

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, June 11, 2014, at 3:00 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32073.

Present and constituting a quorum were:

Levi Ritter	Chairman
Mike Mesiano	Supervisor
James Mutka	Supervisor
Matt Lohse	Supervisor
Bill Pyburn	Supervisor

Also present were:

Peter Ma	District Engineer
Jim Oliver	District Manager
Jason Walters	District Counsel
Steve Andersen	Riverside Management Services
Rich Whetsel	Riverside Management Services
Amanda Rentsch	Riverside Management Services
Danielle Simpson	Riverside Management Services
Louanna Perruci	ASG/Vesta
Dan Fagen	ASG/Vesta

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 3:00 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 February
12, 2014 Meeting**

Mr. Oliver asked if there were any questions regarding the minutes?

On MOTION by Mr. Lohse seconded by Mr. Pyburn with all in favor the Minutes of the February 12, 2014 Meeting were approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 30, 2014 Workshop

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor the Minutes of the April 30, 2014 Workshop were approved.

FIFTH ORDER OF BUSINESS

Announcement of Qualifying Period for General Election (Seats 1 & 3)

Mr. Oliver stated the qualifying period for the General Election of seats 1 & 3 will be from June 16, 2014, at noon, until June 20, 2014, at noon. For more information residents can visit Clayelections.com or call the supervisor of elections office at 269-6350. I noticed today that a candidate has filed for seat number 3 and her name is Maria Haney.

SIXTH ORDER OF BUSINESS

Discussion of FY15 Meeting Schedule

Mr. Oliver stated the next meeting is scheduled for August 13, 2014. That will be our budget hearing, but we need to start discussing our FY15 meeting schedule. No decision will be made today, but if we are going to continue to have evening meetings we will need to choose a different day of the week that better fits everyone's schedule.

Mr. Walters stated I was hoping we were moving towards bringing it to the Amenity Center and evenings.

SEVENTH ORDER OF BUSINESS

Consideration of Revisions to Amenity Center Policies

Mr. Oliver stated there is a copy of the draft from the prior meeting going over the policies in detail. I instituted most of the change in those policies. I wanted to nail down a few things today and if we can approve them in substantial form you can delegate a particular supervisor to work with staff to finalize them. That way we can work out any final details. I will

go over some of the highlights and any input the board has we can discuss that. On page 3, item number 3, it states children under 14 must be accompanied by a parent or adult 18 years or older. That was one of the items that were discussed at the previous meeting. Does the board have any additional input or will that be left as is? With no further comments, that will be left as is. On page 5 you will see the general pool rules item number 4. This section also states the same issue regarding children under 14 must be accompanied by an adult. Based on your previous comment, I will leave that as is. Item number 7 is swimming pool thunderstorm policy. I will ask Ms. Perruci to work with Riverside Management Services to beef up that section on the thunderstorm policy. On page 8 regarding eligible users, I will ask the attorney to work with us to make sure there is clear understanding of the terms, such as the fitness center. The board wanted to visit the question of who can be in the fitness center and who can use the facility. There was a recommendation that children under 12 could not use the fitness center, but could be accompanied by their parents there. Is there any input on that?

Mr. Lohse stated I am fine with the children being able to be in the facility as long as they are not using the equipment due to safety concerns and their parents are able to make sure the children are doing what they are supposed to be doing in there.

Mr. Oliver stated if you are 15 you can work out in the facility unattended. If you are from 12-15 you can work out in the facility if you are accompanied by an 18 year old or older. What we are suggesting, is that children under 12 can accompany their parents at the facility they just simply can't use any of the machinery. We can go with this policy, and if it presents a problem we can change the policy. Also, on page 10 we are adding a line stating loitering is prohibited. We should just make sure we do not have any legal issues with that. Item number 1 on that same page states patrons and guests attending a private event in the clubhouse may not use the pool during that event. Therefore, if you are renting the indoor portion of the clubhouse you do not have pool access. Once the party is over if a residence wants to bring guests to the pool, they can bring up to five guests and no more to the pool. That is, above everything else, to protect the furniture. There has been some discussion among residents about wanting to have pool parties. We want to discuss allowing pool parties with some type of outdoor space reserved, with a limit of 25 persons attending the party. That has as much to do with the pool parking lot count as anything else. Also, I think the pool capacity is 114 and the pool parking spaces count is at 45.

