

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 Wednesday, February 12, 2014, at 3:00 p.m. at Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32043.

Present and constituting a quorum were:

Levi Ritter	Chairman (by phone)
Mike Mesiano	Supervisor
James Mutka	Supervisor
Matt Lohse	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Peter Ma	District Engineer
Steve Andersen	Riverside Management Services
Kristi Hudson	Riverside Management Services
Louanna Perruci	Vesta

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver 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

Approval of the Minutes of the August 15, 2013 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the August 15, 2013 meeting. We will make the change to the meeting location because it was held onsite at Pine Ridge Plantation. Are there any additions, corrections or deletions?

On MOTION by Mr. Mesiano seconded by Mr. Lohse with all in favor the Minutes of the August 15, 2013 Meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 23, 2013 Special Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the September 23, 2013 special meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Mesiano seconded by Mr. Lohse with all in favor the Minutes of the September 23, 2013 Special Meeting were approved.

FIFTH ORDER OF BUSINESS

Ratification of Water Management Agreement with Lake Doctors, Inc.

Mr. Oliver stated the first agreement is the water management agreement with Lake Doctors, Inc. It is for \$500 a month and also supplying triploid carp for \$1,170. The total price for the year is \$7,170. The amount you budgeted during the fiscal year 2014 budget process was \$7,400, so this is within budget.

Mr. Mesiano asked do you know if they were providing all of the infrastructure in front of all of the outfall structures too?

Mr. Andersen responded yes. They have to get a permit before they can actually do it and then they install it.

On MOTION by Mr. Mesiano seconded by Mr. Lohse with all in favor the Water Management Agreement with Lake Doctors, Inc. was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Berger, Toombs Engagement Letter to Perform FY13 Audit Services

Mr. Oliver stated as a governmental entity, we must have an independent audit conducted. The fiscal year 2013 audit is underway right now. We received this engagement letter and I executed it on behalf of the board. It is in the amount of \$3,400. You had a budget of \$4,000. A few years ago this board went through the RFP process in accordance with Florida Statutes. Chapter 218 requires you to select an independent auditor through the RFP process. This will be the last year for the RFP. We will bring the RFP back to the board to select an auditor for fiscal year 2014.

Mr. Mesiano asked I assume you have been happy with them?

Mr. Oliver responded yes. They work well with us.

Mr. Mutka asked when is it due?

Mr. Oliver responded June 30th.

On MOTION by Mr. Mutka seconded by Mr. Mesiano with all in favor the Berger, Toombs Engagement Letter to Perform the FY13 Audit was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Janitorial Agreement with Riverside Management Services, Inc.

Mr. Oliver stated included in your agenda package is the janitorial agreement with Riverside Management Services, Inc. They are the same company that manage your amenity center. There were some performance problems with the previous firm that was out there. This firm was brought on to replace them. It is within budget. It is at a cost of \$7,740. Your budgeted amount is \$8,000. It is two days a week during the winter season and three days a week during the busy season. One advantage to using a firm that also manages your amenity center is you have oversight of that firm and they can react quickly if there is a problem.

On MOTION by Mr. Lohse seconded by Mr. Mutka with all in favor the Janitorial Agreement with Riverside Management Services, Inc. was ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Converjint Technologies Access Conversion Quote

Mr. Oliver stated a couple of months ago, the access system went down to the point that new cards could not be issued. Adding to that problem was for old cards that had been entered in previous years, we didn't get the access information of the registrants in the system. We are in a situation where cards were issued but we didn't know who they were issued to. Kristi has been working on fixing that problem. Because the old company could not reinstate the same system, we had to reach out to other companies to get a system to issue cards. Steve got bids from three different proposers and we selected Converjint, in terms of best value. They have a contract amount of \$3,569.43. As I discussed before the meeting with some of you, we expect the changes to be completed by Friday.

Mr. Mutka asked is this system going to be serviceable later on?

