

**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, January 15, 2019 at 6:00 p.m. at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068.

Present and constituting a quorum were:

Matt Biagetti	Chairperson
Maria Haney	Vice Chairperson
Jeff Arp	Supervisor
Jerry Ritchie	Supervisor
Nancy McNulty	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel
Chris Hall	Operations Manager
Amanda Ferguson	Amenity Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no audience comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 20, 2018 Meeting**

Mr. Torres stated included in your agenda package is a copy of the minutes of the November 20, 2018 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor the Minutes of the November 20, 2018 Meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Ratification of Lake Doctors Agreement for Triploid Grass Carp**

Mr. Torres stated included in your agenda package is a copy of the Lake Doctors Agreement in the amount of \$1,260 for triploid grass carp.

On MOTION by Mr. Biagetti seconded by Ms. Haney with the all in favor the Lake Doctors Agreement for Triploid Grass Carp was ratified.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2019-03, Resolution Authorizing and Approving Change of Designated Registered Agent and Registered Office**

Mr. Torres stated Resolution 2019-03 is authorizing and approving the change of Registered Agent and Registered Office.

Mr. Walters stated someone from my firm is always listed as the Registered Agent on the State website. For whatever reason, the person who was the Registered Agent in my office was someone other than my self. This Resolution would just change the Registered Agent over to me.

On MOTION by Ms. Haney seconded by Mr. Biagetti with the all in favor

#### **SIXTH ORDER OF BUSINESS**

#### **Update of Street Lights Along Pine Ridge Parkway and Tynes Boulevard**

Mr. Torres stated this is an item that came up at the last meeting. There is a handout that was provided to you tonight. The letter is dated January 10, 2019. I have also been working with Supervisor Haney, Mr. Walters and resident Jeff Lewis. We haven't received the proposal back from Clay Electric yet.

Mr. Walters stated when the original streetlights were installed they were installed by Clay Electric and we pay the electric bill. Here, we are coming in after the fact to install lights. When Steve Andersen was still with the District, he reached out to the County and to Clay Electric and they sent over these forms, which was the Right-of-Way Permit Application and the Hold Harmless Revocable Permit. We would be adding lights that would be owned by Clay Electric, to light roads that would be owned by the County and property owned by the County. To me, there is not a whole lot of connection with us. We are essentially the funding mechanism. You can see in the letter that I reached out to Dale Smith, who is the Public

Works Director at Clay County to try to come to a middle ground, which was to say that we will be responsible during the installation but once they are owned in your property and lighting your roads then we won't be the responsible party. I reached out to Dale two or three times before this letter went out. I have left him a few messages and I haven't heard back. I have some other contacts and avenues that we might explore but that is kind of where we are on this. I hope that we will get there, to where they will take a more reasonable position or maybe we tell them that we are going to install more lights than just these. They may even be the permittee under this because at the end of the day they are going to own it. In terms of a ballpark per pole per light estimate, what would your estimate be on lighting installation cost?

Mr. Ma responded if I remember correctly, I think each light pole is about \$1,500 installed.

Mr. Walters stated so that is the installation cost and then we will pay the monthly electricity fee.

Mr. Ritchie stated I fail to comprehend the poles put in when the community was developed versus putting in poles afterwards.

Mr. Ma stated that was my point to Jason earlier.

Mr. Walters stated I agree and that is why I was stating in my letter that we were not asking for a deviation from the standard. We are asking for you to do it in the same way you would normally.

Mr. Arp asked when do you think you may hear back?

Mr. Walters responded I was expecting a call from Dale before today's meeting, so I am disappointed that I haven't heard back. I think someone from Clay Electric had mentioned that there may be a transformer with a meter that we already have, so that may help with having to do all of the electrical. Once, we get the proposals we will be able to get a better look.

## **SEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

## **EIGHTH ORDER OF BUSINESS                      Staff Reports**

### **A.    Attorney – Update of Refunding**

Mr. Walters stated we have had a few calls with the financing team. One of the good things is Richmond American is building. From an investor's standpoint, they look at rooftops. At the time that we got to that nonperforming piece, I believe we were at 85% rooftops. Every rooftop that goes up, helps us. If you think about the entire infrastructure within the District, you don't fund every bit of that because your assessment would be so high on the debt side that it becomes unmarketable. If there is \$50M in infrastructure then you might issue \$30M worth of bonds. What some of the indenture loan documents provide for was a pledge of the debt service reserve to pay some of those deferred costs. We have that in our indenture. The concern we have on the refinancing with deferred costs is that the debt service reserve account, which probably has \$600,000 or \$700,000 in it; we use that on the refinancing because on the good debt they require half of that amount. The extra \$400,000 goes towards reducing all of the costs. It is a very important tool in the refinancing. It helps you get a return on your refinancing. We did the analysis and the reality is we don't believe there are any deferred costs. The reason for that is even though you have a lot of infrastructure, including the whole eastern portion and western portion, was done privately. Those types of things would sometimes get included in deferred costs but under our provisions in the completion agreement, the language refers very specifically to the fact that deferred costs only accrue for contributions for the District for our own contracts. We have gone back and looked through all of our County records and we looked at all the requisitions. We don't believe there are any deferred costs. You only know there is deferred costs if someone can prove there are, so we don't believe there but we don't want to get in a situation, where the Developer makes a claim to say there were deferred costs and I am owed x amount out of those reserve funds. What I put together was a notice and a breakdown of the steps we have taken and it is our conclusion that we do not believe they are entitled to any deferred costs. The letter is from January 8<sup>th</sup>. I gave them 30 days to provide proof because in my mind that should be easy if there are deferred costs.

Mr. Ritchie asked who are these parties that you are writing to?

Mr. Walters responded this is the original Land Developer. They are the party that signed the completion agreement, which is attached to the letter. It is under the Ryland Group but that was assigned over to them once they took over the development.

Mr. Ritchie asked so after 30 days their offer has expired then?

Mr. Walters responded with the option I gave them. There are some funds left in the construction account that would be eligible for acquiring some piece of this infrastructure and part of that stipulation might say we will acquire this pond for \$5,000 but we need you to sign a release saying that you are not entitled to deferred costs.

**B. District Manager**

There being none, the next item followed.

**C. Engineer**

There being none, the next item followed.

**D. Operations Manager**

**1. Report**

**2. Consideration of Dog Waste Stations**

**3. Fire Systems**

**4. Consideration of Security Camera Proposal**

Mr. Hall stated one of the time clocks in here went bad, so went ahead and put a photo eye in. We trimmed the trees in the parking lot to allow more lighting and we also replaced the parking lot light that was out.

Mr. Ritchie asked did you get any response from Clay Electric on that pole across the street?

Mr. Hall responded no. I haven't received anything.

Mr. Ritchie asked have they been contacted?

Mr. Hall responded no.

Mr. Lewis stated I told Joey Wilkes about that already. Clay Electric will be replacing all of the lights with LEDs within the next year.

Mr. Hall stated I got quotes for doggie stations. First Coast Scoopers provided a quote for \$309 for each station. You are looking at \$387.55 a year for bags or \$277.11 a year for the other bags. RMS will change out the bags and they will not charge for that.

Ms. Haney stated I think this comes down to an issue that these stations are not going to fix and that is personal responsibility. You can put stations out there but are people going to

use them? No one is going to pay for kitty litter for my cat, so why am I paying for bags for someone's dog.

Mr. Arp stated I am in favor of it. Residents came to us wanting this. I feel like it is a nice offering and we have had requests for them.

Mr. Ritchie asked do you have these at Eagle Landing?

Mr. Biagetti responded we do not. It is something that we have discussed though.

