

MINUTES OF MEETING
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, June 21, 2016 at 6:00 p.m. at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068.

Present and constituting a quorum were:

Nicole Gardner	Chairperson
Matt Biagetti	Vice Chairman
Maria Haney	Supervisor
Rooster Hendrix	Supervisor
Mike Messiano	Supervisor (on phone)

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Steve Andersen	Operations Manager
Amanda Rentsch	Amenity Center Manager
Josh Boucher	Down To Earth Landscaping
Sete Zare	MBS Capital Markets, LLC (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 17, 2016 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the May 17, 2016 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Biagetti seconded by Ms. Gardner with all in favor the Minutes of the May 17, 2016 Meeting were approved.
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FOURTH ORDER OF BUSINESS

Update Regarding Foreclosure Process

FIFTH ORDER OF BUSINESS

Update Regarding Bond Refunding

Mr. Walters stated at the last meeting we discussed some refinancing options. There is a presentation in front of you. Through the tax certificate/tax deed process that will change hands with the new landowner. This is a preliminary summary of framework that we are working on. This came out within the last few days. Sete can dive into more detail regarding potential refinancing options. We are not looking for the board to make decisions tonight. We may continue this meeting out.

Ms. Sete Zare stated Kevin and I have been working with bondholders. We are in good condition to move forward.

Mr. Walters stated if you can think of the District right now as two pieces of land. We have the developed pieces and the undeveloped pieces. The structure we are looking at is to refinance all of the debt but essentially carve them out into two different areas. The only impact to the current residents in terms of the debt service assessments is a savings or potentially additional capital for additional projects. It would segregate that from the unperforming, so as a credit package we can look at 550 built homes, who are paying assessments every year and get a great rate on those and find the savings on that debt service. On the undeveloped portion, it would be bought out by a separate bond series. The other kind of piece to this is it is undeveloped, so part of getting that developed is to clear all of the tax certificates and also to generate some funds from the bond series that would only be levied on the undeveloped property to generate approximately \$1M in initial construction funds. There would be a smaller issuance that would raise capital to start that construction in the subsequent phases. One million dollars is not going to fund all of that. Obviously, it is a portion of it, so that the landowner is going to be funding the rest of that. It at least provides a kick-start of funds to get the first phase going and start selling some lots. The \$1M that you see in there for construction funds would only be for that additional horizontal construction back that way. We have the O&M portion in there. We have kind of used a round number of \$100,000 because that is about what it is for all of the undeveloped/unperforming lots. There are two years outstanding on the tax bill with that. Their proposal is to pay \$100,000, which is half of that. The net positive for the District is they would then be paying forward and it doesn't come out of our reserve fund. There are some tax issues that we have to work out. Part of this is a forbearance, which is a request to hold off payments for two years and let that interest accrue. Given the structure of the bonds and the assessments that we have here, we have to work with

tax counsel to see how that all plays out. It may not be an option. I have already had some conversations with bond counsel as of this morning. We are going recoup a large chunk of past due O&M, which will put us in a position to get future O&M. We will find some savings on the existing homes and get the backend restructured.

Mr. Hendrix asked after the go ahead is given, what kind of timeline are we looking at?

Mr. Walters responded if we started putting our heads together tomorrow and start drafting documents and we can get to a board meeting 14 days out from today then I think a closing would be within 30 days of that.

Mr. Biagetti asked is there anyway to change the way the different size lots paying different assessments?

Mr. Walters responded in terms of sizing, we have a methodology that has been established that assigned different rates to those lots.

On MOTION by Ms. Gardner seconded by Mr. Hendrix with all in favor to Authorize Staff to Pursue a Bond Restructuring was approved.

Ms. Haney stated one a few occasions I have seen bulldozers doing work on the back property. What would be the reasoning for them touching the land at this point?

Mr. Walters responded I can't tell you that. That is private property, except for the stormwater ponds. I don't know what they are doing back there. Sometimes there are timber operations. Sometimes there is fill back there.

SIXTH ORDER OF BUSINESS

Discussion of Fiscal Year 2017 Budget

Mr. Oliver stated this budget will keep assessments level in Fiscal Year 2017.

SEVENTH ORDER OF BUSINESS

Other Business

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated we had the issue with the fence encroachment. I wanted to let you know that the deed has been recorded and we got the survey, so it has been closed out.

B. District Manager

There being none, the next item followed.

C. Engineer

There being none, the next item followed.

