

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, September 18, 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 (by phone)
Maria Haney	Vice Chairman
Jeff Arp	Supervisor
Jerry Ritchie	Supervisor
Nancy McNulty	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel (by phone)
Chris Hall	Operations Manager
Amanda Ferguson	Riverside Management Services
Jim Oliver	GMS

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 July 17, 2018 Meeting and the August 16, 2018 Special Meeting

Mr. Torres stated included in your agenda package are copies of the minutes of the July 17, 2018 meeting and the August 16, 2018 special meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Biagetti seconded by Mr. Arp with the Minutes of the July 17, 2018 Meeting & the August 16, 2018 Special Meeting were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2018-05,
Election of Officers**

Mr. Torres stated we are asking you to consider Resolution 2018-05 to add myself as an Assistant Secretary and Ariel Lovera as an Assistant Treasurer.

On MOTION by Mr. Biagetti seconded by Mr. Arp with the all in favor Resolution 2018-05 Election of Officers adding Mr. Torres as an Assistant Secretary & Mr. Lovera as an Assistant Treasurer of the Board of Supervisors was approved.

FIFTH ORDER OF BUSINESS

**Update Regarding Bond Refinancing
Options**

Mr. Walters stated all of the parties have fully performed under the revised terms that the board approved earlier. All of the funds have been wired to the appropriate parties. The foreclosure complaint has been dismissed. We are proceeding as normal, which is very good news. We expect all of the assessments on the tax roll to be fully paid. We should be looking at 100% collection this year. With respect to the refinancing, we had a call about a week ago with the folks at MBS and we are looking at all of the issues that come up with refinancing. We are hoping to come back to the board in the next meeting or two to present some options on what we may be able to do.

Mr. Ritchie asked what is the market rate for refinancing right now?

Mr. Walters responded there is a market rate and it fluctuates. It is generally tied to one of the Federal rates. The one issue that we are still dealing with is we still have that chunk of undeveloped land. Investors like to see homes built. We are working through those issues. MBS will do a better job on explaining all of that. On a refinancing front, you need that delta between the rate you had and the rate you are going to get to make it really worthwhile. I believe the original bonds were issued at 5.4% and that was a pretty good rate.

SIXTH ORDER OF BUSINESS

Update Regarding AFP Credits

SEVENTH ORDER OF BUSINESS

Consideration of Renewal of Contracts

A. The Lake Doctors

Mr. Torres stated included in your agenda package is a proposal for The Lake Doctors. They are asking for a modest adjustment rate from \$644 to \$656.

On MOTION by Mr. Ritchie seconded by Mr. Arp with all in favor
The Lake Doctors Renewal Contract was approved.

B. Riverside Management Services, Inc.

Mr. Torres stated included in your agenda package is a proposal from Riverside Management Services, Inc. There is a 3% increase on the amenity center manager line item. This includes the amenity center manager, the facility assistant, the operations manager, the lifeguard services, the pool maintenance and janitorial services.

Mr. Arp asked what all falls under amenity management?

Mr. Oliver responded it is the fulltime amenity manager position.

On MOTION by Mr. Biagetti seconded by Ms. McNulty with all
in favor the Contract Renewal with Riverside Management
Services, Inc. was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Security Cameras
Proposal**

Ms. Ferguson stated first I went to Kentronix to give us a proposal for security cameras. They came onsite and looked at the areas we need cameras at but they have yet to send us proposals. Our current DVR can hold four more cameras. If we did four cameras, I would suggest the playground, the roundabout, the parking lot and my office. If we put a camera at the playground, we would have to trench wire to the playground, which would cost more but the other three could be IP cameras. If you did a hybrid system, which would be all IP cameras, we would need to buy a new DVR, which would cost between \$600 to \$900 for a new DVR and then each additional IP camera would be \$300. If we did the wired cameras, they are like \$59 a piece.

Mr. Ritchie asked what does IP mean?

Ms. Ferguson responded it means they are wireless. I could get on my phone and see what was going on with the cameras. We can add four additional cameras, three wired and one IP and use our DVR now for about \$400 or \$500.

Mr. Ritchie stated I think it is more important to have a camera in your office.

Mr. Arp asked do you get many complaints from the playground? Is there a reason to put one over there?

Ms. Ferguson responded yes, we do get complaints from the playground. We have had problems with graffiti on the sidewalks and playground equipment and tables. It is also a place for older kids to hang out.

Mr. Arp stated I can see the value with having a camera at the playground. I think the hybrid camera system makes the most sense.

Mr. Torres stated we will bring back proposals to be presented at the next meeting.

Ms. Ferguson stated I have a couple proposals from Convergent in regards to the access card system. The first proposal would allow us to keep the same access cards we currently use. It comes with a printer, so you can input all of the person's data with a picture of them and print out the information and put it on the card. You can reuse the cards as much as you want to. You can peel off the sticker and update it. The other proposal is for digital pictures. You would take a picture of each person in the household and when their card is scanned then it would pull up the family pictures. Our gate attendants and management would work together to make sure the cards match with the pictures. We would probably have the gate attendants use a computer to check people in. This proposal would include a webcam, a tripod and a USB but other than that our system is ready to go with it. For \$435 I think this would be something good to go with.

