

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, December 14, 2011 at 10:40 a.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

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 10:40 a.m.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Gerry Boeneman**

Mr. Oliver stated included in your agenda package is a resignation letter from Gerry Boeneman.

Mr. Ritter stated I would also request the District Manager to send Mr. Boeneman a letter of gratitude for his service on the board.

Mr. Oliver stated I will do that.

On MOTION by Mr. Ritter seconded by Mr. Middleton with all in favor the Resignation Letter of Gerry Boeneman was accepted with District Manager to send Mr. Boeneman a letter of appreciation.
--

**B. Consideration of Appointment to Fill Unexpired Term of Office (11/2012)**

This item was tabled.



Mr. Ma responded yes.

Mr. Ritter stated I know one of the landowners had contemplated previously about relocating. I don't know if that has been finalized or not.

Mr. Ma stated that is correct with the pond to tract B next to Tynes Boulevard.

Mr. Walters stated if we are talking about master infrastructure improvements, you don't build that before you start developing that area to begin with. We also have somewhat of a timing question. Levi said the District still has some of the master infrastructure improvements to complete and if we start spending that money now, it will not be available when its time to complete those improvements.

Mr. Pyburn stated you have already started improvements. You have water and sewer.

Mr. Ritter stated yes and a lift station.

Mr. Ma asked are you talking about tract C?

Mr. Pyburn responded yes.

Mr. Ma stated there is a lift station in there.

Mr. Pyburn stated the right-of-way is cut. The services are through all the way to the lift station.

Mr. Ma stated there is some stuff that was built as part of phase one.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Boundary Amendment**

Mr. Walters stated we had the final hearing yesterday at Clay County. The board can actually approve the boundary amendment petition. The last thing remaining on that issue is just the effective date of the ordinance because they actually have an ordinance, which will attach the new legal description. Then effectively the District's boundaries are amended. I expect that to be finalized in the next 10 to 14 days. Everything went well. We are now just waiting on the administrative piece and then that will be completed.

Mr. Ritter stated I would like to ask the District Engineer to complete new maps, which show just the District boundary as amended.

Mr. Ma stated okay.

Mr. Ritter asked when we publish notices to we put maps in them?

Mr. Oliver responded we do with some of them.

Mr. Ritter stated I want to make sure all of that stuff gets changed now.

Mr. Ma stated okay.

**SEVENTH ORDER OF BUSINESS                      Discussion of ADA Compliance Issues**

Mr. Oliver stated the ADA changes are in regard to the 2010 changes. We have been working through this issue at a lot of other Districts. We now have some reports on hand. We will be able to make the same changes here. I will work with Chris to make sure that we make the changes to become compliant. I would ask the board to authorize the Chairman to authorize any expenditures to become compliant.

Mr. Ritter asked are there any hopes that those ADA requirements would go away?

Mr. Oliver responded no.

Mr. Ritter asked what is the timeframe that we have to get it done?

Mr. Oliver responded March 15, 2012.

Mr. Pyburn asked what were the required improvements?

Mr. Oliver responded for most of the Districts it has been a wheelchair lift for the pools, as well as a handrail system.

Mr. Pyburn asked but our pool is zero entry?

Mr. Oliver responded then we may not need it. If the slope meets the specification then you won't need it.

Mr. Pyburn asked can our District Engineer review that to determine whether it is within the specifications?

Mr. Ma responded only other Districts we have an ADA specialist.

Mr. Oliver asked do we have the authorization to move forward if any changes need to be made with the Chairman's approval?

Mr. Pyburn responded yes.

Mr. Ma stated I understand a lot of Districts require a chair lift and the recent prices we have seen the chair lifts at is \$3,500 and then to install it is another \$1,500.

Mr. Walters stated regarding the zero entry, I am pretty sure you need certain railings and the railings are generally more expensive than the lift.

Mr. Pyburn stated I would rather have the railing because I just see the lift as a potential for vandalism and repairs.

Mr. Oliver stated you have to have two entry sources but we will work through that.

**EIGHTH ORDER OF BUSINESS**

**Discussion of District Records Location**

Mr. Oliver stated previously we had the District records at Ryland. One option is we have is to keep them at Oakleaf Plantation. We can get a filing cabinet and keep them right on site at the District if you want.

Mr. Ritter stated we can just keep them at Pine Ridge.

Mr. Oliver stated after each meeting we would compile a notebook and provide it to Charles, so he can put it out there somewhere. In reality if there is a record request, we are going to fulfill it from our office.

**NINTH ORDER OF BUSINESS**

**Ratification of Agreement with Amenity Services Group, Inc. for Pool Maintenance Services**

Mr. Oliver stated the agreement with Amenity Services Group, Inc. for pool maintenance services is for \$14,940. That is the amount you paid last year. You budgeted \$22,000 a year for that in chemicals.

Mr. Middleton stated they have done a really good job from what we have been told. We haven't had nearly the complaints that we used to have.

On MOTION by Mr. Ritter seconded by Mr. Middleton with all in favor the Agreement with Amenity Services Group, Inc. for Pool Maintenance Services was ratified.

**TENTH ORDER OF BUSINESS**

**Ratification of Agreement with Raley Management Services, Inc. for Part-Time Facility Management Services**

Mr. Oliver stated included in your agenda package is the agreement with Raley Management Services, Inc. for part-time facility management services. This is another agreement that I executed. It is at a cost of \$3,000 a month. It is \$36,000 a year and we budgeted \$40,000 for that item, so we are in good shape. I continue to hear nothing but good things.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor the Agreement with Raley Management Services, Inc. for Part-Time Facility Management Services was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform FY11 Audit Services**

Mr. Oliver stated included in your agenda package is the engagement letter with Berger, Toombs, Elam, Gaines & Frank to perform the audit for fiscal year 2011. It is at a cost of \$3,600 and we budgeted \$6,000. I went ahead and executed this agreement, as well.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor the Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for FY11 was ratified.

**TWELFTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver stated in front of you is an arbitrage rebate report. With the bond proceeds, you have to use them for construction. You can't simply reinvest them to earn money. The IRS has set certain ceilings on what you can do with these proceeds and in this case that is not a problem. It is a negative arbitrage rebate requirement. It is important to have these because the IRS does audit them. We had three District's audited recently.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor the Arbitrage Rebate Report was accepted.

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters stated I will circulate an email to staff and the board once the boundary amendment is finalized.

**B. Manager**

There being none, the next item followed.

**C. Engineer**

Mr. Ma stated I have work authorization number 19 for 2011/2012. It is for general consulting services from England-Thims & Miller. It is a not to exceed amount of \$7,000. It matches the budget amount. It is the same as it was last year. I looked back at last year's amount and we only spent \$3,000.

On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor Work Authorization No. 19 was approved.

**D. Operations Manager**

Mr. Middleton stated I will be directing them to take all of the non active builder signs down. Along Pine Ridge Parkway we have a couple acres of park common area, which I think is tract 000 under the plat and it looks like a bomb has gone off. I am pretty sure we can use some of the proceeds for the landscaping improvement. I would ask the board for their approval to use some of that for landscaping of this tract.

Mr. Walters stated if we are using construction money it has to be infrastructure related. If we are talking about a clean up option then we need to use O&M.

Mr. Middleton stated this is a common area along Pine Ridge Parkway that has never had anything in it.

Mr. Walters stated okay.

Mr. Oliver stated once it is done Peter can bring it back in the form of a requisition.

Mr. Middleton asked what about maintenance of pond banks?

Mr. Ma responded that is O&M.

Mr. Middleton asked even though it is a master infrastructure improvement that needs repaired?

Mr. Ma responded yes.

Mr. Oliver stated if it is repair-related, it is O&M.

Mr. Middleton asked what do we have in our budget for that?

Mr. Ritter stated maybe we can make it, so if people put in gutters and downspouts that they pipe it out to the pond. Can we make them do that?

Mr. Oliver responded the District can't. Maybe the HOA can. You didn't budget specifically for that. You have the money to do it though.

Mr. Middleton stated I also know he is studying the video surveillance.

**FOURTEENTH ORDER OF BUSINESS Supervisors' Request**

There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS Audience Comments**

There being none, the next item followed.

**SIXTEENTH ORDER OF BUSINESS Financials:**

- A. Balance Sheet as of October 31, 2011 and Statement of Revenues & Expenditures for the Period Ending October 31, 2011**

Mr. Oliver stated included in your agenda package is a balance sheet and income statement as of October 31, 2011.

**B. Treasury Report**

Mr. Oliver stated included in your agenda package is a treasury report. It shows a balance of about \$119,000.

**C. Approval of Check Register**

Mr. Oliver stated included in your agenda package is a check register. It totals \$81,033.52.

Mr. Pyburn asked will our utilities go down at all once we get the reuse hooked up?

Mr. Ritter responded I think so.

Mr. Pyburn stated I think we need to put a well in out there. There is not enough water to run that irrigation system.

Mr. Middleton asked could we put a well in somewhere near the amenity center?

Mr. Ma responded you probably can. A deep well will probably cost you \$30,000.

Mr. Pyburn stated the problem is we don't have enough pressure to keep the system running properly. Basically the irrigation runs 24/7 in the summer.

Mr. Ritter stated we can either keep paying for it and replace the sod and landscaping or we can put in a well.

Mr. Pyburn stated with a well you can run more zones.

Mr. Ma stated and you don't get a monthly bill, other than the electric.

Mr. Pyburn stated I think that is a CCUA thing.

Mr. Ma stated right. I will check on it.

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

**SEVENTEENTH ORDER OF BUSINESS**      **Next Scheduled Meeting – February 8, 2012  
at Courtyard by Marriott, 610 Wells Road,  
Orange Park, FL**

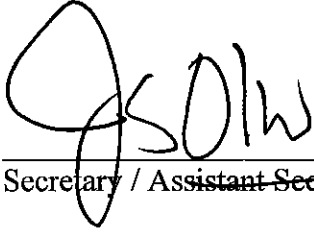
Mr. Oliver stated the next scheduled meeting is on February 8, 2012 at this location.



On MOTION by Mr. Ritter seconded by Mr. Pyburn with all in favor the Meeting was Continued to December 27, 2011 at 10:00 a.m. at the Courtyard by Marriott, 610 Wells Road, Orange Park, Florida.

**EIGHTEENTH ORDER OF BUSINESS**

**Adjournment**



Secretary / Assistant Secretary



Chairman / ~~Vice Chairman~~