

***Approved Budget  
Fiscal Year 2020***

***Pine Ridge Plantation Community  
Development District***

***May 21, 2019***



# *Pine Ridge Community Development District*

## TABLE OF CONTENTS

<i>Summary Revenues and Expenditures</i>	<i>Page 1-2</i>
<i>Narrative - Administrative and Maintenance</i>	<i>Page 3-9</i>
<i>2006A Debt Service Fund</i>	<i>Page 10-11</i>
<i>Capital Reserve</i>	<i>Page 12</i>

# Pine Ridge Plantation

## Community Development District

## General Fund

Description	Adopted Budget FY2019	Actual YTD As of 4/30/2019	Projected Next 5 Months	Projected Thru 9/30/19	Approved Budget FY2020
<b>Revenues</b>					
Assessments	\$537,569	\$490,608	\$46,961	\$537,569	\$537,569
Misc. Income/Facility Rental	\$3,000	\$5,500	\$1,000	\$6,500	\$3,000
Interest Earned	\$1,500	\$6,708	\$7,500	\$14,208	\$1,500
Carry Forward Surplus	\$23,118	\$0	\$0	\$0	\$34,584
<b>Total Revenues</b>	<b>\$565,187</b>	<b>\$502,815</b>	<b>\$55,461</b>	<b>\$558,277</b>	<b>\$576,652</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Supervisors Fees & FICA	\$10,334	\$4,306	\$5,383	\$9,689	\$10,334
Engineering	\$7,000	\$791	\$5,000	\$5,791	\$7,000
Attorney	\$20,000	\$8,206	\$11,000	\$19,206	\$20,000
Annual Audit	\$3,750	\$0	\$3,550	\$3,550	\$3,750
Assessment Roll	\$5,260	\$4,260	\$0	\$4,260	\$5,260
Arbitrage	\$1,200	\$600	\$0	\$600	\$1,200
Trustee	\$6,000	\$0	\$6,000	\$6,000	\$6,000
Dissemination	\$5,000	\$2,917	\$2,083	\$5,000	\$5,000
Management Fees	\$44,290	\$25,836	\$18,454	\$44,290	\$44,290
Computer Time	\$1,000	\$583	\$417	\$1,000	\$1,000
Telephone	\$350	\$180	\$170	\$350	\$350
Postage	\$600	\$483	\$517	\$1,000	\$1,000
Printing & Binding	\$1,200	\$716	\$484	\$1,200	\$1,200
Insurance	\$7,893	\$7,441	\$0	\$7,441	\$7,893
Legal Advertising	\$1,500	\$317	\$1,183	\$1,500	\$1,500
Other Current Charges	\$300	\$338	\$75	\$413	\$600
Website Domain	\$1,200	\$700	\$500	\$1,200	\$1,200
Office Supplies	\$500	\$46	\$100	\$146	\$300
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
<b>Administrative Expenses</b>	<b>\$117,552</b>	<b>\$57,896</b>	<b>\$54,915</b>	<b>\$112,811</b>	<b>\$118,052</b>
<b>Amenity Center</b>					
Insurance	\$8,398	\$8,565	\$0	\$8,565	\$9,000
General Facility Maintenance	\$15,000	\$6,186	\$7,500	\$13,686	\$15,000
Repairs & Replacements	\$7,500	\$8,682	\$5,000	\$13,682	\$15,000
Recreational Passes	\$500	\$0	\$500	\$500	\$500
Postage	\$100	\$0	\$100	\$100	\$100
Printing & Email Marketing	\$125	\$0	\$125	\$125	\$125
Office Supplies	\$700	\$272	\$428	\$700	\$700
Other Current Charges	\$250	\$0	\$250	\$250	\$250
Permit Fees	\$250	\$0	\$250	\$250	\$250
Contingency	\$5,000	\$2,056	\$2,944	\$5,000	\$5,000
Amenity Management	\$50,923	\$29,705	\$21,218	\$50,923	\$50,923
Facility Assistant	\$24,561	\$0	\$10,000	\$10,000	\$24,561
Special Events	\$12,000	\$11,071	\$2,929	\$14,000	\$12,000
Preventive Maintenance	\$2,500	\$802	\$898	\$1,700	\$0

