

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, November 15, 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
Steve Andersen	Operations Manager
Amanda Ferguson	Amenity Manager
Kevin Mulshine	MBS Capital Markets
Sete Zare	MBS Capital Markets

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident stated I have a question about the common area around the lake. I spoke to Mr. Andersen a couple times via email. There is erosion. The sand is coming up and there is a hole behind my house and it is getting deeper and deeper. It keeps getting closer to my house. I have a fence there. They came out they put up a black tarp but no one has come back and done anything else. This has been going on since this summer.

Mr. Andersen stated they actually fixed it and they put the silt fence up. The silt fence was to direct the water around there until we can get to a point in the summertime, where we can do something else. Right now, the only option we are looking at right now is to put cement in that hole. It is not your fault. It is the builder. When builders build these houses, they have a huge drop off going towards the back, so you have a massive amount of water coming from

your home and your neighbors home and it is washing down. It is all sand. It is eroding your property and it is eroding the CDD property. If they had graded this property to slow down the water a little bit then we wouldn't have this problem.

*Mr. Mesiano joined the meeting by telephone.*

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 29, 2016 Continued Meeting and the September 20, 2016 Meeting**

Mr. Oliver stated the minutes of the August 29, 2016 Continued Meeting and the September 20, 2016 Meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Hendrix seconded by Ms. Gardner with all in favor the Minutes of the August 29, 2016 Continued Meeting and the September 20, 2016 Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Update Regarding Series 2006 Bond Restructuring**

Mr. Walters stated at the last meeting, we had sent out the notices and we were waiting to see what we would hear from the interested parties. The good news is they have all scrambled to the table. They have gotten the message loud and clear. The bad news is they are moving at the speed of government, so they are trying to put together their best and finals. I have had conversations with the landowner. I have had conversations with trustee's counsel. I have had conversations with our banker and I have had conversations with bond counsel. I would like to have those best and finals on the table before we make a decision. The District had to make a decision in their best interest here. The number that has been thrown around is to give us all 30 days. I think that is probably an appropriate timeframe to not make a rash decision. We would like to schedule a meeting in December. This doesn't change any of our options. In 30 days, regardless of what is on the table, you will have the power to make any decision you feel is in the best interest of the District.

Ms. Gardner stated I am fine with another 30 days.

Mr. Hendrix stated as long as they know that December 19<sup>th</sup> is the last day because we have been patient and it is time to move.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape and Irrigation Services**

This item was tabled.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Lifeguard Services**

This item was tabled.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Purchase and Installation of Security Camera System**

This item was tabled.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal for Facility Manager & Facility Assistant**

Mr. Oliver stated included in your agenda package is a proposal from Riverside Management Services. You have a one page letter from Rich Whetsel, the President of Riverside Management Services. The first section is facility manager. Those are the duties that are provided by Amanda. You will see the FY 2016 budget is \$48,000. The FY 2017 budget that you adopted is \$49,440. This is what goes to the company. Not only does it pay Amanda but it also pays for benefits and everything else that goes along with it. In response from guidance from the board, as we had quite a few problems last spring and this past summer with people not obeying the rules, we have determined that we need to staff the facility more robustly. Staff has suggested that you have a part-time facility person to work with Amanda. This proposal says that Amanda has someone who works 20 hours a week for 52 weeks a year; however, she, as the manager, would have the flexibility to weigh that more heavily during the busy season. She would take those 1,040 hours and use those as they are best needed.

Mr. Biagetti stated I think this is something that we all discussed and agreed upon. I do like having the flexibility with Amanda using the hours as needed.

Ms. Gardner stated I think it would be more like 30 hours a week for that person during the busy summer season. Do we have money in the budget for this?

Mr. Oliver responded you do. You came in well under budget in admin, field operations and amenity operations.

Ms. Gardner stated we will relook at this proposal at the December meeting.

**NINTH ORDER OF BUSINESS**

**Ratification of Agreement in Resolution of Matters Related to Red Apple Construction**

Mr. Haber stated you all received a copy of the letter that is in your agenda package. We expended a significant amount of money for fees because of the charter school. More recently, they had more dealings with the County. The Chair of this District sent a letter to our County Commissioner Wayne Bolla, who spoke to the school board. Within 24 hours of getting a phone call from Wayne Bolla, my point to them was the only way you will hedge off opposition from the District is to make the District whole again and to write a check for all of the fees that were expended and some money to add some landscaping into that buffer, so that is what the \$13,300 represents. The agreement was wired in that next morning, so all of those have been reimbursed. This is just related to the discussions and activities that we had and the fees expended to that. If anything happens in the future, this does not dispel us from getting involved. It does not dispel any supervisor or any resident of the District from ever expressing concerns with Red Apple Development or with the charter school. I tried to make it clear that this wasn't going to be a hush letter. This was going to be a resolution of expenditures that we set out to negotiate with them on.

On MOTION by Mr. Gardner seconded by Mr. Hendrix with all in favor the Agreement in Resolution of Matters Related to Red Apple Construction was ratified.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**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 we are missing seven trees on Tynes Boulevard, so we can talk more about replacing them at the next meeting. I do have some costs that I can hand out to

everyone on the cost of grass and trees. Trees are outrageously expensive right now. A lot of work is being done around the neighborhood. Landscaping is looking better. I will have the proposals at the next meeting for the security cameras and for landscaping.

Mr. Hendrix asked is there any further action on our homeowners that are dumping in the woods off of Camp Ridge?

Mr. Andersen responded I have contacted them a few times. Some of the residents in phase two are back to having fires in the common areas again.

Ms. Ferguson stated a resident did call Clay County and report it but they didn't do anything.

Mr. Andersen stated all we can do is to continue to call. We are not a police force here.

Ms. Haney asked has anyone else noticed that the stop signs look like someone has been trying to push them over?

Mr. Andersen responded I think someone is trying to push them over too. We actually tried to move one of those signs a few weeks ago and they are not coming out of the ground.

#### **E. Amenity Manager**

Ms. Ferguson stated Riverside Management Services pressure washed the roof of the amenity center this last week. They also pressure washed all of the pavers coming into the amenity center. It looks amazing now. A resident had requested that we paint the bright yellow on the curb at the entry into phase two, so we did that today. I am going to be getting quotes for carpet replacement in the kitchen area. We have cleaned the carpet a ton of times but the stains always come back through. I am starting to put up the Christmas decorations right now. We are going to be painting the inside of the clubhouse. There are a lot of places that need touched up because people were using tape and other products that have ripped the paint off. I would like to get with Nicole and choose colors.

Ms. Gardner asked are we taking peoples deposits when they are sticking stuff on the walls because they are not supposed to be doing that?

Ms. Ferguson responded they are not but part of the problem is, is that we let residents open up and close up the clubhouse and sometimes there might be two parties on a Saturday and Sunday and then I don't get in until Monday. We can tighten up that policy if you would like but right now I can't put blame on anyone. December 3<sup>rd</sup> is another pallet painting event



On MOTION by Ms. Gardner seconded by Mr. Hendrix with all in favor the Meeting was Continued to December 19, 2016 at 6:00 p.m. at the Pine Ridge Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**



Secretary ~~Assistant Secretary~~



Chairman / Vice Chairman