

**MINUTES OF MEETING  
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT**

A special meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, April 17, 2018 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 Chairman
Jeff Arp	Supervisor
Jerry Ritchie	Supervisor
Nancy McNulty	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Steve Andersen	Operations Manager
Amanda Ferguson	Riverside Management Services
Ernesto Torres	GMS, LLC
Josh Feagin	R&D Landscape

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver 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 March 20, 2018 Meeting**

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

On MOTION by Mr. Biagetti seconded by Ms. Haney with the Minutes of the March 20, 2018 Meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the March 20, 2018 Audit Committee Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the March 20, 2018 audit committee 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 March 20, 2018 Audit Committee Meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Update Regarding Series 2006 Bond Restructuring/Foreclosure Actions**

Mr. Walters stated we had the issue with the financing falling through. They haven't been able to revive anything. Their attorney did say they are still working on plans. We have drafted up the motion for summary judgment, which we will get filed in the next few days. When we file the motion for summary judgment, assuming that goes to hearing, we will see how they respond to that. Assuming that motion is granted, then that will be the end of the foreclosure. We are hoping to wrap that up quickly. I can tell you that I have already been reaching out to other folks regarding the project, specifically some of the builders that were participating in the previous deal and also with the certificate holders. As you recall, we had a structure put together on that but I have spoken with their attorney and they are interested. The goal moving forward is to wrap up the foreclosure and get title, so that way it puts us back in control of who we deal with.

Mr. Ritchie asked what is the timeline on this?

Mr. Walters responded as soon as we get it filed in the next week or so then they will have 20 days to respond. In a contested foreclosure that could take six months and it is a matter of getting on the judges calendar for the hearing. I have also reached out to the current landowner about the option of a deed in lieu of foreclosure. I haven't heard back from them yet but once we file the motion it may change their mind.

Mr. Biagetti asked so funding is still in place by the bondholders?

Mr. Walters responded yes that agreement is still in place.

**SIXTH ORDER OF BUSINESS**

**Consideration of Landscape Improvement Proposals**

Mr. Andersen stated last month we passed out some improvements that the board had been asking for. We did a comparison to give everyone a good feeling about the pricing. You

can see that R&D is offering a good value. I think some of things that varied were the height of some of the plants and how many gallons they were. I will tell you that if you use another company other than who we have here that the warranty becomes a big issue. With R&D you get a one-year warranty. We have a damaged magnolia tree down on Pine Ridge Parkway, which was damaged by a car. This is a 14 foot magnolia tree and it would cost \$750 and \$100 to plant it. We also need to install a river birch and that would cost \$650 and \$100 to install it. Those two items were \$1,600 and everything else on this other side was \$13,894. If you would like to cut anything from this proposal I would suggest something in the medians. The islands are made up of taking the grasses out and transplanting it in different sections in the community and adding jasmine, which is a low lying green plant. It takes probably a year or two years before it grows in. Josh brought some pictures of jasmine that has filled in at another community.

Mr. Arp asked how much money do we have to spend on this?

Mr. Oliver responded you don't have a landscape contingency in this year's budget, but you could transfer money from the unassigned fund balance on the balance sheet for that purpose.. We could prepare a budget amendment to the operating budget to cover those costs. Your unassigned fund balance is \$600,000, but it also funds the operational costs for the rest of the year and for the first quarter of FY19.

Mr. Andersen stated just so we are clear, we are still going to have the grasses in between the trees.

Mr. Ritchie stated Josh showed us a picture of an urn at Oakleaf Plantation and I thought it would have some merit to it if we put them out here by the pool.

Mr. Arp asked if we put off the islands, do you know how much that would save us?

Mr. Andersen responded roughly \$6,300.

Mr. Biagetti stated we haven't made any landscape upgrades. This would enhance along Tynes Boulevard, as well.

Mr. Andersen stated we can bring examples and pricing of urns to the next meeting.

On MOTION by Mr. Ritchie seconded by Mr. Arp with all in favor the Proposal from R&D for Landscape Improvements with a not to exceed amount of \$16,000 was approved.
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**SEVENTH ORDER OF BUSINESS****Board Guidance Regarding Preparation of Proposed Fiscal Year 2019 Budget**

Mr. Oliver stated we are about to start the budget cycle. Florida Statutes Chapter 190 requires that the board approve a proposed budget by June 15<sup>th</sup> of each year. You also set a public hearing date no sooner than 60 days of approving that proposed budget. In this case, we would likely have our public hearing on July 17<sup>th</sup>. In looking over the budget year to date for the current year, as well as past year's budgets, you may consider having an assessment increase this year. However, the foreclosure matter is not yet resolved and we should consider those impacts. You have had the same level of assessments for Fiscal Year 2015, 2016, 2017 and 2018 and that is with a net assessment of \$730 for operations and maintenance.

Mr. Walters stated the budget number that we set is essentially a cap, so even if there are some things we want to cut, we want to be careful because we will send out a notice to every resident and we will publish it in the newspaper. From that point forward, we can always come down but we can't go up from there.

**EIGHTH ORDER OF BUSINESS****Other Business**

There being none, the next item followed.

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

A resident stated there is a pond just before you get to the pillars on Tynes Boulevard going north and it is beginning to look bad. How is that cleaned or is it cleaned? This pond has an elevation in the center of the pond.