# Pine Ridge Plantation

Community Development District

General Fund

Description	Adopted Budget FY2019	Actual YTD As of 4/30/2019	Projected Next 6 Months	Projected Thru 9/30/19	Approved Budget FY2020
<i>Utilities</i>					
Water & Sewer	\$3,500	\$1,957	\$1,465	\$3,422	\$3,500
Electric	\$23,000	\$8,338	\$10,000	\$18,338	\$23,000
Telephone	\$3,000	\$1,401	\$1,461	\$2,862	\$3,000
Internet	\$1,360	\$0	\$0	\$0	\$0
<i>Management Contracts</i>					
Field Management Services	\$20,000	\$11,667	\$8,333	\$20,000	\$20,000
Lifeguards	\$16,500	\$1,475	\$15,025	\$16,500	\$16,500
Pool Maintenance	\$12,500	\$7,058	\$5,042	\$12,100	\$12,500
Pool Chemicals	\$11,400	\$6,892	\$4,987	\$11,879	\$11,400
Janitorial Service	\$7,740	\$4,515	\$3,225	\$7,740	\$7,740
Janitorial Supplies	\$1,200	\$594	\$606	\$1,200	\$1,200
Refuse Service	\$4,850	\$3,017	\$3,018	\$6,035	\$6,100
Security	\$10,000	\$5,206	\$4,794	\$10,000	\$10,000
<b>Amenity Center Expenses</b>	<b>\$242,857</b>	<b>\$119,458</b>	<b>\$110,100</b>	<b>\$229,558</b>	<b>\$248,349</b>
<i>Grounds Maintenance</i>					
Landscape Maintenance	\$100,000	\$42,960	\$37,820	\$80,780	\$100,000
Lake Maintenance	\$7,728	\$5,852	\$3,280	\$9,132	\$9,300
Electric	\$2,500	\$660	\$900	\$1,560	\$2,500
Water	\$39,000	\$15,144	\$21,000	\$36,144	\$39,000
Repairs and Maintenance	\$20,000	\$7,472	\$9,000	\$16,472	\$20,000
Contingencies	\$550	\$2,235	\$0	\$2,235	\$4,451
<b>Grounds Maintenance Expenses</b>	<b>\$169,778</b>	<b>\$74,324</b>	<b>\$72,000</b>	<b>\$146,324</b>	<b>\$175,251</b>
<b>Capital Reserve</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$35,000</b>
<b>Total Expenses</b>	<b>\$565,187</b>	<b>\$286,678</b>	<b>\$237,015</b>	<b>\$523,693</b>	<b>\$576,652</b>
<b>EXCESS REVENUES/(EXPENSES)</b>	<b>\$0</b>	<b>\$216,137</b>	<b>(\$181,554)</b>	<b>\$34,584</b>	<b>\$0</b>

	FY2019	FY2020
Units	742	742
Gross Assess per Unit	\$777	\$777
Net Assess per Unit	\$730	\$730
Total Gross Assessment	\$571,882	\$571,882
Less: Discounts & Collections (6%)	(\$34,313)	(\$34,313)
Total Net Assessment **	\$537,569	\$537,569

*Pine Ridge Plantation*  
*Community Development District*  
*GENERAL FUND BUDGET*  
*Fiscal Year 2020*

**REVENUES:**

*Maintenance Assessments*

The District will levy a Non-Ad Valorem assessment on all the platted lots within the District to pay all of the operating expenses for the Fiscal Year in accordance with the adopted budget.

*Misc. Income/Facility Rental Fees*

Includes replacement key deposits and income from residents for rental of facilities for personal use.

*Interest Earned*

Maintenance Assessment income of the District will be invested in accordance with Florida Statutes and the investment guidelines approved by the Board of Supervisors.

---

**EXPENDITURES:**

**Administrative:**

*Supervisor Fees/FICA*

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 12 annual meetings. The FICA represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

*Engineering*

The District's engineering firm, England, Thims & Miller, Inc., will be providing general engineering services to the District, including attendance and preparation for monthly board meetings, review invoices, etc.

*Attorney*

The District's legal counsel, Hopping Green & Sams, will be providing general legal services to the District, including attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

*Annual Audit*

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

**Pine Ridge Plantation**  
**Community Development District**  
GENERAL FUND BUDGET  
Fiscal Year 2020

*Assessment Roll*

The District contracts with Governmental Management Services, LLC for the certifications of the District's annual maintenance and debt service assessments to the County Tax Collector and collection of Direct Assessments.

*Arbitrage*

The District is required to have an Arbitrage Rebate Calculation on the District's Series 2006 A/B Capital Improvement Revenue Bonds.

