation Allowance	10,469

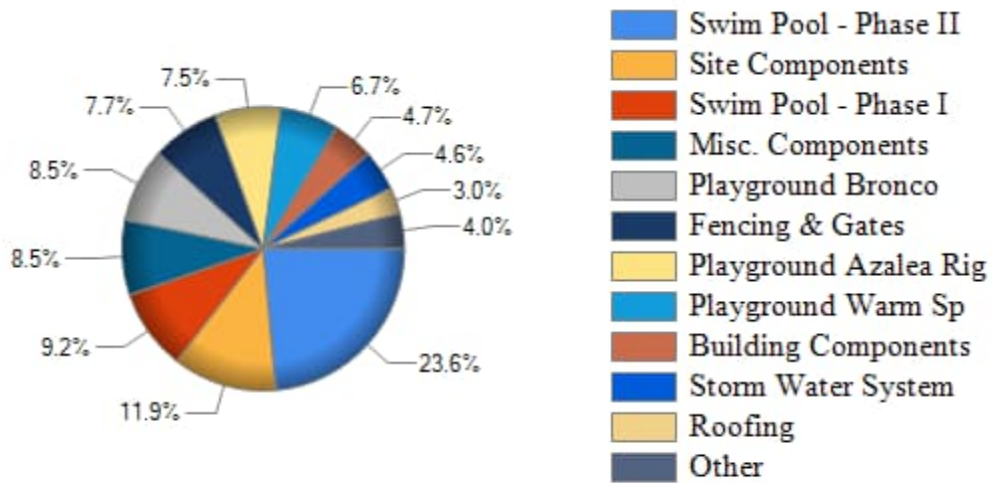
**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 51-52 continued...</i>	
Storm Water System	
Pond Fountain B	10,469
Painting	
Exterior Painting - Cabana	6,279
Flooring	
Rubber Flooring - Fitness	4,104
Misc. Components	
Access Control/Camera Allowance	10,469
Fitness Equipment Allowance	8,375
Pool Furniture Allowance (annual)	6,281
Playground Warm Sp	
Mulch Border	10,226
Play Equipment Allowance	125,627
Total for 2051 - 2052	\$192,298
 Replacement Year 52-53	
Painting	
Exterior Painting - Clubhouse Addition	8,695
Misc. Components	
Fitness Equipment Allowance	8,626
Pool Furniture Allowance (annual)	6,470
Pool Umbrellas (2023)	26,957
Total for 2052 - 2053	\$50,749
 Replacement Year 53-54	
Storm Water System	
Asphalt Mill & Overlay - Parking Lot Phase I	42,915
Roofing	
Asphalt Shingles - Clubhouse	32,364
Misc. Components	
Fitness Equipment Allowance	8,885
Pool Furniture Allowance (annual)	6,664
Swim Pool - Phase II	
Pool Resurfacing	270,109

**Ridgewood Trails Community Development District
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 53-54 continued...</i>	
Pool Slide & Tower Refurbishment Allowance	44,426
Playground Azalea Rig	
Plastic Mulch Border	11,142
Total for 2053 - 2054	<u>\$416,505</u>
Replacement Year 54-55	
Site Components	
Light Pole (LED Fixtures) - Parking Lot	29,285
Misc. Components	
Fitness Equipment Allowance	9,152
Pool Furniture Allowance (annual)	6,864
Pool Umbrellas (2025)	22,879
HVAC	
Heat Pump - Clubhouse Addition	14,643
Total for 2054 - 2055	<u>\$82,823</u>
Replacement Year 55-56	
Misc. Components	
Fitness Equipment Allowance	9,426
Pool Furniture Allowance (annual)	7,070
Playground Bronco	
Play Equipment Allowance	160,246
Total for 2055 - 2056	<u>\$176,742</u>

Asset Current Cost by Category



Ridgewood Trails Community Development District Component Inventory

Description	Date in Service	Replacement Year	Useful	Adjustment	Remaining	Units	Unit Cost	Current Cost
Site Components								
Asphalt Mill & Overlay - Parking Lot Phase II	2020	39-40	20	0	13	920 Square Yards	21.00	19,320
Cluster Mailboxes - Green River	2017	46-47	30	0	20	4 Each	2,800.00	11,200
Cluster Mailboxes - Packer Meadow Way	2017	46-47	30	0	20	7 Each	2,800.00	19,600
Cluster Mailboxes - Warm Springs Way	2017	46-47	30	0	20	6 Each	2,800.00	16,800
Concrete Sidewalk Repair Allowance	2017	29-30	10	3	3	1 Lump Sum	5,000.00	5,000
Landscape & Irrigation Allowance	2017	26-27	5	2	0	1 Lump Sum	5,000.00	5,000
Light Bollards	2025	50-51	25	0	24	8 Each	2,100.00	16,800
Light Pole (LED Fixtures) - Parking Lot	2025	54-55	30	0	28	4 Each	3,200.00	12,800
Monument Sign Refurbishment Allowance	2017	26-27	10	0	0	1 Lump Sum	9,000.00	9,000
Site Components - Total								<u>\$115,520</u>
Storm Water System								
Asphalt Mill & Overlay - Parking Lot Phase I	2014	33-34	20	0	7	920 Square Yards	21.00	19,320
Pond Fountain A	2017	26-27	8	0	0	1 Each	5,000.00	5,000
Pond Fountain B	2020	27-28	8	0	1	1 Each	5,000.00	5,000
Stormwater Pond Allowance	2014	28-29	15	0	2	1 Lump Sum	15,000.00	15,000
Storm Water System - Total								<u>\$44,320</u>
Fencing & Gates								
Aluminum Fencing - Amenity	2024	48-49	25	0	22	596 Linear Feet	53.00	31,588
Aluminum Fencing - Playground Azalea Rid..	2014	38-39	25	0	12	238 Linear Feet	42.00	9,996
Aluminum Fencing - Playground Bronco Road	2025	49-50	25	0	23	280 Linear Feet	42.00	11,760
Aluminum Fencing - Playground Warm Spri..	2022	46-47	25	0	20	298 Linear Feet	42.00	12,516
Aluminum Fencing - Pool	2018	42-43	25	0	16	135 Linear Feet	42.00	5,670
Vinyl Privacy Fence - Cherry Lane	2021	45-46	25	0	19	46 Linear Feet	68.00	3,128
Fencing & Gates - Total								<u>\$74,658</u>
Building Components								
Cabinets/Tops - Clubhouse Addition	2019	38-39	20	0	12	1 Lump Sum	3,400.00	3,400
Restroom Renovation Allowance - Clubhouse	2014	31-32	15	3	5	1 Lump Sum	15,000.00	15,000
Restroom Renovation Allowance - Cabana	2018	34-35	15	2	8	1 Lump Sum	15,000.00	15,000
Window & Door Allowance	2014	48-49	35	0	22	1 Lump Sum	12,000.00	12,000
Building Components - Total								<u>\$45,400</u>
Roofing								
Asphalt Shingles - Cabana	2018	37-38	20	0	11	13 Squares	470.00	6,110
Asphalt Shingles - Clubhouse	2014	33-34	20	0	7	31 Squares	470.00	14,570
Asphalt Shingles - Clubhouse Addition	2019	38-39	20	0	12	18 Squares	470.00	8,460
Roofing - Total								<u>\$29,140</u>
Painting								
Exterior Painting - Cabana	2018	27-28	8	2	1	1,428 Square Feet	2.10	2,999
Exterior Painting - Clubhouse	2014	26-27	8	0	0	3,460 Square Feet	2.10	7,266
Exterior Painting - Clubhouse Addition	2019	28-29	8	2	2	1,920 Square Feet	2.10	4,032
Painting - Total								<u>\$14,297</u>

Ridgewood Trails Community Development District Component Inventory

Description	Date in Service	Replacement Year	Useful	Adjustment	Remaining	Units	Unit Cost	Current Cost
Flooring								
Flooring Allowance - Clubhouse Addition	2019	33-34	15	0	7	1,600 Square Feet	6.00	9,600
Rubber Flooring - Fitness	2022	36-37	15	0	10	49 Square Yards	40.00	<u>1,960</u>
Flooring - Total								<u>\$11,560</u>
Misc. Components								
Access Control/Camera Allowance	2022	36-37	15	0	10	1 Lump Sum	5,000.00	5,000
Fitness Equipment Allowance	2018	26-27	1	0	0	1 Lump Sum	4,000.00	4,000
Metal Picnic Tables	2020	34-35	15	0	8	24 Each	2,000.00	48,000
Pool Furniture Allowance (annual)	2018	26-27	1	0	0	1 Lump Sum	3,000.00	3,000
Pool Umbrellas (2023)	2023	32-33	10	0	6	5 Each	2,500.00	12,500
Pool Umbrellas (2025)	2025	34-35	10	0	8	4 Each	2,500.00	<u>10,000</u>
Misc. Components - Total								<u>\$82,500</u>
HVAC								
Heat Pump - Clubhouse Addition	2019	30-31	12	0	4	4 Ton	1,600.00	6,400
Heat Pump- Fitness	2014	26-27	12	0	0	4 Ton	1,600.00	<u>6,400</u>
HVAC - Total								<u>\$12,800</u>
Swim Pool - Phase I								
Concrete Pavers - Pool Deck	2014	43-44	30	0	17	2,015 Square Feet	9.30	18,739
Filtration Refurbishment Allowance	2014	43-44	30	0	17	1 Lump Sum	25,000.00	25,000
Pool Lift	2014	28-29	15	0	2	1 Each	6,800.00	6,800
Pool Resurfacing/Tile	2014	26-27	12	0	0	1,212 Square Feet	32.00	<u>38,784</u>
Swim Pool - Phase I - Total								<u>\$89,323</u>
Swim Pool - Phase II								
Concrete Pavers - Pool Deck	2018	47-48	30	0	21	5,792 Square Feet	9.30	53,866
Filtration Refurbishment Allowance	2018	47-48	30	0	21	1 Lump Sum	25,000.00	25,000
Pool Lift	2018	32-33	15	0	6	1 Each	7,800.00	7,800
Pool Resurfacing	2018	29-30	12	0	3	3,800 Square Feet	32.00	121,600
Pool Slide & Tower Refurbishment Allowance	2018	29-30	12	0	3	1 Lump Sum	20,000.00	<u>20,000</u>
Swim Pool - Phase II - Total								<u>\$228,266</u>
Playground Azalea Rig								
Plastic Mulch Border	2014	33-34	20	0	7	228 Linear Feet	22.00	5,016
Play Equipment Allowance	2014	28-29	15	0	2	1 Lump Sum	65,000.00	65,000
Site Furnishing Allowance	2014	28-29	15	0	2	1 Lump Sum	3,000.00	<u>3,000</u>
Playground Azalea Rig - Total								<u>\$73,016</u>
Playground Bronco								
Plastic Mulch Border	2025	45-46	20	0	19	226 Linear Feet	22.00	4,972
Play Equipment Allowance	2025	40-41	15	0	14	1 Lump Sum	68,000.00	68,000
Shade Structure	2025	45-46	20	0	19	1 Each	9,200.00	<u>9,200</u>
Playground Bronco - Total								<u>\$82,172</u>

Ridgewood Trails Community Development District Component Inventory

Description	Date in Service	Replacement Year	Useful	Adjustment	Remaining	Units	Unit Cost	Current Cost
Playground Warm Sp								
Mulch Border	2022	36-37	15	0	10	222 Linear Feet	22.00	4,884
Play Equipment Allowance	2022	36-37	15	0	10	1 Lump Sum	60,000.00	<u>60,000</u>
Playground Warm Sp - Total								<u>\$64,884</u>
Not Included								
Electrical Panels/Wiring	Not Included						0.00	
Fire Detection System	Not Included						0.00	
Message Board	Not Included						0.00	
Pool Furniture Full Replacement	Not Included						0.00	
Pool Pumps/Equip Partial Replacement	Not Included						0.00	
Site Utilities	Not Included						0.00	
Water Coolers - Cabana	Not Included						0.00	
Not Included - Total								
Total Asset Summary								<u>\$967,856</u>

Ridgewood Trails Community Development District Component Detail Index

Asset ID	Description	Replacement	Page
Site Components			
1087	Asphalt Mill & Overlay - Parking Lot Phase II	39-40	5-7
1094	Cluster Mailboxes - Green River	46-47	5-7
1095	Cluster Mailboxes - Packer Meadow Way	46-47	5-8
1096	Cluster Mailboxes - Warm Springs Way	46-47	5-8
1104	Concrete Sidewalk Repair Allowance	29-30	5-8
1074	Landscape & Irrigation Allowance	26-27	5-9
1099	Light Bollards	50-51	5-9
1068	Light Pole (LED Fixtures) - Parking Lot	54-55	5-9
1003	Monument Sign Refurbishment Allowance	26-27	5-10
Storm Water System			
1037	Asphalt Mill & Overlay - Parking Lot Phase I	33-34	5-12
1100	Pond Fountain A	26-27	5-12
1101	Pond Fountain B	27-28	5-13
1049	Stormwater Pond Allowance	28-29	5-13
Fencing & Gates			
1071	Aluminum Fencing - Amenity	48-49	5-14
1067	Aluminum Fencing - Playground Azalea Ridge Blvd	38-39	5-14
1088	Aluminum Fencing - Playground Bronco Road	49-50	5-15
1089	Aluminum Fencing - Playground Warm Springs Way	46-47	5-16
1006	Aluminum Fencing - Pool	42-43	5-17
1103	Vinyl Privacy Fence - Cherry Lane	45-46	5-18
Building Components			
1083	Cabinets/Tops - Clubhouse Addition	38-39	5-19
1064	Restroom Renovation Allowance - Clubhouse	31-32	5-19
1062	Restroom Renovation Allowance - Cabana	34-35	5-20
1007	Window & Door Allowance	48-49	5-21
Roofing			
1066	Asphalt Shingles - Cabana	37-38	5-23
1001	Asphalt Shingles - Clubhouse	33-34	5-23
1081	Asphalt Shingles - Clubhouse Addition	38-39	5-24
Painting			
1056	Exterior Painting - Cabana	27-28	5-26

**Ridgewood Trails Community Development District
Component Detail Index**

Asset ID	Description	Replacement	Page
<i>Painting Continued...</i>			
1005	Exterior Painting - Clubhouse	26-27	5-26
1080	Exterior Painting - Clubhouse Addition	28-29	5-27
Flooring			
1082	Flooring Allowance - Clubhouse Addition	33-34	5-29
1031	Rubber Flooring - Fitness	36-37	5-29
Misc. Components			
1012	Access Control/Camera Allowance	36-37	5-31
1032	Fitness Equipment Allowance	26-27	5-31
1102	Metal Picnic Tables	34-35	5-32
1021	Pool Furniture Allowance (annual)	26-27	5-32
1105	Pool Umbrellas (2023)	32-33	5-33
1106	Pool Umbrellas (2025)	34-35	5-33
HVAC			
1084	Heat Pump - Clubhouse Addition	30-31	5-34
1011	Heat Pump- Fitness	26-27	5-34
Swim Pool - Phase I			
1019	Concrete Pavers - Pool Deck	43-44	5-36
1076	Filtration Refurbishment Allowance	43-44	5-36
1065	Pool Lift	28-29	5-37
1029	Pool Resurfacing/Tile	26-27	5-37
Swim Pool - Phase II			
1057	Concrete Pavers - Pool Deck	47-48	5-39
1077	Filtration Refurbishment Allowance	47-48	5-39
1028	Pool Lift	32-33	5-40
1060	Pool Resurfacing	29-30	5-40
1061	Pool Slide & Tower Refurbishment Allowance	29-30	5-41
Playground Azalea Rig			
1033	Plastic Mulch Border	33-34	5-43
1035	Play Equipment Allowance	28-29	5-43
1069	Site Furnishing Allowance	28-29	5-44

**Ridgewood Trails Community Development District
Component Detail Index**

Asset ID	Description	Replacement	Page
Playground Bronco			
1090	Plastic Mulch Border	45-46	5-45
1091	Play Equipment Allowance	40-41	5-45
1093	Shade Structure	45-46	5-45
Playground Warm Sp			
1098	Mulch Border	36-37	5-46
1097	Play Equipment Allowance	36-37	5-46
Not Included			
	Electrical Panels/Wiring	26-27	5-48
	Fire Detection System	26-27	5-48
	Message Board	26-27	5-48
	Pool Furniture Full Replacement	26-27	5-48
	Pool Pumps/Equip Partial Replacement	26-27	5-49
	Site Utilities	26-27	5-49
	Water Coolers - Cabana	26-27	5-49
	Total Funded Assets	56	
	Total Unfunded Assets	<u>0</u>	
	Total Assets	56	

**Ridgewood Trails Community Development District
Component Detail**

Asphalt Mill & Overlay - Parking Lot Phase II - 2039

Asset ID	1087	920 Square Yards	@ \$21.00
		Asset Actual Cost	\$19,320.00
		Percent Replacement	100%
Category	Site Components	Future Cost	\$28,372.07
Placed in Service	January 2020		
Useful Life	20		
Replacement Year	39-40		
Remaining Life	13		



Cluster Mailboxes - Green River - 2046

Asset ID	1094	4 Each	@ \$2,800.00
		Asset Actual Cost	\$11,200.00
		Percent Replacement	100%
Category	Site Components	Future Cost	\$20,228.44
Placed in Service	January 2017		
Useful Life	30		
Replacement Year	46-47		
Remaining Life	20		

**Ridgewood Trails Community Development District
Component Detail**

Cluster Mailboxes - Packer Meadow Way - 2046

Asset ID	1095	7 Each	@ \$2,800.00
Category	Site Components	Asset Actual Cost	\$19,600.00
Placed in Service	January 2017	Percent Replacement	100%
Useful Life	30	Future Cost	\$35,399.78
Replacement Year	46-47		
Remaining Life	20		

Cluster Mailboxes - Warm Springs Way - 2046

Asset ID	1096	6 Each	@ \$2,800.00
Category	Site Components	Asset Actual Cost	\$16,800.00
Placed in Service	January 2017	Percent Replacement	100%
Useful Life	30	Future Cost	\$30,342.67
Replacement Year	46-47		
Remaining Life	20		

Concrete Sidewalk Repair Allowance - 2029

Asset ID	1104	1 Lump Sum	@ \$5,000.00
Category	Site Components	Asset Actual Cost	\$5,000.00
Placed in Service	January 2017	Percent Replacement	100%
Useful Life	10	Future Cost	\$5,463.63
Adjustment	3		
Replacement Year	29-30		
Remaining Life	3		

**Ridgewood Trails Community Development District
Component Detail**

Landscape & Irrigation Allowance - 2026

Asset ID	1074	1 Lump Sum	@ \$5,000.00
		Asset Actual Cost	\$5,000.00
		Percent Replacement	100%
Category	Site Components	Future Cost	\$5,000.00
Placed in Service	January 2017		
Useful Life	5		
Adjustment	2		
Replacement Year	26-27		
Remaining Life	0		

Light Bollards - 2050

Asset ID	1099	8 Each	@ \$2,100.00
		Asset Actual Cost	\$16,800.00
		Percent Replacement	100%
Category	Site Components	Future Cost	\$34,150.94
Placed in Service	November 2025		
Useful Life	25		
Replacement Year	50-51		
Remaining Life	24		

Light Pole (LED Fixtures) - Parking Lot - 2054

Asset ID	1068	4 Each	@ \$3,200.00
		Asset Actual Cost	\$12,800.00
		Percent Replacement	100%
Category	Site Components	Future Cost	\$29,285.47
Placed in Service	May 2025		
Useful Life	30		
Replacement Year	54-55		
Remaining Life	28		

Ridgewood Trails Community Development District Component Detail

Light Pole (LED Fixtures) - Parking Lot continued...



Monument Sign Refurbishment Allowance - 2026

Asset ID	1003	1 Lump Sum	@ \$9,000.00
		Asset Actual Cost	\$9,000.00
		Percent Replacement	100%
Category	Site Components	Future Cost	\$9,000.00
Placed in Service	January 2017		
Useful Life	10		
Replacement Year	26-27		
Remaining Life	0		

**Ridgewood Trails Community Development District
Component Detail**

Monument Sign Refurbishment Allowance continued...



**Ridgewood Trails Community Development District
Component Detail**

Asphalt Mill & Overlay - Parking Lot Phase I - 2033

Asset ID	1037	920 Square Yards	@ \$21.00
	(null)	Asset Actual Cost	\$19,320.00
Category	Storm Water System	Percent Replacement	100%
Placed in Service	January 2014	Future Cost	\$23,761.16
Useful Life	20		
Replacement Year	33-34		
Remaining Life	7		



Pond Fountain A - 2026

Asset ID	1100	1 Each	@ \$5,000.00
		Asset Actual Cost	\$5,000.00
Category	Storm Water System	Percent Replacement	100%
Placed in Service	January 2017	Future Cost	\$5,000.00
Useful Life	8		
Replacement Year	26-27		
Remaining Life	0		

**Ridgewood Trails Community Development District
Component Detail**

Pond Fountain B - 2027

Asset ID	1101	1 Each	@ \$5,000.00
Category	Storm Water System	Asset Actual Cost	\$5,000.00
Placed in Service	January 2020	Percent Replacement	100%
Useful Life	8	Future Cost	\$5,150.00
Replacement Year	27-28		
Remaining Life	1		

Stormwater Pond Allowance - 2028

Asset ID	1049	1 Lump Sum	@ \$15,000.00
Category	Storm Water System	Asset Actual Cost	\$15,000.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	15	Future Cost	\$15,913.50
Replacement Year	28-29		
Remaining Life	2		

**Ridgewood Trails Community Development District
Component Detail**

Aluminum Fencing - Amenity - 2048

Asset ID	1071	596 Linear Feet	@ \$53.00
		Asset Actual Cost	\$31,588.00
		Percent Replacement	100%
Category	Fencing & Gates	Future Cost	\$60,525.87
Placed in Service	May 2024		
Useful Life	25		
Replacement Year	48-49		
Remaining Life	22		



Aluminum Fencing - Playground Azalea Ridge Blvd - 2038

Asset ID	1067	238 Linear Feet	@ \$42.00
		Asset Actual Cost	\$9,996.00
		Percent Replacement	100%
Category	Fencing & Gates	Future Cost	\$14,251.91
Placed in Service	January 2014		
Useful Life	25		
Replacement Year	38-39		
Remaining Life	12		

**Ridgewood Trails Community Development District
Component Detail**

Aluminum Fencing - Playground Azalea Ridge Blvd continued...



Aluminum Fencing - Playground Bronco Road - 2049

Asset ID	1088	280 Linear Feet	@ \$42.00
		Asset Actual Cost	\$11,760.00
		Percent Replacement	100%
Category	Fencing & Gates	Future Cost	\$23,209.38
Placed in Service	January 2025		
Useful Life	25		
Replacement Year	49-50		
Remaining Life	23		

Ridgewood Trails Community Development District Component Detail

Aluminum Fencing - Playground Bronco Road continued...



Aluminum Fencing - Playground Warm Springs Way - 2046

Asset ID	1089	298 Linear Feet	@ \$42.00
		Asset Actual Cost	\$12,516.00
		Percent Replacement	100%
		Future Cost	\$22,605.29
Category	Fencing & Gates		
Placed in Service	June 2022		
Useful Life	25		
Replacement Year	46-47		
Remaining Life	20		

Ridgewood Trails Community Development District Component Detail

Aluminum Fencing - Playground Warm Springs Way continued...



Aluminum Fencing - Pool - 2042

Asset ID	1006	135 Linear Feet	@ \$42.00
Category	Fencing & Gates	Asset Actual Cost	\$5,670.00
Placed in Service	January 2018	Percent Replacement	100%
Useful Life	25	Future Cost	\$9,098.68
Replacement Year	42-43		
Remaining Life	16		

Ridgewood Trails Community Development District Component Detail

Aluminum Fencing - Pool continued...



Vinyl Privacy Fence - Cherry Lane - 2045

Asset ID	1103	46 Linear Feet	@ \$68.00
Category	Fencing & Gates	Asset Actual Cost	\$3,128.00
Placed in Service	May 2021	Percent Replacement	100%
Useful Life	25	Future Cost	\$5,484.97
Replacement Year	45-46		
Remaining Life	19		

**Ridgewood Trails Community Development District
Component Detail**

Cabinets/Tops - Clubhouse Addition - 2038

Asset ID	1083	1 Lump Sum	@ \$3,400.00
		Asset Actual Cost	\$3,400.00
		Percent Replacement	100%
Category	Building Components	Future Cost	\$4,847.59
Placed in Service	January 2019		
Useful Life	20		
Replacement Year	38-39		
Remaining Life	12		



Restroom Renovation Allowance - Clubhouse - 2031

Asset ID	1064	1 Lump Sum	@ \$15,000.00
		Asset Actual Cost	\$15,000.00
		Percent Replacement	100%
Category	Building Components	Future Cost	\$17,389.11
Placed in Service	January 2014		
Useful Life	15		
Adjustment	3		
Replacement Year	31-32		
Remaining Life	5		

Ridgewood Trails Community Development District Component Detail

Restroom Renovation Allowance - Clubhouse continued...



Restroom Renovation Allowance - Cabana - 2034

Asset ID	1062	1 Lump Sum	@ \$15,000.00
		Asset Actual Cost	\$15,000.00
		Percent Replacement	100%
Category	Building Components	Future Cost	\$19,001.55
Placed in Service	June 2018		
Useful Life	15		
Adjustment	2		
Replacement Year	34-35		
Remaining Life	8		

**Ridgewood Trails Community Development District
Component Detail**

Restroom Renovation Allowance - Cabana continued...



Window & Door Allowance - 2048

Asset ID	1007	1 Lump Sum	@ \$12,000.00
		Asset Actual Cost	\$12,000.00
		Percent Replacement	100%
		Future Cost	\$22,993.24
Category	Building Components		
Placed in Service	January 2014		
Useful Life	35		
Replacement Year	48-49		
Remaining Life	22		

Ridgewood Trails Community Development District Component Detail

Window & Door Allowance continued...



**Ridgewood Trails Community Development District
Component Detail**

Asphalt Shingles - Cabana - 2037

Asset ID	1066	13 Squares	@ \$470.00
Category	Roofing	Asset Actual Cost	\$6,110.00
Placed in Service	April 2018	Percent Replacement	100%
Useful Life	20	Future Cost	\$8,457.67
Replacement Year	37-38		
Remaining Life	11		



Asphalt Shingles - Clubhouse - 2033

Asset ID	1001	31 Squares	@ \$470.00
Category	Roofing	Asset Actual Cost	\$14,570.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	20	Future Cost	\$17,919.26
Replacement Year	33-34		
Remaining Life	7		

Ridgewood Trails Community Development District Component Detail

Asphalt Shingles - Clubhouse continued...



Asphalt Shingles - Clubhouse Addition - 2038

Asset ID	1081	18 Squares	@ \$470.00
		Asset Actual Cost	\$8,460.00
		Percent Replacement	100%
		Future Cost	\$12,061.94
Category	Roofing		
Placed in Service	January 2019		
Useful Life	20		
Replacement Year	38-39		
Remaining Life	12		

Ridgewood Trails Community Development District Component Detail

Asphalt Shingles - Clubhouse Addition continued...



**Ridgewood Trails Community Development District
Component Detail**

Exterior Painting - Cabana - 2027

Asset ID	1056	1,428 Square Feet	@ \$2.10
Category	Painting	Asset Actual Cost	\$2,998.80
Placed in Service	April 2018	Percent Replacement	100%
Useful Life	8	Future Cost	\$3,088.76
Adjustment	2		
Replacement Year	27-28		
Remaining Life	1		



Exterior Painting - Clubhouse - 2026

Asset ID	1005	3,460 Square Feet	@ \$2.10
Category	Painting	Asset Actual Cost	\$7,266.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	8	Future Cost	\$7,266.00
Replacement Year	26-27		
Remaining Life	0		

Ridgewood Trails Community Development District Component Detail

Exterior Painting - Clubhouse continued...



Exterior Painting - Clubhouse Addition - 2028

Asset ID	1080	1,920 Square Feet	@ \$2.10
		Asset Actual Cost	\$4,032.00
		Percent Replacement	100%
		Future Cost	\$4,277.55
Category	Painting		
Placed in Service	January 2019		
Useful Life	8		
Adjustment	2		
Replacement Year	28-29		
Remaining Life	2		

Ridgewood Trails Community Development District Component Detail

Exterior Painting - Clubhouse Addition continued...



**Ridgewood Trails Community Development District
Component Detail**

Flooring Allowance - Clubhouse Addition - 2033

Asset ID	1082	1,600 Square Feet	@ \$6.00
		Asset Actual Cost	\$9,600.00
		Percent Replacement	100%
Category	Flooring	Future Cost	\$11,806.79
Placed in Service	January 2019		
Useful Life	15		
Replacement Year	33-34		
Remaining Life	7		



Rubber Flooring - Fitness - 2036

Asset ID	1031	49 Square Yards	@ \$40.00
		Asset Actual Cost	\$1,960.00
		Percent Replacement	100%
Category	Flooring	Future Cost	\$2,634.08
Placed in Service	September 2022		
Useful Life	15		
Replacement Year	36-37		
Remaining Life	10		

Ridgewood Trails Community Development District Component Detail

Rubber Flooring - Fitness continued...



**Ridgewood Trails Community Development District
Component Detail**

Access Control/Camera Allowance - 2036

Asset ID	1012	1 Lump Sum	@ \$5,000.00
		Asset Actual Cost	\$5,000.00
		Percent Replacement	100%
Category	Misc. Components	Future Cost	\$6,719.58
Placed in Service	May 2022		
Useful Life	15		
Replacement Year	36-37		
Remaining Life	10		

Fitness Equipment Allowance - 2026

Asset ID	1032	1 Lump Sum	@ \$4,000.00
		Asset Actual Cost	\$4,000.00
		Percent Replacement	100%
Category	Misc. Components	Future Cost	\$4,000.00
Placed in Service	September 2018		
Useful Life	1		
Replacement Year	26-27		
Remaining Life	0		



Ridgewood Trails Community Development District Component Detail

Metal Picnic Tables - 2034

Asset ID	1102	24 Each	@ \$2,000.00
Category	Misc. Components	Asset Actual Cost	\$48,000.00
Placed in Service	January 2020	Percent Replacement	100%
Useful Life	15	Future Cost	\$60,804.96
Replacement Year	34-35		
Remaining Life	8		

Pool Furniture Allowance (annual) - 2026

Asset ID	1021	1 Lump Sum	@ \$3,000.00
Category	Misc. Components	Asset Actual Cost	\$3,000.00
Placed in Service	January 2018	Percent Replacement	100%
Useful Life	1	Future Cost	\$3,000.00
Replacement Year	26-27		
Remaining Life	0		



**Ridgewood Trails Community Development District
Component Detail**

Pool Umbrellas (2023) - 2032

Asset ID	1105	5 Each	@ \$2,500.00
		Asset Actual Cost	\$12,500.00
		Percent Replacement	100%
Category	Misc. Components	Future Cost	\$14,925.65
Placed in Service	May 2023		
Useful Life	10		
Replacement Year	32-33		
Remaining Life	6		

Pool Umbrellas (2025) - 2034

Asset ID	1106	4 Each	@ \$2,500.00
		Asset Actual Cost	\$10,000.00
		Percent Replacement	100%
Category	Misc. Components	Future Cost	\$12,667.70
Placed in Service	January 2025		
Useful Life	10		
Replacement Year	34-35		
Remaining Life	8		

**Ridgewood Trails Community Development District
Component Detail**

Heat Pump - Clubhouse Addition - 2030

Asset ID	1084	4 Ton	@ \$1,600.00
Category	HVAC	Asset Actual Cost	\$6,400.00
Placed in Service	January 2019	Percent Replacement	100%
Useful Life	12	Future Cost	\$7,203.26
Replacement Year	30-31		
Remaining Life	4		



Heat Pump- Fitness - 2026

Asset ID	1011	4 Ton	@ \$1,600.00
Category	HVAC	Asset Actual Cost	\$6,400.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	12	Future Cost	\$6,400.00
Replacement Year	26-27		
Remaining Life	0		

Ridgewood Trails Community Development District Component Detail

Heat Pump- Fitness continued...



**Ridgewood Trails Community Development District
Component Detail**

Concrete Pavers - Pool Deck - 2043

Asset ID	1019	2,015 Square Feet	@ \$9.30
		Asset Actual Cost	\$18,739.50
		Percent Replacement	100%
		Future Cost	\$30,973.54
Category	Swim Pool - Phase I		
Placed in Service	January 2014		
Useful Life	30		
Replacement Year	43-44		
Remaining Life	17		



Filtration Refurbishment Allowance - 2043

Asset ID	1076	1 Lump Sum	@ \$25,000.00
		Asset Actual Cost	\$25,000.00
		Percent Replacement	100%
		Future Cost	\$41,321.19
Category	Swim Pool - Phase I		
Placed in Service	January 2014		
Useful Life	30		
Replacement Year	43-44		
Remaining Life	17		

**Ridgewood Trails Community Development District
Component Detail**

Pool Lift - 2028

Asset ID	1065	1 Each	@ \$6,800.00
Category	Swim Pool - Phase I	Asset Actual Cost	\$6,800.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	15	Future Cost	\$7,214.12
Replacement Year	28-29		
Remaining Life	2		



Pool Resurfacing/Tile - 2026

Asset ID	1029	1,212 Square Feet	@ \$32.00
Category	Swim Pool - Phase I	Asset Actual Cost	\$38,784.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	12	Future Cost	\$38,784.00
Replacement Year	26-27		
Remaining Life	0		

**Ridgewood Trails Community Development District
Component Detail**

Pool Resurfacing/Tile continued...



**Ridgewood Trails Community Development District
Component Detail**

Concrete Pavers - Pool Deck - 2047

Asset ID	1057	5,792 Square Feet	@ \$9.30
Category	Swim Pool - Phase II	Asset Actual Cost	\$53,865.60
Placed in Service	April 2018	Percent Replacement	100%
Useful Life	30	Future Cost	\$100,205.88
Replacement Year	47-48		
Remaining Life	21		



Filtration Refurbishment Allowance - 2047

Asset ID	1077	1 Lump Sum	@ \$25,000.00
Category	Swim Pool - Phase II	Asset Actual Cost	\$25,000.00
Placed in Service	June 2018	Percent Replacement	100%
Useful Life	30	Future Cost	\$46,507.36
Replacement Year	47-48		
Remaining Life	21		

**Ridgewood Trails Community Development District
Component Detail**

Pool Lift - 2032

Asset ID	1028	1 Each	@ \$7,800.00
Category	Swim Pool - Phase II	Asset Actual Cost	\$7,800.00
Placed in Service	June 2018	Percent Replacement	100%
Useful Life	15	Future Cost	\$9,313.61
Replacement Year	32-33		
Remaining Life	6		



Pool Resurfacing - 2029

Asset ID	1060	3,800 Square Feet	@ \$32.00
Category	Swim Pool - Phase II	Asset Actual Cost	\$121,600.00
Placed in Service	June 2018	Percent Replacement	100%
Useful Life	12	Future Cost	\$132,875.60
Replacement Year	29-30		
Remaining Life	3		

Ridgewood Trails Community Development District Component Detail

Pool Resurfacing continued...



Pool Slide & Tower Refurbishment Allowance - 2029

Asset ID	1061	1 Lump Sum	@ \$20,000.00
		Asset Actual Cost	\$20,000.00
		Percent Replacement	100%
		Future Cost	\$21,854.54
Category	Swim Pool - Phase II		
Placed in Service	June 2018		
Useful Life	12		
Replacement Year	29-30		
Remaining Life	3		

**Ridgewood Trails Community Development District
Component Detail**

Pool Slide & Tower Refurbishment Allowance continued...



**Ridgewood Trails Community Development District
Component Detail**

Plastic Mulch Border - 2033

Asset ID	1033	228 Linear Feet	@ \$22.00
Category	Playground Azalea Rig	Asset Actual Cost	\$5,016.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	20	Future Cost	\$6,169.05
Replacement Year	33-34		
Remaining Life	7		



Play Equipment Allowance - 2028

Asset ID	1035	1 Lump Sum	@ \$65,000.00
Category	Playground Azalea Rig	Asset Actual Cost	\$65,000.00
Placed in Service	January 2014	Percent Replacement	100%
Useful Life	15	Future Cost	\$68,958.50
Replacement Year	28-29		
Remaining Life	2		

**Ridgewood Trails Community Development District
Component Detail**

Site Furnishing Allowance - 2028

Asset ID	1069	1 Lump Sum	@ \$3,000.00
		Asset Actual Cost	\$3,000.00
		Percent Replacement	100%
Category Playground Azalea Rig		Future Cost	\$3,182.70
Placed in Service	January 2014		
Useful Life	15		
Replacement Year	28-29		
Remaining Life	2		

**Ridgewood Trails Community Development District
Component Detail**

Plastic Mulch Border - 2045

Asset ID	1090	226 Linear Feet	@ \$22.00
Category	Playground Bronco	Asset Actual Cost	\$4,972.00
Placed in Service	November 2025	Percent Replacement	100%
Useful Life	20	Future Cost	\$8,718.43
Replacement Year	45-46		
Remaining Life	19		

Play Equipment Allowance - 2040

Asset ID	1091	1 Lump Sum	@ \$68,000.00
Category	Playground Bronco	Asset Actual Cost	\$68,000.00
Placed in Service	November 2025	Percent Replacement	100%
Useful Life	15	Future Cost	\$102,856.10
Replacement Year	40-41		
Remaining Life	14		

Shade Structure - 2045

Asset ID	1093	1 Each	@ \$9,200.00
Category	Playground Bronco	Asset Actual Cost	\$9,200.00
Placed in Service	November 2025	Percent Replacement	100%
Useful Life	20	Future Cost	\$16,132.25
Replacement Year	45-46		
Remaining Life	19		

**Ridgewood Trails Community Development District
Component Detail**

Mulch Border - 2036

Asset ID	1098	222 Linear Feet	@ \$22.00
Category	Playground Warm Sp	Asset Actual Cost	\$4,884.00
Placed in Service	June 2022	Percent Replacement	100%
Useful Life	15	Future Cost	\$6,563.69
Replacement Year	36-37		
Remaining Life	10		



Play Equipment Allowance - 2036

Asset ID	1097	1 Lump Sum	@ \$60,000.00
Category	Playground Warm Sp	Asset Actual Cost	\$60,000.00
Placed in Service	June 2022	Percent Replacement	100%
Useful Life	15	Future Cost	\$80,634.98
Replacement Year	36-37		
Remaining Life	10		

**Ridgewood Trails Community Development District
Component Detail**

Play Equipment Allowance continued...



**Ridgewood Trails Community Development District
Component Detail**

Electrical Panels/Wiring

Asset ID		Asset Actual Cost	
Category	Not Included	Percent Replacement	100%
Placed in Service	January 2017	Future Cost	
No Useful Life			
Not Included			

Fire Detection System

Asset ID		Asset Actual Cost	
Category	Not Included	Percent Replacement	100%
Placed in Service	January 2014	Future Cost	
No Useful Life			
Not Included			

Message Board

Asset ID		Asset Actual Cost	
Category	Not Included	Percent Replacement	100%
Placed in Service	January 2017	Future Cost	
No Useful Life			
Not Included			

Pool Furniture Full Replacement

Asset ID		Asset Actual Cost	
Category	Not Included	Percent Replacement	100%
Placed in Service	June 2018	Future Cost	
No Useful Life			
Not Included			

**Ridgewood Trails Community Development District
Component Detail**

Pool Pumps/Equip Partial Replacement

Asset ID		Asset Actual Cost	
Category	Not Included	Percent Replacement	100%
Placed in Service	January 2014	Future Cost	
No Useful Life			
Not Included			

Site Utilities

Asset ID		Asset Actual Cost	
Category	Not Included	Percent Replacement	100%
Placed in Service	June 2018	Future Cost	
No Useful Life			
Not Included			

Water Coolers - Cabana

Asset ID		Asset Actual Cost	
Category	Not Included	Percent Replacement	100%
Placed in Service	June 2018	Future Cost	
No Useful Life			
Not Included			

SPECIAL NOTICE

THIS RESERVE ANALYSIS INCLUDED A VISUAL OBSERVATION OF MAJOR COMPONENTS FOR YOUR PROPERTY. NO DESTRUCTIVE TESTING OR OTHER TESTING WAS CONDUCTED TO DETERMINE COMPONENT CONDITION. OUR ANALYSIS INCLUDES COMPONENTS WITH REPLACEMENT COST AND USEFUL LIFE PROJECTIONS THAT ARE TYPICAL FOR THIS TYPE OF FACILITY.

THIS ANALYSIS IS NOT A SAFETY INSPECTION OR STRUCTURAL INSPECTION AND WE RECOMMEND THE ASSOCIATION CONDUCT THOSE INSPECTIONS ON A REGULAR BASIS WITH QUALIFIED CONSULTANTS.

METHODOLOGY

Reserve Analysis is a process that identifies capital expenses the district can expect and creates a plan to fund them. This is accomplished by a site visit to visually evaluate components to measure quantities and determine their remaining life. Component Selection Process is based on the Community Associations Institute (CAI) standards for reserve studies and selection of components.

Components must be commonly owned, have a limited and predictable life, replacement cost must be above a minimum threshold cost. Useful life and replacement cost are obtained from site inspection by experienced inspectors and our database of information, historical information, local Vendors, and comparison of similar component cost found at other properties.

The funding plan we develop includes adequate cash balances, even contributions so all owners pay their fair share over time and moderate contributions with acceptable increases. Threshold Funding maintains reserves above a “Threshold” level providing adequate funding with moderate risk; using this method requires regular analysis updates.

CREDENTIALS

Community Advisors, LLC provides capital reserve planning, property inspection, and construction oversight for a broad base of clients including High-rise Condominiums, Homeowner Associations, Churches, Private Schools, Time Shares, Active Adult, Municipal Utility Plants, Marinas, Historic Buildings & Museums, and commercial investment properties.

Personal Service attention to detail, quick response, and valued client relationships.

The range of Experience includes a broad selection of building types, ages, and uses, from protected historic structures to new communities ready for developer turnover. As commercial general contractors we have experience building many of the types of structures we now provide reserve analysis for, so we understand potential problem areas. As commercial inspectors we have experienced a variety of structural and cosmetic conditions offering solutions for repair. Areas of expertise include MEP systems, energy management, life safety systems, building envelope and roof components, marine structures, street, and other site improvements.

Detailed Site Evaluation is Conducted to make sure we know your property and include all your assets in our analysis. With our years of experience with community development and commercial construction projects we understand both horizontal and vertical construction and utilize realistic replacement cost and useful life projections in our analysis. *Financial Plan Meets CAI & APRA Standards* with information obtained during the site visit we build a custom-made financial plan to ensure adequate funding for future component replacement which equates to maintaining community value.

Reserve Analyst Credentials: Mr. Charles Sheppard is the owner of Community Advisors responsible for field inspection oversight and day-to-day operations. Mr. Sheppard hold a BS degree from VA Tech and has conducted building evaluations for over 30 years. He is a licensed Florida General Contractor, Home Inspector and earned the professional designations of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS).

TERMS OF SERVICE

We have completed an analysis of your capital components that serve as a budgeting tool. This reserve study reflects the information provided by this client and is not for the purpose of performing an audit or estimating construction projects. Our site visit includes visual observation of components that are accessible and safe for our inspectors to evaluate. Roof evaluation is limited to ground observation for sloped roofs and roof top inspection for flat roofs if safe and stable access is available that meets our safety standards.

We are not responsible for any hidden defects or determining the condition of hidden or underground components or systems. Observing environmental conditions, hazardous materials or determine compliance with building codes or other regulations is not included in our scope of work. Our site visit is not a safety inspection and we are not responsible for any hazards that exist. Destructive testing is not conducted. It has been assumed, unless otherwise noted in this report, that all assets have been designed and constructed properly and that each estimated useful life will approximate that of the norm per industry standards and/or manufacturer's specifications.

Projections of component remaining useful life assumes this client will perform necessary preventative maintenance and repair per industry standards. This reserve analysis study and the parameters under which it has been completed are based upon information provided to us in part by the Client and its contractors, assorted vendors, specialist, and independent contractors. Reserving fund balances and contribution amounts for use in our analysis is furnished by the client and deemed accurate. Useful life projections are determined by historical records, component conditions and our opinion based on evaluating similar components on other projects. These life projections are changed by weather conditions, use, maintenance procedures and other factors out of our control therefore regular updates to this analysis are needed to maintain funding accuracy. Replacement cost is determined by our experience with similar projects, local vendor pricing and client historical records and should not be considered suitable for budgeting repair or replacement projects. Local contractor proposals must be obtained for this work. No liability is assumed as the result of changing market prices or inaccurate estimates or projections of remaining useful life of components.

Component replacement cost and interest rates constantly change. To maintain accuracy of your funding plan, updates to this analysis should be conducted annually with a site visit every 2-3 years unless conditions warrant annual visits. Community Advisors, LLC shall not be required to participate in any legal action taken by or against our clients for any reason and shall also not be required to give testimony in depositions or in court. In all cases the liability of Community Advisors, LLC and its Principals, Employees, contractors, and Vendors shall be limited to the consulting fee agreed upon to produce this report. Client financial information is considered confidential and is not disclosed to third parties without your approval. We do use your name for our list of valued clients and when submitting proposals for new projects that request references or recent projects. That request may include the size of property, number of units or major components. We also use photos from time to time of components as an example for educational and marketing efforts. Community Advisors and the analyst who prepared this study do not have any relationship that can be considered a conflict of interest. From time to time our clients ask that we manage repair or replacement of components due to our experience in construction management. We do so with the understanding that full disclosure of both parties is completed.

DEFINITIONS

Adjustment to Useful Life: Typical useful life projections are used for each component. The adjustment is used to modify that life projection for earlier or later replacement. It only applies to the current replacement cycle.

Cash Flow Method: A method of determining reserve contributions that are “pooled” to fund replacement cost as needed without restricting funds to any one component.

Component Method: A funding method that fully funds each reserve component then sums those for the annual contribution.

Current Funding Plan: The funding plan currently used at the time of this analysis with updated component inventory and financial assumptions. This allows you to see how the current contribution level funds future component replacement.

Effective Age: Difference of useful and remaining useful life.

Fully Funded Balance: Represents the cost of used component life represented by the formula.

$$\text{FFB} = (\text{Current Cost} \times \text{Effective Age}) / \text{Useful Life}$$

Interest Contribution: The interest that should be earned on invested reserves.

Percent Funded: Ratio of reserve balance to fully funded balance.

Remaining Life: Number of years a component is projected to continue to function.

Threshold Funding: This plan maintains fund balance above a predetermined threshold dollar or percent funded amount.

Useful Life: The estimated useful life of an asset based upon industry standards, manufacturer specification, visual inspection, location, usage, association standards and prior history.

NINTH ORDER OF BUSINESS

Ridgewood Trails

Community Development District

Approved Budget

FY 2027

September 2, 2026



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Ridgewood Trails
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
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REVENUES:

Special Assessments - On Roll	\$664,302	\$665,774	\$-	\$665,774	\$664,302
Interest/Miscellaneous Income	12,000	16,838	2,460	19,298	12,000
Rental Revenue	3,686	5,350	500	5,850	5,000
Carry Forward Surplus	-	-	-	-	11,982

TOTAL REVENUES	\$679,988	\$687,962	\$2,960	\$690,922	\$693,284
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EXPENDITURES:

Administrative:

Supervisor Fees	\$8,000	\$4,400	\$1,000	\$5,400	\$8,000
FICA Taxes	612	337	77	413	612
Engineer	3,200	858	1,000	1,858	3,840
Attorney	20,000	8,230	8,000	16,230	20,000
Annual Audit	3,380	3,380	-	3,380	3,600
Assessment Administration	5,854	5,854	-	5,854	6,205
Arbitrage Rebate	600	600	-	600	600
Dissemination Agent	1,180	983	197	1,180	1,251
Trustee Fees	4,434	4,718	-	4,718	4,800
District Management Fees	53,886	44,905	8,981	53,886	57,119
Information Technology	2,003	1,669	334	2,003	2,123
Website Maintenance	1,336	1,113	222	1,336	1,416
Telephone	350	192	62	254	350
Postage & Delivery	800	468	332	800	1,500
General Liability and Public Officials Insurance	9,301	8,763	-	8,763	9,640
Printing & Binding	1,000	360	115	475	1,200
Legal Advertising	1,800	390	400	790	1,800
Other Current Charges	907	868	200	1,068	1,100
Office Supplies	100	104	5	109	100
Dues, Licenses & Subscriptions	175	175	-	175	175

TOTAL ADMINISTRATIVE	\$118,919	\$88,368	\$20,925	\$109,293	\$125,432
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Ridgewood Trails
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
<i>Operations & Maintenance</i>					
<u>Amenity Center</u>					
Property Insurance	\$17,635	\$15,283	\$-	\$15,283	\$17,635
Amenity Manager	45,020	37,517	7,503	45,020	47,721
Facility Assistant	7,500	-	-	-	7,500
General Facility Maintenance	12,190	7,591	4,599	12,190	13,409
Repairs and Replacements	30,000	31,153	3,000	34,153	30,000
Lifeguards	20,462	12,834	7,628	20,462	21,485
Pool Maintenance	20,845	19,577	3,474	23,051	22,617
Pool Chemicals	18,647	9,941	1,200	11,141	18,647
Water & Sewer	13,000	8,467	2,400	10,867	15,000
Electric	16,100	12,688	3,132	15,820	17,000
Internet/Cable	7,980	4,315	632	4,947	3,840
ESPN	-	1,295	370	1,665	2,220
Janitorial	12,486	10,405	2,081	12,486	13,235
Janitorial Supplies	2,500	1,676	824	2,500	2,500
Security System	8,647	7,551	1,160	8,711	8,733
Refuse Services	3,180	2,959	640	3,599	3,600
Special Events	5,000	3,437	1,563	5,000	5,000
Pool Permit	475	525	-	525	525
Pest Control	1,200	948	192	1,140	1,200
Access Cards	750	527	223	750	750
Contingency	-	-	-	-	-
Total Amenity Center	\$243,617	\$188,689	\$40,621	\$229,311	\$252,617
<u>Grounds Maintenance</u>					
Operations Management	\$27,074	\$22,562	\$4,512	\$27,074	\$28,698
Electric	3,000	2,274	500	2,774	3,200
Water	8,300	10,016	2,200	12,216	16,500
Repairs & Maintenance	20,000	30,194	3,208	33,402	35,000
Landscape Maintenance	143,582	107,037	21,407	128,444	143,582
Lake Maintenance	9,020	7,340	1,900	9,240	11,400
Irrigation Repairs	3,000	-	1,000	1,000	3,000
Contingency	-	-	5,000	5,000	-
Total Grounds Maintenance	\$213,976	\$179,423	\$39,727	\$219,151	\$241,380
TOTAL EXPENDITURES	\$576,512	\$456,481	\$101,273	\$557,754	\$619,428
<u>Other Sources and (Uses)</u>					
Capital Reserve Transfer Out	\$(51,651)	\$(51,651)	\$-	(51,651)	\$(73,856)
Capital Reserve Transfer Increase	(51,825)	(51,825)	-	(51,825)	-
Total Other Sources and (Uses)	\$(103,476)	\$(103,476)	\$-	\$(103,476)	\$(73,856)
<u>Other Sources/(Uses)</u>					
Transfer In/(Out)	-	-	-	-	-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
EXCESS REVENUES (EXPENDITURES)	\$-	\$128,005	\$(98,313)	\$29,692	\$-

Ridgewood Trails
Community Development District
Budget Narrative

REVENUES

Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Interest/Miscellaneous Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

Rental Revenues

Income received from residents for rental of clubroom or patio.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 for each meeting they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings with additional meetings if needed.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

District Engineering Fees

The District's engineer, Alliant Engineering, Inc., will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Attorney

The District's Attorney, Kutak Rock LLP, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees.

Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Arbitrage Rebate

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2007A/B Special Assessment Bonds.

Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Trustee Fees

The District bonds will be held and administered by a Trustee. This represents the trustee annual fee.

District Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by GMS, LLC.

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

Telephone

New internet and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Ridgewood Trails

Community Development District

Budget Narrative

Expenditures - Administrative (continued)

General Liability and Public Officials Insurance

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Bank Fees and Other Charges

This includes monthly bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Expenditures - Amenity Center

Property Insurance

The District's Property Insurance policy is with Egis Insurance & Risk Advisors. Egis specializes in providing insurance coverage to governmental agencies.

Amenity Manager

The District has contracted with Riverside Management Services to staff the amenity center and manage the day-to-day operations in accordance with their contract.

Facility Assistant

The District has contracted with Riverside Management Services to provide part-time staffing to supplement the Amenity Manager.

General Facility Maintenance

Cost of routine repairs and maintenance to the Amenity Center.

Repairs and Replacements

Represents any unanticipated cost associated with the operation and maintenance of the District's Amenity Center such as replacing or repairing broken or worn out things around the facility such as broken gates, doors, holes in wall, painting etc.

Lifeguards

The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

Pool Maintenance

The District has contracted with Riverside Management Services, Inc. to provide pool maintenance services three (3) days a week. Services include vacuuming, skimming tiles, brushing tiles, pool and equipment inspections, cleaning of filters and any necessary emergency calls.

Vendor	Description	Monthly	Annual
RMS	Pool Maintenance	\$1,885	\$22,617

Pool Chemicals

Represents the estimated cost for chemicals utilized for the swimming pool at the Amenity Center for services provided by RMS. Also covers the cost for chemicals for the new pool for services provided by Hawkins.

Vendor	Description	Monthly	Annual
Hawkins	Pool Chemicals	\$1,294	\$15,525
RMS	Pool Chemicals	\$125	\$1,500
Contingency		\$135	\$1,622
Total		\$1,554	\$18,647

Ridgewood Trails

Community Development District

Budget Narrative

Expenditures – Amenity Center (continued)

Water and Sewer

This includes the cost of water and sewer for the Amenity Center provided by Clay County Utility Authority.

Account#	Address	Monthly	Annual
00564735	1667 Azalea Ridge Blvd Amenity Center	\$680	\$8,160
00517174	1667 Azalea Ridge Blvd Amenity Center	\$150	\$1,800
00517175	1667 Azalea Ridge Blvd Irrigation	\$65	\$780
00517176	1667 Azalea Ridge Blvd Recl Irrigation	\$55	\$660
	Contingency	\$300	\$3,600
	Total	\$1,250	\$15,000

Electric

The item includes the cost of electricity for the Amenity Center provided by Clay Electric Cooperative Inc.

Account#	Address	Monthly	Annual
8874493	1667 Azalea Ridge Blvd	\$1,225	\$14,700
	Contingency	\$192	\$2,300
	Total	\$1,417	\$17,000

Internet/Cable

The District has accounts with Comcast to provide cable television services for the Amenity Center.

ESPN

The District provides ESPN in the Amenity Center.

Janitorial

The District has contracted with Riverside Management Services, Inc. to provide janitorial services for the Amenity Center. The services are 3 days per week and include sweeping and mopping floors if necessary, clean sinks, mirrors, fixtures, toilets and urinals, cleaning interior windows, baseboards, clean fitness equipment, remove trash and replace liners, clean pool deck.

Vendor	Description	Monthly	Annual
RMS	Janitorial	\$1,103	\$13,235

Janitorial Supplies

All supplies needed for janitorial services of the Amenity Center.

Security System

Cost of services for security camera, access control system, and financing for security cameras.

Vendor	Description	Monthly	Annual
Newlane Finance	Security Cameras	\$395	\$4,741
Vector Security	Cameras	\$150	\$1,801
Hi-Tech System	Access Control+Cloud	\$40	\$480
Hi-Tech System	Cloud Access	\$130	\$1,560
FUSUS	Real Time Crime Ctr	\$13	\$150
	Total	\$728	\$8,733

Refuse Services

This item includes the cost of garbage disposal for the District. Contracted with Waste Pro.

Special Events

This item represents the estimated cost to host any special events for the community throughout the Fiscal Year.

Pool Permit

Represents Permit Fees paid to the Florida Department of Health for the swimming pool permits.

Pest Control

Annual service for pool bathrooms and fitness room. Services provided by Florida Pest Control.

Access Cards

Represents the anticipated cost of access cards to the District's Amenity Center.

Capital Reserve

Funding for new recreation projects.

Ridgewood Trails

Community Development District

Budget Narrative

Expenditures - Ground Maintenance

Operations Management

The District is currently contracted with Riverside Management Services, Inc. to oversee the day-to-day operations of the Grounds in the CDD.

Electric

The item includes the cost of electricity for the common area at Ridgewood Trails provided by Clay Electric Cooperative Inc.

Account#	Address	Monthly	Annual
9065441	1799 Azalea Ridge Blvd Ne Corner Sign	\$55	\$660
9011950	4214 Warm Springs Way Sign Lights Irrig	\$50	\$600
9047502	4226 Warm Springs Way Entrance Sign	\$50	\$600
9047503	1595 Azalea Ridge Blvd Pond Fountain	\$50	\$600
	Contingency	\$62	\$740
Total		\$267	\$3,200

Water

This includes the cost of water for the common area at Ridgewood Trails provided by Clay County Utility Authority.

Account#	Address	Monthly	Annual
00569294	1799-2 Azalea Ridge Blvd Irrigation	\$850	\$10,200
00560605	4214 Warm Springs Way	\$55	\$660
00579216	4458 Warm Springs Way	\$55	\$660
00579217	4355 Warm Springs Way	\$55	\$660
00579219	4268 Warm Springs Way	\$55	\$656
00567767	4164 Fishing Creek Lane Reclaimed	\$35	\$420
00567766	4166 Green River Place Reclaimed	\$35	\$420
00567764	1610 Azalea Ridge Blvd Reclaimed	\$35	\$420
00567762	1601 Azalea Ridge Road reclaimed	\$35	\$420
00567760	3891 Bronco Road Reclaimed	\$35	\$420
00567759	4217 Packer Meadow Way Reclaimed	\$35	\$420
	Contingency	\$95	\$1,144
Total		\$1,375	\$16,500

Repairs and Maintenance

Represents the costs associated with any miscellaneous field maintenance of the District.

Landscape Maintenance

The District's cost to provide landscaping services to all the common areas within the community. Contingency amount for cost such as sod replacement and tree maintenance.

Vendor	Description	Monthly	Annual
Brightview	Landscape service	\$11,132	\$133,582
Brightview	Contingency	\$833	\$10,000
Total		\$11,965	\$143,582

Lake Maintenance

The District's cost to provide monthly water management services to all the lakes throughout the community.

Vendor	Description	Monthly	Annual
The Lake Doctor Inc		\$950	\$11,400
Total		\$950	\$11,400

Irrigation Repairs

The estimated cost to make repairs to the community's irrigation system when damaged.

Ridgewood Trails
Community Development District
Approved Budget
Debt Service Series 2007 Capital Improvement Revenue Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
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REVENUES:

Special Assessments-On Roll	\$13,359	\$13,388	\$0	\$13,323	\$13,359
Interest Earnings	600	673	110	558	600
Carry Forward Surplus ⁽¹⁾	8,264	\$7,764	-	7,764	9,866
TOTAL REVENUES	\$22,223	\$21,826	\$110	\$21,646	\$23,825

EXPENDITURES:

Interest 11/1	\$3,390	\$3,390	\$-	\$3,390	\$3,249
Interest 5/1	3,390	3,390	-	3,390	3,249
Principal 5/1	5,000	5,000	-	5,000	5,000
TOTAL EXPENDITURES	\$11,780	\$11,780	\$-	\$11,780	\$11,498

Other Sources/(Uses)

Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-

TOTAL EXPENDITURES	\$11,780	\$11,780	\$-	\$11,780	\$11,498
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EXCESS REVENUES (EXPENDITURES)	\$10,443	\$10,046	\$110	\$9,866	\$12,327
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⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27 \$3,108

Ridgewood Trails
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2007 Capital Improvement Revenue Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	115,000	5.650%	-	3,249	3,248.75
05/01/27	115,000	5.650%	5,000	3,249	
11/01/27	110,000	5.650%	-	3,108	11,356.25
05/01/28	110,000	5.650%	5,000	3,108	
11/01/28	105,000	5.650%	-	2,966	11,073.75
05/01/29	105,000	5.650%	10,000	2,966	
11/01/29	95,000	5.650%	-	2,684	15,650.00
05/01/30	95,000	5.650%	10,000	2,684	
11/01/30	85,000	5.650%	-	2,401	15,085.00
05/01/31	85,000	5.650%	10,000	2,401	
11/01/31	75,000	5.650%	-	2,119	14,520.00
05/01/32	75,000	5.650%	10,000	2,119	
11/01/32	65,000	5.650%	-	1,836	13,955.00
05/01/33	65,000	5.650%	10,000	1,836	
11/01/33	55,000	5.650%	-	1,554	13,390.00
05/01/34	55,000	5.650%	10,000	1,554	
11/01/34	45,000	5.650%	-	1,271	12,825.00
05/01/35	45,000	5.650%	10,000	1,271	
11/01/35	35,000	5.650%	-	989	12,260.00
05/01/36	35,000	5.650%	10,000	989	
11/01/36	25,000	5.650%	-	706	11,695.00
05/01/37	25,000	5.650%	10,000	706	
11/01/37	15,000	5.650%	-	424	11,130.00
05/01/38	15,000	5.650%	15,000	424	15,423.75
Total			\$115,000	\$46,613	\$161,613

Ridgewood Trails
Community Development District
Approved Budget
Capital Reserve Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
REVENUES:					
Interest Income	\$6,000	\$7,110	\$1,600	\$8,710	\$7,000
Carry Forward Balance	207,334	208,612	-	208,612	299,829
TOTAL REVENUES	\$213,334	\$215,722	\$1,600	\$217,322	\$306,829
EXPENDITURES:					
Capital Outlay	\$30,000	\$4,955	\$-	\$4,955	\$30,000
Other Current Charges	500	3,217	80	3,297	650
Repair & Maintenance	30,000	7,718	5,000	12,718	30,000
TOTAL EXPENDITURES	\$60,500	\$15,889	\$5,080	\$20,969	\$60,650
Other Sources/(Uses)					
Transfer in/(Out)	\$103,476	\$103,476	\$-	\$103,476	\$73,856
TOTAL OTHER SOURCES/(USES)	\$103,476	\$103,476	\$-	\$103,476	\$73,856
EXCESS REVENUES (EXPENDITURES)	\$256,310	\$303,309	\$(3,480)	\$299,829	\$320,035

Ridgewood Trails
Community Development District
Non-Ad Valorem Assessments Comparison
2026-2027

Neighborhood	O&M Units	ERU	Total ERUs	Bonds 2007 Units	Annual Maintenance Assessments			Annual Debt Assessments			Total Assessed Per Unit		
					FY 2027	FY2026	Increase/ (decrease)	FY 2027	FY2026	Increase/ (decrease)	FY 2027	FY2026	Increase/ (decrease)
50'	470	0.71	333.7	9	\$958.00	\$958.00	\$0.00	\$761.14	\$761.14	\$0.00	\$1,719.14	\$1,719.14	\$0.00
60'	221	0.86	190.06	8	\$1,160.39	\$1,160.39	\$0.00	\$920.15	\$920.15	\$0.00	\$2,080.54	\$2,080.54	\$0.00
70'	0	1	0	0									
Total	691		523.76	17									

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RESOLUTION 2026-04
[FY 2027 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, 2026, AND ENDING SEPTEMBER 30, 2027; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Ridgewood Trails Community Development District (“**District**”) prior to June 15, 2026, 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, 2027.”
- 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 2027, 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 2027 or within 60 days following the end of the FY 2027 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. APPROVAL OF PRIOR ACTIONS. The actions of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretaries, and all District Staff in finalizing the Adopted Budget, including preparing the Proposed Budget and setting, noticing, and all other actions required for the public hearing on the Proposed Budget, are hereby ratified, approved, and confirmed in all respects.

SECTION 5. SEVERABILITY; EFFECTIVE DATE. 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. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 2nd DAY OF SEPTEMBER, 2026.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2027 Budget

B.

RESOLUTION 2026-05
[FY 2027 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2027 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, 2026, and ending September 30, 2027 ("**FY 2027**"), 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 2027 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. **APPROVAL OF PRIOR ACTIONS.** The actions of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretaries, and all District Staff in finalizing the Assessments and Assessment Roll as provided herein are hereby ratified, approved, and confirmed in all respects.

7. **SEVERABILITY; EFFECTIVE DATE.** 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. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 2nd DAY OF SEPTEMBER, 2026.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget

Exhibit B: Assessment Roll

TENTH ORDER OF BUSINESS

RESOLUTION 2026-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
ADOPTING RULES OF PROCEDURE; 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 created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure replace all prior versions of the Rules of Procedure and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 2nd day of September, 2026.

ATTEST:

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Rules of Procedure

Exhibit A
Rules of Procedure

**RULES OF PROCEDURE
RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
RULE NO. 2026-1
EFFECTIVE AS OF SEPTEMBER 2, 2026**

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Rule 1.0 General. These Rules of Procedure supersede and replace all previously-adopted Rules of Procedure.

- (1) The Ridgewood Trails Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and

contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document

previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
 - (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
 - (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
 - (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
 - (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or

the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to

file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

(1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:

- (a) Agenda packages for prior 24 months and next meeting;
- (b) Official minutes of meetings, including adopted resolutions of the Board;
- (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
- (d) Adopted engineer's reports;
- (e) Adopted assessment methodologies/reports;
- (f) Adopted disclosure of public financing;
- (g) Limited Offering Memorandum for each financing undertaken by the District;
- (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
- (i) District policies and rules;
- (j) Fiscal year end audits; and
- (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

(2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the

District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person

making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at _____. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager

1. Financial Report
2. Approval of Expenditures
Supervisor's requests and comments
Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving

the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 **Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (iv) The full text of the proposed rule or amendment and a summary thereof, unless not required pursuant to 120.81(2)(b) of the Florida Statutes or other Florida law;
 - (v) The grant of rulemaking authority for the proposed rule;

- (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;
 - (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
 - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
 - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty

(180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.
- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.

(6) Modification of Rules.

(a) Technical Changes.

- (i) Prior to rule adoption, the District shall publish a notice of correction ("**Notice of Correction**") if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
- (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

- (i) Prior to rule adoption, the District may publish a notice of change ("**Notice of Change**") if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the

substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change shall address a summary of the change and may be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action or as otherwise permissible. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;
 2. In response to written materials submitted to the District;
- or
3. In response to an objection with the proposed rule by the District Board.
- (ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice ("**Notice of Rule Withdrawal**") in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.

- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.
- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
- (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.

- (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
- (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.
 - (ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
 - 1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.
 - 2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the "**Notice of Denial of Rulemaking Petition**"). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.
- (d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

- (a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:
 - (i) The date, time, and location of the public hearing; and
 - (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:

- (i) The full text of the rule(s); and
 - (ii) The District's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.
 - (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the **"Notice of Renewal of Emergency Rule"**) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.
 - (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.

- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice ("**Notice of Repeal of Emergency Rule**") in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.
- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record ("**Rulemaking Record**") which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
 - (a) A copy of the rule;
 - (b) Any material incorporated by reference in the rule;
 - (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
 - (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;

- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.
- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be

presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.

- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of

general circulation within the county or counties in which the District is located.

- (15) Variances and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District’s rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely

requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2027, District staff shall prepare a report that summarizes the District's existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the "**Existing Rule Review Report**"). The Existing Rule Review Report shall be presented to the District's Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
 - (i) Is a valid exercise of delegated legislative authority;
 - (ii) Has current statutory authority;
 - (iii) Reiterates or paraphrases statutory material;
 - (iv) Is in proper form;
 - (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
 - (vi) Requires a technical or substantive update to reflect current use; and

(vii) Requires updated references to statutory citations and incorporated materials.

(d) By April 1 of each year in which a rule review is being undertaken, District staff shall prepare a report evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the **“Reviewed Rule Report”**):

(i) If staff determine that no change is necessary, the Reviewed Rule Report shall include the following information:

1. A copy of the reviewed rule;
2. A written statement of its intended action; and
3. Its assessment of factors specified in Section 16(c) of this Rule.

(ii) If staff determines that one or more technical changes are necessary, the Reviewed Rule Report shall include the following information:

1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
2. A written statement of its intended action;
3. Its assessment of the factors specified in Section 16(c) of this Rule; and
4. The facts and circumstances justifying the technical change or changes to the reviewed rule.

(iii) If staff determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:

1. A copy of the reviewed rule;
2. The recommended change or changes coded by underlining new text and striking through deleted text;

3. A written statement of its intended action; and
 4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If staff determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
1. A written statement of its intended action; and
 2. Its assessment of factors specified in subsection 16(c) of this Rule.
- (e) The rule review is completed upon staff's production of the Reviewed Rule Report and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, staff shall publish a notice of the completed rule review ("**Notice of Completed Rule Review**") in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2)(b), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods,

hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.

- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;

- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "**Project**" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices

to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.

- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory

agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“**RFP**”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in

the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
 - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.

- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
 - (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be eight (8) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall

include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their

dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses

in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best

interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.

- (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- (v) The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.

(xii) The vendor or affiliate(s) has been convicted of a contract crime.

1. The term “**contract crime**” means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
2. The term “**convicted**” or “**conviction**” means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor’s bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor’s obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor’s pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor’s conviction for contract crimes, the revocation, denial, or suspension of a vendor’s pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;

- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice

shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative

is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the

Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.

- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
 - (l) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
 - (6) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed,

competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding

subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.

9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
 - (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of **“goods, supplies, and materials”** do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;

- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder

whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods,

supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.
- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum contract period including renewals of eight (8) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is

determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum contract period including renewals of eight (8) years.
- (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.
 - (d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;

- (b) Rule upon offers of proof and receive relevant evidence;
- (c) Regulate the course of the hearing, including any pre-hearing matters;
- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

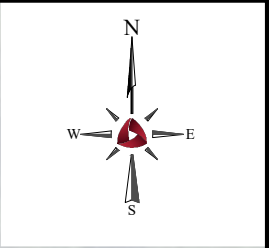
Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

ELEVENTH ORDER OF BUSINESS

B.

1.

V:\Projects\Community Development Districts\Ridgewood Trails 4000230-00\Project Management\Task Orders\Task 002-Playground Parking\ Ridgewood Trails_Playground Parking.dwg



RIDGEWOOD TRAILS CDD - PARKING AT PLAYGROUNDS

CLAY COUNTY, FLORIDA

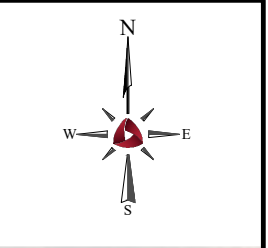
PROJECT MANAGER: JRS
DRAWN BY: AR
DATE: 2026-8-11

0 25 50
1 inch = 50 ft.



2.

V:\Projects\Community Development Districts\Ridgewood Trails 4000230-00\Project Management\Task Orders\Task 002-Playground Parking\ Ridgewood Trails_Playground Parking.dwg



RIDGEWOOD TRAILS CDD - PARKING AT PLAYGROUNDS

CLAY COUNTY, FLORIDA

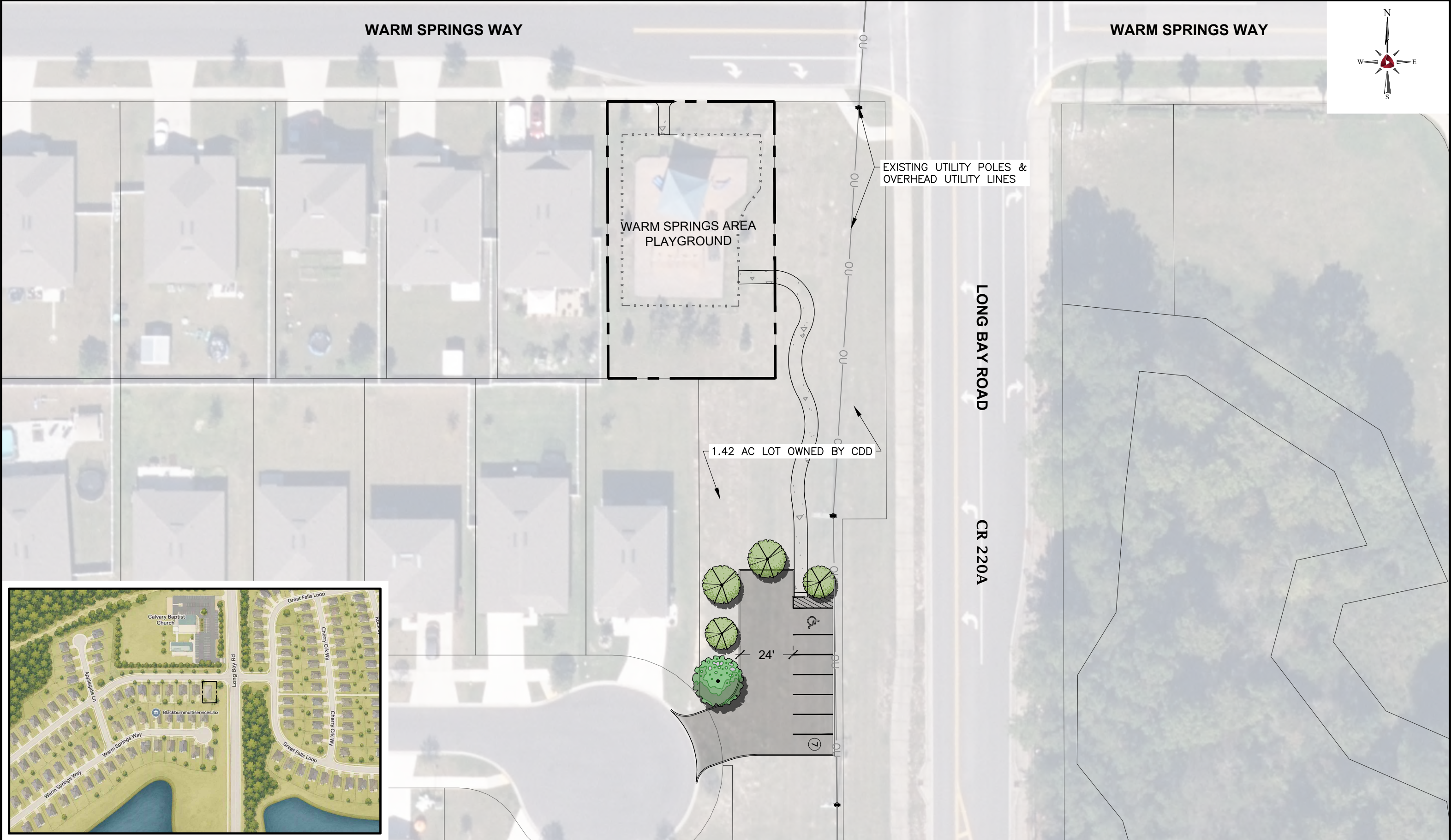
PROJECT MANAGER: JRS
DRAWN BY: AR
DATE: 2026-7-31

0 20 40
1 inch = 40 ft.