On MOTION by Ms. McNulty seconded by Mr. Arp with Mr. Ritchie & Ms. Haney voting nay & Mr. Biagetti voting aye the Proposal from Dog Waste Depot for the Purchase of 3 Doggie Stations was approved.

Mr. Hall stated our fire system here has never been tested to my knowledge. I talked to Pye Barker and it should be tested quarterly to be in code. This is the proposal for that. They said they can do an annual inspection but it would not be under code.

Mr. Hall stated the next quote is for monitoring of the fire system.

Ms. Ferguson stated when the phone line goes down, we lose the fire system. Pye Barker is talking about doing a wireless controller, so it doesn't interfere with our phone lines.

Mr. Hall stated if we purchase the equipment for \$500 then it will cost us \$85 a month for the monitoring. The second option is we don't have to purchase anything. They just come and install it and then we pay \$95 a month but you have to sign a three-year contract.

On MOTION by Ms. Haney seconded by Mr. Biagetti with all in favor the Proposal from Pye Barker for Fire System Inspections & the Proposal from Pye Barker Option 2 in the Amount of \$1,140 a Year was approved.

Mr. Hall stated I have proposals for security cameras. Web Watch Dogs will install new cameras and a new DVR system with 32 channels.

Mr. Walters stated we won't pay for the tax on Web Watch Dogs because we are tax exempt.

On MOTION by Mr. Biagetti seconded by Mr. Biagetti with all in favor the Proposal from Web Watch Dogs for 6 New Cameras in the Amount of \$6,448 was approved.

**E. Amenity Manager**

Ms. Ferguson stated we have the camera setup for the access card pictures but I haven't sent out an email yet because you can only take one picture per access card. Right now, if you are 15 years and above, you can come here by yourself. My thought is to make every kid that is 15 and above have an access card and get their picture, as well. Right now, our fee is \$25 to purchase a card if you have lost your card.

Mr. Walters stated whenever we set rates, we have to hold a public hearing for that. To implement a new rate or change the rate on a card, we would have to do that through rule making. From time to time it is good to look at all of your rates, so we can include those in the notice, so if we wanted to change the rental rate or any other rates that we have then we can do that within the one public hearing.

Mr. Biagetti asked is there a probationary period where we could try a rate out for a short time?

Mr. Walters responded yes. We can have interim rates until we get to the hearing. We can do that in this case if you want to.

**NINTH ORDER OF BUSINESS****Audience    Comments    /    Supervisor's  
Requests**

Mr. Ritchie asked should consider purchasing a canopy over the playground?

Ms. Haney responded it is a cost issue and a damage issue because those things blow off very easy. The County pays a lot of money on an annual basis to replace playground covers.

Mr. Biagetti stated I don't think it is something that we want to pursue right now. We will send a survey out to the residents at some point and get their opinions on things the majority of people want to see.

Mr. Preis stated I don't hear you address the safety of the kids with the playground. I'm not about a cover over the whole playground but maybe just the slide. I took an infrared thermometer and read the slide and it was 133 degrees.

Mr. Biagetti stated we have talked about the safety of the kids and the playground before.

**TENTH ORDER OF BUSINESS**

**Financial Statements**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending November 30, 2018**

Mr. Torres stated included in your agenda package is a copy of the balance sheet and income statement.

**B. Assessment Receipts Schedule**

Mr. Torres stated included in your agenda package is a copy of the assessment receipts schedule.

**C. Approval of Check Register**

Mr. Torres stated included in your agenda package is a copy of the check register.

On MOTION by Mr. Biagetti seconded by Ms. Haney with all in favor the Check Register was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 19, 2019  
at 6:00 p.m. at the Pine Ridge Plantation  
Amenity Center**

Mr. Torres stated the next meeting is scheduled for March 19, 2019 at 6:00 p.m. at this location.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor to Schedule a February 19, 2019 Special Meeting at 6:00 p.m. at the Pine Ridge Plantation Amenity Center was approved.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Arp seconded by Mr. Biagetti with all in favor the Meeting was adjourned.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman