

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, May 21, 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 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
Maria Cranford	Amenity Manager
Josh Feagin	R&D Landscape

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

Affidavit of Publication

Mr. Torres stated included in your agenda package is a copy of the affidavit of publication for the public hearing today.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 16, 2019

Mr. Torres stated included in your agenda package is a copy of the minutes of the April 16, 2019 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor the Minutes of the April 16, 2019 Meeting were approved.

FIFTH ORDER OF BUSINESS

Public Hearing Adopting Rates for Recreational Facility, Resolution 2019-04

Mr. Torres stated the clubhouse rental is at \$75 for five hours and the security deposits were \$250 and \$500 depending upon the number of attendees. Your annual fee for nonresidents is \$1,500. Replacement cards are \$25 and insufficient fund fees are \$50. In regards to the resolution, you are looking to establish a range for clubhouse rentals for Monday thru Thursday's for \$75 to \$125. This allows staff or the board with the opportunity to make any recommended changes of rates without having to go through the whole public hearing again. We also wanted to add the outdoor patio rentals for Monday thru Thursday's at the range of \$75 with a \$125 max. We would have the clubhouse rentals have a different price for Friday through Sunday's, which would be \$100 to \$250 and the same thing for the outdoor patio. The security deposits are listed as low as \$75 to \$500. The facility for nonresidents starts at \$1,500 and goes to \$5,000. Replacement cards are \$5 to \$25. Insufficient fund fees are \$50 to \$100.

Mr. Ritchie asked do we have anyone that pays for the nonresident user fee?

Ms. Cranford responded we have one family that lives on Buggy Whip that has paid for the nonresident user fee for the last two years.

On MOTION by Mr. Ritchie seconded by Ms. McNulty with all in favor the Public Hearing Adopting Rates for Recreational Facility was opened.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor the Public Hearing Adopting Rates for Recreational Facility was closed.

Mr. Torres stated I think it would be appropriate to state the minimum fees should be.

Mr. Ritchie asked how comparable are these rates with other communities?

Mr. Torres responded they are pretty comparable.

Mr. Arp asked and the minimum is what we charge now, correct?

Ms. Cranford responded yes.

Mr. Arp asked how many rentals are we getting a month?

Ms. Cranford responded we had 22 rentals for the last two months. As the summer goes on, it generally increases.

Mr. Torres stated as of April 30th, we have generated \$5,500 in rental revenue.

Mr. Arp stated I don't know if it is worth it to raise it. It sounds like we are in pretty good financial shape.

Mr. Ritchie stated most of the residents pay \$2,000 a year in CDD fees, so I think they deserve a break. I do think the replacement card is pretty low.

Ms. Cranford stated the \$5 fee would just be for the teenagers that are purchasing the cards for the first time. If they were to lose their card then it would be \$25. The \$5 is a one-time purchase.

Mr. Biagetti stated the only thing I would consider is do we really need five hour rentals? We could do less rental time and allow for more rentals.

Mr. Ritchie stated I would recommend keeping everything at the minimum cost.

Mr. Biagetti asked are we at the minimum on all of these now?

Mr. Torres responded with the exception that we are introducing a different amount for Friday, Saturday and Sunday.

Mr. Arp stated I agree with that.

Ms. Cranford stated I think that was Mandy's idea with it. It was her thought to charge a different amount during the week than the weekend, so maybe more people would book a rental during the week.

Mr. Biagetti asked is there a way we can grandfather in the family that currently pays for the nonresident user rate but increase it going forward?

Mr. Walters responded no. Once we set the rate, we have to apply it evenly.

On MOTION by Mr. Arp seconded by Mr. Ritchie with all in favor Resolution 2019-04 Adopting the Minimum Rates for Recreational Facility was approved.

SIXTH ORDER OF BUSINESS

Consideration of Proposal from The Lake Doctors for Fiscal Year 2020 Lake Maintenance

Mr. Torres stated included in your agenda package is a proposal from The Lake Doctors for Fiscal Year 2020 lake maintenance services. There is a rate increase to \$670 a month compared to the \$656 that we are paying currently. The increase has already been added to your budget for Fiscal Year 2020.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor the Proposal from The Lake Doctors for Fiscal Year 2020 Lake Maintenance Services was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2019-05,
Approving the Proposed Budget for Fiscal
Year 2020 and Setting a Public Hearing
Date for Adoption**

Mr. Torres stated we have to give 60 days before the budget adoption, so we are forced to change our July meeting date. Page one of the budget shows a different amount between adopted Fiscal Year 2019 to the proposed Fiscal Year 2020. The different is in the amount of \$11,466. Some of the changes are in postage from \$600 to \$1,000. Another increase is in insurance. We are anticipating repairs and replacements go from \$7,500 to \$15,000 based on the usage of this year's activity in that line item. Other increases are on page two under refuge services. It goes from \$4,800 to \$6,100. Lake maintenance shows an increase and for the stock of the ponds. There is an increase in contingency from \$550 to \$4,450 under grounds maintenance and then your capital reserves contribution stays at \$35,000. I do have a recommendation in order to keep assessments at the same level is you could reduce the contingency line. You can reduce your special events to \$10,000 rather than \$12,000 and you can reduce your amenity center contingency.

