

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, September 20, 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 (by phone)

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Steve Andersen	Operations Manager
Amanda Ferguson	Amenity Manager

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 August 16, 2016 Meeting and the August 29, 2016 Continued Meeting

Mr. Oliver stated I would like to take the August 29th minutes off of here because I don't believe we have circulated those yet. Included in your agenda package is a copy of the minutes of the August 16, 2016 meeting.

On MOTION by Ms. Gardner seconded by Mr. Biagetti with all in favor the Minutes of the August 16, 2016 Meeting were approved.

Mr. Mesiano joined the meeting by phone.

FOURTH ORDER OF BUSINESS

Update Regarding Series 2006 Bond Restructuring

Mr. Walters stated as you recall from our last meeting, we authorized the demand for payment from the current landowners of the undeveloped land. We did provide the demand notice to the landowner to give them 60 days to make those payments. We also sent the required notice to the bondholders under the indenture. We are in the wait and see mode to see what different parties do and their reaction to that.

FIFTH ORDER OF BUSINESS

Review of Revised Amenity Center Policies (DRAFT redline)

Mr. Oliver stated if you recall at your August 16th meeting, you went through the policies in detail. Amanda has captured those changes. She put a redlined version in your agenda package, which incorporates those changes. You can change your policies at any meeting of the board of supervisors.

Ms. Gardner stated I looked at them and they look good.

Mr. Hendrix stated I saw a couple of things. Under general provisions and our definition of amenity center says it includes the clubhouse, pool area, playground area, parking lots, neighborhood parks, open spaces and other related improvements. We use the term amenity center but under number six it states that dogs or other pets with the exception of licensed service animals are not permitted at the amenity center, so that includes parks and common areas. I don't think that is the intent.

Mr. Oliver stated we want to make sure there is a clear delineation between the amenity centers and separate that from the parks. We can just have two different terms.

Mr. Hendrix stated in item number four it states the amenity centers hours of operation would be 3:00 a.m. to 10:00 p.m.

Mr. Oliver stated it is really just for the fitness center, so we should make that more clear.

Mr. Walters stated if we have a separate delineation of the definitions of the amenity center meaning the building you are sitting in versus any other commonly owned areas by the District then we can do that.

Mr. Andersen stated we could say at the amenity center with the exception of the parks.

Ms. Gardner stated we could just state that the fitness center will only be 3:00 a.m. to 10:00 p.m., so instead of saying amenity center say fitness center.

Mr. Hendrix stated it is under the fitness center section where it states the hours.

Mr. Biagetti stated we could just strike that out on the general section.

Mr. Oliver stated we will just strike number four. In regards to number six, is it your intent that pets can still be in the park areas?

Ms. Gardner responded yes.

Mr. Hendrix stated the other item I have is under page eight in number 13 it states that kids under 13 years of age and under are not allowed in the fitness center. Shouldn't that be children under 14?

Mr. Oliver responded yes. We will change that.

Mr. Biagetti stated under number six on the fitness center policies, I think we need to add the word "not" because pets are not allowed.

Ms. Haney asked what did the rental rate used to be?

Ms. Ferguson responded it is still \$75 but at the last meeting Nicole proposed increasing it. We were supposed to see if we had advertised for a range.

Ms. Haney stated I request that the board entertain keeping it at the same level because I think if we move it up then it moves it out of the feasibility range for our residents.

Mr. Oliver stated we would have to confirm that this would in the range anyways because if not then you would have to have a rate hearing to change it.

Ms. Gardner stated I think we talked about increasing the rates during peak hours.

On MOTION by Mr. Hendrix seconded by Ms. Haney with all in favor the Amenity Center Policies were approved in substantial form pending review by Chairperson.

SIXTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2016

Mr. Oliver stated as a unit of government, you are required to have an audit performed by an independent CPA firm each year. You select that auditor by going through the RFP

process in accordance with Chapter 218 of Florida Statutes. This is the firm that you picked. The fee is \$3,350 and that is what you budgeted for Fiscal Year 2017.

On MOTION by Mr. Biagetti seconded by Mr. Hendrix with all in favor the Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2016 was approved.

SEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. District Manager

1. Resignation of Dissemination Agent

Mr. Oliver stated Prager & Company is the company the board has had since the inception of the District. They keep the bondholders and the investment community informed of any actions that may impact the bonds and also make sure that we comply with the covenants of the bond indenture when the bonds were issued. They are leaving the business, so you have a resignation letter from them in your agenda package.