Mr. Lohse stated if we put you can have pool parties up to 25 people, then there can be multiple going on at the same time.

Mr. Oliver stated it would be a reserve situation.

Mr. Mutka asked could you have a party going on inside at the same time as an outside pool party? I see that being a problem.

Mr. Oliver stated there would be a parking issue and the people inside would not have access to the pool.

Mr. Mutka stated I see that being a problem. Normally residents do not want to go to the pool when they see crowds like that up there.

Mr. Oliver stated it could be something you just prohibit or we could leave it up to the discretion of the amenities manager. We would have to have a rate hearing, but we could go within our own fees in the short term. I would suggest with these pool parties to require a pool monitor to be there. They would be able to help manage a crowd. We will put that into the policy also.

Ms. Simpson stated some of our districts only allow residents to have pool parties during the week so that the busiest days at the pool are open to the residents for full access. We received a lot less complaints from residents when we put that into the policies of some of our districts.

Ms. Rentsch stated we could suggest some time blocks to limit the residents to pool space. We could eliminate that 12-3 time period during the heat of the day to force the residents to have their pool parties earlier or later in order to allow other residents to have access to the pool.

Mr. Lohse asked do these policies have to be voted on and approved by the board or is it something that can be discussed and fine-tuned by the staff and committee?

Mr. Oliver stated they do, but what we can do is approve them in substantial form and designate one of these two supervisors to finalize with staff. Which supervisor wants to be designated to work with staff?

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor authorizing Mr. Lohse to approve the policy in substantial form and work with staff to finalize the policy was approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2014-01
Approving Proposed Budget for Fiscal
Year 2015 and Setting a Public Hearing
to Adopt Budget**

Mr. Oliver stated we have to have a budget approved by June 15, 2014 according to statute and provide it to the local government of Clay County. Included in your agenda package is a proposed budget and I wanted to go through it briefly. Once you approve a proposed budget and set a public hearing date, you will have the next 60 plus days to refine that budget. A public hearing would be in conjunction with our meeting on August 13, 2014. Staff provided input for this budget, but it is subject to great change. I will point out some recommended changes I see as I look at this budget. Last year the assessments for all 736 lots were \$497,000. In the far right column those are the same assessment levels that were recommended by the document that you see in there. This would result in no change of assessment, which would hold steady at \$720. However, I look back at our budget meeting notes from last April and we told the audience there that over the last several years this budget has been subsidized. We reduced the subsidies greatly by bringing it down to \$29,000 last year. I think it makes sense this year to not have that subsidy that you see in the far right column at \$42,000. This way, residents realize what it costs to run the district. One of the questions was what would these assessments be without a subsidy. I have in there an \$800 range. One other line item that I am very concerned with on page 2 is the lake and landscape maintenance. It was at \$125,000 last year. It is showing as \$100,000 for FY15. That is pretty much the contractor price. There are so many other things that have to happen with landscape maintenance in terms of the contingencies that happen, such as mulch replacement or taking down trees. I recommend bringing that back to \$125,000. If you remove that subsidy that you see under assessments at \$42,000 and bump the landscape maintenance up to \$125,000, that would bring the budget to \$569,289. That would be an assessment of \$773, which is still less than the \$800 plus we were talking about last year. For noticing purposes I would recommend that you go with that, we would send out a notice to all of the landowners to let them know that this is what the proposed budget will be. They will have the opportunity to come to the public hearing and be heard. If we start low and do not notice a higher figure, we really do not have the opportunity to increase that budget if we need to. That would be my recommendation.

