

MINUTES OF MEETING
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

A meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Wednesday, June 13, 2012 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
Chris Middleton	Vice Chairman
Bill Pyburn	Supervisor
James Mutka	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Peter Ma	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 3:00 p.m.

Mr. Ritter stated Mr. James Mutka is qualified for the election that is upcoming and he is unopposed, so I would like to make a motion appointing him in the vacant seat.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor Nominating Mr. James Mutka to Fill Seat 2 was approved.
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Mr. Oliver administered an oath of office to Mr. James Mutka.

Mr. Walters stated you are subject to the Sunshine Law. Essentially what that means is you can't discuss board business or anything that you anticipate coming before the board with any other supervisors, unless it is at the meeting. You just can't discuss District business. You can talk about anything else. When we send correspondence, those become public records, so we do ask that you keep those separately than your personal business. We keep copies of the agenda package. Emails that you send to staff or other individuals about District business will be considered public record. Sometimes it is good to set up a separate email account, so you

have a separate file. We will provide you with a Supervisor handbook, which will give you CDD information.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the December 14, 2011 Meeting

THIRD ORDER OF BUSINESS

Approval of the Minutes of the December 27, 2011 Continued Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the December 14, 2011 meeting and the December 27, 2011 continued meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor the Minutes of the December 14, 2011 and December 27, 2011 Meeting were approved.

FOURTH ORDER OF BUSINESS

Selection of FY12 Audit Committee

Mr. Oliver stated Chapter 218 of the Florida Statutes requires that we go through the RFP process to select an auditor for next year's audit. We would like to start the process by appointing the entire board as the audit committee and then we will have an audit committee meeting as part of our next meeting.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor the Entire Board to Serve as the Audit Committee was approved.

FIFTH ORDER OF BUSINESS

Ratification of Agreement with Southern Recreation for Construction of Recreation Improvements

Mr. Oliver stated included in your agenda package is a copy of the agreement with Southern Recreation for construction of recreation improvements. The park was complete for \$25,000, which is a tremendous price, compared to the other parks I have seen.

Mr. Ritter stated I think we got a lot of bang for our buck. We had other bids for \$50,000. We got all that plus the ADA compliance on the pool. The park itself is fully ADA compliant for \$25,000.

On MOTION by Mr. Pyburn seconded by Mr. Middleton with all in favor the Agreement with Southern Recreation for Construction of Recreation Improvements was ratified.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2012-01,
Approving Proposed Budget for Fiscal
Year 2013 and Setting a Public Hearing to
Adopt FY13 Budget**

Mr. Oliver stated included in your agenda package is a copy of the proposed budget. The proposed budget is very similar to what we had last year, in terms of expenses. Some of those expenses will be refined as we work through this over the next 60 days before we have the budget public hearing. If you look at the top of the budget under revenues, you will see assessments going from \$298,875 to \$372,240. If you look two lines down at unassigned fund balance, we budgeted last year \$226,153 to subsidize the budget and that was using funds from the gas pipeline, as well as the impact fee credit sale. We have used that the past two years to keep assessments low. That money is eventually going to run out. This year we are only proposing you use \$160,000 of those funds to subsidize the budget, which increases assessments. If you didn't have that subsidy of \$160,000, it would be \$722 per unit. Right now, it is a net of \$506. You are still having your assessments about \$200 less than what the market would be for the services that you are getting. You are keeping services stable but you just don't have as much to subsidize the assessments, which it was never expected to be a long term solution anyways.

Mr. Ritter asked is the O&M assessment still on the lower side of any other CDDs?

Mr. Oliver responded yes. I would say most CDDs I have in this price range, the O&M assessments run anywhere from \$850 to \$1,200.

Mr. Pyburn asked how much money do we have in the O&M account?

Mr. Oliver responded \$482,000.

Mr. Pyburn stated I just want to be careful not to burn up the surplus too quickly.

Mr. Ritter asked how much surplus are we carrying forward if this is approved as is?

Mr. Oliver responded about another \$150,000.

Mr. Pyburn stated I think we probably need to talk about raising it a little bit because the next year it would be gone. It would be easier to go up a little bit.

Mr. Oliver asked would you rather reduce that subsidy for this year to say \$100,000, instead of \$160,000?

Mr. Pyburn responded I would rather see the assessments go up some, so that surplus is there longer.

Mr. Mutka asked what was the assessment last year?

Mr. Oliver responded last year the net assessment was \$406. This year it is proposed at \$506.

Mr. Walters stated we also do have some credits remaining. Currently, there is probably not the market for them but hopefully in the future we will realize a little more value for those.

Mr. Oliver stated if we go higher right now then we can always bring them done during the budget process. If you drop that subsidy to about \$100,000 that is going to increase the proposed assessment.

Mr. Mutka stated I do know a lot of the problem that residents are having is some of those houses are pretty new and they are getting hit with their first year assessment.

Mr. Oliver stated last year we held assessments level but the two years prior we came down. We are still lower than where we were three years ago.

Mr. Pyburn stated I would go with \$100,000.

Mr. Oliver stated okay. I will revise this and send it to the board.

Mr. Mutka asked on the houses that are vacant, are the banks paying those assessments?

Mr. Pyburn responded they will have to pay it when they are sold. In order to sell it they will have to pay their delinquent assessments.

Mr. Walters stated the assessments are on the land. It is not based on a home or a component. Every assumed unit gets an assessments each year.

<p>On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor Resolution 2012-01 Approving the Proposed Budget for Fiscal Year 2013 as Revised & Setting a Public Hearing for August 15, 2012 at 3:00 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32073 was approved.</p>

SEVENTH ORDER OF BUSINESS **Other Business**

Mr. Oliver stated we will receive the draft audit for fiscal year 2011 within the week. We will transmit that to the auditor general by the June 30th deadline. We will bring it back to the next board meeting for ratification by the board.

EIGHTH ORDER OF BUSINESS **Staff Reports****A. Attorney – Governor’s Executive Order #12-10**

Mr. Walters stated on ADA compliance, we have talked in the past about the deadline for pools and spas that were originally pushed out by the Department of Justice a couple of months. They have pushed the compliance deadline and the enforcement deadline out to January 2013. We are in good shape here. Included in your agenda package is executive order of the Governor. It is essentially him calling for a review of all special Districts. This includes all special Districts and not just CDDs. One of the Governor’s hot buttons was hospital Districts and that is included in this. There are over 1,600 special Districts. He hasn’t gotten to CDDs yet. Currently he is working on mosquito control Districts and fire control Districts. At this time it is not entirely clear what the complete focus of it is. There is no timeline, so it is just something we want to keep on everyone’s radar.

B. Manager**1. Designation of November Landowners Meeting****a. Instructions****b. Sample Proxy**

Mr. Oliver stated included in your agenda package you received a designation of the November landowners meeting. There are instructions regarding the landowners meeting, as well as a sample proxy form. There is one vote for each lot, one vote for acre or one vote for each portion of an acre. That will be for the seat that Chris Middleton is currently in. His term expires in November and you will fill that seat by landowner’s election. We are required to set that election date. I would propose that it be set for November 14, 2012 at 3:00 p.m. at this location.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor Designating the Landowners Meeting to be held November 14, 2012 at 3:00 p.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida 32073 was approved.
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2. 278 Registered Voters Within the District

Mr. Oliver stated we did receive a letter from the supervisor of elections. There are 278 registered voters within the District.

C. Engineer

1. Ratification of Requisitions

- a. No. 387, Payable to Hopping Green & Sams, in the Amount of \$520.02**
- b. No. 388, Payable to Hopping Green & Sams, in the Amount of \$1,262.50**
- c. No. 389, Payable to Hopping Green & Sams, in the Amount of \$365.50**

Mr. Ma stated we have three requisitions that we need to ratify. All three are to Hopping Green & Sams. The total amount is \$2,148.02.

Mr. Ritter asked does that come from the general fund?

Mr. Walters responded it comes from the construction account.

Mr. Ritter asked what is it for?

Mr. Walters responded it is for some of the work on the playground equipment and ADA compliance stuff and then gearing things up for project completion. As we get towards the end we will have to declare it complete and flush the funds per the indenture. We may want to look at declaring it complete and make sure we have everything in order and then designate funds to be set aside.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor Requisition Nos. 387, 388 & 389 were ratified.

Mr. Ma stated I also have requisition number 390 from ACS Security System. It is for the installation of a camera system. It is in the amount of \$7,421.

Mr. Walters asked is that based off of a proposal?

Mr. Ritter responded there were a number of proposals. The operations manager solicited for proposals.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor Requisition No. 390 was approved.

Mr. Ma stated at the last meeting there was a request to look at the CCUA reclaimed water for the well. There is a mandate if you have reclaimed water on your site that you have to

use reclaimed. Wells are prohibited. I did look at your bill from CCUA. It looks like the majority of the costs are because we have eight different irrigation meters. Each meter has a base fee of at least \$120 every month, so you are talking about \$1,000 per month just on having the meters there without any usage.

Mr. Ritter asked can you meter them differently?

Mr. Ma responded that is what I am thinking. Maybe there is a way to consolidate the system and have less meters. The pipes are already in the ground.

Mr. Ritter stated we aren't even using the reclaimed meters.

Mr. Ma stated some of them have no usage at all.

Mr. Middleton stated it could be for some little future park or something. Maybe they could come and pull their meter out.

Mr. Ma stated I saw a couple of them didn't have any usage at all. I think one of them is addressed to your clubhouse that has your water and sewer.

Mr. Ritter asked do you want to see if CCUA will take any of the unused meters out?

Mr. Ma responded I can look into that. I will work with you. I think Oakleaf went through the same thing. They have reclaimed water now.

Mr. Walters stated they have wells, as well.

Mr. Ma stated Oakleaf is split. The north half is JEA, where they have wells and then the southern half is CCUA, which they don't have wells.

Mr. Mutka asked and we are not authorized to have wells?

Mr. Walters responded we can take a look at it.

Mr. Mutka asked how much would a well cost you to run?

Mr. Ritter responded just power on the pump.

D. Operations Manager

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors' Request

Mr. Ritter asked do we have the maps yet with the new boundary?

Mr. Ma responded I sent it to you.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Financials:

A. Balance Sheet as of April 30, 2012 and Statement of Revenues & Expenditures for the Period Ending April 30, 2012

Mr. Oliver stated included in your agenda package is a balance sheet and income statement as of April 30, 2012.

B. Treasury Report

Mr. Oliver stated included in your agenda package is a treasury report. The balance for the bonds is \$117,000.

C. Approval of Check Register

Mr. Oliver stated included in your agenda package is the check register. It includes check numbers 743 through 775 for \$71,435.62.

Mr. Ritter asked isn't the playground infrastructure out of the other budget?

Mr. Oliver responded we paid it out the general fund account but if you want to fund it from another source that is fine.

Mr. Ritter asked the playground is master infrastructure, right?

Mr. Oliver responded yes.

Mr. Walters responded we can get a requisition for that.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor the Check Register was approved.

D. Assessment Receipts Schedule

Mr. Oliver stated included in your agenda package is the assessment receipt schedule. Right now, we are at 56.43% collected. The tax certificate sale is underway right now.

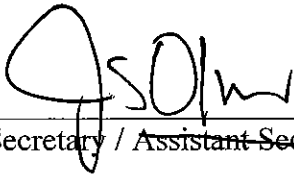
TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 15, 2012
at Courtyard by Marriott, 610 Wells Road,
Orange Park, FL**

Mr. Oliver stated the next scheduled meeting is August 15, 2012 at 3:00 p.m. at this location.

THIRTEENTH ORDER OF BUSINESS Adjournment

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


Secretary / Assistant Secretary


Chairman / Vice Chairman