Mr. Ritchie stated I like that idea. It will keep the assessments the same as last year.

Mr. Arp asked what is legal advertising?

Mr. Torres responded anytime that we have a meeting or public hearings, there is a process of advertising for them in the newspaper. It is not very cheap to do.

Mr. Biagetti asked so this budget would increase assessments?

Mr. Torres responded yes. You are short \$11,466 from last year. If you look at the Fiscal Year 2019 revenue, it is \$565,187. This year it is \$576,653.

Mr. Ritchie asked how much money do we actually have at our disposal?

Mr. Torres responded item number seven in your agenda package are your financial as of April 30, 2019. We keep enough in general funds to pay the line items. Anything you see in the variance category is a potential shortfall at the end of the year. It doesn't mean that we are going to finish the year in the negative. If you look at capital reserves, your ending balance right now is \$327,852.

Mr. Ritchie asked so we have roughly \$328,000?

Mr. Torres responded yes.

Mr. Hall stated this is showing amenity center repairs and replacements at \$15,000 and then grounds maintenance has \$20,000. We can combine that into one line item for repairs and replacement. I think we can decrease the amount, as well, so the budget wouldn't increase.

Mr. Biagetti stated I wouldn't be opposed to that. We do have a healthy capital reserve. I don't want the activities for the residents to decrease or any services decrease.

Mr. Torres stated our total revenues for Fiscal Year 2020 is going to be proposed at \$565,187 with making those changes to the repairs and replacements.

On MOTION by Ms. Haney seconded by Ms. McNulty with all in favor Resolution 2019-05 Approving the Proposed Budget for Fiscal Year 2020 and Setting a Public Hearing Date for Tuesday, July 30th at 6:00 p.m. at the Pine Ridge Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Clay Electric Street Light Project

Mr. Biagetti stated Chris, Ernesto and myself met with a Clay Electric representative today to pinpoint the exact locations for the street lights. There will be a second phase to this meeting. All systems are a go to install what we had discussed at the last meeting. There are still some logistics that they are figuring out on their end but it looks like we will be under the \$13,000. Once we have confirmation then Ernesto will send the board out an email. There is no exact install date at this time but they are confident that it will be sometime this summer.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated we have had some additional comments and questions from bond counsel that we are working through in regard to the resolution regarding any refunding. I am also having conversations with the previous landowner. It is all still in progress. We are just not at the point to present a deal to the board yet.

B. District Manager

1. Discussion of July Meeting Date

2. Report on the Number of Registered Voters (1,116)

Mr. Torres stated the July meeting date will be Tuesday, July 30th at 6:00 p.m. We have 1,116 registered voters residing in the District.

Mr. Feagin stated as of July 1st R&D Landscape will be known as Down to Earth again.

Mr. Walters stated we will do an addendum to the agreement to change the name.

C. Engineer

There being none, the next item followed.

D. Operations Manager - Report

Mr. Hall stated at the last meeting we had a resident request some landscaping behind their house, so kids wouldn't cut through their backyard. I have a proposal from R&D to install 34 seven-gallon holly bushes in the amount of \$1,326. This would cover everything from the corner all of the way to the pond, so it will help fill in bare spots.

Mr. Ritchie asked how are they going to be watered?

Mr. Feagin responded there is irrigation there.

Mr. Biagetti asked could we pay for it out of capital reserves?

Mr. Torres responded we can do that.

On MOTION by Mr. Ritchie seconded by Mr. Biagetti with all in favor the Proposal from R&D to Install 34 Holly Bushes at a Cost of \$1,326 was approved.

Mr. Torres stated the District would have to adopt rules for it. There is also liability, so we would have to figure in insurance. You would have utilities and initial cost for fencing, security, etc.

Mr. Arp stated I would think that Eagle Harbor has 15 in a row and they have four rows.

Mr. Torres stated we can bring this back and I can look at areas for it.

TWELFTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2019

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. McNulty with all in favor the Check Register was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – To Be Determined @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Mr. Torres stated the next scheduled meeting is July 30th at 6:00 p.m. at this location.

FOURTEENTH ORDER OF BUSINESS Adjournment

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


Secretary / Assistant Secretary


Chairman / Vice Chairman