D. Operations Manager – Report

Mr. Andersen stated back at the property just across from the school, we have some dumping going on. There are large truckloads of dirt and wood that have been dumped. We are having our folks pick it up and I also have two signs in my car for no dumping and violators will be prosecuted. I have also contacted Clay County Environmental Division and Gary Winterstein is coming out to take pictures of it. At the last meeting had a discussion about termites. We have a termite bond with Freedom Pest Control for five years. It was assumed by Freedom Pest Control from another pest control company. Freedom Pest Control took over. Every year we have paid the \$300 annual termite bond renewal. It was renewed on November 2, 2015 and then we discovered the termites. They treated the whole outside of the kids room in the clubhouse. They are honoring it but what they discovered is we only had a five-year termite treatment, so they need to retreat this with Termidor. We are renewing the termite treatment, which will put us back in the termite bond for 10 years. In regards to the sidewalks, there is a County mandated interconnectivity between neighborhoods, so when they designed phase two here, they have a sidewalk that starts in a conservation area, down between two homes and then it goes between four homes that connects two streets and then it goes into a lake. It doesn't make a lot of sense going from the street to the pond or from going from the street up to the conservation area. I figured out what it would cost and it would be close to \$11,500 to put in a five-foot sidewalk down to these easements. I would not recommend that. The other area that goes to the lake had grass but the grass is dead. We could plant grass back in there but I don't know if that is going to do a whole lot of good. There is no irrigation there. My suggestion is to go in and spray Roundup on it and put pine straw down. I don't have another option. If we put Bahia Grass in there then it will actually creep into the St. Augustine Grass and that is not going to be good for the homeowner.

Mr. Oliver stated I realize the paths are a County requirement.

Mr. Josh Boucher asked weren't they supposed to but then one decided not to?

Mr. Andersen responded yes. It was planted with St. Augustine Grass but it died.

Mr. Hendrix stated there are a lot of complaints that there are weeds in there and who is responsible for maintaining that strip. It is getting into the homeowners lots. It has to be handled one way or the other.

Mr. Andersen stated but this was St. Augustine sod that the homeowners decided not to irrigate, so because of that, it has died and there are now weeds. We can go in and set a meter and irrigate it. It would be very expensive to do that.

Mr. Hendrix asked how has the homeowners decided not to irrigate? How did they make that decision? If their irrigation system is installed by the builder and it is pointed into their lot, how do they decide they are not going to irrigate that five-foot section?

Mr. Andersen responded just change the way it rotates.

Mr. Hendrix stated I can't imagine a homeowner going out there and adjusting their sprinkler heads because most of them don't know how to turn them on.

Mr. Oliver stated maybe we should talk offline with those two homeowners and tell them we are looking at different solutions and maybe they can be part of the solution.

Ms. Gardner stated I would be concerned about that because then you are opening the floodgates to everyone else, who has common areas that they are maintaining. I wouldn't suggest going that route. I would suggest having a conversation with them and seeing if would adjust their sprinkler heads and properly water the area. If that is not an option then I think the pine straw is a good alternative solution. We would only be doing pine straw in the one area going to the lake.

Mr. Hendrix stated I think pine straw would be a nice and inexpensive fix for now.

Mr. Andersen stated I would be happy to talk to both of these homeowners. Let's talk about parking in the roundabout. In talking to Amanda, when there are parties out here, there are a lot of people here and we don't have a lot of parking. People apparently park in the roundabout quite a bit. If we don't want to see parking around it then we could paint the curb yellow and say loading/unloading and put a time limit to it. We could put up more signs but I would discourage that or we could leave it the way it is and Amanda could continue to manage it.

Ms. Rentsch state the problem is if they are not going to park here then they will park down the streets in the community because that is their only other option.

Ms. Gardner stated I know residents have said things to me about being irritated it. I don't have a problem with it but I just want to make sure people can still get thru.

Ms. Rentsch stated there is a resident who is disabled and she thinks the handicap parking place is too far away from the amenity center, so I did tell her that she could park up here.

Mr. Andersen stated my suggestion would be to leave this up to Amanda and let her handle this.

Mr. Biagetti stated we do have limited parking, so it is really an issue all of the time.

Mr. Andersen stated I am going to turn this over to Josh with Down to Earth.

Mr. Boucher stated we just got our spraying done for insects and worms. We were also spraying for chinch bugs. We sprayed fertilizer two weeks ago. We haven't done a granular yet. We are planning on doing that in a month or a month and a half. We also got done with eight of the islands with pine straw. We are waiting on pine straw now to come in Thursday. It should be taken care of next week. We also came in today with a pallet or a pallet in a half of pine bark. I think we still have a pallet and a half to finish inside and then we still have a little bit left along the parking lot to do. Probably in another two weeks, we are going to go back through and spray for weeds again. I'm hoping sod will be here next week for over by Foggy Day. There should be three pallets coming. I will be working with Steve if he wants to do the sod on the right-hand side of the amenity center.

Mr. Biagetti stated I think it would be good to fill in that spot for weed control with the sod.

Mr. Hendrix stated I think you guys have been doing a pretty good job, except for one ongoing issue that I have had for a long time and it doesn't seem to get corrected. I see them around the wooded areas and they blow the trash in the woods. Every once in awhile I see them picking it up but more often than not they run it over or blow it in the woods. That is really a pet peeve of mine because I have spent a lot of time walking around here picking up trash.

Mr. Boucher stated I talk to him on a weekly basis about it. If I have to start taking hours away from him then I will. If it happens again then let Steve know and I will do what I have to do.

Mr. Andersen stated at the last meeting I asked you guys to send me a list of things that you wanted to see improved around here. I think the biggest thing from everyone was pool furniture and shade. We have some money to do some capital items this year.

Mr. Oliver stated you have a capital reserve balance of \$92,000.

Mr. Andersen stated we will go out and get pricing on more pool furniture and bring it back to you.

Ms. Haney stated I know there is a table out there that is cracked. Can you try to fix it?

Mr. Andersen responded we will try.

Ms. Haney stated maybe we could prioritize the shade structures.

Mr. Andersen stated we can get umbrellas out here quickly.

Ms. Gardner stated-I would like to see if we could find pool furniture that matches and then maybe something that is comparable that would blend with it.

Ms. Haney stated I know there is a stop sign that is tilted and I know a children at play sign on Oak Moss Loop is completely blown down. Can we send a request list to the County to fix them?

Mr. Andersen responded absolutely.

Ms. Gardner stated we are still missing our children at play sign on Night Owl Trail.

E. Amenity Manager

Ms. Rentsch stated some of the fitness equipment is showing some wear. I took pictures and I emailed our fitness equipment provider. I told him to come in and I would talk to him about the items. He has not been real proactive but I am going to stay on top of him. He has repaired the lat pull down machine a couple of times but he hasn't done it right, so it is wearing on the cable. It is also not attached at the top. I will get with him and take care of the items.

NINTH ORDER OF BUSINESS

Audience Comments/Supervisors' Requests

Mr. Hendrix stated I was up here last week and a gentlemen , his girlfriend and their baby were here. They were sitting outside of the fitness center. His girlfriend was chewing him out in front of everyone for 45 minutes. There was no one here to stop it or to say anything. You and I have talked about having someone here for a second shift. To me, that is really unacceptable at the pool. I don't know what we can do. Then there was the lady that

came up here and decided to openly drink beer and smoke cigarettes and be belligerent and Clay County Sheriff's Office didn't do anything. She was drunk in public. She was trespassing and intoxicated.

Ms. Haney stated I agree. I heard about that and the fact that she wasn't arrested concerns me.

Mr. Oliver stated I will reach out to Rich Whetsel with Riverside Management Services and ask him to provide proposals for additional staffing.

Mr. Hendrix stated one of my suggestions that I brought to Amanda was to start with the As and disable their cards and make them come in the office and sign the policies showing that they understand them. I think we should change our rules that we don't send out a letter and that you automatically get your card disabled.

Mr. Walters asked we provide a copy of the policies to the homeowners when they get their access cards, correct?

Ms. Rentsch responded correct.

Mr. Walters stated in terms of an automatic deactivation, I am hesitant to do that because there is a sliding scale on violations. I think the policies give some discretion to staff, so we can make those judgment calls. You have to evaluate those piece by piece.

Ms. Rentsch stated if you let me know right away when the occurrence happened then I can pull up the video and take action on it.

Ms. Gardner stated we definitely need to look at adjusting hours or looking at adding additional staff. There definitely seems to be more issues after Amanda leaves for the day.

Mr. Oliver stated I will send the homeowner that allowed their guest to use their access card a suspension letter and ask her to come to the next meeting.

TENTH ORDER OF BUSINESS

Financials:

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending May 31, 2016

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement as of May 31, 2016.

B. Approval of Check Register

Mr. Oliver stated included in your agenda package are the check registers for October and November.

On MOTION by Ms. Gardner seconded by Mr. Biagetti with all in favor the Check Register was approved.

C. Assessment Receipts Schedule

Mr. Oliver stated included in your agenda package is the assessment receipts schedule.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – July 19, 2016
at 6:00 p.m. at the Pine Ridge
Plantation Amenity Center**

Mr. Oliver stated the next scheduled meeting has been changed to July 19, 2016 at 6:00 p.m. at this location.

On MOTION by Ms. Gardner seconded by Mr. Hendrix with all in favor the Meeting was Continued to July 5, 2016 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068.

TWELFTH ORDER OF BUSINESS

Adjournment



Secretary / Assistant Secretary



Chairman / Vice Chairman