

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 18, 2014, at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068.

Present and constituting a quorum were:

Matt Lohse	Chairman
James Mutka	Vice Chairman
Maria Haney	Supervisor
Nicole Gardner	Supervisor
Mike Mesiano	Supervisor

Also present were:

Darrin Mossing	District Manager
Peter Ma	District Engineer
Jason Walters	District Counsel
Steve Andersen	Riverside Management Services
Rich Whetsel	Riverside Management Services
Amanda Rentsch	Riverside Management Services
Danielle Simpson	Riverside Management Services
Roy Deary	ASG
Louanna Perrucci	ASG

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Mossing stated Ms. Gardner has already been administered her oath of office and we have a copy for the record. Mr. Andersen is a notary for the state of Florida and he would be signing the oath of office for Supervisor Haney. If you would raise your right hand and say I do after I say I do solemnly swear or affirm that I will support,

protect, and defend the constitution and government of the United States and of the state of Florida. I am duly to hold office under the constitution of the state and I will well and faithfully perform the duties of supervisor of the Pine Ridge Plantation Community Development District on which I am now about to enter so help me God.

Ms. Haney stated I would.

Mr. Mossing stated welcome to the board of supervisors.

B. General Information

Mr. Walters stated I handed out a few new information packets to the new supervisors. There is some general information about the district in the packets. Contact information for all of the staff members is in the packet. I know at least one of you is familiar with the Sunshine Law, but the Sunshine Law is a statute that applies to all public officials within the state except for legislators or the governor. It says that two public servants cannot discuss matters that may come before the board, outside of a meeting. It makes sure that all district business is conducted in the open meeting. It makes sure that all of our meetings are open to the public and noticed. We take minutes in our meetings. That does not apply to staff. If you have a question about something on the agenda when you get the package feel free to call Jim Oliver who is the district manager. All of the records of the district are public records. We advice you to get a separate email address just for district business. We are going to try and schedule a workshop. We cannot take action at that meeting, but it is much more conversational.

C. Consideration of Resolution 2015-01, Election of Officers

Mr. Mossing stated we need to have the sitting board nominate and vote on a chairman and a vice chairman. The balance of the board should be nominated as assistant secretaries. There are certain staff members with GMS that are currently acting as your treasurer and your secretary. Florida statutes require checks to be signed by the treasurer of the district. The first step would be for the board to nominate a chairman.

Mr. Mutka stated I would like to nominate supervisor Matt Lohse for chairman.

Mr. Lohse stated I nominate James Mutka for vice chairman.

Ms. Gardner stated I second that.

On MOTION by Mr. Mutka seconded by Ms. Gardner with all in favor Matt Lohse elected chairman and James Mutka elected vice chairman was approved.

Mr. Mossing stated James Perry is the treasurer and assistant secretary. James Oliver is the secretary and assistant treasurer. Dave deNagy is the assistant treasurer and assistant secretary. Patti Powers is assistant treasurer. We would recommend that those officers retain their positions.

Mr. Walters stated the remainder of the board members would all be assistant secretaries. It allows you to be able to sign certain documents in the case the vice chairman and chairman are not in attendance.

Mr. Mesiano stated I would move that slate as recommended by staff.

On MOTION by Mr. Mesiano seconded by Mr. Mutka with all in favor the officers retained current positions.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the August 13, 2014 Meeting

Mr. Mossing stated the minutes were enclosed in your agenda package.

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor the Minutes of the August 31, 2014 Meeting were approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the August 19, 2014 Continued Meeting

Mr. Mossing stated those minutes were also enclosed in your agenda package.

On MOTION by Mr. Mutka seconded by Mr. Lohse with all I favor the Minutes of the August 19, 2014 Continued Meeting were approved.

SIXTH ORDER OF BUSINESS

**Ratification of Rescheduling Meeting
from November 12, 2014 to November 18,
2014**

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor the rescheduling of the meeting from November 12, 2014 to November 18, 2014 was ratified.