*Trustee*

The District's Series 2006 A/B Capital Improvement Revenue Bonds are held by a Trustee at U.S. Bank. The amount represents the fee for the administration of the District's bond issue.

*Dissemination Agent*

The District has contracted with GMS, LLC, to act as the Dissemination Agent for the District to prepare the Annual Disclosure Report required by the Security and Exchange Commission in order to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

*Management Fees*

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC.

*Computer Time*

The District processes all of its financial activities, including accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services, LLC.

*Telephone*

This item includes the cost of a telephone and fax machine.

*Postage*

This item includes mailing of agenda packages, overnight deliveries, correspondence, etc.

*Printing & Binding*

Printing and Binding agenda packages for board meetings, printing of checks, stationary, envelopes etc.

*Insurance*

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

**Pine Ridge Plantation  
Community Development District**  
GENERAL FUND BUDGET  
Fiscal Year 2020

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc in the Florida Times Union.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Website Domain

Per Chapter 2014-22, Laws of Florida, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

Office Supplies

This item includes the cost of miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

**Amenity Center**

Insurance

The District's Property Insurance policy will be with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

General Facility Maintenance

Cost of routine repairs and maintenance of the District's common areas and Amenity Center.

Repairs and Replacements

Represents any funds that will be used to make repairs and replacements to facility or equipment in the District Amenity Center

Recreation Passes

Represents the estimated cost for access cards to the District's Amenity Center.

Postage

This item includes mailing of newsletter to residents.

**Pine Ridge Plantation  
Community Development District**  
GENERAL FUND BUDGET  
Fiscal Year 2020

Printing & Email Marketing

Includes costs of publishing newsletter and other mailings/emails associated with the amenity center.

Office Supplies

This item includes the cost of office supplies needed for the operation of the amenity center.

Other Current Charges

Any unanticipated costs to the amenity center

Permit Fees

Represents Permit Fees paid to the Department of Health for the swimming pool.

Contingency

This item includes a contingency for any unanticipated and unscheduled cost to the District.

Amenity Management

Services provided by Riverside Management Services, Inc. to provide management services of amenity center.

Facility Assistant

Services provided by Riverside Management Services, Inc. to provide part time staffing of amenity center.

Special Events

This item represents the estimated cost for the District to host any special events for the community throughout the Fiscal Year.

**Utilities:**

Water

District currently has one account with CCUA for water at the Amenity Center. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly</b>	<b>Annual</b>
257235	4200 Pine Ridge Pkwy Amenity	\$280	\$3,360
	Contingency		\$140
			<u>\$3,500</u>



**Pine Ridge Plantation  
Community Development District**  
GENERAL FUND BUDGET  
Fiscal Year 2020

Electric

District currently has one account with Clay Electric for electric at the Amenity Center. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly</b>	<b>Annual</b>
7808611	4200 Pine Ridge/Amenity	\$1,667	\$20,000
	Contingency		\$3,000
			<u>\$23,000</u>

Telephone

Telephone and fax machine

Internet

Cost of internet services used for the Amenity Center.

**Management Contracts**

Field Management Services

The District has contracted with Riverside Management Services, Inc. for the supervision and on-site management of Pine Ridge Plantation.

Lifeguards

The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

Pool Maintenance

The District has contracted with Riverside Management Services, Inc. to provide pool cleaning and maintenance services. Monthly service is \$1,008.33 for two cleanings, plus the cost of chemicals. During summer months, cleanings may be increased to three times a week.

Pool Chemicals

Poolsure will provide the necessary chemicals for the Amenity Center pool.

Janitorial Service

The District has contracted with Riverside Management Services to provide janitorial services for the Amenity Center.

Janitorial Supplies

All supplies needed for janitorial services.

**Pine Ridge Plantation  
Community Development District**  
GENERAL FUND BUDGET  
Fiscal Year 2020

Refuse Service

This item includes the cost of garbage disposal for the District.

Security

The District employs off-duty officers through the Clay County Sheriff's Office to provide security services for the District.

**Grounds Maintenance:**

Landscape Maintenance

The District has contracted with R&D Landscape & Irrigation to provide landscaping services to all the common areas within the District. The current contract is \$7,160.00 per month.

Lake Maintenance

The District has contracted with The Lake Doctors to perform monthly service to include inspections and treats as necessary for the control and prevention of aquatic weeds and algae.