3.

V:\Projects\Community Development Districts\Ridgewood Trails 4000230-00\Project Management\Task Orders\Task 002--Playground Parking.dwg



RIDGEWOOD TRAILS CDD - PARKING AT PLAYGROUNDS
CLAY COUNTY, FLORIDA

PROJECT MANAGER: JRS
DRAWN BY: AR
DATE: 2026-8-11
0 20 40
1 inch = 40 ft.



C.

**Ridgewood Trails Community Development District
Performance Measures/Standards &
Annual Reporting Form**

October 1, 2026 – September 30, 2027

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of three board meetings were held during the Fiscal Year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes ☐ No ☐

2. Financial Transparency and Accountability

Goal 2.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 2.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual Audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual Audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent Annual Audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 2.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board accepted and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

Chair/Vice Chair: _____
Print Name: _____
Ridgewood Trails Community Development District

Date: _____

District Manager: _____
Print Name: _____
Ridgewood Trails Community Development District

Date: _____

E.

1.

9/2/2026

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

September 2nd, 2026

To: Board of Supervisors

From: Rob Alba
Amenity Manager

RE: Azalea Ridge Amenity Management Report – September 2nd, 2026

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



Community Updates

MANAGER

- *Working with fence contractors for drainage easement estimate*
- *Kept access card information updated*
- *Organized homeowner accounts and filing system*
- *Pressure Washing Proposal for Azalea Ridge BLVD*
- *Elliptical ordered, waiting for shipping confirmation as of 08.24.26*

MAINTENANCE

- *Unclogged floor drains in gym bathrooms*
- *Repaired large pool ladder*
- *Touch up paint on signposts around community*
- *Removed dead trees from Bronco playground*
- *Removed dead trees from pond 4 near power lines*
- *Pond Clean up on all pond banks*
- *Installed chain and lock on powerline gate off Long Bay*
- *Completed small pool electrical panel relocation*

EVENTS

Summer Kickoff Event and Movie Night May 30th

- *61 signups and 40+ attended*

Summer Saturday Movie Nights completed

Upcoming – in October

- *Community early trick or treat event (30th)*
- *Fall Community Yard Sale*

ROOM RENTALS

- *Total number of rentals for June (8) and July (6)*
- *Total number of rentals for August (1) and September (0)*

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: Wednesday, Aug 26, 2026

NEXT QSA DATE: Monday, Nov 23, 2026

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



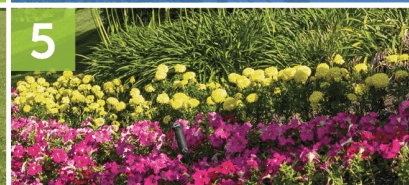
Weed Free



Green Turf



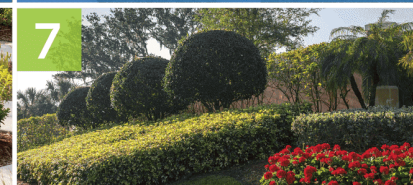
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

Ridgewood Trails CDD

Maintenance Items



- 1** Newly installed annuals are healthy and showing great color.
- 2** Main entrance beds are looking sharp, weed and trash free.
- 3** Utility stations throughout are well maintained.
- 4** Walkways throughout are neatly blow off.

QUALITY SITE ASSESSMENT

Ridgewood Trails CDD

Maintenance Items



5 Trimming throughout is in rotation.

6 Bed edging throughout is well defined.

7 Pool area is in pristine order. Beds and Pavers are weed free. Palms have been pruned.

8 Both playgrounds are very well maintained.

QUALITY SITE ASSESSMENT

Ridgewood Trails CDD

Maintenance Items



- 9** Hard edging throughout is in rotation.
- 10** Fence lines throughout are well established.
- 11** Pocket parks throughout are in rotation.
- 12** Grass bed behind the pool is looking polished and in thriving condition.

Maintenance Items

13



13 The dead Queen Palms at the main entrance were properly removed.

THIRTEENTH 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, **July 1, 2026** 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	Assistant Secretary
Scott Edson	Assistant Secretary
Tom Schumacher	Assistant Secretary

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
Several Residents	

The following is a summary of the discussions and actions taken at the July 1, 2026 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 no comments, the next item followed.

THIRD ORDER OF BUSINESS

Discussion of Suspension Letter

Ms. Giles stated this was on the agenda for the last meeting and the board asked to continue it to this meeting. The suspension was for a rental at the facility, overflow parking issues that

interfered with a following event and the party moved to the pool deck and also had glass containers. The suspension was issued April 10th.

On MOTION by Mr. Schumacher seconded by Mr. Wetherbee with all in favor the resident was suspended for a total of 6 months from the date of the incident.

FOURTH ORDER OF BUSINESS

Discussion of Demand Letters Regarding Easement Encroachments

- A. 1831 Marias River Court**
- B. 1837 Marias River Court**
- C. 1843 Big Spring Point**
- D. 1846 Big Spring Point**

Mr. Soriano stated we have talked about the easements on the back ponds before. The board isn't required to do much with the ponds but is required to keep the water flowing then outlined the need for access to the easements,

Ms. Buchanan stated this is a legal right the district has, it is on the plat and on the survey so it is something the residents should have advance knowledge of when they purchased their property. They are neighbors and sometimes it is difficult to ask them to spend money to make a change to what is on their property and that is why Jay is trying to consider if there are alternatives to this and how strictly you want to enforce this. It puts you in a precarious position if you have ask one person to change and not every person to change. I don't feel that we have the ability to distinguish how we treat different lots. How hard do you want to pursue these things? You can have license agreements from everyone but that doesn't change the status quo necessarily it just makes the homeowner acknowledge that if the district has to get back there any damage to their property is at their expense, not the district's expense. To the other situation which is how do we get back there for our operation and maintenance functions, is a separate question and you are going to have to prioritize your approach that way.

Mr. Weatherbee asked what are we asking of the homeowner besides a legal document that gives us the right to do that? Are we saying they have to take their fence down or put a gate up or we can tear the gate fence down to get back there? What are we asking of the residents to do?

Mr. Soriano stated realistically we didn't ask anything, it was the residents that came to your last meeting because of the emergency. We had already said if nobody wants to move their

fence we are just not going to maintain the ponds, they would have to do it. We can walk in to look at the structures. We have to inspect the structures every once in a while to make sure water can flow through, nothing is blocked, nothing is falling apart. That way your permit with St. Johns River Water Management District stays in place. The concern of the residents who attended the last meeting was because of the fire and we explained the problem and those residents asked can we get the easements back. The only way to get the easements back is to have the homeowners move their fences.

Ms. Buchanan stated we can knock on the door first and explain we have problems with our infrastructure we have allowed this fence on our easement to remain because we didn't want to inconvenience you but at this point we have no choice but to use this easement, you have a certain number of days to try to figure out how to handle your fence. That is how I perceive it being played out in real life. If they don't respond then we have to take it out ourselves.

Ms. Miller asked have we had a conversation with these four properties you can keep the fence but you need to mow the grass because we don't want anything to happen but if it does this is what is going to happen.

Ms. Giles stated we have not had that conversation with them. We sent the letters that I emailed you a copy of. I think two have reached out to staff to better understand the letter. Two of the three have reached out. Staff cannot make any decisions for the board.

Mr. Schumacher stated fire trucks have to have access.

Ms. Buchanan stated we are just talking about the CDD having access to maintain its infrastructure.

Mr. Edson stated if we don't make them move the fence and they decide they want to cut down to the pond is there a liability with them cutting CDD property?

Mr. Soriano stated there is going to be liability.

Ms. Buchanan stated there is a difference between a homeowner and a contractor mowing the grass on our property. We require a landscape company to acknowledge that they are liable and responsible for their own employees, they are responsible for their negligence, they are required to be insured and they are required to name the CDD as an additional insured on their insurance policy. We do not have any of those protections for a private person performing work on CDD property.

Ms. Giles stated I think staff is asking for your guidance. Do you want us to continue to work with these residents to ask them to come off the easement 5-feet each? Do you want to allow them to keep their fences right where they are at and enter into a variance agreement?

Ms. Alba stated I don't think 5-feet is going to make a difference. My personal opinion is that we go into this agreement but I also think that they need to have the knowledge of one of the reasons other than an emergency is because of the grass cutting.

Ms. Miller stated it is more than cutting the grass, it is about the structures underneath that run through the easement.

Ms. Buchanan stated your options are: ignore it, let it stand or have a variance agreement where it stands but everybody understands they are responsible for liability and cost if the district has to remove it or your third option is to request that they remove the fence and leave it unimpeded.

After further discussion the board took the following action.

On MOTION by Ms. Alba seconded by Ms. Miller with all in favor staff was directed to enter into a variance agreement with each homeowner at 1831 Marias River Court, 1837 Marias River Court, 1843 Big Spring Point, and 1846 Big Spring Point.

FIFTH ORDER OF BUSINESS

Ratification of Agreements

A. Riverside Management Services for Fiscal Year 2027

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the agreement with Riverside Management Services for fiscal year 2027 was ratified.

B. Lake Doctors

On MOTION by Ms. Alba seconded by Mr. Edson with all in favor the agreement with Lake Doctors was ratified.

C. Hi Tech for Security System

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the agreement with Hi Tech was ratified.

D. Waste Pro

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the agreement with Waste Pro was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates for Fiscal Year 2026 Auditing Services

On MOTION by Ms. Miller seconded by Ms. Alba with all in favor the engagement letter with Grau & Associates was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Work Authorization No. 1 for Parking at Playgrounds

Ms. Giles stated at the last meeting the board discussed getting proposals to add some parking spots to a playground. This would be that first step in that process, and this is a work authorization from your district engineer.

Mr. Schofield stated I put together a lump sum proposal to get you to a preliminary bid. The deliverable is preliminary bid drawings, site design work that Alliant will provide for you to be sent out to bid and get construction numbers so you can decide whether to fund a construction project.

Ms. Giles stated this is a pretty big project. What the board has seen in years past is smaller projects where staff was able to get a general contractor and get proposals. This is much larger than that as it involves working with the county and county easements. First, we have to approve this work authorization for \$7,500 and he will bring back proposals for board consideration. If the board decides it is not a project they want to take on at this time, you would be better educated for the future. This is how you get proposals.

On MOTION by Mr. Schumacher seconded by Ms. Alba with three in favor and Mr. Edson and Ms. Miller opposed work authorization no. 1 was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Fiscal Year 2027 Budget

Ms. Giles gave an overview of the proposed fiscal year 2027 budget that has no proposed increase.

Mr. Edson asked why did we not choose to increase the capital budget this year?

Ms. Giles stated we increased the amount going to the capital reserve. The board authorized us to get an update to the capital reserve study and staff is reviewing that. The contribution to the capital reserve in the study is close to what we are putting in the budget for FY 27.

NINTH ORDER OF BUSINESS

Discussion of:

A. Land Acquisition of Parcel ID 02-05-24-005924-010-71

Ms. Giles stated a resident reached out to buy this parcel and some of you responded to staff that you were not interested in this offer, but Tom wanted to revisit it.

Mr. Schumacher stated it is 13 acres we can't do anything with it and we are not going to do anything with it. I thought we should entertain the offer.

Mr. Soriano stated the property does contain one pond and the only way to get to it is to go into Middleburg and back on those dirt roads to the backside of this property. A long time ago the plan was homes there. When they designed Warm Springs and D.R. Horton closed off the back of the loop, you no longer had access to that area. The only road coming in would be through Middleburg. It is not all preserve, some is useable for development, some would have to be kept for stormwater. If you want to sell it, you need to get with the attorney and engineer, you can't just take an offer. This has enough space for 40-60 homes.

Mr. Schofield stated if you want me to spend a few hours talking to the county and looking at the open space and calculations that were included in entitlements for this project we can determine quickly if this is something we should sell.

Ms. Giles stated before Joe does that work is this something the board would like to ask Joe to look into? Is there any interest from the board?

Mr. Edson asked how much are we talking about to do the research?

Mr. Schofield stated initially 2 to 4 hours, maybe half a day to do due diligence will get us a long way.

Ms. Buchanan stated generally speaking I would expect that the purchaser would be responsible for paying all of your legal fees in connection with the sale, all the title work. The only other restrictions that I can see are to make sure there are no CDD improvements are involved or as Joe mentioned regulatory requirements that would prevent us from doing that and that is more engineering than legal. The last issue is whether or not there would be similarly situated property and I don't think that is an issue. This is a unique situation from what I understand. We can get through there if we want to, can't we?

Mr. Soriano stated no, you can't get through there unless you use dirt roads in Middleburg.

Ms. Buchanan stated then we don't think he wants to join the CDD.

Ms. Giles asked does it include the district's pond?

Mr. Soriano stated it would cut off our access to the pond, and it would be something the engineer would have to look at. That is the pond I spoke of earlier that is back there, and we can't get to it. That would end up being cut off because it would be part of that property.

Ms. Giles stated I want a motion authorizing the engineer to research this.

On MOTION by Ms. Miller seconded by Mr. Edson with all in favor four hours of engineering services to do due diligence on this parcel was approved.

B. Agreement with Governmental Management Services

This item was taken off the agenda.

C. Agreement with Riverside Management Services

This item was taken off the agenda.

D. Pressure Washing Azalea Ridge Boulevard

Mr. Soriano stated this belongs to the county; the district does not own any of the sidewalks. The only reason we agreed to do the front portion was because the county engineering staff was here and gave verbal agreement, which they don't normally do. It is not our sidewalk. The front cost \$3,500 and this is twice as far but we can get a price if that is what you want.

Mr. Schumacher stated if we gave you a relatively low number not to exceed that might help set the price. \$7,000 would be twice the price and if we knocked that down \$1,000 then it may be \$6,000.

Mr. Soriano stated if there is no rush, an estimate doesn't cost anything.

It was the consensus of the board to have staff obtain estimates for cleaning the sidewalks.

E. Tree Replacements

Ms. Giles stated we talked about this at the last meeting. What was the plan for that?

Mr. Soriano stated that was when we were forced to plant a tree because the county wouldn't finalize our permit for the playground gazebo. They wanted us to go back to the original landscape design from when we opened that pocket park 10-years ago. There is no irrigation and we knew the trees would have trouble, but we were hoping they would live, but we had a drought. I would include that as part of your project for the parking lot.

Mr. Edson stated then we don't have to replace the dead trees.

Mr. Soriano stated no, you got the C.O. for that playground, it's done. They are completely dead and we can remove them; we don't need to replace them. That is up to you. We are getting more rain but you have no irrigation.

It was the consensus of the board to remove the trees at the playground if they are dead.

TENTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2025 Audit Report

Ms. Giles stated it is a clean audit with no findings or recommendations in the preceding financial audit.

On MOTION by Ms. Alba seconded by Mr. Edson with all in favor the Fiscal Year 2025 audit report was accepted.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan stated the legislation we spoke about previously where there was a recall process put into place for CDD board members was in fact signed by the governor. It was an update to my report yesterday explaining it so if you haven't gotten it send me an email, I am

happy to resend. The sovereign immunity increase meaning the potential cost of insurance because our liability will be higher, that is no longer on the table for the current year.

B. Engineer

There being no comments, the next item followed.

C. Manager – Discussion of Fiscal Year 2027 Meeting Schedule

Ms. Giles stated the fiscal year 2027 meeting schedule is in keeping with your normal first Wednesday of the month for November 4, January 6, March 3, May 5, July 7th and September 1st.

On MOTION by Ms. Alba seconded by Mr. Schumacher with all if favor the fiscal year 2027 meeting schedule was approved.

Ms. Giles stated everyone completed their form 1 and you have until December 31st to do the ethics training. I think three have already done that. Let me know when you complete it.

D. Operation Manager’s Report

There being no comments, the next item followed.

E. Amenity Manager

1. Report

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

2. Brightview QSA

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

TWELFTH ORDER OF BUSINESS

Supervisor’s Requests and Public Comments

A resident stated the last time I was here we talked about people living in the back. Are you aware of the teenagers who have hacked out a little place over there and they go there quite often to do whatever they want to do. Most of the time I don’t care because they are quiet but sometimes late at night they have parties back there. I don’t know if you have anything to do with that but it is in the reserve.

Mr. Soriano stated that is district property, it is a conservation easement. The only thing we can do is rely on the sheriff's office to address it. I always tell residents when they see things like that you can call the sheriff's office.

Mr. Shroyer asked who is interested in buying the property?

Mr. Soriano stated it is public information.

Mr. Shroyer stated now there is someone interested in the farm by Freedom. I wonder if it is the same person.

Freedom is not interested in getting in getting our CDD fees frozen. Whoever made that suggestion was not speaking for the Freedom board. We are not trying to get out of the CDD. We don't want our rates frozen. We are in this together.

Ms. Reeves stated I am one of the residents around pond 3 along with some other residents who are also around pond 3. Did you allude to the fact that residents are responsible for mowing their properties behind them?

Mr. Soriano stated no. We can't tell you that you have to mow that. You could mow. That is a pond bank we can't get to, but we would typically have it mowed.

Ms. Reeves asked are you saying because you can't get to the field because of gates and the easement being closed, that field is something that is going to be left to grow unless the residents mow it.

Mr. Soriano stated we are not mowing it unless we have access through those easements, we can't get the equipment back there.

Ms. Reeves asked how many of you live around a pond in this community? At least the rest of you don't have to worry about the people behind you. You don't have to worry about 3-foot snakes in your lanai. You represent the people here tonight and the rest of the community. You are the CDD you have the responsibility for the infrastructure. It is a problem that is getting worse and the problem is not going away unless we have your support. We need you to back the residents of pond 3. Why is that we can't find a solution for the residents of pond 3? You are telling me you can't come up with an idea to help us figure out how to mow that field around the pond.

Mr. Soriano stated we have a solution. We gave the board all the options. The option tonight was they are not going to force the homeowners to do anything, but they are going to do

legal agreements. Maybe those homeowners will change their mind and realize the problem they are creating. They bought the house with the existing fence, but it is still their problem.

Ms. Reeves stated we are looking for a workable solution. Mowing behind our property is not a solution for us. We have weeds that are 3-feet tall. Someone has mowed that field for 11 years, but it has not been mowed for five months. You have no idea what it looks like and have no idea to be afraid that something is going to come in your yard because of the height of the weeds. You represent us. We need your help. You should be able to come up with something to help us residents on pond 3.

Mr. Slade stated I'm one of the guys who has the easement going through that you dealt with today. He wanted to know if possibly setting the property out further to where they are required to take care of that grass behind the yards. I think the argument with like emergency services coming through I don't think that should have any sort of effect on the fences in the easement because if the fire department needs to get back there they will. Extend the property line and move the fences down.

Mr. Soriano stated that is not something we are able to do. You are basically asking the CDD to give property to a private owner. Short of what we are doing tonight we are asking people to move their fence. We approached the owners and none of them wanted to move the fence so this board would have to force them.

Ms. Giles stated those are the dedicated easements to get back to that pond for maintenance. We have access to all the ponds through a common area except this one.

A resident stated if I bought a house and someone had a fence on my property I would make them move it. What is the difference here?

Ms. Giles stated if the board wants to revisit this, we can. If your decision stands then it stands.

Mr. Schumacher stated we should enforce all the easements.

On MOTION by Mr. Wetherbee seconded by Ms. Miller with all in favor item four will be reconsidered.

Ms. Giles stated Mr. Schumacher's stance from the beginning was to have the fences removed from the easement. It is a 30-foot easement and staff is saying they need at least 10-feet.

Ms. Miller stated get the whole easement back. That way there is no discussion later, no questions, they just need to move it to the easement line.

Mr. Schumacher stated we have to enforce the easements.

Ms. Giles stated you have to decide how far you want the fence, 10-feet on each side or the whole easement width?

Ms. Buchanan stated I don't know if this is an issue on other ponds. For reference, we have seen this before in another community and there are close to 20 of these situations that exist in that other community and they decided to send letters, the letters did not create responses so I would not be optimistic. They ultimately filed lawsuits against all of those lots to enforce the easements and it was pricey. I want you to understand your path forward, not to change your vote or weigh in on the right or wrong but I'm explaining what a CDD has done when faced with a very similar situation.

Mr. Edson asked is there a way to incentivize these owners to move the fences?

Ms. Giles stated we will cut the grass when they remove the fences. That's it.

A resident stated 10-feet of the property should give you the room to access the pond, any more than that would be unfair.

Mr. Edson asked could the district pay for the fence to be put up.

Ms. Buchanan stated I'm reluctant to use district funds on private property but if you anticipate litigation would cost more to settle potential litigation.

Mr. Edson stated if we enter into an agreement with those two homeowners to move the fence back on each side and pay for the length of fence for both. Also if we do it we wouldn't be required to do that for the other homeowners would we?

Ms. Buchanan stated I don't think you have to do it for everyone. I can't give that decision tonight, you have to give everybody notice and allow comments. I wouldn't recommend that you choose that path tonight without giving everybody opportunity to think about it in advance.

Mr. Soriano stated you can still go through the process and then consider the option later. The letter was sent for them to contact us. If you want to send another letter we can do that.

Mr. Edson stated we can send them a demand letter telling them they have to move the fence.

Ms. Buchanan stated sure.

A resident stated residents are not going to agree to pay to move the fences. They will be angry because they are paying for someone's private property.

Ms. Giles stated we will send the letter and put it on the next agenda.

On MOTION by Ms. Alba seconded by Mr. Edson with all in favor staff was authorized to send a second letter to the homeowners to move the fences and staff was directed to obtain a proposal to move both fences.

Supervisor's Requests

Mr. Edson stated I have a question about the white truck. Do we know who did it?

Mr. Alba stated the investigating officer was going to speak with the potential owner.

Mr. Edson stated the owner of the truck should be responsible.

Mr. Alba stated that is up to the Clay County Sheriff's Office to determine that was the vehicle. I provided all the surveillance to them and spoke to the investigating officer.

Ms. Miller asked I know the roads are Clay County. We have no say so over the golf carts that are being used by youths that are not of a legal age to drive. Is there anything we can do?

Mr. Alba stated we asked Clay County Sherriff to come out and try to educate the kids on motorcycles and golf carts and they did show up and talked to the kids. I suggest calling CCSO.

Ms. Miller stated some residents have commented about the cleanliness of the gym, sometimes it is clean but most of the time they don't feel it is clean. Another resident told me the women's bathroom was out of TP a couple times.

Mr. Alba stated I stocked up all the bathrooms, and I will talk to them about the gym.

Mr. Schumacher stated at the end of Sandy Ridge Boulevard and Green River there is landscaping with six little cutouts, half of them have mulch. Does Brightview take care of that?

Mr. Soriano stated those are drift roses and knockouts and some of them need to be replaced. We can talk to Brightview, they clean up the beds. We can get some numbers to make that look better.

THIRTEENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the May 6, 2026 Meeting

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the minutes of the May 6, 2026 meeting were approved as presented.

B. Acceptance of the Minutes of the May 6, 2026 Audit Committee Meeting

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the minutes of the May 6, 2026 audit committee meeting were accepted.

C. Balance Sheet & Income Statement

D Assessment Receipt Schedule

E. Approval of Check Register

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

FOURTEENTH ORDER OF BUSINESS Next Meeting Scheduled for September 2, 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 September 2, 2026 at 6:00 p.m. in the same location.

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Wetherbee seconded by Mr. Schumacher with all in favor the meeting adjourned at 8:45 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Ridgewood Trails
Community Development District

Unaudited Financial Reporting
July 31, 2026



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Ridgewood Trails
Community Development District
Combined Balance Sheet
July 31, 2026

	<i>General Fund</i>	<i>Capital Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Capital Project Fund</i>	<i>Totals Governmental Funds</i>
Assets:					
Cash:					
Operating Account	\$ 46,451	\$ 59,766	\$ -	\$ -	\$ 106,218
Assessments Receivable	-	-	-	-	-
Due from Other	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
Investments:					
State Board of Administration (SBA)	332,558	249,500	-	-	582,058
US Bank - Custody Account	69,117	-	-	-	69,117
Series 2007					
Reserve A	-	-	11,301	-	11,301
Interest A	-	-	-	-	-
Revenue A	-	-	10,046	-	10,046
Prepayment A	-	-	-	-	-
Deferred Costs	-	-	-	1,293	1,293
Prepaid Expenses	1,088	-	-	-	1,088
Deposits	2,803	-	-	-	2,803
Total Assets	\$ 452,016	\$ 309,266	\$ 21,347	\$ 1,293	\$ 783,923
Liabilities:					
Accounts Payable	\$ 14,795	\$ 5,957	\$ -	\$ -	\$ 20,752
Accrued Expenses	-	-	-	-	-
Due to Other	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Total Liabilities	\$ 14,795	\$ 5,957	\$ -	\$ -	\$ 20,752
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 1,088	\$ -	\$ -	\$ -	\$ 1,088
Deposits	2,803	-	-	-	2,803
Restricted for:					
Debt Service	-	-	21,347	-	21,347
Capital Project	-	-	-	1,293	1,293
Assigned for:					
Capital Reserve Fund	-	303,309	-	-	303,309
Unassigned	433,331	-	-	-	433,331
Total Fund Balances	\$ 437,221	\$ 303,309	\$ 21,347	\$ 1,293	\$ 763,171
Total Liabilities & Fund Balance	\$ 452,016	\$ 309,266	\$ 21,347	\$ 1,293	\$ 783,923

Ridgewood Trails
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance

Revenues:

Special Assessments - Tax Roll	\$ 664,302	\$ 664,302	\$ 665,774	\$ 1,472
Interest Earned/Misc. Income	12,000	10,000	16,838	6,838
Rental Revenue	3,686	3,072	5,350	2,278
Total Revenues	\$ 679,988	\$ 677,374	\$ 687,962	\$ 10,588

Expenditures:

General & Administrative:

Supervisor Fees	\$ 8,000	\$ 6,667	\$ 4,400	\$ 2,267
PR-FICA	612	510	337	173
Engineering	3,200	2,667	858	1,809
Attorney	20,000	16,667	8,230	8,436
Annual Audit	3,380	3,380	3,380	-
Assessment Administration	5,854	5,854	5,854	-
Arbitrage Rebate	600	600	600	-
Dissemination Agent	1,180	984	983	-
Trustee Fees	4,434	4,434	4,718	(284)
Management Fees	53,886	44,905	44,905	-
Information Technology	2,003	1,670	1,669	-
Website Maintenance	1,336	1,113	1,113	-
Telephone	350	292	192	100
Postage & Delivery	800	667	468	199
Insurance General Liability	9,301	9,301	8,763	538
Printing & Binding	1,000	833	360	473
Legal Advertising	1,800	1,500	390	1,110
Other Current Charges	907	756	868	(112)
Office Supplies	100	100	104	(4)
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 118,919	\$ 103,073	\$ 88,368	\$ 14,705

Ridgewood Trails
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
<u>Operations & Maintenance</u>				
Amenity Center Expenditures				
Insurance	\$ 17,635	\$ 17,635	\$ 15,283	\$ 2,352
Amenity Manager	45,020	37,517	37,517	-
Facility Assistant	7,500	6,250	-	6,250
General Facility Maintenance	12,190	10,158	7,591	2,567
Repairs & Replacements	30,000	30,000	31,153	(1,153)
Lifeguards	20,462	12,834	12,834	-
Pool Maintenance	20,845	17,371	19,577	(2,206)
Pool Chemicals	18,647	15,539	9,941	5,598
Water & Sewer	13,000	10,833	8,467	2,366
Electric	16,100	13,417	12,688	728
Internet/Cable	7,980	6,650	4,315	2,335
ESPN	-	-	1,295	(1,295)
Janitorial	12,486	10,405	10,405	-
Janitorial Supplies	2,500	2,083	1,676	407
Security System	8,647	7,206	7,551	(345)
Refuse Service	3,180	2,650	2,959	(309)
Special Events	5,000	4,167	3,437	729
Pool Permit	475	475	525	(50)
Pest Control	1,200	1,000	948	52
Access Cards	750	625	527	98
Subtotal Amenity Center Expenditures	\$ 243,617	\$ 206,814	\$ 188,689	\$ 18,125
Grounds Maintenance Expenditures				
Operations Management	\$ 27,074	\$ 22,562	\$ 22,562	\$ -
Electric	3,000	2,500	2,274	226
Water	8,300	8,300	10,016	(1,717)
Repairs & Maintenance	20,000	20,000	30,194	(10,194)
Landscape Maintenance	143,582	119,652	107,037	12,615
Lake Maintenance	9,020	7,517	7,340	177
Irrigation Repairs	3,000	2,500	-	2,500
Subtotal Grounds Maintenance Expenditures	\$ 213,976	\$ 183,030	\$ 179,423	\$ 3,606
Total Operations & Maintenance	\$ 457,593	\$ 389,844	\$ 368,113	\$ 21,732
Total Expenditures	\$ 576,512	\$ 492,917	\$ 456,481	\$ 36,436
Excess (Deficiency) of Revenues over Expenditures	\$ 103,476	\$ 184,456	\$ 231,481	\$ 47,025
<u>Other Financing Sources/(Uses)</u>				
Capital Reserve Transfer out	\$ (103,476)	\$ (103,476)	\$ (103,476)	\$ -
Subtotal Other Financing Sources/(Uses)	\$ (103,476)	\$ (103,476)	\$ (103,476)	\$ -
Net Change in Fund Balance	\$ 0	\$ 80,980	\$ 128,005	\$ 47,025
Fund Balance - Beginning	\$ -		\$ 309,216	
Fund Balance - Ending	\$ -		\$ 437,221	

Ridgewood Trails
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues				
Interest	\$ 6,000	\$ 5,000	\$ 7,110	2,110
Total Revenues	\$ 6,000	\$ 5,000	\$ 7,110	\$ 2,110
Expenditures:				
Capital Reserves	\$ 30,000	\$ 25,000	\$ 4,955	\$ 20,045
Other Curent Charges	500	417	3,217	(2,800)
Repair & Replacement	30,000	25,000	7,718	17,282
Total Expenditures	\$ 60,500	\$ 50,417	\$ 15,889	\$ 34,528
Excess (Deficiency) of Revenues over Expenditures	\$ (54,500)	\$ (45,417)	\$ (8,779)	\$ 36,638
Other Financing Sources/(Uses)				
Capital Reserve Transfer In	\$ 103,476	\$ 103,476	\$ 103,476	\$ -
Total Other Financing Sources (Uses)	\$ 103,476	\$ 103,476	\$ 103,476	\$ -
Net Change in Fund Balance	\$ 48,976	\$ 58,059	\$ 94,697	\$ 36,638
Fund Balance - Beginning	\$ 207,334		\$ 208,612	
Fund Balance - Ending	\$ 256,310		\$ 303,309	

Ridgewood Trails
Community Development District
Debt Service Fund Series - 2007A
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 13,359	\$ 13,359	\$ 13,388	\$ 30
Interest Income	600	500	673	173
Total Revenues	\$ 13,959	\$ 13,859	\$ 14,062	\$ 203
Expenditures:				
Interest - 11/1	\$ 3,390	\$ 3,390	\$ 3,390	\$ -
Interest - 5/1	3,390	3,390	3,390	-
Principal - 5/1	5,000	5,000	5,000	-
Total Expenditures	\$ 11,780	\$ 11,780	\$ 11,780	\$ -
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,179		\$ 2,282	
Net Change in Fund Balance	\$ 2,179	\$ -	\$ 2,282	\$ -
Fund Balance - Beginning	\$ 8,264		\$ 19,065	
Fund Balance - Ending	\$ 10,443		\$ 21,347	

Ridgewood Trails
Community Development District
Capital Projects Fund Series - 2007A
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Actual
	Thru 07/31/26
Revenues	
Interest Income	\$ 36
Total Revenues	\$ 36
Expenditures:	
Capital Outlay	\$ -
Total Expenditures	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 36
Other Financing Sources/(Uses)	
Transfer In/(Out)	\$ -
Total Other Financing Sources (Uses)	\$ -
Net Change in Fund Balance	\$ 36
Fund Balance - Beginning	\$ 1,257
Fund Balance - Ending	\$ 1,293

Ridgewood Trails
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 53,025	\$ 585,970	\$ 3,629	\$ 2,094	\$ 10,756	\$ 6,774	\$ 298	\$ 3,228	\$ -	\$ -	\$ -	\$ 665,774
Interest Earned/Misc. Income	783	675	677	1,985	2,208	3,099	3,109	1,527	1,477	1,299	-	-	16,838
Rental Revenue	400	-	-	1,050	-	2,750	-	750	-	400	-	-	5,350
Total Revenues	\$ 1,183	\$ 53,700	\$ 586,646	\$ 6,663	\$ 4,302	\$ 16,605	\$ 9,883	\$ 2,575	\$ 4,705	\$ 1,699	\$ -	\$ -	\$ 687,962

Expenditures:

General & Administrative:

Supervisor Fees	\$ -	\$ 800	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 600	\$ -	\$ 1,000	\$ -	\$ -	\$ 4,400
PR-FICA	-	61	-	77	-	77	-	46	-	77	-	-	337
Engineering	-	-	-	-	-	-	-	858	-	-	-	-	858
Attorney	758	1,326	278	834	-	1,158	1,834	2,045	-	-	-	-	8,230
Annual Audit	-	-	-	-	-	-	-	-	-	3,380	-	-	3,380
Assessment Administration	5,854	-	-	-	-	-	-	-	-	-	-	-	5,854
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	600	-	-	600
Dissemination Agent	98	98	98	98	98	98	98	98	98	98	-	-	983
Trustee Fees	1,129	-	-	3,589	-	-	-	-	-	-	-	-	4,718
Management Fees	4,491	4,491	4,491	4,491	4,491	4,491	4,491	4,491	4,491	4,491	-	-	44,905
Information Technology	167	167	167	167	167	167	167	167	167	167	-	-	1,669
Website Maintenance	111	111	111	111	111	111	111	111	111	111	-	-	1,113
Telephone	-	22	-	66	-	17	-	36	20	31	-	-	192
Postage & Delivery	8	6	60	32	20	6	77	58	67	133	-	-	468
Insurance General Liability	8,763	-	-	-	-	-	-	-	-	-	-	-	8,763
Printing & Binding	24	18	9	8	75	32	23	71	45	56	-	-	360
Legal Advertising	46	-	46	-	49	58	49	46	-	95	-	-	390
Other Current Charges	77	79	68	85	100	78	100	89	100	93	-	-	868
Office Supplies	0	0	0	0	1	101	0	0	1	0	-	-	104
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 21,701	\$ 7,180	\$ 5,328	\$ 10,558	\$ 5,112	\$ 7,392	\$ 6,951	\$ 8,715	\$ 5,100	\$ 10,332	\$ -	\$ -	\$ 88,368

Ridgewood Trails
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<i>Operations & Maintenance</i>													
Amenity Center Expenditures													
Insurance	\$ 15,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,283
Amenity Manager	3,752	3,752	3,752	3,752	3,752	3,752	3,752	3,752	3,752	3,752	-	-	37,517
Facility Assistant	-	-	-	-	-	-	-	-	-	-	-	-	-
General Facility Maintenance	336	748	773	1,151	1,035	748	606	303	1,211	680	-	-	7,591
Repairs & Replacements	2,253	1,803	545	2,143	1,349	5,220	4,656	5,891	4,568	2,726	-	-	31,153
Lifeguards	-	-	-	-	-	1,274	-	3,299	4,046	4,215	-	-	12,834
Pool Maintenance	3,713	1,737	1,737	1,737	1,737	1,737	1,840	1,737	1,737	1,864	-	-	19,577
Pool Chemicals	-	1,776	1,251	362	107	751	1,767	-	2,294	1,633	-	-	9,941
Water & Sewer	952	646	915	928	981	-	897	1,219	1,042	888	-	-	8,467
Electric	1,376	1,304	1,137	1,184	1,224	1,097	1,226	1,226	1,419	1,495	-	-	12,688
Internet/Cable	659	688	521	640	242	315	315	315	313	305	-	-	4,315
ESPN	-	-	-	185	185	185	185	185	185	185	-	-	1,295
Janitorial	1,041	1,041	1,041	1,041	1,041	1,041	1,041	1,041	1,041	1,041	-	-	10,405
Janitorial Supplies	234	117	-	164	117	-	437	51	345	212	-	-	1,676
Security System	716	2,050	723	580	580	580	580	580	580	580	-	-	7,551
Refuse Service	278	278	280	287	288	290	319	316	315	306	-	-	2,959
Special Events	207	603	122	-	1,132	892	-	-	-	481	-	-	3,437
Pool Permit	-	-	-	-	-	-	-	525	-	-	-	-	525
Pest Control	93	93	93	96	96	96	96	96	96	96	-	-	948
Access Cards	-	-	-	-	-	-	-	527	-	-	-	-	527
Subtotal Amenity Center Expenditures	\$ 30,892	\$ 16,635	\$ 12,890	\$ 14,249	\$ 13,867	\$ 17,977	\$ 17,716	\$ 21,061	\$ 22,944	\$ 20,459	\$ -	\$ -	188,689
Grounds Maintenance Expenditures													
Operations Management	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ 2,256	\$ -	\$ -	22,562
Electric	224	228	228	230	230	228	227	226	227	227	-	-	2,274
Water	1,434	896	1,581	1,347	845	-	836	1,021	1,410	646	-	-	10,016
Repairs & Maintenance	5,614	1,505	1,045	2,890	3,484	2,063	4,910	6,012	1,089	1,582	-	-	30,194
Landscape Maintenance	10,704	10,704	10,704	10,704	10,704	10,704	10,704	10,704	10,704	10,704	-	-	107,037
Lake Maintenance	710	710	710	710	710	710	710	710	710	950	-	-	7,340
Irrigation Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Grounds Maintenance Expenditures	\$ 20,943	\$ 16,299	\$ 16,524	\$ 18,137	\$ 18,228	\$ 15,962	\$ 19,642	\$ 20,929	\$ 16,396	\$ 16,365	\$ -	\$ -	179,423
Total Operations & Maintenance	\$ 51,835	\$ 32,934	\$ 29,414	\$ 32,386	\$ 32,094	\$ 33,939	\$ 37,358	\$ 41,989	\$ 39,340	\$ 36,824	\$ -	\$ -	368,113
Total Expenditures	\$ 73,536	\$ 40,113	\$ 34,742	\$ 42,943	\$ 37,207	\$ 41,330	\$ 44,309	\$ 50,705	\$ 44,440	\$ 47,155	\$ -	\$ -	456,481
Excess (Deficiency) of Revenues over Expenditures	\$ (72,353)	\$ 13,587	\$ 551,905	\$ (36,280)	\$ (32,905)	\$ (24,725)	\$ (34,426)	\$ (48,130)	\$ (39,735)	\$ (45,456)	\$ -	\$ -	231,481
Reserves													
Capital Reserve Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (103,476)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(103,476)
Total Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (103,476)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(103,476)

Ridgewood Trails

Community Development District

Long Term Debt Report

Series 2007A Capital Improvement Revenue Bonds	
Interest Rate:	5.65%
Maturity Date:	5/1/2038
Reserve Fund Definition	6.949% of Outstanding Bonds
Reserve Fund Requirement	\$7,991
Reserve Fund Balance	\$11,301
Bonds Outstanding - 6/1/2019	\$150,000
Less: May 1, 2020 (Mandatory)	(5,000)
Less: May 1, 2021 (Mandatory)	(5,000)
Less: May 1, 2022 (Mandatory)	(5,000)
Less: May 1, 2023 (Mandatory)	(5,000)
Less: May 1, 2024 (Mandatory)	(5,000)
Less: May 1, 2025 (Mandatory)	(5,000)
Less: May 1, 2026 (Mandatory)	(5,000)
Current Bonds Outstanding	\$115,000

C.

Ridgewood Trails

Community Development District

Fiscal Year 2026 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2007A DEBT ASMT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED	691	13,358.77	664,303.78	677,662.55
TOTAL NET ASSESSMENTS	691	13,358.77	664,303.78	677,662.55

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2007A DEBT RECEIPTS	O&M RECEIPTS	TOTAL RECEIVED
1	11/6/25	75.26	3,742.41	3,817.67
2	11/13/25	474.20	23,581.17	24,055.37
3	11/25/25	516.85	25,701.69	26,218.54
4	12/8/25	11,563.71	575,039.43	586,603.14
5	12/18/25	219.80	10,930.41	11,150.21
6	1/15/26	72.97	3,628.76	3,701.73
7	2/11/26	42.11	2,093.80	2,135.91
8	3/6/26	216.29	10,755.78	10,972.07
9	4/14/26	136.22	6,774.17	6,910.39
10	5/11/26	5.99	297.79	303.78
11	6/10/26	19.16	952.94	972.10
12	6/16/26	45.75	2,275.16	2,320.91
		-	-	-
TOTAL TAX ROLL RECEIPTS		13,388.35	665,773.47	679,161.82

PERCENT COLLECTED	DEBT	O&M	TOTAL
TOTAL PERCENT COLLECTED	100.22%	100.22%	100.22%

D.

Ridgewood Trails

COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026

Check Register

<i>Fund</i>	<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>	
<u>General Fund</u>				
	6/1/26 - 6/30/26	3005-3021	\$43,086.93	
	7/1/2026 - 7/31/26	3022-3040	\$44,949.69	
				\$88,036.62
<u>Capital Reserve</u>				
	6/1/26 - 6/30/26	51	\$4,954.60	
	7/1/2026 - 7/31/26	52	\$2,800.00	
				\$7,754.60
<u>Autopayments</u>				
	6/1/26	Clay Electric	1,400.76	
	6/4/26	Waste Pro	\$315.40	
	6/11/26	Comcast	313.08	
	6/22/26	CCUA	2,451.99	
	6/25/26	Newlane Finance	395.12	
	6/29/26	Clay Electric	50.73	
	6/30/26	EverPass Media	184.98	
	7/6/26	Waste Pro	306.29	
	7/7/26	IRS FICA tax payment	153.00	
	7/13/26	Comcast	305.48	
	7/17/26	CCUA	1,534.06	
	7/27/26	Newlane Finance	395.12	
	7/31/26	Clay Electric	1,722.09	
				\$9,528.10
TOTAL				\$105,319.32

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
6/05/26	00119	5/22/26 9787570	202605 330-53800-46000	MINI PINE BARK MULCH	*	4,028.28	
		6/01/26 9789678	202606 330-53800-46200	JUN LANDSCAPE MAINTENANCE	*	10,703.68	
				BRIGHTVIEW LANDSCAPE SERVICES INC			14,731.96 003005
6/05/26	00143	6/01/26 7443913	202606 320-57200-52100	POOL CHEMICALS - JUN	*	1,205.91	
		6/01/26 7443913	202606 320-57200-52100	CREDIT MEMO INV#7413266	*	15.00-	
				HAWKINS INC			1,190.91 003006
6/05/26	00126	6/01/26 443304	202606 320-57200-34510	JUN SECURITY SERVICES	*	35.00	
				HI-TECH SYSTEM ASSOCIATES			35.00 003007
6/05/26	00042	6/01/26 377587B	202606 330-53800-46400	JUN LAKE MAINTENANCE	*	710.00	
				THE LAKE DOCTORS INC			710.00 003008
6/05/26	00118	5/22/26 77939312	202605 320-57200-34510	6/01-6/30/26 SEC MONITOR	*	150.10	
				VECTOR SECURITY INC			150.10 003009
6/16/26	00171	6/08/26 06082026	202606 300-36900-10100	DEPOSIT REFUND	*	250.00	
				CHRISTINA STRUHAR			250.00 003010
6/16/26	00003	5/31/26 291	202604 320-57200-46000	APR FRESHWATER SYSTEMS	*	46.38	
				GOVERNMENTAL MANAGEMENT SERVICES			46.38 003011
6/16/26	00003	6/01/26 290	202606 310-51300-34000	JUN MANAGEMENT FEES	*	4,490.50	
		6/01/26 290	202606 310-51300-35200	JUN WEBSITE ADMIN	*	111.33	
		6/01/26 290	202606 310-51300-35100	JUN INFO TECH	*	166.92	
		6/01/26 290	202606 310-51300-31300	JUN DISSEM AGENT SRVCS	*	98.33	
		6/01/26 290	202606 310-51300-51000	OFFICE SUPPLIES	*	.84	
		6/01/26 290	202606 310-51300-42000	POSTAGE	*	67.40	
		6/01/26 290	202606 310-51300-42500	COPIES	*	45.00	

RDGE --RIDGEWOOD-- TLEE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		6/01/26	290	202606 310-51300-41000		*	20.11		
			TELEPHONE						
					GOVERNMENTAL MANAGEMENT SERVICES			5,000.43	003012
6/16/26	00166	6/08/26	06082026	202606 300-36900-10100		*	250.00		
			DEP SEC REFUND-ROOM/POOL						
					LOGAN KIMBRELL			250.00	003013
6/16/26	00039	6/01/26	455	202606 320-57200-34200		*	1,040.50		
			JUN JANITORIAL SERVICES						
		6/01/26	455	202606 320-57200-46500		*	1,737.08		
			JUN POOL MAINTENANCE SRVC						
		6/01/26	455	202606 330-53800-34000		*	2,256.17		
			JUN CONTRACT ADMIN						
		6/01/26	455	202606 320-57200-46200		*	3,751.67		
			JUN FACILITY MANAGEMENT						
		6/01/26	455	202606 320-57200-52100		*	24.46		
			JUN P CHEM-MURIATIC ACID						
		6/01/26	455	202606 320-57200-52100		*	14.85		
			JUN P CHEM-CAL HYPO						
		6/01/26	455	202606 320-57200-52100		*	13.62		
			JUN P CHEM-YELLOW TREAT						
		6/01/26	455	202606 320-57200-52100		*	84.32		
			JUN P CHEM-TILE SOAP						
					RIVERSIDE MANAGEMENT SERVICES INC			8,922.67	003014
6/16/26	00170	6/08/26	06082026	202606 300-36900-10100		*	250.00		
			DEPOSIT REFUND-POOL/ROOM						
					TAYLOR MITCHELL			250.00	003015
6/16/26	00130	6/05/26	62237002	202606 320-57200-43200		*	95.76		
			JUN RODENT CONTROL						
					TURNER PEST CONTROL LLC			95.76	003016
6/25/26	00147	6/18/26	85646	202605 310-51300-31100		*	857.50		
			MAY ENGINEERING SERVICES						
					ALLIANT ENGINEERING, INC.			857.50	003017
6/25/26	00119	6/12/26	9818872	202606 320-57200-46000		*	550.75		
			PM REPAIRS						
					BRIGHTVIEW LANDSCAPE SERVICES INC			550.75	003018
6/25/26	00039	5/31/26	456	202605 320-57200-45100		*	3,298.75		
			MAY LIFEGUARDS						
					RIVERSIDE MANAGEMENT SERVICES INC			3,298.75	003019
					RDGE --RIDGEWOOD-- TLEE				

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
6/25/26	00039	6/17/26	457 202605 320-57200-46100 MAY AMENITY GEN MAINT		*	302.76	
		6/17/26	457 202605 320-57200-46000 MAY AMENITY RPR & RPLC		*	4,162.74	
		6/17/26	457 202605 320-57200-52200 MAY JANITORIAL SUPPLIES		*	50.56	
		6/17/26	457 202605 320-57200-49100 MAY ACCESS CARDS		*	526.70	
		6/17/26	457 202605 330-53800-46000 MAY FIELD RPR & RPLC		*	1,353.96	
RIVERSIDE MANAGEMENT SERVICES INC							6,396.72 003020
6/25/26	00172	6/15/26	06152026 202606 300-36900-10100 SEC/RENTAL FEE-ROOM/POOL		*	350.00	
VAN PHILLIPS							350.00 003021
TOTAL FOR BANK A						43,086.93	
TOTAL FOR REGISTER						43,086.93	



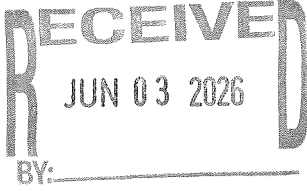
INVOICE

Sold To: 24319930
Ridgewood Trails CDD
475 W Town Pl Ste 114
St Augustine FL 32092

Customer #: 24319930
Invoice #: 9787570
Invoice Date: 5/22/2026
Sales Order: 8796406
Cust PO #:

Project Name: Ridgewood Trails - Mulch Additional Areas

Project Description: Ridgewood Trails - Mulch additional areas contract mulch did not cover

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD Approximately 60 Yards Mini Pine Bark Mulch Installed (Mulch) Approved Ridgewood Trails CDD Field Repairs and Maintenance 001.330.53800.46000 <i>Courtney Rodgers</i> June 3, 2026 	1.000	LS	4028.28	4,028.28
				Service Delivery Fee	0.00
				Total Invoice Amount	4,028.28
				Taxable Amount	
				Tax Amount	
				Balance Due	4,028.28

Standard payment terms of net 30 days apply unless otherwise agreed. In the absence of a preceding set of terms and conditions being in effect between the parties, the Maintenance Service Terms and Conditions located at www.brightview.com/terms-conditions/landscape-services-terms shall hereby be incorporated by reference and will govern the transaction between the parties and Services being performed by BrightView.

Please detach stub and remit with your payment. For questions, please call 904-292-0716.

Payment Stub

Customer Account #: 24319930
Invoice #: 9787570
Invoice Date: 5/22/2026

Amount Due: \$ 4,028.28

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Ridgewood Trails CDD
475 W Town Pl Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Ridgewood Trails CDD

Property Name Ridgewood Trails CDD
Property Address 1667 Azalea Ridge Blvd
Middleburg, FL 32068

Contact Rob Alba
To Ridgewood Trails CDD
Billing Address 475 W Town Pl Ste 114
St Augustine FL 32092

Project Name Ridgewood Trails - Mulch Additional Areas

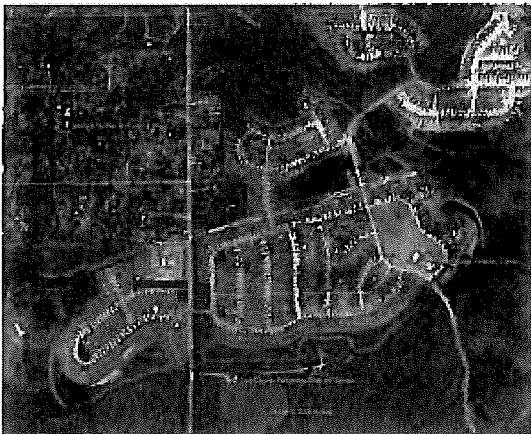
Project Description Ridgewood Trails - Mulch additional areas contract mulch did not cover

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Approximately 60 Yards Mini Pine Bark Mulch Installed (Mulch pocket parks, street trees, and second and third entrances).	\$4,028.28	\$4,028.28

Images

Ridgewood Mulch Map Additional Areas



For internal use only

SO# 8796406
JOB# 346100568
Service Line 130

Total Price \$4,028.28

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court Jacksonville FL 32256 ph (904) 292-1716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer

	Title	Amenity Manager
Signature		
Rob Alba		May 20, 2026
Printed Name	Date	

BrightView Landscape Services, Inc. "Contractor"

	Title	Account Manager
Signature		
Karen E Fisher		May 20, 2026
Printed Name	Date	

Job #:	346100568		
SO #:	0796406	Proposed Price:	\$4,028.28

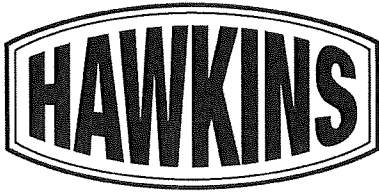


Customer #: 24319930
Invoice #: 9789678
Invoice Date: 6/1/2026
Cust PO #:

Standard payment terms of net 30 days apply unless otherwise agreed. In the absence of a preceding set of terms and conditions being in effect between the parties, the Maintenance Service Terms and Conditions located at www.brightview.com/terms-conditions/landscape-services-terms shall hereby be incorporated by reference and will govern the transaction between the parties and Services being performed by BrightView.

Ridgewood Trails CDD
475 W Town Pl Ste 114
St Augustine FL 32092

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$1,205.91
Invoice Number	7443913
Invoice Date	6/1/26
Sales Order Number/Type	5168846 SL
Branch Plant	74
Shipment Number	6221542

Sold To: 531351
Accounts Payable
RIDGEWOOD TRAILS CDD
475 W Town PI STE 114
St Augustine FL 32092-3649

Ship To: 531352
RIDGEWOOD TRAILS CDD
1667 Azalea Ridge Blvd
Middleburg FL 32068

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release		Sales Agent #
7/1/26	Net 30	PPD Origin	HWTG						387
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 7870-1	N	310.0000	GA	\$2.9500	GA	2,997.7 LB	\$914.50
		1 LB BLK (Mini-Bulk)		310.0000	GA			2,997.7 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
2.000	14420	Sodium Bicarbonate	N	1.0000	BG	\$41.5000	BG	50.0 LB	\$41.50
		50 LB BG (Pool Grade)		1.0000	BG			51.0 GW	
3.000	42871	Sulfuric Acid 38-40%	N	2.0000	DD	\$71.4563	DD	324.0 LB	\$142.91
		15 GA DD		2.0000	DD			344.0 GW	
3.001	699922	15 GA Blu/Black Deldrum	N	2.0000	DD	\$15.0000	RD	20.0 LB	\$30.00
		DELD RM 1H1/X1.9/250		2.0000	RD			20.0 GW	
Related Order #: 05168846									
4.000	13025	Soda Ash Grade 100	N	1.0000	BG	\$65.0000	BG	50.0 LB	\$65.00
		50 LB BG		1.0000	BG			51.0 GW	

Page 1 of 2

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

Continued on next page

No Discounts on Freight

IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:

Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@Hawkinsinc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:

US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44IMT
Type of Account: Corporate Checking

ACH PAYMENTS:

CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com

CASH IN ADVANCE/EFT PAYMENTS:

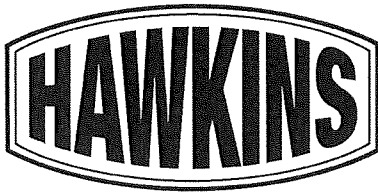
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 2851314

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$1,205.91
Invoice Number	7443913
Invoice Date	6/1/26
Sales Order Number/Type	5168846 SL
Branch Plant	74
Shipment Number	6221542

Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
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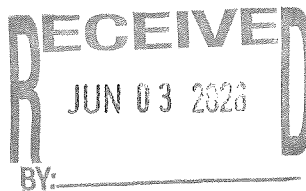
***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

Approved
Ridgewood Trails CDD
Pool Chemicals
001.320.57200.52100

Courtney Rodgers

June 3, 2026



Page 2 of 2

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$1,205.91

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@Hawkinsinc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44IMT
Type of Account: Corporate Checking

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com

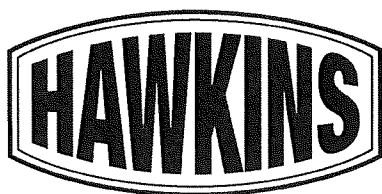
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www.hawkinsinc.com

Job# 2851314

Original



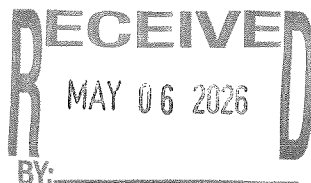
Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

CREDIT MEMO

Total Invoice	(\$15.00)
Invoice Number	7413266
Invoice Date	5/5/26
Sales Order Number/Type	5139902 CO
Branch Plant	74
Shipment Number	6183858

Sold To: 531351
Accounts Payable
RIDGEWOOD TRAILS CDD
475 W Town PI STE 114
St Augustine FL 32092-3649

Ship To: 531352
RIDGEWOOD TRAILS CDD
1667 Azalea Ridge Blvd
Middleburg FL 32068



Net Due Date		Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release	Sales Agent #	
6/4/26		Net 30	COL Origin	HWTG	EMPTIES				387	
Line #	Item Number	Item Name/ Description		Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.001	699922	15 GA Blu/Black Deldrum		N	1.0000-	DD	\$15.0000	DD	10.0- LB	(\$15.00)
		DELD RM 1H1/X1.9/250			1.0000-	DD			10.0- GW	

Related Order #: 04990026

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

(\$15.00)

No Discounts on Freight
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NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:

Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:

Email: Credit.Dept@HawkinsInc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:

US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name:

Hawkins, Inc.
Account #: 180120759469

ABA/Routing #:

091000022

Swift Code#:

USBKUS44IMT

Type of Account:

Corporate Checking

ACH PAYMENTS:

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For other than CTX, the remit to information may be emailed to Credit.Dept@HawkinsInc.com

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www.hawkinsinc.com

Job# 2709810



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 443304
Invoice Date: 06/01/2026
Completed: 06/02/2026
Terms: Due On Receipt
Bid#:

Bill to:

Ridgewood CDD
475 West Town Place
Suite 114
Saint Augustine, FL 32092
[Click Here to Pay Online!](#)

475 West Town Place

HiTechFlorida.com

Description	Qty	Rate	Amount
2-11885-ACC-1 - Access Control System - Ridgewood Trails CDD - 1667 Azalea Ridge Blvd, Middleburg, FL			
Hi-Tech Commercial Access 1	1.00	\$20.00	20.00
OvrC Pro Monitoring	1.00	\$15.00	15.00
Sales Tax			0.00

Approved
Ridgewood Trails CDD
Security
001.320.57200.34510
Courtney Rodgers
June 3, 2026

RECEIVED
JUN 03 2026
BY: _____

Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$35.00
Payments	\$0.00
Balance Due	\$35.00

MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.
Aquatic Management Services

Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

RIDGEWOOD TRAILS CDD
Taylor Tonnison
475 West Town Pl
SUITE 114
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
718416	6/1/2026	\$710.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

0000000006621300100000003775870000007100002

Please return this invoice with your payment and
notify us of any changes to your contact information.

RIDGEWOOD TRAILS CDD

3813 Great Falls Loop Middleburg, FL 32068

Invoice Due Date 6/11/2026

Invoice 377587B

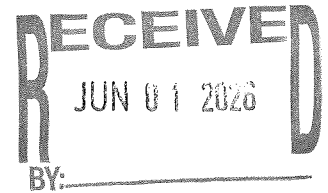
PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
6/1/2026	Water Management - Monthly		\$710.00	\$0.00	\$710.00

Please remit payment for this month's invoice.

Approved
Ridgewood Trails CDD
Lake Maintenance
001.330.53800.46400

Courtney Rodgers
June 01, 2026



Please provide remittance information when submitting payments,
otherwise payments will be applied to the oldest outstanding invoices.

Credits	\$0.00
Adjustment	\$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$710.00

This Invoice Total:

\$710.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 718416
Portal Registration #: 98B142AF
Customer E-mail(s): RIDGEWOODTRAILSMGR@RMSNF.COM
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



**VECTOR
SECURITY.**

9456 Phillips Highway, Suite 1
Jacksonville, FL 32256

Account Information

Invoice Number: 77939312
Invoice Date: 05/22/2026
Branch: 72
Account Number: 6433093
Due Date: 06/21/2026

Account Activity

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
RIDGEWOOD TRAILS DE 1667 AZALEA RIDGE 32068 Service From: 06/01/2026 To: 06/30/2026 RECURRING SERVICES			150.10	0.00	150.10
Approved Ridgewood Trails CDD Security 001.320.57200.34510 <i>Courtney Rodgers</i> May 29, 2026 RECEIVED MAY 29 2026 BY: _____					
Extended Total	Tax Total	Invoice Total	Prior Balance	Total Due	
\$150.10	\$0.00	\$150.10	\$0.00	\$150.10	

Important Messages

Sales scams are on the rise. Learn how to protect yourself.

www.vectorsecurity.com/sales-scam

For all inquiries call your local branch phone number: 1-904-265-7890

Please detach and return below portion with your payment
DO NOT SEND CORRESPONDENCE WITH YOUR PAYMENT

MS9GW7JF



**VECTOR
SECURITY.**

9456 Phillips Highway, Suite 1
Jacksonville, FL 32256

Address Service Requested

RIDGEWOOD TRAILS DEVELOPMENT D
475 WEST TOWN PLACE SUITE 114
SAINT AUGUSTINE FL 32092-3649

Invoice

Customer Name: RIDGEWOOD TRAILS DEVELOPMENT D
Invoice Number: 77939312
Invoice Date: 05/22/2026
Account Number: 6433093
Due Date: 06/21/2026
Amount Due: \$150.10

Amount Enclosed: \$ _____
Please write your account number on your check. Thank you in advance for your prompt payment. Use the enclosed envelope and make checks payable to:

VECTOR SECURITY, INC.
PO BOX 89462
CLEVELAND, OHIO 44101-6462



☐ Check box and fill out reverse side to correct billing address.

00000000720000000643309390077939312000000000150105

How to Reach Customer Care

- For inquiries or online payments: www.vectorsecurity.com
- By phone: 1-904-265-7890
- For inquiries by mail: 9456 Phillips Highway, Suite 1, Jacksonville, FL 32256
- For payments by check: PO Box 89462, Cleveland, OH 44101-6462



KNOCK, KNOCK.

Sales scams may be happening in your area, but there are things you can do to protect yourself.

In these scams, people claiming to be with Vector Security knock on your door and try to gain access to your home. They'll tell you they need to inspect your system or offer you an upgrade. These people may even wear Vector Security apparel.

Unless you have a scheduled appointment, ask for ID from anyone claiming they are with Vector Security. If you encounter suspicious activity, here are some tips:

- Ask for identification; don't let anyone into your home.
- Contact us at protectme@vectorsecurity.com.
- Do not sign any contracts presented to you.

For more information:
vectorsecurity.com/sales-scam

vec-147614

Has your billing address or phone number changed?

Please provide your new billing address and/or telephone number and return this portion with your payment. Your records will be updated upon receipt.

Contact Name: _____	Old Phone Number: (____) _____ - _____
New Address: _____	New Phone Number: (____) _____ - _____
_____	Effective Date: _____
City: _____ State: _____ Zip: _____	Email Address: _____
Effective Date: _____	Signature: _____

Vector Security is a registered trademark of Vector Security, Inc. Licenses: AK 14-063, 904141; AL AESBL 817, 44814, A-0329, A-0805; AR CMPY.1495, 0179570423; AZ ROC218982, 18365-0; CA ACO6152, 914676; DC 65003740, ECS903143; DE FAL-0196, FAL-0253, 85-47, CSRSL-0043, 1989004898; FL EF20000395, EF20001159; GA LVA206059; HI CT-27082; IA AS-0107, C118764; IL 127-001300; LA F317, F2142, F2144, 54974; MA 1492 C, SS-001909; MD 21PLU-SS2089; MI 3601300475; MS 23481-SC; NC 25467-SP-LV, 1592-CSA, 528676-CSA; ND 37153; NJ Burglar Alarm Business Lic. 34BA00023500, NJ Fire Alarm Business Lic. 34FA00021100, NJ Locksmith Business Lic. 34LS00070600, NJ FBL Business Lic. 34AL00000400, 13VH00292300, 606936, 854 So. White Horse Pike Suite 1, Hammonton, NJ 08037; NM 411855, 17-0133; NV 0066031, F437; NY 12000234360; OH 53-50-1081; OK AC559; OR 194571; PA 004997; RI 4794, 2903, 30394, AFC-9185; SC BAC.5590, FAC.3419; TN 444, 1341, 1551, 1552; TX B11645, ACR-1768, APS-2023744; UT 4759383-6501; VA DCJS #11-2048, 2705020459A; VT T1-2348; WA VECTOSI957PE; WV WV043469; WY LV-A-18634. In Alabama, complaints may be forwarded to the license board at the following address and telephone number: Alabama Electronic Security Board of Licensure, 7956 Vaughn Road, Suite 392, Montgomery, AL 36116, (334) 264-9388. In Arkansas, licensing is regulated by the Arkansas Board of Private Investigators and Private Security Agencies, #1 State Police Plaza Drive, Little Rock, AR 72209, (501) 618-8600. In California, alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA 95834. In New York, licensed by the N.Y.S. Department of State. In North Carolina, licensing is regulated by the North Carolina Alarm Systems Licensing Board, 4901 Glenwood Ave, Suite 200, Raleigh, NC 27612, (919) 788-5320. In Texas, licensing is regulated by the Texas Department of Public Safety, Private Security Bureau, P.O. Box 4087, Austin, TX 78773, (512) 424-7710. License information additionally available at www.vectorsecurity.com.

Azalea Ridge - Ridgewood Trails CDD - Refund Request							
	Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount	Notes
1	Taylor Mitchell 1824 Woodland Glen Road Middleburg FL 32068	118	\$500.00	\$250.00	\$250.00	\$250.00	Rental Fee and deposit for Room/Pool
2	Christina Struhar 3972 Great Falls Loop Middleburg FL 32068	154	\$250.00		\$250.00	\$250.00	
3	Logan Kimbrell 4281 Packer Meadow Way Middleburg FL 32068	0002	\$250.00		\$250.00	\$250.00	Security Deposit for Room and Pool
On this Date: 6/8/2026						Total Refund Amount: \$750.00	

RECEIVED
JUN 08 2026
BY: _____

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 291

Invoice Date: 5/31/26

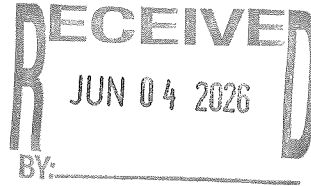
Due Date: 5/31/26

Case:

P.O. Number:

Bill To:

Ridgewood Trails CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Freshwater Systems - (Repair & Replacement)- April 2026- Statement Date Closing 4/25/26		46.38	46.38
Total			\$46.38
Payments/Credits			\$0.00
Balance Due			\$46.38

PAID - APR. 2020



Order WEBFWS100668824

Placed on April 22, 2026 at 8:39 am

Billing address

Payment status: Paid

Jay Soriano
475 West Town Place
St. Augustine FL 32092

Shipping address

Fulfillment status: Fulfilled

Jay Soriano
370 OAKLEAF VILLAGE PKWY STE 114
orange park FL 32065

Order details

Order WEBFWS100668824

Product	Quantity	Total

Order WEBFWS100668824

Product	Quantity	Total
---------	----------	-------

Polypropylene Tubing NSF 51 - 1/4 OD - 2 \$32.72

Black - 100 Foot

SKU: PP-0304-100-E

\$16.36

Fulfilled April 22, 2026Track shipmentUPS

#1ZW0062A0394891697



Subtotal:

\$32.72

Shipping (SHIPPING - Ground- 4-5 business days in transit):	\$10.42
---	---------

Order WEBFWS100668824

Product		Quantity	Total
Tax (FL STATE TAX - FLORIDA 6.0%):			\$2.59
Tax (FL COUNTY TAX - CLAY 1.5%):			\$0.65
TOTAL:			\$46.38 USD

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 290

Invoice Date: 6/1/26

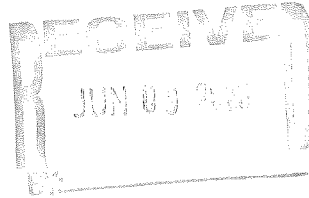
Due Date: 6/1/26

Case:

P.O. Number:

Bill To:

Ridgewood Trails CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - June 2026		4,490.50	4,490.50
Website Administration - June 2026		111.33	111.33
Information Technology - June 2026		166.92	166.92
Dissemination Agent Services - June 2026		98.33	98.33
Office Supplies		0.84	0.84
Postage		67.40	67.40
Copies		45.00	45.00
Telephone		20.11	20.11
Total			\$5,000.43
Payments/Credits			\$0.00
Balance Due			\$5,000.43

Azalea Ridge - Ridgewood Trails CDD - Refund Request							
	Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount	Notes
1	Taylor Mitchell 1824 Woodland Glen Road Middleburg FL 32068	118	\$500.00	\$250.00	\$250.00	\$250.00	Rental Fee and deposit for Room/Pool
2	Christina Struhaar 3972 Great Falls Loop Middleburg FL 32068	154	\$250.00		\$250.00	\$250.00	
3	Logan Kimbrell 4281 Packer Meadow Way Middleburg FL 32068	0002	\$250.00		\$250.00	\$250.00	Security Deposit for Room and Pool
On this Date: 6/8/2026						Total Refund Amount: \$750.00	



Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 455
Invoice Date: 6/1/2026
Due Date: 6/1/2026
Case:
P.O. Number:

Bill To:
Ridgewood Trails CDD
475 West Town Place Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.320.57200.34200 - Janitorial Services - June 2026		1,040.50	1,040.50
1.320.57200.46500 - Pool Maintenance Service - June 2026		1,737.08	1,737.08
1.330.53800.34000 - Contract Administration - June 2026		2,256.17	2,256.17
1.320.57200.46200 - Facility Management - Ridgewood Trails - June 2026		3,751.67	3,751.67
Pool Chemicals - Muriatic Acid		24.46	24.46
Pool Chemicals - Cal Hypo		14.85	14.85
Pool Chemicals - Yellow Treat		13.62	13.62
Pool Chemicals - Tile Soap		84.32	84.32
RECEIVED JUN 09 2026 BY: <i>Alison Moring</i> 6-9-26			

Total \$8,922.67

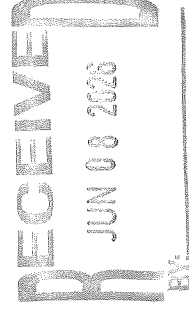
Payments/Credits \$0.00

Balance Due \$8,922.67

Azalea Ridge - Ridgewood Trails CDD - Refund Request						
	Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount
1	Taylor Mitchell 1824 Woodland Glen Road Middleburg FL 32068	118	\$500.00	\$250.00	\$250.00	\$250.00
2	Christina Struhar 3972 Great Falls Loop Middleburg FL 32068	154	\$250.00		\$250.00	\$250.00
3	Logan Kimbrell 4281 Packer Meadow Way Middleburg FL 32068	0002	\$250.00		\$250.00	\$250.00
On this Date: 6/8/2026						Total Refund Amount: \$750.00

Rental Fee and deposit for Room/Pool

Security Deposit for Room and Pool





Turner
Pest Control
turnerpest.com

Turner Pest Control LLC
PO Box 600323
Jacksonville, FL 32260-0323
904-355-5300

Service Slip/Invoice

INVOICE: 622370023
DATE: 06/05/2026
ORDER: 622370023

Bill To: [761826]
Ridgewood Trails CDD
3813 Greatfall Loop
Middleburg, FL 32068

Work Location: [761826] 904-214-3346
Ridgewood Trails CDD
3813 Greatfall Loop
Middleburg, FL 32068

Work Date	Time	Target Pest	Technician	Time In
06/05/2026	12:12 PM			12:12 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	06/05/2026		12:45 PM

Service	Description	Price
CPCSMART	SMART Rodent Control Program	\$95.76
Approved Ridgewood Trails CDD Pest Control 001.320.57200.43200 <i>Courtney Rodgers</i> June 8, 2026		
RECEIVED JUN 08 2026 BY: _____		
SUBTOTAL		\$95.76
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$95.76
AMOUNT DUE		\$95.76
		
TECHNICIAN SIGNATURE		
_____ CUSTOMER SIGNATURE		

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

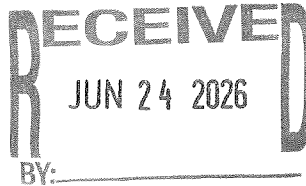
PLEASE PAY FROM THIS INVOICE

10475 Fortune Pkwy Ste 101
Jacksonville, FL 32256
904.240.1351 MAIN
www.alliant-inc.com



Remit to:
733 Marquette Ave Ste 700
Minneapolis, MN 55402
612.758.3080 MAIN
www.alliant-inc.com

Marilee Giles
Ridgewood Trails Community Development District
475 West Town Place, Suite 114
Augustine, FL



June 18, 2026
Invoice No: 85646
Due Date: July 18, 2026

Project Contact Marilee Giles

Project 4000230-00 Ridgewood Trails CDD

Email Invoice to: mgiles@gmsnf.com

Professional Services from May 01, 2026 to May 31, 2026

Task 001 General and Coordination

Professional Personnel

		Hours	Rate	Amount
Employee				
Landing, David	4/1/2026	1.00	245.00	245.00
call with Clay County, attorney and CDD management to discuss land purchase request from Clay County for trail corridor. Review plans from district to estimate implications.				
Schofield, Joseph	5/6/2026	2.50	245.00	612.50
Board meeting attendance (in-person) and travel time				
Totals		3.50		857.50
Total Labor				857.50
Total this Task				\$857.50
Total this Invoice				<u>\$857.50</u>



INVOICE

Sold To: 24319930
Ridgewood Trails CDD
475 W Town Pl Ste 114
St Augustine FL 32092

Customer #: 24319930
Invoice #: 9818872
Invoice Date: 6/12/2026
Sales Order: 8886882
Cust PO #:

Project Name: Ridgewood Trails - PM Repairs
Project Description: Ridgewood Trails - PM Repairs

Job Number	Description	Qty	UM	Unit Price	Amount
346100568	Ridgewood Trails CDD				
	Rainbird 1800 6" Installed- Pop-up Spray Head	4.000	EA	50.28	201.12
	Rainbird 5006" Installed- Rotor heads	5.000	EA	69.93	349.63
	RECEIVED JUN 17 2026 BY: _____ Approved Ridgewood Trails CDD Amenity Repairs and Replacements 001.320.57200.46000 <i>Courtney Rodgers</i> June 17, 2026				
				Service Delivery Fee	0.00
				Total Invoice Amount	550.75
				Taxable Amount	
				Tax Amount	
				Balance Due	550.75

Standard payment terms of net 30 days apply unless otherwise agreed. In the absence of a preceding set of terms and conditions being in effect between the parties, the Maintenance Service Terms and Conditions located at www.brightview.com/terms-conditions/landscape-services-terms shall hereby be incorporated by reference and will govern the transaction between the parties and Services being performed by BrightView.

Please detach stub and remit with your payment. For questions, please call 904-292-0716.

Payment Stub

Customer Account #: 24319930
Invoice #: 9818872
Invoice Date: 6/12/2026

Amount Due: \$ 550.75

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Ridgewood Trails CDD
475 W Town Pl Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Ridgewood Trails CDD

Property Name Ridgewood Trails CDD
Property Address 1667 Azalea Ridge Blvd
Middleburg, FL 32068

Contact Jay Sonano
To Ridgewood Trails CDD
Billing Address 475 W Town Pl Ste 114
St Augustine, FL 32092

Project Name Ridgewood Trails - PM Repairs

Project Description Ridgewood Trails - PM Repairs

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
4.00	EACH	Rainbird 1800 6' Installed- Pop-up Spray Head	\$50.28	\$201.12
5.00	EACH	Rainbird 5006" Installed- Rotor heads	\$69.93	\$349.63

For Internal use only

SO# 8886882
JOB# 346100568
Service Line 150

Total Price \$550.75

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph (904) 292-0715 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assigns and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services (Design Services) are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete back filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined bed/discard and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer

		Property Manager
Signature	Title	
Jay Soriano		June 12, 2026
Printed Name	Date	

BrightView Landscape Services, Inc. "Contractor"

		Irrigation Manager
Signature	Title	
Juwan Lamar Dupree		June 12, 2026
Printed Name	Date	

Job #: 346100568

SO #: 8886882 Proposed Price: \$550.75

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 456
Invoice Date: 5/31/2026
Due Date: 5/31/2026
Case:
P.O. Number:

Bill To:
Ridgewood Trails CDD
475 West Town Place Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Lifeguards - May 2026 320-572-4510	153.43	21.50	3,298.75
RECEIVED JUN 15 2026 BY: _____ Alison Mossing 6-15-26			
Total			\$3,298.75
Payments/Credits			\$0.00
Balance Due			\$3,298.75

RIDGEWOOD TRAILS CDD
RIVERSIDE MANAGEMENT SERVICES, INC.
LIFEGUARD INVOICE DETAIL

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
153.43	Lifeguarding Services for Ridgewood Trails Covering May 2026	\$ 21.50	\$3,298.75
	LIFEGUARDS # 320-572-4510		
	TOTAL DUE:		<u>\$3,298.75</u>

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
RIVERSIDE MANAGEMENT SERVICES, INC.
LIFEGUARD BILLABLE HOURS MAY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/2/26	1.75	D.B.	Lifeguarding
5/2/26	1.67	B.D.	Lifeguarding
5/2/26	1.6	A.K.	Lifeguarding
5/3/26	5.9	D.B.	Lifeguarding
5/3/26	5.92	B.D.	Lifeguarding
5/3/26	5.93	A.K.	Lifeguarding
5/9/26	5.7	D.B.	Lifeguarding
5/9/26	5.72	B.D.	Lifeguarding
5/9/26	5.82	A.K.	Lifeguarding
5/10/26	5.25	Q.S.	Lifeguarding
5/10/26	5.42	B.D.	Lifeguarding
5/16/26	5.35	Q.S.	Lifeguarding
5/16/26	5.67	B.D.	Lifeguarding
5/16/26	5.75	A.K.	Lifeguarding
5/17/26	5.75	Q.S.	Lifeguarding
5/17/26	5.73	B.D.	Lifeguarding
5/17/26	5.75	A.K.	Lifeguarding
5/23/26	5.67	D.B.	Lifeguarding
5/23/26	5.75	A.K.	Lifeguarding
5/24/26	5.73	D.B.	Lifeguarding
5/24/26	5.75	A.K.	Lifeguarding
5/25/26	5.75	D.B.	Lifeguarding
5/25/26	5.85	B.D.	Lifeguarding
5/25/26	5.75	A.K.	Lifeguarding
5/30/26	5.77	D.B.	Lifeguarding
5/30/26	5.77	B.D.	Lifeguarding
5/30/26	5.73	A.K.	Lifeguarding
5/31/26	5.75	D.B.	Lifeguarding
5/31/26	5.48	B.D.	Lifeguarding
TOTAL	<u><u>153.43</u></u>		

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 457
Invoice Date: 6/17/2026
Due Date: 6/17/2026
Case:
P.O. Number:

Bill To:
Ridgewood Trails CDD
475 West Town Place Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance May 1 - May 31, 2026	60.46	45.00	2,720.70
Maintenance Supplies		3,676.02	3,676.02
Approved			
\$302.76 Amenity General Maintenance 1.320.57200.46100			
\$4,162.74 Amenity Repairs & Replacement 1.320.57200.46000			
\$50.56 Janitorial Supplies 1.320.57200.52200			
\$526.70 Access Cards 1.320.57200.49100			
\$1,353.96 Field Repairs & Maintenance 1.330.53800.46000			
\$6,396.72 Ridgewood Trails CDD Rob Alba 06.24.26			
RECEIVED JUN 24 2026			

Alison Moring
6-24-26

Total	\$6,396.72
Payments/Credits	\$0.00
Balance Due	\$6,396.72

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MAY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/5/26	5.82	C.W.	Installed gate latch on fence between pools, fixed pickets on playground fence, fixed arms on dog pod, installed post to hold gate open between pools, replaced soap in the bathrooms up front, straightened and organized pool deck and patio furniture, removed debris from roadways, waterways, entrance, common areas and parking lot, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/6/26	1.5	C.W.	Mortared tile back to pool deck, straightened and organized pool deck and patio furniture, removed debris in parking lot
5/11/26	1.5	R.A.	Checked pool levels and chemicals, updated capital reserve study with mailbox cluster information
5/13/26	3	R.A.	Installed additional motion detector at slide, installed soccer goal nets from storage found to be incorrect size and ordered new correct sized nets, removed debris around pool deck, amenity center, parking lot and roadways, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/13/26	6.9	C.W.	Assisted motion detector for big pool, measured soccer goals and prepared for new net, installed latch on post for gate between pools to stay open, adjusted hinges to close, straightened and organized pool deck and patio furniture, collected advertisement signs all throughout the neighborhood, removed debris from common areas, playgrounds, roadways and ponds, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
5/14/26	5.83	C.W.	Removed debris from pond bank number two, seven and eight, found pond outfall grate on ground and replaced, picked up and organized maintenance area by lifeguard shack, cleaned gator after pond pickup, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, removed debris from parking lot
5/15/26	0.5	C.W.	Blew leaves and debris off sidewalk, straightened and organized pool deck and patio furniture, removed debris from parking lot
5/19/26	3	R.A.	Filled umbrella bases and installed new umbrellas, installed one of the new correct size soccer nets, used metal zip ties for securing
5/19/26	8.12	C.W.	Filled two new umbrella stands with sand and water, dumped water out of the two old stands and filled with sand, replaced out door hose bib for small pool, tightened lifeguard shack door, replaced soccer goal net and tied down with metal zip ties, blew leaves and debris off pool deck and sidewalks, straightened and organized pool deck and patio furniture, removed debris from pool deck, stocked refrigerator in lifeguard shack, picked up supplies
5/21/26	3	R.A.	Finished removing old soccer nets and installing correct sized ones, used metal zip ties for securing nets to posts, inspected and repairs all playground fences including bent rails, missing screws and misaligned gates, repaired commercial umbrella, removed ripped canopy and broken umbrella ribs, took good parts from another broken unit, changed out canopy, removed broken bottom shaft from stand pipe and installed new bottom shaft, re-installed pool deck umbrella
5/21/26	6.22	C.W.	Fixed commercial umbrellas, replaced four soccer nets, secured with zip ties, fixed fence and pickets on playground, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, removed debris from roadways, entrances and common areas, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/25/26	4	R.A.	Set up lifeguards for Memorial Day, blew leaves and debris off pool deck, set up umbrellas, straightened and organized pool deck and patio furniture, removed debris around amenity center and pool deck
5/27/26	3.07	C.W.	Removed debris from amenity center, common areas, pool, playground and roadways, checked and changed trash receptacles, changed and restocked dog waste receptacles, straightened and organized pool deck and patio furniture

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MAY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/29/26	4	R.A.	Started building and assembling table top space in lifeguard shack, cleaned out coolers and went to pick up beverages and snacks for community event, picked up supplies
5/30/26	4	R.A.	Assisted lifeguards with pool deck set up and slide, assisted DJ with set up for community event, set up movie projector, snacks, beverages and popcorn for movie night event, cleaned up after event

TOTAL	<u>60.46</u>
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MILES	<u>0</u>
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*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 6/05/26

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS				
	4/25/26	D&D Gate Lock	74.68	R.A.
	4/25/26	Fiber Optic Media Converter 10g	121.14	R.A.
	4/25/26	Please Keep Off Sign for Slide	30.45	R.A.
	5/11/26	Taylor 0.75 Bottle for CYA - 9191	12.32	R.A.
	5/11/26	Taylor R-0013 CYA Reagent Pack of 3	26.07	R.A.
	5/11/26	Ceramic FT Tile	17.92	R.A.
	5/11/26	Taylor Replacement Reagents Refill Kit 2oz	31.27	R.A.
	5/12/26	Duplex Cover	0.91	R.A.
	5/12/26	Deco Wallplate Cover	1.01	R.A.
	5/12/26	JB Weld Marneweld Adhesive	8.27	R.A.
	5/13/26	EZ Proximity Clamshell Cards 100pk (2)	526.70	R.A.
	5/13/26	24'x8'x4'10' Braided Soccer Goal Net (2 pairs)	511.51	R.A.
	5/15/26	Patio Umbrella Base with Wheels (2)	143.38	R.A.
	5/15/26	3 Tier 10FT Umbrella (2)	165.90	R.A.
	5/18/26	SR Smith 600 Actuator Assembly	1392.98	R.A.
	5/19/26	50lb Sakrete Play Sand (6)	38.50	R.A.
	5/19/26	1/2" Arrowhead Heavy Duty Hose Bib	21.69	R.A.
	5/19/26	5/8"x10FT Univ LDR Hose	22.98	R.A.
	5/19/26	3/4" Hose Bib Vacuum BRKE	9.45	R.A.
	5/19/26	RYB Carbide Door Hinge Template	40.22	R.A.
	5/19/26	1-7/8 Steel Post (12)	244.08	R.A.
	5/20/26	Stenner Pump Tube #2 5pk	38.31	R.A.
	5/20/26	Stenner Tube #5 5pk	61.95	R.A.
	5/29/26	23/32 4x8 Radiata Cabinet Plywood	51.73	R.A.
	5/29/26	Construction Screw #9x3" YZP 100pk	32.06	R.A.
	6/3/26	Toilet Paper 30rolls	43.68	R.A.
	6/3/26	Ecolab Wide Mouth Spray Bottle 32oz	6.88	R.A.
		TOTAL	<u>\$3,676.02</u>	

Azalea Ridge - Ridgewood Trails CDD - Refund Request						
	Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount
1	Van Phillips 4072 Great Falls Loop Middleburg FL 32068	68-7497	\$500.00	\$250.00	\$250.00	\$350.00
On this Date: 6/15/2026			Total Refund Amount: \$350.00			

Notes

Security/Rental Fee Room and Pool
Refund \$100 for the pool due to weather

RECEIVED
JUN 15 2026
BY: _____

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
6/05/26	00043	5/25/26 48248	202605 600-53800-60000	OCTANE FIT PRO ELLIPTICAL	*	4,954.60	

							4,954.60 000051

TOTAL FOR BANK D						4,954.60	
TOTAL FOR REGISTER						4,954.60	

RDGE --RIDGEWOOD-- TLEE



FITNESS SUPERSTORE



Invoice # #48248
Order Date: May 25, 2026

SHIPPING ADDRESS

Rob Alba
Ridgewood Trails CDD
1667 Azalea Ridge Blvd
Middleburg, FL 32068
United States

BILLING

Rob Alba
Ridgewood Trails CDD
475 W Town PL
St Augustine, FL 32092-3648
United States

PAYMENT METHOD

Purchase Order

SHIPPING METHOD

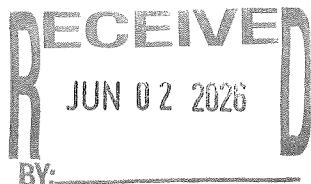
USA Shipping & Handling

Tel. +19042143346

Tel. +19042143346

ITEMS	PRICE	QTY	ITEM TOTAL
 Octane Fitness Pro 350 Elliptical (Remanufactured) SKU: octanepro350 Price: \$3,599.00	\$3,599.00 \$3,419.05	1	\$3,419.05
 Warranty (30) 5 Years Parts & Labor (Commercial) (\$1249) SKU: 5-years-parts-labor-commercial-1249	\$1,249.00 \$1,186.55	1	\$1,186.55

Approved
Ridgewood Trails CDD
Capital Reserve
Rob Alba
06.02.2026



Discount
MDSALE - \$242.40

Subtotal \$4,605.60

Shipping \$349.00

TAX 0.0% \$0.00

TOTAL (USD) \$4,954.60

Total due \$4,954.60

Thank you for shopping with us!

Fitness Superstore

537 Stone Rd. STE F, Benicia, CA, 94510, United States
info@fitnesssuperstore.com
fitnesssuperstore.com

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/02/26	00173	6/22/26 21912	202606 320-57200-46000	DESTINY ELECTRIC LLC	*	1,450.00	1,450.00 003022
			SUB PANEL - POOL PIT				
7/02/26	00143	6/24/26 7470962	202606 320-57200-52100		*	980.50	
			POOL CHEMICALS - JUN				
		6/24/26 7470962	202606 320-57200-52100		*	15.00-	
			CREDIT MEMO INV#7443048	HAWKINS INC			965.50 003023
7/02/26	00130	5/05/26 62224175	202605 320-57200-43200	TURNER PEST CONTROL LLC	*	95.76	95.76 003024
			MAY RODENT CONTROL				
7/02/26	00172	6/29/26 06292026	202606 300-36900-10100	VAN PHILLIPS	*	250.00	250.00 003025
			SEC/RENTAL FEE ROOM/POOL				
7/02/26	00118	6/21/26 78094294	202606 320-57200-34510	VECTOR SECURITY INC	*	150.10	150.10 003026
			7/01-7/31/26 SEC MONITOR				
7/10/26	00119	7/01/26 9826865	202607 330-53800-46200	BRIGHTVIEW LANDSCAPE SERVICES INC	*	10,703.68	10,703.68 003027
			JUL LANDSCAPE MAINTENANCE				
7/10/26	00003	6/30/26 293	202606 320-57200-46000	GOVERNMENTAL MANAGEMENT SERVICES	*	244.64	244.64 003028
			JUN WALMART-AMENITY CNTR				
7/10/26	00003	7/01/26 292	202607 310-51300-34000		*	4,490.50	
			JUL MANAGEMENT FEES				
		7/01/26 292	202607 310-51300-35200		*	111.33	
			JUL WEBSITE ADMIN				
		7/01/26 292	202607 310-51300-35100		*	166.92	
			JUL INFO TECH				
		7/01/26 292	202607 310-51300-31300		*	98.33	
			JUL DISSEM AGENT SRVCS				
		7/01/26 292	202607 310-51300-51000		*	.45	
			OFFICE SUPPLIES				
		7/01/26 292	202607 310-51300-42000		*	133.48	
			POSTAGE				
		7/01/26 292	202607 310-51300-42500		*	56.10	
			COPIES				
		7/01/26 292	202607 310-51300-41000		*	30.74	
			TELEPHONE				
				GOVERNMENTAL MANAGEMENT SERVICES			5,087.85 003029
				RDGE --RIDGEWOOD-- TLEE			

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/10/26	00126	7/01/26	444863	202607 320-57200-34510	JUL SECURITY SERVICES	*	35.00		
					HI-TECH SYSTEM ASSOCIATES			35.00	003030
7/10/26	00042	7/01/26	386346B	202607 330-53800-46400	JUL LAKE MAINTENANCE	*	950.00		
					THE LAKE DOCTORS INC			950.00	003031
7/10/26	00039	7/01/26	458	202607 320-57200-34200	JUL JANITORIAL SERVICES	*	1,040.50		
		7/01/26	458	202607 320-57200-46500	JUL POOL MAINTENANCE SRVC	*	1,737.08		
		7/01/26	458	202607 330-53800-34000	JUL CONTRACT ADMIN	*	2,256.17		
		7/01/26	458	202607 320-57200-46200	JUL FACILITY MANAGEMENT	*	3,751.67		
					RIVERSIDE MANAGEMENT SERVICES INC			8,785.42	003032
7/16/26	00174	6/29/26	0629206	202607 300-36900-10100	SECURITY DEPOSIT REFUND	*	250.00		
					GWEN HANNAH			250.00	003033
7/31/26	00031	7/07/26	377154	202607 310-51300-32200	AUDIT FYE 09/30/25	*	3,380.00		
					BERGER TOOMBS ELAM GAINES & FRANK			3,380.00	003034
7/31/26	00175	7/15/26	07152026	202607 300-36900-10100	DEPOSIT REFUND	*	250.00		
					JOVETH ALKUINO			250.00	003035
7/31/26	00117	6/29/26	3763730	202603 310-51300-31500	MAR GENERAL SERVICES	*	1,157.50		
		6/29/26	3763730A	202604 310-51300-31500	APR GENERAL SERVICES	*	1,834.00		
					KUTAK ROCK LLP			2,991.50	003036
7/31/26	00039	6/30/26	459	202606 320-57200-45100	JUN LIFEGUARDS	*	4,045.87		
					RIVERSIDE MANAGEMENT SERVICES INC			4,045.87	003037
7/31/26	00039	7/17/26	460	202606 320-57200-46100	JUN AMENITY GENERAL MAINT	*	1,211.40		
		7/17/26	460	202606 320-57200-46000	JUN AMENITY RPR & RPLC	*	2,323.05		
		7/17/26	460	202606 320-57200-52200	JUN JANITORIAL SUPPLIES	*	345.16		

RDGE --RIDGEWOOD-- TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
		7/17/26 460	202606 330-53800-46000		*	1,089.00	
		JUN FIELD RPR & RPLC					
				RIVERSIDE MANAGEMENT SERVICES INC			4,968.61 003038
7/31/26 00176		7/15/26 07152026	202607 300-36900-10100		*	250.00	
		DEPOSIT REFUND					
				THERESA HAMM			250.00 003039
7/31/26 00130		7/07/26 62249838	202607 320-57200-43200		*	95.76	
		JUL RODENT CONTROL					
				TURNER PEST CONTROL LLC			95.76 003040
TOTAL FOR BANK A						44,949.69	
TOTAL FOR REGISTER						44,949.69	

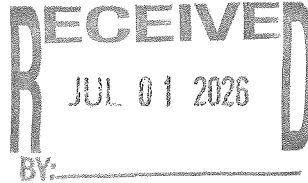
RDGE --RIDGEWOOD-- TLEE



Destiny Electric

Jay Soriano
370 Oakleaf Village Parkway
Orange Park, FL 32065

(904) 562-0249
jsoriano@gmsnf.com



JOB	#21912
SERVICE DATE	Jun 22, 2026
PAYMENT TERMS	Upon receipt
DUE DATE	Jun 22, 2026
AMOUNT DUE	\$1,450.00

SERVICE ADDRESS

Rob Alba (Jay Soriano)
Azalea Ridge Boulevard
Middleburg, FL 32068

CONTACT US

179 College Dr, Suite 9
Orange Park, FL 32065

(904) 708-9094
destinyelectric@yahoo.com

INVOICE

Services	qty	unit price	amount
Standard Services - Custom Job	1.0	\$1,450.00	\$1,450.00

Upon acceptance of this proposal Destiny Electric will provide all necessary materials, and labor to:

Remove existing sub feed from control panel inside pool pit.

Use existing feed to wire for, and install (1) new sub panel, mounted outside of the pool pit, on a wood post.

Provide, and install (2) 240v GFCI breakers, to control pool pumps.

Provide, and install (2) new whips to existing pool pumps.

Provide, and install (1) 20 amp 120v weatherproof outlet mounted to new wood post, for general use.

Provide, and install (1) 20 amp 120v weatherproof outlet mounted to new wood post, interlocked with pool pump breaker, so that this breaker only works with

100% Due Upon Completion (Cash/Check/Card)

3.5% of total to process all cards.

Individual pricing is based on a total scope, eliminating individual line items, may incur increases, in individual services.

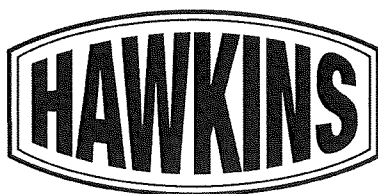
NOTE: This quote assumes circuitry is normally functional, and includes no additional troubleshooting, additional troubleshooting if necessary will be approved in advance, and be billable at \$140.00/HR

Subtotal	\$1,450.00
Job Total	\$1,450.00
Amount Due	\$1,450.00

We appreciate the opportunity to earn your business!

See our Terms & Conditions

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$980.50
Invoice Number	7470962
Invoice Date	6/24/26
Sales Order Number/Type	5196509 SL
Branch Plant	74
Shipment Number	6257357

Sold To: 531351
Accounts Payable
RIDGEWOOD TRAILS CDD
475 W Town PI STE 114
St Augustine FL 32092-3649

Ship To: 531352
RIDGEWOOD TRAILS CDD
1667 Azalea Ridge Blvd
Middleburg FL 32068

Net Due Date		Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release	Sales Agent #	
7/24/26		Net 30	PPD Origin	HWTG					387	
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price	
1.000	41930	Azone - EPA Reg. No. 7870-1	N	230.0000	GA	\$2.9500	GA	2,224.1 LB	\$678.50	
		1 LB BLK (Mini-Bulk)		230.0000	GA			2,224.1 GW		
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00	
2.000	60953	Cyanuric Acid	N	2.0000	PA	\$145.0000	PA	90.0 LB	\$290.00	
		45 LB PA		2.0000	PA			91.8 GW		

Lot/SN: 1212

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

Approved
Ridgewood Trails CDD
Pool Chemicals
1.320.57200.46500
Rob Alba
06.26.26

RECEIVED
JUN 26 2026
BY: _____

Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$980.50

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:

Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@HawkinsInc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:

US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44IMT
Type of Account: Corporate Checking

ACH PAYMENTS:

CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@HawkinsInc.com

CASH IN ADVANCE/EFT PAYMENTS:

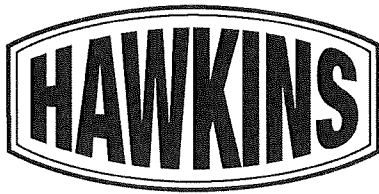
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 2970848

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

CREDIT MEMO

Total Invoice	(\$15.00)
Invoice Number	7443048
Invoice Date	6/1/26
Sales Order Number/Type	5168876 CO
Branch Plant	74
Shipment Number	6221572

Sold To: 531351
Accounts Payable
RIDGEWOOD TRAILS CDD
475 W Town PI STE 114
St Augustine FL 32092-3649

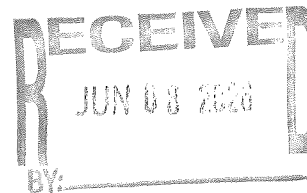
Ship To: 531352
RIDGEWOOD TRAILS CDD
1667 Azalea Ridge Blvd
Middleburg FL 32068

Net Due Date		Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release	Sales Agent #
7/1/26		Net 30	COL Origin	HWTG	EMPTIES				387
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.001	699922	15 GA Blu/Black Deldrum	N	1.0000-	DD	\$15.0000	DD	10.0- LB	(\$15.00)
		DELDRL 1H1/X1.9/250		1.0000-	DD			10.0- GW	

Related Order #: 04990026

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.



Page 1 of 1

Tax Rate

Sales Tax

0 %

\$0.00

Invoice Total

(\$15.00)

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@Hawkinsinc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44IMT
Type of Account: Corporate Checking

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com

CASH IN ADVANCE/EFT PAYMENTS:
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 2843865



Turner Pest Control

turnerpest.com

Turner Pest Control LLC
PO Box 600323
Jacksonville, FL 32260-0323
904-355-5300

Service Slip/Invoice

INVOICE: 622241755
DATE: 05/05/2026
ORDER: 622241755

Bill To: [761826]
Ridgewood Trails CDD
3813 Greatfall Loop
Middleburg, FL 32068

Work Location: [761826] 904-214-3346
Ridgewood Trails CDD
3813 Greatfall Loop
Middleburg, FL 32068

Work Date	Time	Target Pest	Technician	Time In
05/05/2026	01:21 PM			01:21 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	05/05/2026		01:54 PM

Service	Description	Price
CPCSMART	SMART Rodent Control Program	\$95.76
		SUBTOTAL \$95.76
		TAX \$0.00
		AMT. PAID \$0.00
		TOTAL \$95.76
		AMOUNT DUE \$95.76

Approved
Ridgewood Trails CDD
Pest Control
001.320.57200.43200
Rob Alba
06.26.2026

RECEIVED
JUN 26 2026
BY: _____

[Signature]

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law.
Customer agrees to pay accrued expenses in the event of collection.

Hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE

Azalea Ridge - Ridgewood Trails CDD - Refund Request							
	Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount	Notes
1	Gwen Hannah Non-Resident Middleburg FL 32068	3170	\$250.00		\$250.00	\$250.00	Security Deposit for Room and Pool
2	Van Phillips 4072 Great Falls Loop Middleburg FL 32068	68-7497	\$500.00	\$250.00	\$250.00	\$250.00	Security/Rental Fee Room and Pool
On this Date: 6/29/2026						Total Refund Amount: \$500.00	

RECEIVED
JUN 29 2026
BY: _____



9456 Phillips Highway, Suite 1
Jacksonville, FL 32256

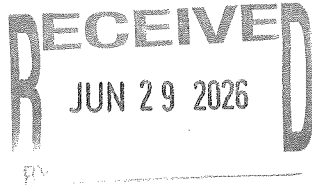
Account Information

Invoice Number: 78094294
Invoice Date: 06/21/2026
Branch: 72
Account Number: 6433093
Due Date: 07/21/2026

Account Activity

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
RIDGEWOOD TRAILS DE 1667 AZALEA RIDGE 32068 Service From: 07/01/2026 To: 07/31/2026 RECURRING SERVICES			150.10	0.00	150.10

Approved
Ridgewood Trails CDD
Security
001.320.57200.34510
shalanda Thompson
06.29.2026



Extended Total	Tax Total	Invoice Total	Prior Balance	Total Due
\$150.10	\$0.00	\$150.10	\$0.00	\$150.10

Important Messages

Sales scams are on the rise. Learn how to protect yourself.

www.vectorsecurity.com/sales-scam

For all inquiries call your local branch phone number: 1-904-265-7890

Please detach and return below portion with your payment
DO NOT SEND CORRESPONDENCE WITH YOUR PAYMENT

MS9GW7JF



9456 Phillips Highway, Suite 1
Jacksonville, FL 32256

Address Service Requested

RIDGEWOOD TRAILS DEVELOPMENT D
475 WEST TOWN PLACE SUITE 114
SAINT AUGUSTINE FL 32092-3649

Invoice

Customer Name: RIDGEWOOD TRAILS DEVELOPMENT D
Invoice Number: 78094294
Invoice Date: 06/21/2026
Account Number: 6433093
Due Date: 07/21/2026
Amount Due: \$150.10

Amount Enclosed: \$
Please write your account number on your check. Thank you in advance for your prompt payment. Use the enclosed envelope and make checks payable to:

VECTOR SECURITY, INC.
PO BOX 89462
CLEVELAND, OHIO 44101-6462



☐ Check box and fill out reverse side to correct billing address.

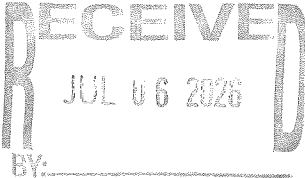
00000000720000000643309390078094294000000000150100



INVOICE

Ridgewood Trails CDD
475 W Town Pl Ste 114
St Augustine FL 32092

Customer #: 24319930
Invoice #: 9826865
Invoice Date: 7/1/2026
Cust PO #:

Job Number	Description	Amount
346100568	Ridgewood Trails CDD Exterior Maintenance For July Approved Ridgewood Trails CDD Landscape Maintenance 1.330.53800.46200 <i>Rob Alba</i> 07.06.26 	10,703.68
	Service Delivery Fee	0.00
	Total invoice amount	10,703.68
	Tax amount	
	Balance due	10,703.68

Standard payment terms of net 30 days apply unless otherwise agreed. In the absence of a preceding set of terms and conditions being in effect between the parties, the Maintenance Service Terms and Conditions located at www.brightview.com/terms-conditions/landscape-services-terms shall hereby be incorporated by reference and will govern the transaction between the parties and Services being performed by BrightView.

Please detach stub and remit with your payment. For questions, please call 904-292-0716.

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 24319930
Invoice #: 9826865
Invoice Date: 7/1/2026

Amount Due: \$10,703.68

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

Ridgewood Trails CDD
475 W Town Pl Ste 114
St Augustine FL 32092

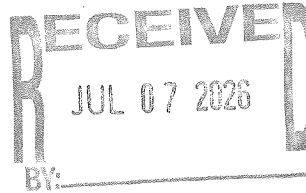
BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 293
Invoice Date: 6/30/26
Due Date: 6/30/26
Case:
P.O. Number:

Bill To:
Ridgewood Trails CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Walmart - Amenity Center - (Repair & Replacements) - June 2026- Statement Date Closing - 6/25/26		244.64	244.64
Total			\$244.64
Payments/Credits			\$0.00
Balance Due			\$244.64



Invoice

Jun 02, 2026 order
Order# 2000147-53682305

Seller
Backyard & Pool Superstore

Buyer
Jay Soriano
3535 Spindlestone Ct, Middleburg, FL 32068

A.O. Smith Century UST1202 Up-Rated 2HP 3,450 RPM C-Face 1 Speed Pool Pump Motor	Qty 1	\$463.28
Subtotal		\$463.28
Savings		-\$235.71
		\$227.57
Tax		\$17.07
Total		\$244.64

Order# 2000147-53682305



Governmental Management Services, LLC475 West Town Place, Suite 114
St. Augustine, FL 32092**Invoice**

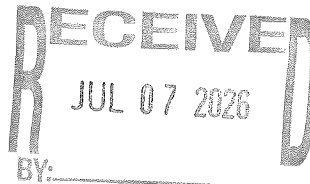
Invoice #: 292

Invoice Date: 7/1/26

Due Date: 7/1/26

Case:

P.O. Number:

Bill To:Ridgewood Trails CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - July 2026		4,490.50	4,490.50
Website Administration - July 2026		111.33	111.33
Information Technology - July 2026		166.92	166.92
Dissemination Agent Services - July 2026		98.33	98.33
Office Supplies		0.45	0.45
Postage		133.48	133.48
Copies		56.10	56.10
Telephone		30.74	30.74
		Total	\$5,087.85
		Payments/Credits	\$0.00
		Balance Due	\$5,087.85



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 444863
Invoice Date: 07/01/2026
Completed: 07/04/2026
Terms: Due On Receipt
Bid#:

Bill to:

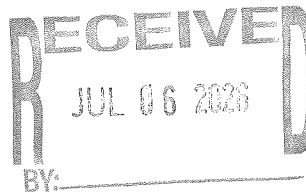
Ridgewood CDD
475 West Town Place
Suite 114
Saint Augustine, FL 32092
[Click Here to Pay Online!](#)

475 West Town Place

HiTechFlorida.com

Description	Qty	Rate	Amount
2-11885-ACC-1 - Access Control System - Ridgewood Trails CDD - 1667 Azalea Ridge Blvd, Middleburg, FL			
Hi-Tech Commercial Access 1	1.00	\$20.00	20.00
OvrC Pro Monitoring	1.00	\$15.00	15.00
Sales Tax			0.00

Approved
Ridgewood Trails CDD
Security
001.320.57200.34510
Rob Alba
07.06.26



Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$35.00
Payments	\$0.00
Balance Due	\$35.00

MAKE CHECK PAYABLE TO:

 The Lake Doctors, Inc.
Aquatic Management Services
Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

RIDGEWOOD TRAILS CDD
Taylor Tennison
475 West Town Pl
SUITE 114
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
718416	7/1/2026	\$950.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

00000000066213001000000038634600000009500056

Please return this invoice with your payment and
notify us of any changes to your contact information.

RIDGEWOOD TRAILS CDD

3813 Great Falls Loop Middleburg, FL 32068

Invoice Due Date 7/11/2026

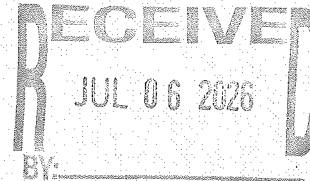
Invoice 386346B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
7/1/2026	Water Management - Monthly		\$950.00	\$0.00	\$950.00

Please remit payment for this month's invoice.

Approved
Ridgewood Trails CDD
Lake Maintenance
1.330.53800.46400
Rob Alba
07.06.26



Please provide remittance information when submitting payments,
otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$950.00

This Invoice Total:

\$950.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 718416
Portal Registration #: 98B142AF
Customer E-mail(s): RIDGEWOODTRAILSMGR@RMSNF.COM
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 458
Invoice Date: 7/1/2026
Due Date: 7/1/2026
Case:
P.O. Number:

Bill To:

Ridgewood Trails ODD
475 West Town Place Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.320.57200.34200 - Janitorial Services - July 2026		1,040.50	1,040.50
1.320.57200.46500 - Pool Maintenance Service - July 2026		1,737.08	1,737.08
1.330.53800.34000 - Contract Administration - July 2026		2,256.17	2,256.17
1.320.57200.46200 - Facility Management - Ridgewood Trails - July 2026		3,751.67	3,751.67
RECEIVED JUL 06 2026 BY: _____ Alison Moring 7-6-26			

Total \$8,785.42

Payments/Credits \$0.00

Balance Due \$8,785.42

Azalea Ridge - Ridgewood Trails CDD - Refund Request

	Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount
1	Gwen Hannah Non-Resident Middleburg FL 32068	3170	\$250.00		\$250.00	\$250.00
2	Van Phillips 4072 Great Falls Loop Middleburg FL 32068	68-7497	\$500.00	\$250.00	\$250.00	\$250.00
On this Date: 6/29/2026					Total Refund Amount: \$500.00	

Notes

Security Deposit for Room and Pool

Security/Rental Fee Room and Pool



Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

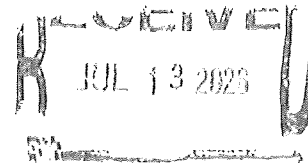
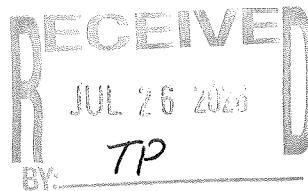
772/461-6120
FAX: 772/468-9278

RIDGEWOOD TRAILS COMM. DEV. DIST.
475 WEST TOWN PLACE, STE 114
ST. AUGUSTINE, FL 32092

Invoice No. 377154
Date 07/07/2026
Client No. 19692

Services rendered in connection with the audit of the Basic Financial Statements
as of and for the year ended September 30, 2025.

Total Invoice Amount \$ 3,380.00



You can pay online at: <https://treasurecoastcpas.com> or

Scan to Pay

Berger, Toombs, Elam, Gaines, Frank,
McGulro & Gonano CPAs PL
Invoice Payment



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PACHARGE

We accept major credit cards.
A 3% fee will be applied.

Please enter client number on your check.

Finance charges are calculated on balances over 30 days old at an annual percentage rate of 18%.

Member AICPA

Member AICPA Division for CPA Firms
Private Companies Practice Section

Member FICPA

Azalea Ridge - Ridgewood Trails CDD - Refund Request

Name		Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount	Notes	
1	Joveth Alkuno 1840 Blackwater Way Middleburg FL 32068	1416	\$250.00		\$250.00	\$250.00		
2	Theresa Hamm 1867 Prairie Lane Middleburg FL 32068	22-125507243	\$250.00		\$250.00	\$250.00		
On this Date: 7/15/2026					Total Refund Amount: \$500.00			

RECEIVED
JUL 15 2026
BY: _____

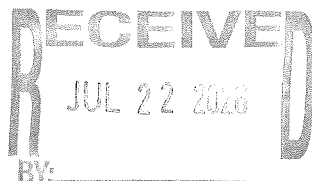
KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 29, 2026



Mr. Jim Oliver
Ridgewood Trails CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3763730

Client Matter No. 17623-1

Notification Email: eftgroup@kutakrock.com

Invoice No. 3763730
17623-1

Re: General

For Professional Legal Services Rendered

03/04/26	K. Buchanan	2.50	850.00	Prepare for and attend board meeting
03/05/26	K. Buchanan	0.20	68.00	Review meeting follow up
03/09/26	K. Haber	0.80	208.00	Prepare agreement for pool rail resurfacing; correspond with Giles, Soriano, and Beach regarding same
03/21/26	S. Sandy	0.10	31.50	Prepare Fiscal Year Ending 2027 budget documents
04/01/26	K. Buchanan	0.50	170.00	Attend conference call regarding trail
04/08/26	K. Buchanan	0.30	102.00	Perform meeting follow up
04/08/26	K. Haber	0.20	52.00	Correspond with Giles regarding trail conveyance documents
04/08/26	K. Haber	0.90	234.00	Prepare amenity privileges interim suspension notice; correspond with Giles regarding same
04/09/26	K. Haber	0.60	156.00	Confer with Giles regarding amenity privileges interim suspension notice; revise suspension notice; correspond with Giles regarding same
04/10/26	G. Lovett	0.80	224.00	Monitor legislative process relating to matters impacting special districts

KUTAK ROCK LLP

Ridgewood Trails CDD

June 29, 2026

Client Matter No. 17623-1

Invoice No. 3763730

Page 2

04/12/26	L. Whelan	0.80	308.00	Monitor legislative process relating to matters impacting special districts
04/20/26	K. Haber	0.20	52.00	Correspond with Giles regarding revised rules of procedure, budget resolution, and hearing notices
04/22/26	K. Buchanan	0.20	68.00	Review draft agenda and confer with district manager
04/22/26	K. Haber	1.20	312.00	Prepare resolutions for setting hearing and adopting rules of procedure; prepare notices of rule development and rulemaking; correspond with Beach and Giles regarding same
04/23/26	K. Haber	0.60	156.00	Prepare budget approval resolutions; correspond with Beach and Giles regarding same; correspond with Beach regarding agenda items

TOTAL HOURS 9.90

TOTAL FOR SERVICES RENDERED \$2,991.50

TOTAL CURRENT AMOUNT DUE \$2,991.50

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 459
Invoice Date: 6/30/2026
Due Date: 6/30/2026
Case:
P.O. Number:

Bill To:
Ridgewood Trails CDD
475 West Town Place Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Lifeguards - June 2026 320,572.4510	188.18	21.50	4,045.87
RECEIVED JUL 14 2026 BY: _____ Alison Moring 7-14-26			

Total \$4,045.87

Payments/Credits \$0.00

Balance Due \$4,045.87

RIDGEWOOD TRAILS CDD
RIVERSIDE MANAGEMENT SERVICES, INC.
LIFEGUARD INVOICE DETAIL

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
188.18	Lifeguarding Services for Ridgewood Trails Covering June 2026 LIFEGUARDS # 320-572-4510	\$ 21.50	\$4,045.87
TOTAL DUE:			<u><u>\$4,045.87</u></u>

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
RIVERSIDE MANAGEMENT SERVICES, INC.
LIFEGUARD BILLABLE HOURS JUNE 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/5/26	5.75	D.B.	Lifeguarding
6/5/26	5.67	B.D.	Lifeguarding
6/5/26	6.08	D.J.	Lifeguarding
6/6/26	5.75	D.B.	Lifeguarding
6/6/26	5.65	B.D.	Lifeguarding
6/6/26	5.75	A.K.	Lifeguarding
6/7/26	5.75	D.B.	Lifeguarding
6/7/26	7.75	B.D.	Lifeguarding
6/7/26	7.75	A.K.	Lifeguarding
6/12/26	5.75	D.B.	Lifeguarding
6/12/26	5.67	B.D.	Lifeguarding
6/12/26	5.75	A.K.	Lifeguarding
6/13/26	5.75	D.B.	Lifeguarding
6/13/26	5.72	B.D.	Lifeguarding
6/13/26	5.75	A.K.	Lifeguarding
6/14/26	5.02	D.B.	Lifeguarding
6/14/26	5	A.K.	Lifeguarding
6/19/26	4.99	D.B.	Lifeguarding
6/19/26	4.95	B.D.	Lifeguarding
6/19/26	4.22	D.J.	Lifeguarding
6/20/26	5.79	B.D.	Lifeguarding
6/20/26	5.79	D.J.	Lifeguarding
6/21/26	4.25	D.B.	Lifeguarding
6/21/26	5	B.D.	Lifeguarding
6/21/26	5	A.K.	Lifeguarding
6/26/26	5.7	B.D.	Lifeguarding
6/26/26	4	D.J.	Lifeguarding
6/26/26	5.75	Q.S.	Lifeguarding
6/27/26	5.67	D.B.	Lifeguarding
6/27/26	5.75	A.K.	Lifeguarding
6/27/26	5.79	Q.S.	Lifeguarding
6/28/26	3.72	D.B.	Lifeguarding
6/28/26	5.75	D.J.	Lifeguarding
6/28/26	5.75	A.K.	Lifeguarding

TOTAL	<u><u>188.18</u></u>
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Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 460
Invoice Date: 7/17/2026
Due Date: 7/17/2026
Case:
P.O. Number:

Bill To:
Ridgewood Trails CDD
475 West Town Place Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2026	88.69	45.00	3,991.05
Maintenance Supplies		977.56	977.56
Approved			
\$1,211.40 Amenity General Maintenance 1.320.57200.46100			
\$2,323.05 Amenity Repairs & Replacement 1.320.57200.46000			
\$345.16 Janitorial Supplies 1.320.57200.52200			
\$1,089.00 Field Repairs & Maintenance 1.330.53800.46000			
\$4,968.61 Ridgewood Trails CDD Rob Alba 07.20.2026			
RECEIVED JUL 21 2026 BY: Alison Moring 7-20-26			

Total \$4,968.61

Payments/Credits \$0.00

Balance Due \$4,968.61

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JUNE 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/2/26	8	R.A.	Diagnosis of pool equipment pack leak, pumping out water and drying electronic, operations testing components for failures, ordering replacement parts for equipment pack
6/3/26	8	R.A.	Building and installing desk for lifeguard shack, installing router and setting up Internet network in lifeguard shack, due to code brown cleaned pool, adjusting chemicals and back washing filters, completed report
6/9/26	4	R.A.	Repairing torn umbrellas canopies and reinstalling, removed broken shade canopy in large pool pack, reinstalled knocked over dog waste receptacle and cemented into ground, leveled picnic bench that had tow anchors pulled out of ground, installed new small pool lift chair motor, updated message boards
6/9/26	8.03	C.W.	Replace two commercial umbrella canopy, replaced lift actuator to pool chair lift, disassembled broken rear pool pack canopy and prepared for new one, concrete dog pod back into ground, leveled out common area bench, changed all message boards, straightened and organized pool deck and patio furniture, removed debris from common areas and entryways, checked and changed trash receptacles, emptied and replaced dog waste receptacles
6/11/26	4	R.A.	Installed new shade canopy in large pool equipment pack, removed debris around common areas
6/11/26	7.87	C.W.	Installed posts for rear pool pack canopy, installed connector pieces, installed top poles on roof, cut to fit, zip tied tarp to top, ran rope threw all holes, lightened and adjusted, installed cross member ropes to hold roof up in middle, cleaned debris from pool pack, pool deck, parking lot, bushes, common areas and entryway, straightened and organized pool deck and patio furniture, picked up supplies
6/15/26	2	R.A.	Checked pool chemicals and equipment, straightened and organized pool deck and patio furniture, removed debris on pool deck, blew leaves and debris off pool deck
6/16/26	2.5	C.W.	Straightened and organized pool deck and patio furniture, removed debris at waterways, roadways, common areas and parking lot
6/17/26	2.5	C.W.	Removed debris around playgrounds, common areas and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
6/19/26	2	R.A.	Assisted with diagnose of small pool main motor for low flow rate, found missing seal inside impeller, removed and reinstalled motor
6/20/26	6.65	R.A.	Checked pool chemicals and equipment, back washed large pool filters to return flow rate, assisted lifeguards with setup, set up amenity facility for Saturday movie night to field, after movie ended cleaned up field and stowed equipment
6/21/26	1.55	R.A.	Checked pool chemicals and assisted lifeguards with setup
6/22/26	2.2	R.A.	Assisted with installation of new electrical panel, vacuum pump and breakers, documented damage to soccer field
6/23/26	5.55	C.W.	Took all umbrellas down before storm, cleaned all cameras from cob webs and wasp nests, straightened and organized all pool deck and patio furniture, removed debris from roadways and waterways, checked and changed all trash receptacles, emptied and replaced dog waste receptacles
6/26/26	1.8	R.A.	Worked on install conduit for pump lines and route tubing, assembled new chemical storage box for small pool equipment pack, removed old chemical storage box, picked up supplies
6/26/26	6.57	C.W.	Cleaned and organized amenity from movie night, blew leaves and debris off pool deck, straightened and organized pool deck and patio furniture, removed bushes from small pool pack area, dug trenches and buried conduit for lines, assembled chemical storage box, removed old box, stocked lifeguard shack, picked up supplies

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JUNE 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/28/26	1.5	R.A.	Backwashed large pool filters, balances pool chemicals
6/30/26	6	R.A.	Picked up pool furniture, removed debris in common areas, parking lot and pool deck, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/30/26	7.97	C.W.	Rehung four soccer nets, rebuilt stenner pumps, straightened and organized pool deck and patio furniture, removed debris in parking lot, bushes, roadways, waterways and common areas, checked and changed all trash receptacles, emptied and restocked dog waste receptacles

TOTAL	<u><u>88.69</u></u>
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MILES	<u><u>0</u></u>
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*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Period Ending 7/05/26

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
RT				
RIDGEWOOD TRAILS				
	6/2/26	Industrial Replacement Capacitor	20.10	R.A.
	6/2/26	Vevor 1HP Pool Pump Motor (Vacuum)	137.89	R.A.
	6/3/26	Water Leak Starter Kit Hub & 4 Sensors	67.98	R.A.
	6/4/26	AX1800 WiFi 6 Router	64.38	R.A.
	6/9/26	BLK Nitrile Gloves 40pk	13.43	R.A.
	6/9/26	13 Gallon Trash Bags 200ct (2)	37.19	R.A.
	6/9/26	55 Gallon Trash Bags 40ct (2)	53.77	R.A.
	6/9/26	MKE Tinted Anti Scratch Glasses 3pk	23.77	R.A.
	6/9/26	Black Nitrile Gloves 10pk of 100 Gloves	99.82	R.A.
	6/23/26	Stenner Motor Rebuild Kit	156.78	R.A.
	6/23/26	Toilet Paper 18pk (2)	57.45	R.A.
	6/23/26	55 Gallon Trash Bags 40ct (2)	59.73	R.A.
	6/26/26	Deck Box for Pool Chemicals	185.27	R.A.
		TOTAL	\$977.56	

Azalea Ridge - Ridgewood Trails CDD - Refund Request

Name	Check #	Check Amount	Rental Fee Amount	Security Deposit	Refund Amount	Notes
Joveth Alkuno 1 1840 Blackwater Way Middleburg FL 32068	1416	\$250.00		\$250.00	\$250.00	
Theresa Hamm 2 1867 Prairie Lane Middleburg FL 32068	22-125507243	\$250.00		\$250.00	\$250.00	
On this Date: 7/15/2026			Total Refund Amount: \$500.00			

RECEIVED
JUL 15 2026

BY: _____



Turner
Pest Control
turnerpest.com

Turner Pest Control LLC
PO Box 600323
Jacksonville, FL 32260-0323
904-355-5300

Service Slip/Invoice

INVOICE: 622498388
DATE: 07/07/2026
ORDER: 622498388

Bill To: [761826]
Ridgewood Trails CDD
3813 Greatfall Loop
Middleburg, FL 32068

Work Location: [761826] 904-214-3346
Ridgewood Trails CDD
3813 Greatfall Loop
Middleburg, FL 32068

Work Date	Time	Target Pest	Technician	Time In
07/07/2026	07:50 AM			07:50 AM

Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	07/07/2026		08:43 AM

Service	Description	Price
CPCSMART	SMART Rodent Control Program	\$95.76
		SUBTOTAL \$95.76
		TAX \$0.00
		AMT. PAID \$0.00
		TOTAL \$95.76
		AMOUNT DUE \$95.76

Approved
Ridgewood Trails CDD
Pest Control
001.320.57200.43200
Rob Alba
07.17.26

RECEIVED
JUL 17 2026
BY: _____

[Signature]

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

PLEASE PAY FROM THIS INVOICE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/02/26	00044	6/26/26 2238	202606 600-51300-49000	RESERVE STUDY UPDATE	*	2,800.00	

							2,800.00 000052

TOTAL FOR BANK D						2,800.00	
TOTAL FOR REGISTER						2,800.00	

RDGE --RIDGEWOOD-- TLEE



10459 Hunters Creek Court
Jacksonville, Florida 32256

Invoice

Date	Invoice #
6/26/2026	2238
Project #	2321

Bill To

Ridgewood Trails CDD
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

RECEIVED
JUN 26 2026
BY: _____

Description	Amount
Reserve Study Update	2,800.00

E-mail	
csheppard@communityadvisors.com	
Phone #	904-303-3275

Pay This Amount	\$2,800.00
Terms	Due on receipt