SEVENTH ORDER OF BUSINESS

**Presentation of Revised Capital Reserve
Study**

Mr. Mossing stated we have passed out the reserve study to the board members. Later on in the agenda we are going to schedule a workshop meeting. In the report some of it is a little complicated to read. If you would please turn to page 1-2. It has the current assessment funding model projection at the top. The top has the beginning balance, which is \$110,000. On our financial sheets we are actually starting out with \$137,000 in that account. We are a little ahead compared to this report. The annual contribution for \$48,000 is the first line item. That is in your adopted budget for FY15. Those funds would then be transferred into the capital reserve account. They project interest for the share of \$811 and annual expenditures of \$117,470. The projected ending balance in the account at September 30, 2015 is \$41,000. The details of those numbers are the materials in the back. That is the only part that I wanted to cover.

EIGHTH ORDER OF BUSINESS

**Update Regarding Change of Landscape
Maintenance Contractors**

Mr. Andersen stated from my perspective they are doing an outstanding job compared to what we had before. I have not heard any complaints.

Mr. Mutka asked are we still looking at drawing up some more stuff?

Mr. Andersen stated yes. That is one of the things that were going to go into the capital reserve study. I will get your emails before we leave tonight so I can send you the pilot view. It is much easier to read. It is a summation of what goes on. The new contractor is Down to Earth. We have a one-year contract with them.

Mr. Walters stated we always include a 30-day termination provision. We can always terminate the contract at the board's direction.

Mr. Andersen stated it is a one-year contract starting October 1.

NINTH ORDER OF BUSINESS

Consideration of FY15 Proposals for Pool Maintenance and Aquatic Staffing

Mr. Walters stated Riverside Management Services is subsidiary or it is a related entity to GMS, which is our district manager. In order to remove them from the conversation we decided it would be better for me to present this item. The two proposals are for pool maintenance and aquatic staffing. That is lifeguard services here at the district. The proposals essentially speak for themselves in terms of the pricing and the terms that they are proposing. We do have representatives from both of the companies here. Your current provider is Amenity Services Group. The question is whether we are going to stay with them for the upcoming swim season or switch. I have found it useful in the past to allow them to give a short presentation.

Mr. Mutka asked were they emailed the packets early?

Ms. Simpson stated we were emailed some, but not all of those documents.

Mr. Walters stated we would have the companies make a short presentation and if we want to table the decision we will.

Mr. Lohse asked did we do an RFP that was very specific in the scope?

Mr. Walters stated we did not do a formal proposal.

Mr. Walters stated you could break down the hourly rate. I think that they are pretty close on the hourly rate. This board would decide on staffing levels. Either of these contractors are going to be able to accommodate that. I think it is straight forward on the pool maintenance side. Those are governed by professional standards.

A. Amenity Services Group

Mr. Deary stated it is a pleasure to work with GMS at multiple properties. We recognized our 20th anniversary last month. We have been staffing pools just like this for twenty years. We have been maintaining pools just like this for ten years. We had some input on the design of this facility. We tend to pull staff from Oakleaf plantation where we have over 50 staff members. Also, were at Two Creeks. We have the ability to deploy people as needs arise. The scope that you are considering is basically the two main things that we have been doing for a

long time. We have been staffing facilities with lifeguards and pool monitors for twenty years. We have knowledge on how this place works. We were basically under the impression that the budget was not going to change back in August so that is why we proposed on the life guard services the way we did. I would be happy to take any questions.

Mr. Lohse stated Roy were about to redo the marcite on the pool and one of the items is we have a lot of stains on the pool deck. I've read that the staining is due to a chemical imbalance, can you speak to that?

Mr. Deary stated we never had sustained staining from chemical imbalance its generally related to the sulfur content of the water and were usually able to treat this.

Ms. Pernucci stated the staining is occurring at Oakleaf Plantation and generally is related to the age of the marcite.

B. Riverside Management Services

Mr. Whetsel stated GMS was formed ten years ago. I am originally a GMS employee. Five years into it we were asked to provide other services such as lifeguards and janitorial services. We have about 30 full-time employees with over 60 in the summer time with lifeguards. Being a small company I see that as an advantage. We can pay better attention to some of the details. I'll respond to any questions the board has.

Mr. Mutka asked if the lifeguards and pool maintenance are employees of GMS or contracted out?

Mr. Whetsel stated they are our employees.

Mr. Lohse asked if you could speak to the experience of your pool maintenance employees?

Mr. Whetsel stated we have been in business 5 years. I have seven or eight certified pool operators on my staff. My most experienced guy has over ten years experience with pool maintenance.