Electric

The District currently has the following accounts with Clay Electric.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly Average</b>	<b>Annual Average</b>
8824799	4201-1 Pine Ridge Pkwy #1 Irrig Clock	\$33	\$396
8824808	1217-1 Camp Ridge Land	\$32	\$387
7371685	4392-1 Pine Ridge Park - Irrigation	\$55	\$298
8824805	1452-2 Tynes Blvd - Entrance	\$55	\$659
8837872	1484 Tynes Blvd #2 Irrig Clock/Sign	\$50	\$595
	Contingency		\$165
			\$2,500

**Pine Ridge Plantation  
Community Development District**  
GENERAL FUND BUDGET  
Fiscal Year 2020

Water

The District currently has the following accounts with CCUA. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly Average</b>	<b>Annual Average</b>
246892	1376-1 Tynes Blvd Reclaimed	\$124	\$1,484
246893	1475-1 Tyne Blvd Reclaimed	\$804	\$9,642
248250	4228-1 Pine Ridge Pkwy Reclaimed 4354-1 Foggy Day Dr Reclaimed	\$421	\$5,056
248496	Irrigation	\$191	\$2,295
248497	4421-1 Pine Ridge Pkwy Reclaimed	\$181	\$2,172
248498	4688-1 Pine Lake Dr Reclaimed	\$35	\$420
248499	4201-2 Pine Ridge Pkwy Irrigation	\$44	\$527
257236	4200-1 Pine Ridge Pkwy Irrigation	\$157	\$1,885
260144	4200 Pine Ridge Pkwy Reclaimed	\$207	\$2,479
	Contingency		\$13,040
			\$39,000

Repair & Maintenance

Regular maintenance and replacement.

Contingencies

This item includes a contingency for any unanticipated and unscheduled cost to the District.

Capital Reserve

The District has established a Capital Reserve to fund renewal and replacement of the District's capital related facilities and equipment.

# Pine Ridge Plantation

Community Development District

Debt Service Fund

Series 2006A

Description	Adopted Budget FY2019	Actual YTD As of 4/30/2019	Projected Next 5 Months	Projected Thru 9/30/19	Approved Budget FY2020
<b>Revenues</b>					
Interest Income	\$3,000	\$16,274	\$8,000	\$24,274	\$3,000
Assessments - Tax Roll	\$727,641	\$846,857	\$0	\$846,857	\$935,455
Fund Balance	\$233,914	\$465,175	\$0	\$465,175	\$341,263
<b>Total Revenues</b>	<b>\$964,555</b>	<b>\$1,328,305</b>	<b>\$8,000</b>	<b>\$1,336,305</b>	<b>\$1,279,717</b>
<b>Expenditures</b>					
Interest 11/1	\$297,810	\$297,810	\$0	\$297,810	\$287,820
Principal 5/1	\$340,000	\$0	\$340,000	\$340,000	\$360,000
Interest 5/1	\$297,810	\$0	\$297,810	\$297,810	\$287,820
Prepayment 5/1	\$0	\$0	\$30,000	\$30,000	\$0
Interest 5/1	\$0	\$0	\$9	\$9	\$0
<b>Total Expenses</b>	<b>\$935,620</b>	<b>\$297,810</b>	<b>\$667,819</b>	<b>\$965,629</b>	<b>\$935,640</b>
Other Bond Service Costs	\$0	(\$29,413)	\$0	(\$29,413)	\$0
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$28,935</b>	<b>\$1,001,082</b>	<b>(\$659,819)</b>	<b>\$341,263</b>	<b>\$344,077</b>
			Interest Expense - 11/1/20		\$278,100