Mr. Mesiano asked as we continue to develop out there, are we actually putting on more common area requirements?

Mr. Oliver stated yes, there would be more common area requirements. That landscape budget will increase with time.

Mr. Mesiano asked has that been considered with that number or are you suggesting that you want to move the number up anyway?

Mr. Oliver stated I want to move it up anyway, but that \$125,000 will cover for this year. There is some contingency in there also.

Mr. Mesiano asked have you received input from the contractor about the new areas?

Mr. Oliver stated I have not, but I did look at the contract and that comes out to \$98,000 a year.

Mr. Mutka stated this is United correct?

Mr. Oliver replied correct, but it does not necessarily have to be United Landscapes in the future. You are not tied to that, but we still have to put a budget amount in there. That may change with time. We will have the ability to move among line items up to budget adoption and afterwards.

Mr. Mesiano stated concerning lake maintenance, we have projected more than the proposed budget.

Mr. Oliver stated that projection is at \$8,375 for the remainder of this year. Let's move that line item up to \$8,500. Again, we can address that between now and the budget hearing. That will have a minor impact on that assessment, maybe bringing it from \$773 to \$775.

Mr. Lohse asked are we still looking good as far as repairs go? This says \$30,000, have we been coming close to that? What is the projection for next year? Can we talk about some of the things we are going to do?

Mr. Oliver stated that will be part of this Capital Reserve Study that we get into. We will discuss that in a few minutes, but there will always be repairs out there. As we get into this Capital Reserve Study discussion it will be more programmed. This is subject to great change over the next sixty or more days.

Mr. Mesiano asked are we approving today a number per unit or are we approving that we are going to increase generally?

Mr. Oliver stated you are pretty much approving what the maximum per unit budget and assessment increase can be.

Mr. Mesiano asked do we have to get to a number today?

Mr. Oliver replied no, I am more concerned with what the budget number is, rather than the per unit number.

Mr. Lohse asked whichever number we settle on today we could not go above it?

Mr. Oliver replied correct.

Mr. Ritter stated I believe we discussed last year some of the other similarly situated CDDs and what they were paying per unit basis. We did not want to increase it all at once.

Mr. Oliver stated I think with this budget, it brings you to a point with a resident board with four residents on it beginning next year, future boards will make the decisions. I provided Mr. Mutka an invoice we received for resurfacing a pool last year very similar in size. It was about \$50,000.

Mr. Mutka stated if we settle on a number today and it comes up to cost more, say \$70,000, is that going to leave us short?

Mr. Oliver stated we have the maintenance reserve increasing from \$30,000 to \$50,000, and the maintenance reserve will flow into the capital reserve fund. For the sake of approving our proposed budget lets increase that to \$70,000 instead of \$50,000 and then as we go through the process we will be able to settle on a firmer number.

Mr. Mutka stated we can actually find out what it costs to do it and then we can send off a final number.

Mr. Lohse asked are we going to do line item on here Special Events? It is under administrative expenses. \$5,000 is what we planned, did that come in line with what was spent this year?

Mr. Oliver stated so far you have used \$2,100 with the summer being your biggest season for events.

<p>On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor the Resolution 2014-01 proposed budget for fiscal year 2015 and setting a Public Hearing date for August 13, 2014 at 6:00 p.m. at the Pine Ridge Amenity Center was approved.</p>

NINTH ORDER OF BUSINESS

**Consideration of Community Advisors
Reserve Study Proposal**

Mr. Oliver stated there is a copy of the proposal in the agenda package. Also circulating is an example we have from another district. This tool helps us program the repairs and replacements over the next thirty years, but more importantly, from a budget standpoint, it allows us to program the funding needed for that. You would have a glide path for your capital reserve contributions each year, with about a 3% growth. It would be a relatively smooth glide path up to accumulate the funds. You can see an example of that on the fourth page inside the report. If you look at the sample reserve study, it will show that for each year you have funds accumulated, these numbers have no reality for this particular district. The annual contribution is a smooth increase each year. It shows the interest earned on that, and again that is based on 3% and we are not in a 3% market yet. For the next year, especially with pool resurfacing if that occurs, you will have some pretty substantial expenditures. This helps us put away money and it also helps you with explaining the budget to the board and residents. This is not just over the next three years, but the next ten to fifteen years in the future.

Mr. Lohse asked do these people place the money for you too?

Mr. Oliver stated no the district controls it, and it would be a government fund. They do not have anything to do with the money management.

Mr. Mutka asked if the price went down?

Mr. Oliver responded yes the price has gone down. We have also received proposals before from Druex Issaac's and Associates of Orlando and Reserve Advisors out of Tampa. They are more expensive. What is good about this particular company is that they are local and very good to work with. We recommend them.

On MOTION by Mr. Mesiano seconded by Mr. Lohse with all in favor the proposal to prepare Capital Reserve Study Report with \$2,600 was approved.

TENTH ORDER OF BUSINESS

**Consideration of Proposals for Shade
Structures**

Mr. Oliver stated this Capital Reserve Study is about repairs and replacements. Some of these things are about new capital purchases. You certainly have great latitude to use your funds as you feel necessary, but just keep in mind that these are budgeted items that we have not budgeted for. The other point I wanted to make was that we are not fully collected on assessments yet, but I am confident that we will get to that point. Regarding the shade structures I will turn it over to Mr. Andersen.

Mr. Andersen stated we went out and took a look at the shade structures for the whole park and just for the area that has the picnic table. This is a proposal from a company I have used in the past, but if this is something the board wants to pursue we can go out to multiple companies and get something cheaper.

Mr. Mutka asked since the money for this is not budgeted, then where would the money for this come be taken from?

Mr. Oliver stated right now you have unassigned reserves that this expense could be funded from. The reason I caution you to be careful with those funds is because we are still working through some assessment collection issues and that money at some point will go away. However, once you are whole with assessments, you have a great foundation for your Capital Reserve Fund. I recommend just being cautious with any funding decisions in the short term.

Mr. Mesiano stated I feel like this shade structure is a great idea. It is hot in that area and you have people going to the playground and you have parents sitting up there with their kids. This is not very costly and it is something we can add to community and tell them we did something this year.

Mr. Mutka stated my only concern is for the fabric of the shade structure. I have one in my backyard and we have replaced it three times now. It costs me a fortune every time.

Mr. Lohse stated I think what we do is we say we want one of these shade structures, but maybe not this one or at this price.

Mr. Andersen stated if the board wants we can come up with alternatives that are cheaper if the board will set a budget amount.

Mr. Lohse stated we would need to get some more numbers before we decide what this budget number is going to be. We do not have to decide on a budget number today. I think we can do better than what is on paper right now.

Mr. Andersen stated I am sure we can find a better price with something different than this type of shade structure. There are multiple different ways to do this. We can get this umbrella material that has a five-year warranty and it will last for a while. That might be a better route. We can research and send out emails, and we can go forward with it this summer, or we can wait and come back in August.

Mr. Lohse asked does the board have to approve an expenditure less than \$5,000, or can you just do it and we will ratify it at a later meeting?

Mr. Pyburn stated usually there is a spending limit and generally it is \$1,000. An installation like this, that is going to affect those amenities and future expenditures, is more appropriate for board approval. The question for today is do we want to get the project started today or wait until August? If we wait then we are already past the hottest part of the year.

Mr. Lohse stated I would like to be done with this before the August meeting.

Mr. Pyburn stated what you are looking at is coming up with a number not to exceed and authorizing a supervisor to work with staff to get that done.

Mr. Lohse stated I think something not as durable will suffice for now, but something solid and more durable would be better in the long run.

Mr. Oliver stated the agreed maximum not to exceed would be \$3,500.