Mr. Torres asked does this include an additional computer for the gate monitors?

Ms. Ferguson responded no. We could get a laptop for them to use at a minimal cost.

On MOTION by Mr. Arp seconded by Ms. McNulty with all in favor the Proposal from Convergent to Purchase a Webcam, a Tripod and a USB for a cost of \$435 was approved.

NINTH ORDER OF BUSINESS

Update of Relief Agreement

This item was discussed earlier in the meeting.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. District Manager

Mr. Oliver stated as I prepare for retirement in the future, we are training Ernesto to start taking over Districts. I will still be coming to some of the meetings but the transition is taking place.

C. Engineer

There being none, the next item followed.

D. Operations Manager

1. Report

2. Lighting Proposal

Mr. Hall presented the operation managers report. I also have a proposal for low voltage lighting, which will cover the phase 2 entrance on both sides, the median and also the median on phase one. They will also do the boring under the roads to get the power to those areas.

Ms. Haney asked what was the reasoning in the past that we didn't do this lighting?

Mr. Oliver responded when we are looking at adding FPL light poles within communities, a lot of times it is a cost benefit equation.

Ms. Haney asked so how does the boring work with respect to the County ownership?

Mr. Oliver responded Ernesto and I were talking earlier about whether or not we need to have some type of permit or permission from Clay County because they actually own the median.

Mr. Hall stated we didn't need permission up in Duval County but it could be different in Clay County.

A resident asked will it help the lighting at the intersection?

Mr. Hall responded it will help tremendously.

Ms. Haney asked by installing these lights, do we bring upon the liability of future accidents to the District?

Mr. Oliver responded I wouldn't be surprised if Clay Electric said the same thing about us being liable for it.

Mr. Hall stated they are not meant to light up the road. They are meant for landscape lighting. It is going to help and brighten up the area but we can't be responsible for accidents because we are not trying to light the roads.

Ms. Haney asked can you try to get more quotes on this?

Mr. Hall responded I can try.

Mr. Arp asked is there anyway we can get pictures emailed out to us about what the lighting looks like at other communities?

Mr. Hall responded yes.

Mr. Ritchie stated maybe they would be willing to install a few of these lights on a temporary basis to see what they look like.

Mr. Hall stated they may be willing to do that. The new flag needs a light and we also need a light on the message board. I did contact Nite Lites to give me a price on adding those lights. To do both of those lights it would cost about \$1,500 for both.

Mr. Arp asked so with lights on the flagpole, you won't have to take it down?

Mr. Hall responded correct. As long as the flag is light up, you don't have to take it down. We will double check with the County and bring back the proposal.

On MOTION by Mr. Arp seconded by Mr. Biagetti with all in favor to Install Electric & Lighting on the Flagpole with a not to exceed amount of \$1,000 was approved.

E. Amenity Manager – Update Report of Interim Pool Policy Changes

Ms. Ferguson stated we are doing another adult's only corn hole tournament on September 29th. We have 12 residents signed up, so far. Gumboman Food Truck will also be out here for the first time. This Thursday, we have the Frozen Sweets Truck back again. October 28th is our Fall Festival. We will have a pumpkin dive in, horse drawn hayrides, a chili cook off and games. December 8th is our holiday party. We will have a Santa, trackless train and food. I am looking at doing a casino night and a family Bingo night. I have some resident requests asking for a sunshade over the playground, volleyball net on the field, soccer goals on the field, a basketball court and tennis court.

Mr. Biagetti stated we will take that all into consideration. We just put a shade structure in the playground at my community and it was about \$17,000.

Ms. Ferguson stated the last proposal that Steve got us was for \$19,000 to cover the play equipment.

Mr. Ritchie asked how many amenity centers have installed one?

Mr. Oliver responded it is pretty common.

Mr. Arp asked has a storage facility ever been discussed? I know Eagle Harbor does that, where people can store their boats and campers and you pay a monthly fee.

Mr. Biagetti responded that is food for thought.

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

A resident asked with the addition of the 100 plus homes, has there been any consideration given to erecting another playground area back there?

Mr. Biagetti responded again, that will be something that we can discuss with the bond refinancing.

Mr. Ritchie stated I talked to the County Property Assessor and I asked them how it works when we get a discount on your tax bill. They said they don't discount the CDD fees. Where does that 2% administration cost come into?

Mr. Oliver responded we are talking about a total of 6% gross up of the assessment and 4% is for the early discount. We take the assessment that we want the District to receive and then that number is grossed up by 6% and of that 6% gross up, 2% is taken right off the top by the tax collector. We don't make the assumption that everyone is going to take advantage of the 4% discount. By the end of the year, the District may realize a little more than 100% collection rate for on roll collections.

THIRTEENTH ORDER OF BUSINESS Financial Statements

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period
Ending July 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.

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 Mr. Ritchie with all in favor the Check Register was approved.

FOURTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – November 20, 2018 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Mr. Oliver stated the next meeting is scheduled for November 20, 2018 at 6:00 p.m. at this location.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

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


Secretary / Assistant Secretary


Chairman / Vice Chairman