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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, September 2, 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
Karen Fisher	Brightview
Chris Charbonneau	Brightview

The following is a summary of the discussions and actions taken at the September 2, 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**

Ms. Reeves asked is there any progress on the easement issue?

Ms. Giles stated that is an agenda item on tonight's agenda.

THIRD ORDER OF BUSINESS **Discussion of Suspension Letter**

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Ms. Giles stated this resident, who is an adult, was observed on camera doing burnouts in the amenity center parking lot and then moved on to the field and did more burnouts causing damage. CCSO was contacted and he was arrested.

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the resident received a 12-month suspension or longer until restitution is paid and staff will request CCSO for a trespass.

FOURTH ORDER OF BUSINESS **Discussion of Demand Letters Regarding Easement Encroachment**

A. 1831 Marias River Court

B. 1837 Marias River Court

C. 1843 Big Spring Point

D. 1846 Big Spring Point

Ms. Giles stated we tabled this at the last meeting, the board asked staff to send a second letter and as we worked on the second letter, I found that I didn't have enough information to send the letter. A homeowner from each location is present tonight.

Mr. Soriano stated we can get through a 10-oot easement, we just can't turn a boat around there. If we get 5-feet from each homeowner I don't think the vendors would complain.

Mr. Stremel stated I am at 1846 Big Springs and if you open that up, there will be more people walking back there on my property and how long will the pipe last if people drive over it. If they cause divots I'm not going to be responsible to fix it.

Mr. Pfeifer stated we chose this house because of the yard and I ask that you take what you need and hopefully not more than that.

Ms. Giles stated it is a 30-foot easement with 15-feet being on each side. Is the board willing to allow something other than the 15-feet on each side.

After discussion the board took the following action.

On MOTION by Mr. Schumacher seconded by Ms. Alba with all in favor a 5-foot easement on each side for a total of a 10-foot alleyway for all four addresses was approved contingent upon execution of a license agreement to be prepared by district counsel that says we understand the district is using the property for access and maintenance, we understand that the fence is in the district's area of

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use and we understand that if the district needs to have that removed it would be at the homeowner's expense.

FIFTH ORDER OF BUSINESS Consideration of:

A. Proposal for Pressure Washing Azalea Ridge Blvd. From Riverside Management Services

Mr. Edson moved to approve the proposal for pressure washing Azalea Ridge Boulevard and Ms. Miller seconded the motion and with two in favor and Mr. Wetherbee, Ms. Alba and Ms. Miller opposed the motion failed.

B. Landscape Improvements Along Azalea Ridge Boulevard and Green River

1. Irrigation Inspection and Repair

This item was tabled.

SIXTH ORDER OF BUSINESS Discussion of:

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

This item was tabled.

B. Agreement for Real Property Purchase of Long Bay SUN Trail – Parcels 104 and 105

Ms. Giles stated a couple meetings ago the board heard from the county for the purpose of that purchase and what their plan was for a very long trail going through Clay County. The board authorized the chair to execute the document and to work with the county. District Counsel has reviewed that document; they are coming back with what with $7,123.44. I have the chair's signature on that, it will go before the county commission September 20th and we will move forward with the warranty deed and eventually a check to Ridgewood Trails and that can go into the general fund or capital reserve fund.

SEVENTH ORDER OF BUSINESS Ratification of Work Authorization No. 002 for Professional Engineering Due Diligence Services

On MOTION by Mr. Wetherbee seconded by Ms. Alba with all in favor work authorization no. 002 was ratified.

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EIGHTH ORER OF BUSINESS **Acceptance of Capital Reserve Study**

On MOTION by Ms. Alba seconded by Mr. Edson with all in favor the capital reserve study was accepted.

NINTH ORDER OF BUSINESS **Public Hearing Adopting the Budget for Fiscal Year 2027**

Ms. Buchanan stated the first resolution is the adoption of the budget for the next fiscal year and authorizes the district to take certain actions, the second resolution levies the operation and maintenance assessment for the fiscal year. It also certifies for collection the debt service special assessment and all assessments will be collected on the county tax bill.

Ms. Giles gave a high-level overview of the budget that has no increase in the assessments.

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

There being no comments or questions from the public, the board took the following action.

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

A. Consideration of Resolution 2026-04 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027

On MOTION by Ms. Alba seconded by Ms. Miller with all in favor Resolution 2026-04 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027 was approved.

B. Consideration of Resolution 2026-05 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027

On MOTION by Ms. Alba seconded by Mr. Edson with all in favor Resolution 2026-05 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027was approved.

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TENTH ORDER OF BUSINESS **Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure, Consideration of Resolution 2026-06**

Ms. Buchanan stated we propose these rules of procedure to all our clients, keeping them in a standard form so when we roll them out you don't have to pay full price for the changes. We do incorporate statutory changes or lessons learned and we try to update them every couple of years. The bulk of the updates to this particular set of rules relates to Florida Statute and changes related to procurement make it a little easier for staff and there was some changes to the way meetings are run, a vote is required now unless there is a statutory conflict of interest.

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

There being no comments from the public, the board took the following action.

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

> On MOTION by Ms. Miller seconded by Ms. Alba with all in favor the Resolution 2026-06 Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure was approved.

ELEVENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

There being no comments, the next item followed.

B. Engineer – Discussion of Parking at the Playgrounds

1. Bronco Road

2. Azalea Ridge Boulevard

3. Warm Springs Way

Ms. Giles stated Joe has provided a layout for parking at the three playgrounds that was included in the agenda package. If the board is interested in moving forward to obtain proposals, which playground area would you like to add a parking lot to.

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It was the consensus of the board to have staff to obtain a proposal for the Azalea Ridge Boulevard park.

Mr. Schofield stated do you want a work authorization to develop permit and bid drawings. There would be an engineering and permit component.

Mr. Soriano stated I think we want to know the minimal steps to get an idea of what costs are involved too.

Mr. Schofield stated I can send some details to a couple contractors and get initial pricing, which will get you within 20% of the ultimate pricing that way you can make better decisions before I get into more engineering.

Ms. Giles asked if it is within the current work authorization can you get that initial pricing?

Mr. Schofield stated yes and that would be the best next step so you can decide if there is value in putting in the parking improvements.

C. Manager - Fiscal Year 2027 Goals and Objectives

On MOTION by Ms. Alba seconded by Mr. Wetherbee with all in favor the 2027 Goals and Objectives were approved.

D. Operation Manager's Report

Mr. Soriano stated there was a request to get a proposal to bush hog the powerline easement and we have a proposal from Brightview for $3,606.

Ms. Fisher stated I think we do it once a year.

Mr. Schumacher stated I think we need to get another price from someone other than Brightview.

Mr. Wetherbee stated I would like to have that on the next agenda.

E. Amenity Manager

1. Report

Mr. Alba gave an overview of the amenity manager's report, copy of which was included in the agenda package.

2. Brightview QSA

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

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TWELFTH ORDER OF BUSINESS Supervisor's Requests and Public Comments

Ms. Wright stated my husband and I were walking and a small motorcycle was going full speed on the sidewalk. I know we are supposed to call the police but by the time they get here the kid is gone.

Mr. Alba stated the police have talked to them. I have talked to the parents several times.

Mr. Wetherbee stated I would like to commend Rob for a great summer and the hard work he puts in. We had the movie night and it was a great success.

Ms. Miller stated I second what he said about Rob. What are we doing with the old elliptical and what are we going to do with that?

Mr. Alba stated that is a board decision.

Ms. Giles stated I think a couple meetings ago the board authorized staff to dispose of the ellipticals because it was less than the threshold and discussed sending an eblast to the community.

Mr. Soriano stated this is the treadmill and is a little different.

Ms. Giles asked is there any value to them?

Mr. Soriano stated a company would have to rebuild them, they may be worth $100 to $150 if I could find someone who wants to take them.

On MOTION by Ms. Miller seconded by Mr. Wetherbee with all in favor staff was authorized to dispose of two treadmills.

THIRTEENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the July 1, 2026 Meeting

On MOTION by Ms. Alba seconded by Mr. Schumacher with all in favor the minutes of the July 1, 2026 meeting were approved as presented.

B. Balance Sheet & Income Statement

C. Assessment Receipt Schedule

D. Approval of Check Register

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

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FOURTEENTH ORDER OF BUSINESS **Next Meeting Scheduled for Wednesday, November 4, 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 November 4, 2026 at 6 p.m. in the same location.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Wetherbee seconded by Ms. Miller with all in favor the meeting adjourned at 7:45 p.m.

Signed by:
Marilee Giles
A38999D0EDC14F4...
Secretary/Assistant Secretary

Signed by:
Michael Wetherbee
4E6242AB5380433...
Chairman/Vice Chairman