On MOTION by Mr. Mutka seconded by Mr. Lohse with all in favor the budget maximum for shade structures is set to \$3,500 was approved.
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ELEVENTH ORDER OF BUSINESS

Consideration of Proposal for Entry

Marquee for Community Information

Mr. Andersen stated a resident asked last time about a marquee coming in. A message board is up for your consideration, it could be mounted, but that is up to the board. It could be mounted near the parking lot so people could read it when they come in or we can mount it in the right-of-way with county approval.

Mr. Lohse stated I do not think it is necessary at all. We have a really good thing going right now with the email list. Every time I see one of those emails go out it is a dollar per house. This is going to cost us money and we do not even need it. It is going to say one thing for how long? We have such better communication pieces in place right now. I do not think we need it.

TWELFTH ORDER OF BUSINESS

Discussion of Options to Improve Multi-Purpose Field Turf

Mr. Andersen stated the field we are talking about is located just West of the playground. It is about a 3,500 square foot field. We are going to work with United Landscape to try to push them to kill the weeds and get the grass growing. The price of planting sod on the field is between 18- 20 and the price of sprigging the field is going to be around 6-7. Quite honestly, there is enough Bermuda down there that it can be pushed. It will probably take 8-12 months to get it to a really good level. There is really no reason at all to sprig the field because it is really hard to control it during the summer. They can push with aeration, fertilization, and we could get it going this summer. This winter they will hit the weeds hard and next spring we should have a gorgeous field. That should be in the contract that they currently have. The irrigation on the field works well.

Mr. Lohse stated in theory that sounds great, they maintain the field and it should look great, but it does not. I would like to know what is going wrong?

Mr. Andersen stated I do not think they know what they are doing.

Mr. Lohse asked we are paying them extra money for the recreation field correct? Is that more than just cutting the grass?

Mr. Andersen stated they should be fertilizing it also.

Mr. Lohse stated as it stands now it is such a mismanagement of our amenities. The field that is there, when we go up there to play football etc., we want some sort of turf there, not just weeds.

Mr. Andersen stated I have personally gone out to field to watch them run the irrigation just to make sure it works. I do not know how often they are watering or anything like that.

Mr. Pyburn stated if you leave Bermuda and do not really pay attention to it, you are going to have some problems. When Bermuda is given fertilizer and water it is very aggressive, more aggressive than most weeds. You are not going to get rid of the weeds until wintertime, but if you are aggressive with the fertilizer and you will get some sort of turf down there.

Mr. Lohse stated the bottom line is we need grass where we have a field.

Mr. Mutka stated could we get a hold of a copy of our agreement with United Landscape to see exactly what they are supposed to be doing.

Mr. Oliver stated I will email it to you.

Mr. Andersen stated I have contacted United Landscape and they are going to be sending over the exact fertilizer specs they will be using. I am not a big fan. I do not think they have been doing their job. We have been pushing this issue since last winter. I think they should be given a chance this summer and if we do not see results it may be time to look somewhere else.

Mr. Pyburn stated I think it is going to come down to what they are contractually obligated to.

Mr. Walters stated when we go and get proposals we put together a scope of that work. It is just a matter of revising that scope. When he sends you that agreement that is where the meat of that will be.

Mr. Oliver stated I think next meeting we can bring a recommended scope for the board for review and approval. Based on that we will seek proposals. The scope will be in your agenda package.

Mr. Andersen stated there are areas we have expanded without increasing the scope for the contract. The residents are pushing to have those mowed every week and that is not in the contract.

THIRTEENTH ORDER OF BUSINESS Other Business

Mr. Oliver stated there are three things to talk about. We have a request from neighborhood watch to have meetings on a monthly basis at the amenity center, at no cost. We also have a request from the Cub Scouts to meet a couple of evenings a week, again at no cost. We have Girl Scouts there now. We do not need to take a vote. The third item is that we suspended a resident. I sent copies of the letters to you. We suspended a resident from use of the pool. She would not leave the area during a lightning storm. Also, following the storm she came to the pool area with five children, the oldest being fourteen. She then left the facility and left the children there unattended. We informed her she could come to the meeting and state her case, but she is not here. Now you are at the position as the board to determine the length of her suspension. You can release her now or however long of a suspension you decide.

Mr. Lohse stated I do not know if it is a good idea for the board to discuss issues like this. I think every meeting could end up being about these types of things. I think the board should rely on district staff and their decisions. That way we are empowering staff to do what they need to do.

Mr. Oliver stated this is an extraordinary event and usually does not come back up when the word gets out. The actual incident occurred on May 26, 2014. You could just make it a thirty-day suspension. The suspension will end June 26, 2014.

FOURTEENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Walters stated I do not have any action items for the board this month. The legislature did wrap up this year. There were fewer bills in total filed this year by the legislature compared to last year. If you have questions about the final legislative report please give me a call.

B. District Manager – 513 Registered Voters Within the District

Mr. Oliver stated we have 513 registered voters in the district. We are required by statute to enter that into the record each year.

C. Engineer

Mr. Andersen stated we have new access cards installed. There are now wipes available to wipe down the machines after use in the fitness center. The elliptical machines were out of warranty and completely rusted, we got those replaced for free. Those will be set up tonight. The playground is repainted after the suggestion at one of our last meetings. The splash feature in the pool area was repainted. In your package, there are a couple quotes in there about pool furniture.

Mr. Mutka stated if we are going to have pool parties we are going to need enough chairs to cover at least 25 people.

Mr. Oliver stated we could designate \$5,000 and either Mr. Lohse or Mr. Mutka to work with staff on making a purchase decision.

D. Operations Manager

Mr. Andersen stated the northern pond does not hold water well due to the poor soil out there and there is quite a bit of erosion on the west end. There is also erosion along the southern bank. To fix all of this is somewhere in that \$30,000-\$35,000 range. That may be a long-term solution the board may want to consider. The big cost of this is the sod. It is a huge bank.

Mr. Ma stated it comes back to the annual maintenance of the pond banks. The more you mow the pond banks, the healthier the grass is. It looks like we will be reviewing how often the pond banks get mowed. I will take a look at it.

FIFTEENTH ORDER OF BUSINESS Supervisors' Requests

Mr. Walters asked if there was a problem with the entry monument or logo?

Mr. Mutka stated a logo on one of the pillars across from the amenity center fell off years ago.

Mr. Andersen stated I would contact Mr. Smith and find out who made the sign so we can have a new one made.

SIXTEENTH ORDER OF BUSINESS Audience Comments

An audience member stated I wanted to request more lights. At nighttime the entrance and the road I live on are very dark. A lot of people want to run at nighttime, but it is not really safe. There are just not enough streetlights.

Mr. Oliver stated the district engineer is going to get with Clay Electric and see what they are willing to do.

SEVENTEENTH ORDER OF BUSINESS Financials:

A. Balance Sheet as of April 30, 2014 and Statement of Revenues & Expenditures for the Period Ending April 30, 2014

Mr. Oliver stated the balance sheet as of April 30, 2014 and the Statement of Revenues & Expenditures for the general fund and the debt service fund are included in your agenda package. These items will be audited at the end of the fiscal year and there are no unusual variances.

B. Treasury Report

C. Approval of Check Registers

On MOTION by Mr. Ritter seconded by Mr. Mesiano with all in favor the check registers were approved.

D. Assessment Receipts Schedule

Mr. Oliver stated on the assessment receipt schedule it shows the total on-roll collections of 90%.

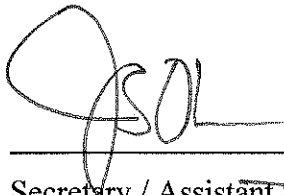
EIGHTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 13,
2014 at 6:00 p.m., at Pine Ridge
Plantation Amenity Center, 4200 Pine
Ridge Parkway, Middleburg, FL 32086**

NINETEENTH ORDER OF BUSINESS

Adjournment

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



Secretary / Assistant Secretary



Chairman / Vice Chairman