Mr. Andersen responded yes. This is the newest system out there.

Mr. Mutka asked do we have a contract for any maintenance later on?

Mr. Andersen responded there is a year warranty. Software is the most expensive part. We did bring in new hardware to also run the system. The biggest benefit for the community is the fact that we have now gone back and all of the cards that will be issued will be issued to people that we can identify.

Mr. Mesiano asked is this new system going to increase our costs, as far as year to year or is it pretty much going to stay the same?

Mr. Oliver responded the cost of the cards should remain the same.

Mr. Mutka asked and the money for the system just came out of the repair and maintenance?

Mr. Oliver responded we will fund it out of capital reserves.

Mr. Walters stated touch base with me when you start collecting residents information because there is some notification we have to give.

On MOTION by Mr. Mutka seconded by Mr. Mesiano with all in favor the Convergent Technologies Access Conversion Quote was ratified.

NINTH ORDER OF BUSINESS

Notice of Withdrawal from Reserve Account – Pine Ridge Plantation CDD Series 2006A

Mr. Walters stated this is a notice from the trustee pursuant to the indenture. The indenture is a 50 to 150 page document, which is essentially the loan document for the bonds. It relates to the debt service and not the O&M. The loan documents will set up a reserve account, which is usually equal to one year's full debt service. Principal and interest for one year is set aside in a special account in case there are insufficient collections for a year and then you pull money from the reserve. We have done that for several years now, where it has been a little bit low on collections and money comes out of the reserve and then as we get the collections in, they flow back into the reserve. The reference at the bottom states the reserve requirement is \$846.36 and I think the actual reserve amount right now is \$846.70. It has been replenished again. They are required to send us this notice and have been monitoring it through the years. There is a schedule in the back, in terms of how much we have collected for the year. There will still be some money that flows in through the end of the tax collection

period, which is the end of March. We will kind of see where we are the end of that. There was a small withdrawal from it. It has been replenished but it is something we have to keep our eyes on because the trustee is going to want to keep that amount fully stocked. This doesn't effect our O&M budget at all but it does deal with how the bondholders are repaying their money through our annual assessments.

Mr. Mutka asked does it reflect poorly on the actual CDD itself, as far as how the money is managed?

Mr. Walters responded it is not how the money is managed. There are very strict guidelines, in terms of how the money is managed. It is just a reflection of the collection of assessments. There has been some properties that have been late in paying. There is some that has been delinquent in paying and sometimes they will pay back at a later date. Our inflows and outflows haven't been as regular as we like. There are two bond payments per year; November 1st and May 1st. If you haven't gotten sufficient collections throughout the year then you are going to be a little short. Over the last six or seven years with the real estate market doing what it has done, there has been a lot of these type of issues.

Mr. Oliver stated as you get built out, you are going to have 100% collection rate.

Mr. Walters stated these bonds are always issued unrated. You never worry about your rating upfront. You worry about your rate. Your rate is set. It never changes that.

Mr. Mesiano asked is this something that happened to us last year, as well?

Mr. Walters responded I believe it happened last year. If it didn't then it did the year before that.

Mr. Lohse asked why do we have a 0% collection from the direct bill?

Mr. Walters responded the direct bill hasn't been paid yet.

Mr. Lohse asked is it delinquent?

Mr. Walters responded it is delinquent currently.

Mr. Lohse asked have we been in contact with Sandhill about that?

Mr. Walters responded we have. Without speaking for them, I think they are kind of evaluating that property to get it into a sellable mode.

Mr. Lohse asked has Sandhill said they are going to pay it on a certain date or are they just not paying?

Mr. Walters responded I haven't received any word that would say we are going to pay on a specific date. I do know they have reached out to the bondholders and they are looking at that property to see what they can do with it.

Mr. Oliver stated we have been in similar scenarios with quite a few Districts here in Northeast Florida.

TENTH ORDER OF BUSINESS

Consideration of ASG Renewal Proposal for FY14 Lifeguard Services

Mr. Oliver stated included in your agenda package is a proposal from ASG/Vesta. Vesta has been here since the onset of the District. Their proposal is for \$9,481.50. Your budgeted amount is \$9,500. Of course, ASG/Vesta had input into the budget process.

On MOTION by Mr. Lohse seconded by Mr. Mutka with all in favor the Proposal from ASG/Vesta for FY14 Lifeguard Services was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated we will be monitoring all of the happenings in Tallahassee, in terms of legislation. I will circulate a newsletter about it to all of the board members.

B. District Manager

Mr. Oliver stated there was an accident at the playground last week. It was reported to us by Supervisor Lohse. We appreciate you letting us know about it immediately. By the next day, Kristi had already gotten with the parent and prepared an incident report. I provided that to District Counsel and to the insurance company. You have property and liability insurance for incidents such as this. Looking at the facts of the case, I don't think the District is in any jeopardy but even if you were, the District has insurance. A child climbed on the roof of one of the playground structures and jumped off. We have two residents on the board right now. During the fiscal year 2014 election cycle, two seats will be on the general election ballot. There will be a qualifying period with the Clay County Supervisor of Elections, which is June 16th through June 20th. We will put this on the website. Qualifying will be limited to registered voters, who live within Pine Ridge Plantation. Levi Ritter's and Bill Pyburn's terms

of office expire in 2014. Once someone qualifies, and is the only qualified person for that seat, then he or she will assume that seat at the proper time and you won't be on the election ballot. If two or more residents qualify for that seat, they will go on the same general election ballot as are all of the other State and Local and Federal races. I will put that information on the website.

C. Engineer

1. Consideration of Requisition 393A, Payable to Pine Ridge Plantation CDD in the Amount of \$4,996.00

Mr. Ma stated included in your agenda package is Requisition No. 393A. During the audit we discovered there were some funds that were paid out of the general fund that should have been paid out of capital. The total amount is \$4,996. This requisition is transferring money from our capital funds back to the CDD general fund.

On MOTION by Mr. Mutka seconded by Mr. Mesiano with all in favor Requisition No. 393A in the Amount of \$4,996 was approved.

2. Consideration of Work Authorization No. 22, for 2013/2014 General Consulting Engineering Services

Mr. Ma stated included in your agenda package is Work Authorization No. 22 for England-Thims & Miller. This is for our yearly services. Our estimated fee is \$7,000.

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor Work Authorization No. 22 for 2013/2014 General Consulting Engineering Services was approved.

D. Operations Manager

Mr. Andersen stated at the front entryway, the stucco wall on the trellis has all been taken care of. He got it done yesterday. The stucco has been repaired. The trellis has been done. The front entry breezeway lighting has not worked. We have KAD Electric coming out next Wednesday. It is a very complex computer type thing.

Mr. Mutka asked are the lights on a timer around the pool?

Mr. Andersen responded yes.

Mr. Mutka asked what time are they set to go off?

Ms. Hudson responded it is supposed to come on at 6:00 p.m. and go off at 8:00 a.m.

Mr. Mutka stated you might hear some complaints about it being dark up there because those lights haven't kicked back on yet.

Mr. Andersen stated we will take a look at it. We have had numerous people talk about the street lights and that is in Clay Electric's hands. All of the streetlights are Clay Electric. They are not the Districts. If you go to Clay Electric's website, they have a light out maintenance form and anyone can fill it out. You can put the pole number in there or the address. It will usually ask for your account number. We are trying to encourage the residents to call them.

Mr. Lohse asked how is the recreation field coming along? I see people there everyday. We talked awhile back that it needed to be reseeded and get the weeds out.

Mr. Andersen responded that is definitely the plan of the landscape company, once the weather breaks.

Mr. Lohse asked has anyone asked you about a structure at the playground to get out of the sun?

Mr. Andersen responded no.

Mr. Lohse stated that might be a good project to look into.

Mr. Oliver stated for the next meeting we will bring proposals back for a marquee board and we will also bring back some pricing for some shade structures. We will also look for funding for those.

Mr. Mutka asked are we due for the permits for the pool already?

Mr. Oliver responded it is usually about June when they expire. Take a look and see when it expires.

THIRTEENTH ORDER OF BUSINESS Supervisors' Requests

Mr. Mesiano stated I want to make a request that we address the concerns that the residents grieved to us at the August 15th meeting. We had talked about holding meetings at the amenity center. Obviously, it may save a little bit of money with the room rental fee.

Mr. Mutka stated I think as we transition into a resident board, you are just going to have more and more residents wanting to be there to participate.

Mr. Mesiano asked is it going to cost additional money to hold evening meetings in Middleburg?

Mr. Oliver responded not from my company.

Mr. Walters stated it doesn't cost anymore. We both have a 6:00 p.m. meeting tonight, so it is not unusual to have 6:00 p.m. meetings. My only concern would be if it was going to be on this exact date at 6:00 p.m. then we would have a conflict. We serve your pleasure, so there is no additional cost.

Mr. Mutka stated I was on the website several weeks back. Is there a way that a resident can email someone of the situation they have to the board?

Mr. Oliver responded we can probably do something with the website, where an email can be sent to a central location and we can send it to the board.

A resident asked how often are these CDD meetings held?

Mr. Oliver responded this particular District meets every other month. If there is no new business or if we have trouble getting a quorum then the meetings are cancelled.

Mr. Walters stated we have onsite staffing and to me that is always a great benefit to residents. 99% of the time if there is an issue then there is no need to come to a meeting because you can report the issue to staff.

Mr. Andersen stated Kristi and I talk about everyday. She gets a lot of the questions and then we filter through what is HOA and what is CDD.

Mr. Oliver asked do you want to try to hammer out something out to determine the meeting schedule?

Mr. Lohse responded I would like to get something on the next agenda.

Mr. Oliver stated the August meeting is already scheduled to be held at the amenity center.

Mr. Lohse stated we talked about the pool in August. We had an issue with the age that you are allowed to be in the pool.

Mr. Oliver stated Kristi and I discussed this earlier in the week and I looked at the policies. It says when there is an attendant at the pool then a 14 year old or older can attend as long as they are with an 18 year old. That is unusual compared to my other Districts. Usually there is a set age. The set age is very subjective. It is whatever you decide it should be.

Mr. Mutka asked does the State of Florida have anything to say about it?

Mr. Oliver responded no. They do not. The insurance carrier doesn't weigh in on this. The lowest age I have seen is 12. I have seen as high as 16. I realize there are some tensions from a resident service perspective, you want to make it as acceptable as possible. I know

from a safety perspective and a management perspective, you may want the age as high as possible. It is just finding the right age. I don't think we need to have two separate categories for whether it is attended or not because it is still swim at your own risk when it is not attended.

Mr. Oliver asked what was the complaint as you heard it?

Mr. Lohse responded the complaint I heard was they were asked to leave by the lifeguard.

Ms. Hudson stated from what I read on that that was a parent saying a 15 year old can watch the 12 year old.

Ms. Perruci stated there was a lot more to it than just that they were asked to leave the pool.

Mr. Mutka stated to change the current policy, you would want to hear from residents.

Mr. Walters stated no matter what you set, you are going to make some people happy and some people mad.

Mr. Oliver stated I can pull some policies from a half dozen of our Districts and you can see what the range of ages are and we can go from there.

Mr. Walters stated I think it was intended to mean a pool attendant.

Mr. Oliver stated I think we should just remove the attendant language in the policies.

Mr. Lohse stated at the last meeting we said we would look into making the District a golf cart community. At this point I don't see why because we don't have a golf course.

Mr. Mutka stated what they do is they make it a designated golf course community, whether there is a golf course or not. It allows you to drive a golf cart around the neighborhood.

Mr. Lohse stated we have one lane roads going down Pine Ridge Parkway.

Mr. Mutka stated I am not interested in pursuing that at all.

Mr. Walters stated it requires the County's involvement. It is a major undertaking.

Mr. Ma asked don't you have to build separate golf cart paths?

Mr. Andersen responded no. We have this at Eagle Landing. It is the biggest headache in the world. I would never recommend that you approve this.

Mr. Lohse asked are they using regular golf carts?

Mr. Andersen responded they are regular golf carts and there is a State statute. The biggest issue is the District can't enforce the rules. They have to be enforced by the County

sheriff's office. Anything that is over 20 mph is considered a low speed vehicle. They have to have headlights. They have to be registered. You have to be 16 years old to drive them.

FOURTEENTH ORDER OF BUSINESS Audience Comments

A resident asked do we get some kind of bill for our CDD fees?

Mr. Oliver responded it is on your tax bill. Your tax bill is issued November 1st from the tax collector. If you look on your tax bill, there is a number of items on there. If you look under non ad valorem assessments, it says Pine Ridge Plantation CDD. Typically for most people it is collected as part of their escrow and it is paid by their lender.

A resident asked can I get the website name again?

Mr. Oliver responded it is pineridgeplantationcdd.com. My contact information is on there, so is Kristi's and Steve's.

A resident asked how long is this bond for?

Mr. Oliver responded 30 years. There is one bond issue.

A resident asked are the retention ponds part of the CDD?

Mr. Oliver responded yes.

A resident asked how often do you clean them and what do you treat them with? Is there any kind of mosquito control?

Mr. Andersen responded the County does mosquito control. The lakes are treated for algae and herbicides. They treat them once a month during the cold season and twice a month during the summer.

A resident stated we closed on our house in September. We are facing a pond and with our fence. There is no way for us to mow the grass around it.

Mr. Mutka asked are you talking about in between the fence and the pond?

A resident responded yes.

Mr. Andersen stated they will out there with a mower but they won't use a weed eater. Usually when fences are put in, they usually put them in one to two inches on your property line and that is part of the reason.

A resident stated they do a great job with mowing the pond banks.

A resident asked where I live on Camp Ridge Lane, there is an open area where there is no sidewalk but there is not going to be a house that is going to be built there. Who do I talk to about getting sidewalk put there?

Mr. Oliver responded if you can get with Steve and give him that location then he will look into it and we will take whatever action we need to take.

A resident stated I was also wondering if we can get a sign for kids at play at that location.

Mr. Andersen stated we will talk after the meeting.

FIFTEENTH ORDER OF BUSINESS Financials:

A. Balance Sheet as of December 31, 2013 and Statement of Revenues & Expenditures for the Period Ending December 31, 2013

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement as of December 31, 2013.

B. Treasury Report

Mr. Oliver stated included in your agenda package is a treasury report.

C. Approval of Check Registers

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

Mr. Lohse asked on check numbers 1038, 1050 and 1070, why are we paying lawn maintenance on foreclosure homes?

Mr. Oliver responded anything that is done on private property, we will get the District reimbursed for. We will bill the HOA for that. I will look into this and I will also make sure there is not a memo entry problem with this also.

On MOTION by Mr. Mesiano seconded by Mr. Lohse with all in favor the Check Register was approved.

D. Assessment Receipts Schedule

Mr. Oliver stated included in your agenda package is the assessment receipts schedule. It shows a tax roll collection rate of 77%, which is low. A lot of my Districts are in the 90% right now but there are still some collections to come in.


SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – April 9, 2014 at 3:00 p.m. at Courtyard by Marriott

Mr. Oliver stated the next scheduled meeting is April 9th at 3:00 p.m. at the Courtyard by Marriott.

SEVENTEENTH ORDER OF BUSINESS Adjournment

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



Secretary / Assistant Secretary



Chairman / Vice Chairman