On MOTION by Ms. Gardner seconded by Mr. Hendrix with all in favor the Resignation of the Dissemination Agent was approved.

2. Consideration of Agreement with GMS for Dissemination Services

Mr. Oliver stated included in your agenda package is the agreement for GMS to serve as the dissemination agent. For full disclosure, this is the company that I work for. The fee would be \$5,000 per bond issue.

On MOTION by Ms. Gardner seconded by Mr. Hendrix with all in favor the Agreement with GMS for Dissemination Services was approved.

C. Engineer

There being none, the next item followed.

D. Operations Manager – Report

Mr. Andersen stated the landscape RFP is out. Our landscaping is horrible at best. We are still putting a lot of pressure on them to do what they are obligated to do in their contract. I am not pleased. I met with a company called Space Coast. They do a lot of security cameras. We walked through the facility and they had some amazing ideas. This is for 10 cameras to replace all of the cameras that we currently have. They are 2 Megabyte cameras. They are night vision cameras. They are rated indoor/outdoor. They have warranties on them. It would cost the District \$3,820. They are great cameras. These are IP cameras. We went out and looked at all of the sites and he said he would like to put the cameras up and then take a look and see what our coverage is and then go back and adjust the cameras. These cameras installed are around \$300 not \$6,000 like the other one was. We talked about different placement, like where people crawl over the gate. We also have the ability to upload pictures to the access cards. We have had a lot of trouble with the alarm system when people rent this place. We would totally tie that into the access card, so when Matt wants to rent the room then we put it in the computer program and he swipes his card and goes in and it will automatically arm the system when they leave. They won't have to mess with the alarm system anymore. There are some signs along Pine Ridge Parkway that you can't see them because of our crate myrtles. We can either cut the crate myrtles off to the ground or we can get the County to move the signs, which is what we are going to try to do. We are about a month away from the grasses in the median flowering then we won't be able to see anything. I have already given Down to Earth direction to start trimming them.

Ms. Gardner asked did we start getting quotes on lifeguards?

Mr. Oliver responded we will have them for your November 15th meeting.

Mr. Andersen stated we will also have quotes for the landscape maintenance.

Mr. Hendrix stated our residents down on Camp Ridge are still dumping in the preserve area.

Mr. Andersen stated I would like to talk to Jason and see if there is a way to implement a way for them to lose their privileges when they disregard what we ask them to do.

E. Amenity Manager

Ms. Ferguson stated last Saturday we had our pallet painting party. It was \$35 for each resident to paint a pallet. We had about 10 residents attend. We got the ellipticals fixed today.

On both of them, the right foot piece was broken. October 1st is the National Night Out event. The sheriff's office is going to be here and then we are going to grill hotdogs and have chips and drinks. We will also do some giveaways. The event is from 2:00 p.m. to 5:00 p.m. On October 28th we are having a horse drawn hayride and another pumpkin dive in at the pool. On December 3rd, we are having another pallet painting party but it is going to be more Christmas oriented. We already have 10 people signed up for that. Our Christmas event will be December 16th. We are having Santa and food. We will also have They Improv here and they are going to do minute to win it games and trivia.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Mr. Ritchie asked did one entity or more than one entity purchase the undeveloped lots?

Mr. Oliver responded one entity purchased the tax certificates but they don't own the land. The previous landowner still owns that land. Jason notified the landowner of those 155 lots that they need to come current on their assessments. He also sent a notice to bondholders letting them know that the District intends to follow the foreclosure process if necessary.

Mr. Ritchie stated every time I pass by Two Creeks I see that bulletin board. I think it would be nice to have one here to announce meetings and events.

Ms. Ferguson stated I have priced them out before. It would cost about \$1,200 for a marquee board.

Mr. Andersen stated we would have to get them approved by the County. We are talking to the County right now because we are trying to get them to approve a reader board, which is electronic.

Ms. Haney stated I do agree with having a board. It would be helpful.

TENTH ORDER OF BUSINESS

Financial Statements

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

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement.

B. Assessment Receipts Schedule

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

C. Approval of Check Register

Mr. Oliver stated included in your agenda package is a copy of the check register.

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 15, 2016 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Mr. Oliver stated the next scheduled meeting is November 15, 2016 at 6:00 p.m. at this location.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Gardner seconded by Mr. Hendrix with all in favor the Meeting was adjourned.



Secretary / Assistant Secretary



Chairman / Vice Chairman