Mr. Lohse asked in the ASG proposal they have pool maintenance 3 days a week and your proposal has 3 days a week in the summer and 2 days a week in the winter.

Mr. Whetsel stated he used ASG's proposal that their operating under now for the number of days per week.

Mr. Lohse asked Mr. Deary to confirm that their proposal is for 3 days per week all year round.

Mr. Deary stated that they anticipated the resurgence of the real estate market and the additional growth would require 3 days per week. We are both at a disadvantage since there was no scope of services prepared.

Mr. Whetsel stated 2 days per week during the winter should be sufficient. With staff on sight checking the chemical levels, if they get out of balance we can respond to at that time.

Mr. Mutka stated the line item for pool maintenance is \$30,000 for pool maintenance and chemicals. Do both companies use the same pool chemical providers?

Mr. Whetsel stated we use Dumont and Pool Sure.

Mr. Deary stated they are both the primary provider of liquid chlorine in the state of Florida.

Mr. Mutka asked both companies who is responsible for maintaining the equipment?

Mr. Whetsel responded Riverside would provide the maintenance.

Mr. Deary responded ASG will provide the maintenance.

Mr. Lohse asked if the services could be separated?

Mr. Deary stated their services could be separated.

Mr. Whetsel asked if the decision was based upon the price?

Mr. Lohse stated there is a big difference in price. I would ask the board if we could push this decision off in order to refine the scope of services.

Ms. Haney asked if we could provide a written scope of services for both companies to provide a proposal for those specific services?

Mr. Lohse asked Mr. Andersen if he could get with Roy on the pool staining.

Mr. Walters stated we'll have Mr. Oliver would prepare separate specific scope of services and bring back proposals for the board consideration at the next regular scheduled board meeting.

TENTH ORDER OF BUSINESS

Presentation of Pool Lighting Evaluation

Mr. Andersen stated the in ground pool lighting was installed by a different company. The health department is the one that issues the pool permit. We are having Stuart Lighting come back out and do a photometric study of the pool deck. We would have that in the next few months. We should not have to add lights. The lighting is in place, but the certification is not.

Mr. Lohse asked how much does it cost for them to certify the lights?

Mr. Andersen stated it is around \$400-\$500.

Mr. Lohse stated we are not saying that we are going to allow nighttime swimming. We are making sure that the pool is set up for nighttime swimming. We have had some events in the past that nighttime swimming would have been great.

Mr. Mutka stated the license would say we could have nighttime swimming.

Mr. Andersen asked does the board want me to get the certification?

Mr. Lohse stated yes.

On MOTION by Mr. Mesiano seconded by Mr. Lohse with all in favor the decision to get certification of pool lighting was approved.

ELEVENTH ORDER OF BUSINESS

Update Regarding Delinquent

Assessments and Collection Actions

Mr. Walters stated I have had individual conversations with a few of the supervisors. We have two new supervisors. This is one item we would look for some action to lay out the framework for you. We have the remaining undeveloped lots that are owned by the developer. They were on the tax roll for a few years. That is the same tax roll that you get when you get your tax bill. There is a line item on there for Pine Ridge Plantation. All of those lots were treated the same way. The assessments were on the tax bill. When those do not get paid there are tax certificates that are sold. The good news about those is the revenue comes to the district. The revenue still comes to the district in the form of tax certificate revenue. The decision was made to pull those off the tax roll a few years ago. Those tax certificates stopped selling. They just build up on the property and we just get the revenue. We issued a direct bill. That is an assessment bill. Those are the same assessments you pay it is just delivered by the district. That opens up a lot of different mechanisms. That includes foreclosure. We have had a few

conversations over the last year in the terms of the status of that property. The developer was trying to reposition that and run different numbers. We just have not received a proposal in terms a way out or forward to getting those paid. Each lot has \$15,000 to 20,000 worth of debt on it. There are over a million dollars in debt that is owed to the bond holders. If that debt is not paid it does not effect us it is just a loss to the bondholders. The bondholders are affected and we would like to get their input. What I am looking for from the board tonight is the authorization to pursue foreclosure of those assessments. There are still a lot of other conversations to be had. There are still other options in play. We need to make sure that we have that option at this point. There will be additional conversations about this moving forward. I encourage you to come speak to me after the meeting if you have questions. I did want to start this process now. It would be more of a general motion authorizing staff to pursue enforcement of those assessments through foreclosure.

Mr. Lohse stated I think it is absolutely necessary for the board to move forward with allowing you to pursue foreclosure. I think it is absolutely necessary at this point.

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor the authorization of Jason Walters to move forward with the foreclosure and any other approaches was approved.

Mr. Walters stated the other options are going to require a lot more work.

Mr. Mesiano stated we are not discouraging you in any way by the language we are using today.

TWELFTH ORDER OF BUSINESS

Consideration of Acceptance and Acquisition of Stormwater Management Facility (Tract "B")

Mr. Walters stated we are going to look to table this. This is in regards to some of the public infrastructure that is in the new phase that was just developed on this side. This is a large involved process with a lot of documents. Even if we had them all ready tonight I am not going to throw those all down to new board members. Peter and I would wrap up the acquisition documents. Staff wanted to table this item.

THIRTEENTH ORDER OF BUSINESS

**Scheduling of Orientation Workshop for
New Supervisors**

Mr. Mossing stated Mr. Oliver gave me some preferred dates. Everyone should check their schedules for Monday, December 1, 2014, Thursday, December 4, 2014, Monday, December 8, 2014, and Monday, December 15, 2014. These are managements preferred dates.

Mr. Walters stated decisions could not be made at a workshop. We can't vote and take actions. All of the supervisors do not need to attend. Everyone is welcome to attend. The focus is on the newer supervisors. I encourage everyone to come. There would not be action taken. It is more of an informal process. If we do not need a meeting we could cancel it. There is a lot of stuff to read. 6:00 p.m. works for me.

Ms. Gardner stated December 8, 2014 is a good date.

Mr. Walters stated I could call in for that meeting.

On MOTION by Ms. Gardner seconded by Ms. Haney with all in favor the workshop being scheduled for December 8, 2014 at 6:00 p.m. was approved.

FOURTEENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. District Manager

Mr. Mossing stated Mr. Oliver wanted the board to know, if the board feels the need for additional meetings that it is not a problem with the District Manager.

C. Engineer

There being none, the next item followed.

D. Operations Manager

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Mutka stated on a positive note, the residents are very happy with the pool and would like to thank Ms. Rentsch for all of her hard work on the special events, they are great. Pine Ridge has come up 10 times with all the things you are doing. On another note, there is a track of land that according to the county is Pine Ridge. They have opened up a dirt road to access the property. Trucks were taking material from that area to the new area. I do want to know the condition of the property back there. My understanding is that it is Pine Ridge district property. The lots are lotted out. I want to know if Pine Ridge authorized any action on that property.

Mr. Ma stated I was not aware.

Mr. Andersen stated this is a mess. It is an erosion mess. It is a permitted mess. It is an environmental problem. It is a mess. We need to know who owns the property and gave them permission to go on the lots. We need to know who owns the dirt. The lake right now is a big issue.

Mr. Mutka stated the areas that would eventually be the pond is a hole. I am sure it is not the proper hole.

Mr. Lohse stated my biggest concern is whether bumping the speed limit down to 25 mph would affect the rest of the community. I really want that 30 mph speed limit on Wetland Ridge Circle to be reduced. I am looking for the approval of the county to only reduce that one road.

SEVENTEENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

EIGHTEENTH ORDER OF BUSINESS

Financials:

- A. Balance Sheet as of September 30, 2014 and Statement of Revenues & Expenditures for the Period Ending September 30, 2014**
- B. Treasury Report**
- C. Approval of Check Registers**

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor the Check Registers were approved.

Mr. Walters stated your attorney was substantially under budget last year.

- D. Assessment Receipts Schedule**

NINETEENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 14, 2015 at the Pine Ridge Plantation Amenity Center

Mr. Mossing stated we have the workshop December 8, 2014 at 6:00 p.m. We have a regular scheduled meeting for January 14, 2015.

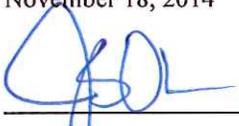
TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Mutka seconded by Mr. Mesiano with all in favor the Meeting was adjourned.

November 18, 2014

Pine Ridge Plantation CDD



Secretary / Assistant Secretary



Chairman / ~~Vice Chairman~~