# Pine Ridge Plantation

Community Development District

## Amortization Schedule

Series 2006A, Capital Improvement Revenue Bonds

DATE	BALANCE	RATE	PRINCIPAL	INTEREST	TOTAL
11/01/19	\$ 10,660,000	5.40%	\$ -	\$ 287,820.00	\$ 287,820.00
05/01/20	\$ 10,660,000	5.40%	\$ 360,000.00	\$ 287,820.00	
11/01/20	\$ 10,300,000	5.40%	\$ -	\$ 278,100.00	\$ 925,920.00
05/01/21	\$ 10,300,000	5.40%	\$ 380,000.00	\$ 278,100.00	
11/01/21	\$ 9,920,000	5.40%	\$ -	\$ 267,840.00	\$ 925,940.00
05/01/22	\$ 9,920,000	5.40%	\$ 400,000.00	\$ 267,840.00	
11/01/22	\$ 9,520,000	5.40%	\$ -	\$ 257,040.00	\$ 924,880.00
05/01/23	\$ 9,520,000	5.40%	\$ 425,000.00	\$ 257,040.00	
11/01/23	\$ 9,095,000	5.40%	\$ -	\$ 245,565.00	\$ 927,605.00
05/01/24	\$ 9,095,000	5.40%	\$ 445,000.00	\$ 245,565.00	
11/01/24	\$ 8,650,000	5.40%	\$ -	\$ 233,550.00	\$ 924,115.00
05/01/25	\$ 8,650,000	5.40%	\$ 470,000.00	\$ 233,550.00	
11/01/25	\$ 8,180,000	5.40%	\$ -	\$ 220,860.00	\$ 924,410.00
05/01/26	\$ 8,180,000	5.40%	\$ 500,000.00	\$ 220,860.00	
11/01/26	\$ 7,680,000	5.40%	\$ -	\$ 207,360.00	\$ 928,220.00
05/01/27	\$ 7,680,000	5.40%	\$ 525,000.00	\$ 207,360.00	
11/01/27	\$ 7,155,000	5.40%	\$ -	\$ 193,185.00	\$ 925,545.00
05/01/28	\$ 7,155,000	5.40%	\$ 555,000.00	\$ 193,185.00	
11/01/28	\$ 6,600,000	5.40%	\$ -	\$ 178,200.00	\$ 926,385.00
05/01/29	\$ 6,600,000	5.40%	\$ 585,000.00	\$ 178,200.00	
11/01/29	\$ 6,015,000	5.40%	\$ -	\$ 162,405.00	\$ 925,605.00
05/01/30	\$ 6,015,000	5.40%	\$ 620,000.00	\$ 162,405.00	
11/01/30	\$ 5,395,000	5.40%	\$ -	\$ 145,665.00	\$ 928,070.00
05/01/31	\$ 5,395,000	5.40%	\$ 650,000.00	\$ 145,665.00	
11/01/31	\$ 4,745,000	5.40%	\$ -	\$ 128,115.00	\$ 923,780.00
05/01/32	\$ 4,745,000	5.40%	\$ 690,000.00	\$ 128,115.00	
11/01/32	\$ 4,055,000	5.40%	\$ -	\$ 109,485.00	\$ 927,600.00
05/01/33	\$ 4,055,000	5.40%	\$ 725,000.00	\$ 109,485.00	
11/01/33	\$ 3,330,000	5.40%	\$ -	\$ 89,910.00	\$ 924,395.00
05/01/34	\$ 3,330,000	5.40%	\$ 765,000.00	\$ 89,910.00	
11/01/34	\$ 2,565,000	5.40%	\$ -	\$ 69,255.00	\$ 924,165.00
05/01/35	\$ 2,565,000	5.40%	\$ 810,000.00	\$ 69,255.00	
11/01/35	\$ 1,755,000	5.40%	\$ -	\$ 47,385.00	\$ 926,640.00
05/01/36	\$ 1,755,000	5.40%	\$ 855,000.00	\$ 47,385.00	
11/01/36	\$ 900,000	5.40%	\$ -	\$ 24,300.00	\$ 926,685.00
05/01/37	\$ 900,000	5.40%	\$ 900,000.00	\$ 24,300.00	\$ 924,300.00
<b>Total</b>			<b>\$ 10,660,000.00</b>	<b>\$ 6,292,080.00</b>	<b>\$ 16,952,080.00</b>

# Pine Ridge Plantation

Community Development District

## Capital Reserve

Description	Adopted Budget FY2019	Actual YTD As of 4/30/2019	Projected Next 5 Months	Projected Thru 9/30/19	Approved Budget FY2020
<b>Revenues</b>					
Capital Reserve - Transfer In	\$35,000	\$35,000	\$0	\$35,000	\$35,000
Carry Forward Surplus	\$327,493	\$299,310	\$0	\$299,310	\$327,862
<b>Total Revenues</b>	<b>\$362,493</b>	<b>\$334,310</b>	<b>\$0</b>	<b>\$334,310</b>	<b>\$362,862</b>
<b>Expenditures</b>					
Maintenance Reserves	\$0	\$6,448	\$0	\$6,448	\$20,000
<b>Total Expenses</b>	<b>\$0</b>	<b>\$6,448</b>	<b>\$0</b>	<b>\$6,448</b>	<b>\$20,000</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$362,493</b>	<b>\$327,862</b>	<b>\$0</b>	<b>\$327,862</b>	<b>\$342,862</b>