Mr. Andersen stated I will look at it. I am not familiar with that pond.

Mr. Jeff Lewis asked what is the CDDs current position on trying to get lighting at the intersection? I have been spearheading with the HOA on pricing. I have also been spearheading with lighting crosswalks. What is the CDDs position? I have already been with Clay Electric and what can and cannot be done.

Mr. Oliver responded the board supports the initiative in general, but Clay Electric wants to District to execute a hold harmless agreement benefiting Clay Electric for these lights. I do know the HOA President has been working on this.

Mr. Walters stated when you come down the road here, there was lighting installed and it was turned over to Clay Electric. Clay Electric owns it and we pay the electricity. Here, they are asking for a different scenario. They are asking us to take ownership of the lighting design, ownership of the poles, maintenance of the poles and all of the liability associated with that. The County sent out a study, where they did a traffic study of how many accidents there were. Candidly, they are looking to see if someone has been killed at this intersection and the answer is no, so the County is saying it doesn't need lights. I candidly disagree with that. I think it is a dark intersection but at the end of the day, the County said we don't think it needs lights and we are not going to do it but if you want to pay for it and take all of the responsibility and liability then you can do that. From a staff perspective, we thought that was a very difficult position to put this board in. There may be some ways that the HOA can be involved and the CDD could help on the funding side.

Mr. Lewis stated I believe I found a lighting apparatus that will light the whole intersection with one pole. We already have meters set, so it is pretty much hiring an electrician to put the pole up but don't put it so close to the road that it could get hit by future trucks coming through for the build out.

Mr. Walters stated the board hasn't taken a position on this because we haven't brought it to them. Our response was from staff. To the extent that there could be a diagram with set costs and how we want to break that down then this board would ultimately make that decision. I would encourage you to stay involved because it is a dark intersection.

Mr. Biagetti stated I have worked with Joe and the County staff on this item and I thought if we were to do anything that the County would have to approve it and we went through that process and that is where it came back to us accepting all liability.

Mr. Andersen stated the form they sent us made the CDD liable for that intersection, so that is why we felt it was incorrect because unless a lighting study is done and unless the placement of the pole is backed up then anyone that has an accident there because it casts light on the intersection then we are going to be liable for that. We just had that scenario manifest itself in Eagle Harbor, where they went after the District because there was a light pole sitting there but it wasn't ours. If it would have been ours then we would have been liable for it.

Mr. Walters stated this is the County's road. If the County wants to put lights on the County's road then they should do that. It is one thing to say we would like to put the lights

there but we don't have the funding and can you help us out with the funding but essentially, they are saying you light our road and you own all of that and you take all of the responsibility for it. There may be some wiggle room and there may be ways for the HOA to be involved but we just felt that the way it was structured wasn't agreeable. The HOA can do it by themselves and that is another option.

Mr. Andersen stated the pool pump is broken. There is a broken impeller. RMS came out and disassembled the pump. The impeller can be replaced. It is \$2,765 to replace it. Crown Pools and Pool Tech came out and gave us quotes. This price from Crown Pools is a little bit lower than Pool Tech. Pool Tech's timeframe is three to four weeks out. We will proceed with Crown Pools.

Mr. Ritchie stated at the last HOA meeting when we left, the vestibule lights were not working. Amanda called the electrician and he came out. Are those lights controlled by photocells?

Mr. Andersen responded some are timers and some are photocells. We can take a look at the timer.

Ms. Ferguson stated I had our maintenance guy look at the timer and the start button was loose, so the timer wasn't turning on all of the time. He repaired it and set the lights to come on at 7:00 p.m.

Mr. Ritchie stated I think it is more efficient to have a photocell on and the time clock off.

Mr. Andersen stated we can take a look and see how the wiring is set up. I will have to locate the electrical plans and see if there is a way to put a photocell in this.

Ms. Ferguson stated I have a food truck coming on Friday from 5p.m. to 8p.m. I was going to have a blow up water slide then too but it is not supposed to be very warm, so I'm not going to have it after all. The food truck name is Extreme Burgers & Shakes. Our access card system was down. The computer that stores our access card system died. I purchased a new computer and I reached out to Convergent and I got the system back up and I entered all of the cards back in but it went down again. I had Convergent come back again. They were able to backup all of the cards but then they had to do a factory reset and then reinstall everything back onto the computer. I wanted to let everyone know that there will be an invoice from Convergent for their time spent working on the system.

Mr. Ritchie asked what have you done to prevent this from happening again?

Ms. Ferguson responded we have a backup now, which we did not have before. We have a local backup and one that Convergent stores.

**TENTH ORDER OF BUSINESS**

**Financial Statements**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2018**

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

**B. Assessment Receipts Schedule**

Mr. Oliver stated included in your agenda package is a copy of the assessment receipts schedule. Collections are strong, except for the undeveloped land which remains in arrears.

**C. Approval of Check Register**

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

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

**ELEVENTH ORDER OF BUSINESS**

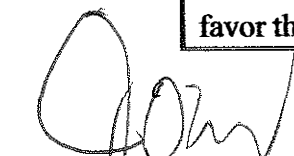
**Next Scheduled Meeting – May 15, 2018 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Mr. Oliver stated there will be a special meeting held on May 15, 2018 at 6:00 p.m. at this location.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman