

**MINUTES OF MEETING  
RIDGEWOOD TRAILS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Ridgewood Trails Community Development District was held Wednesday, May 6, 2026 at 6:06 p.m. at the Azalea Ridge Amenity Center, 1667 Azalea Ridge Boulevard, Middleburg, Florida.

Present and constituting a quorum were:

|                   |                     |
|-------------------|---------------------|
| Michael Wetherbee | Chairman            |
| Cassie Alba       | Assistant Secretary |
| Tom Schumacher    | Assistant Secretary |

Also present were:

|                  |                                      |
|------------------|--------------------------------------|
| Marilee Giles    | District Manager                     |
| Wes Haber        | District Counsel <i>by telephone</i> |
| Joe Schofield    | District Engineer                    |
| Jay Soriano      | GMS                                  |
| Rob Alba         | RMS                                  |
| Courtney Rodgers | RMS                                  |

*The following is a summary of the discussions and actions taken at the May 6, 2026 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 6:06 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

A resident stated I'm concerned about the easements that are blocked that the fire department couldn't get through when there was fire behind the houses. Now the lawn service is unable to get to.

Mr. Soriano stated if you will recall last year we dealt with a couple of homeowners who had put up fences on our easements. One home changed hands and they were unaware there was

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an issue. We talked about that at length and decided to limit maintenance because they can only go in there so often. They haven't cut in quite a few months and that grass is growing tall and we have received complaints from residents, but we have no way in. There is a bigger concern when we have an emergency such as the recent fire and the way to get through is blocked. Even though we were trying to find a way to be nice, that isn't always the best answer. We may have to be more forceful because of situations like this.

A resident stated it took the firefighters an hour to get to the fire and that could have cost us our house.

Mr. Schofield stated I don't recall if the Clay County requires a fence permit.

Mr. Soriano stated they have it, but they don't enforce it.

Ms. Alba stated this is a safety issue and it might be prudent to go ahead and enforce it.

A resident stated it as my yard that the fire trucks used to get to the fire. They really damaged the grass but did not damage the sprinklers.

Mr. Schumacher asked what are our next steps?

Mr. Soriano stated if that is the board's direction we will have another conversation and if they say no, then you would have to direct us to work with district counsel to send formal letters.

Mr. Wetherbee stated right now each of the residents' fences come onto CDD property.

Mr. Soriano stated it is a 20 foot easement split between the two properties.

Ms. Giles stated it is the homeowner's property, there is a UDE underneath it. I think we made a list of all the UDEs in the community and every one of them need a variance agreement stating if something happens the fence has to come down. That is the easy part, but if there is no way to get to the pond to perform maintenance those are the UDEs that are really a problem.

Mr. Wetherbee asked are we wasting our time?

Mr. Schofield stated I think it is enforcement. It is platted, there is a code infraction and HOA item. It is within a platted easement per the plat and it is a public safety issue. It sounds like the fence has to move.

Mr. Soriano stated I think it is just direction. We have the ability to tell them they have to move it.

Mr. Haber stated if they are unwilling to move it then I think the board can make a decision on what it wants to do. The reality is and it is unfortunate unlike an HOA the CDD doesn't have the authority to fine someone. If the district wants to enforce something it comes down to a demand

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letter from my office and if they don't comply with that then the next move it to file a small claims action against them. Tonight it is just direction hoping you get cooperation and if you don't get cooperation the board would have to make a real decision on the situation, if they want to enforce this issue.

Mr. Soriano stated the direction from you to staff would be to have that conversation with them and let them know that they have to move the fence. If there is pushback we will inform you. We don't have the ability to fine, but we do have the ability to remove the fence and charge them.

Mr. Wetherbee stated we did have a fire and we have to consider the safety of all the residents and if these residents are fearful of a fire we have to address that issue. That is the bottom line. Give them the option to remove the fence and if not then we will have to address that.

A resident stated there is nothing to mow back there anymore.

Mr. Soriano stated if we have access we will go back to our normal maintenance.

Mr. Wetherbee stated we will reinstate taking care of the pond.

### **THIRD ORDER OF BUSINESS**

#### **Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2026**

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the recommendation of the audit committee of Grau & Associates being ranked no. 1 with 95 points and Dimov ranked no. 2 with 76 points was accepted.

### **FOURTH ORDER OF BUSINESS**

#### **Discussion of Suspension Letter**

Ms. Giles gave an overview of the incident, and the board took the following action.

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the suspension was extended to the next meeting, which is July 1, 2026 to make a final determination.

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## **FIFTH ORDER OF BUSINESS**

### **Consideration of Proposals:**

#### **A. Elliptical Machine**

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the proposal from Octane Fitness Pro 350 Elliptical in the amount of \$4,748 that includes a five-year warranty was approved.

#### **B. Riverside Management Services for Fiscal Year 2027**

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

#### **C. Hi Tech for Security System**

On MOTION by Mr. Wetherbee seconded by Ms. Alba with two in favor and Mr. Schumacker opposed the agreement with Hi-Tech System Associates, Inc. was approved subject to it being a contract for 36 months.

#### **D. Lake Doctors**

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the proposal from The Lake Doctors, Inc. in the amount of \$730 monthly was approved.

#### **E. Waste Pro**

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor the proposal from Waste Pro was approved.

## **SIXTH ORDER OF BUSINESS**

### **Ratification of Pinch a Penny Addendum**

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the addendum to the Pinch a Penny contract was ratified.

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**SEVENTH ORDER OF BUSINESS****Consideration of Capital Reserve Study Proposals**

- A. Community Advisors**
- B. Reserve Advisors**
- C. Reserve Study Institute**

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the proposal from Community Advisors in the amount of \$2,800 was approved.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2026-02 Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (September 2, 2026)**

Ms. Giles gave an overview of the proposed budget and stated there is no increase in assessments from 2026 to 2027.

On MOTION by Mr. Schumacher seconded by Mr. Wetherbee with all in favor Resolution 2026-02 Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (September 2, 2026) was approved.

**NINTH ORDER OF BUSINESS****Consideration of Resolution 2026-03 Setting a Public Hearing on Amended and Restated Rules of Procedure**

Mr. Haber stated generally speaking the rules of procedure is a document that governs the various aspects of the CDD. The most essential portion of the document deals with the procurement of various services and materials. Every two or three years based on changes in the law we will update the rules of procedure and ask the districts that we represent throughout the state to go through the process of adopting the new rules. In this case there aren't any substantive changes to the rules, the biggest change deals with the noticing process for rule and rate adoption. You are setting a public hearing to consider the adoption of the new rules as prepared by my firm.

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor Resolution 2026-03 Setting a Public Hearing on Amended and Restated Rules of Procedure was approved.

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## **TENTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

There being no comments, the next item followed.

### **B. Engineer**

Mr. Schofield stated we are here to provide the state required reporting as it relates to the stormwater management facilities. If there is anything else the residents, the board or staff requires as it relates to engineering of the district owned and maintained facilities, please let me know.

### **C. Manager**

Ms. Giles stated just a yearly reminder that you are governed by the sunshine law, meaning any business to be discussed about the CDD must be discussed at a public meeting. Be careful on Facebook, if you see something you want to bring to staff's attention you can do that. We try to remind residents that if there is something that needs staff's attention to email us or attend the meeting.

#### **1. Annual Form 1 Filing & Annual Ethics Training**

Ms. Giles stated this is just a reminder to file your form 1 by July 1<sup>st</sup>. Your annual ethics training is due by December 31<sup>st</sup>.

#### **2. Report on the Number of Registered Voters (1,206)**

A copy of the letter from the supervisor of elections reporting that 1,206 registered voters reside in the district was included in the agenda package.

#### **3. 2026 General Elections**

Ms. Giles stated the qualifying period for the general election is from noon on June 8<sup>th</sup> to noon on June 12<sup>th</sup>. You can prequalify now to the seats that are coming up or wait until the qualifying period, that is seat 2 and seat 4.

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

There being no comments, the next item followed.

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## **E. Amenity Manager**

### **1. Report**

A copy of the amenity management report was included in the agenda package.

### **2. Landscape Inspection Report**

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

## **ELEVENTH ORDER OF BUSINESS**

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

Mr. Wetherbee stated there is no parking on this playground and it is dangerous. I spoke with Jay about how we could make an area where eight or ten cars could pull in. The same with the playground in the back, everyone parks on the grass or on the road.

Mr. Soriano stated we can get proposals for asphalt and what it would take to create a little parking lot there. The biggest hurdle is going to be dealing with the county because it is their right of way. We would have to get a right of way permit and since we are paying for everything there may not be that much pushback.

Mr. Schofield stated I would put a plan together and go through technical review with Clay County and get their development approval and use those plans with civil drawings and get competitive bids and you could program that into the fall.

Ms. Giles stated we could pull together those proposals closer to 2028 and budget for that if that is something the board wants to do.

Mr. Schofield stated if you want me to put together some numbers I can do that.

Mr. Wetherbee stated we will have some money coming from the county for some land and we can use that.

## **TWELFTH ORDER OF BUSINESS**

### **Approval of Consent Agenda**

#### **A. Approval of the Minutes of the March 4, 2025 Meeting and Audit Committee Meeting**

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the minutes of the March 4, 2025 board meeting and audit committee meeting were approved as presented.

#### **B. Balance Sheet & Income Statement**

#### **C. Assessment Receipt Schedule**

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**D. Approval of Check Register**

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

**THIRTEENTH ORDER OF BUSINESS**

**Next Meeting Scheduled for Wednesday, July 1, 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 July 1, 2026 at 6:00 p.m. in the same location.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the meeting adjourned at 7:53 p.m.

Signed by:

*Marilee Giles*

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Secretary/Assistant Secretary

Signed by:

*Michael Wetherbee*

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Chairman/Vice Chairman