

PINE RIDGE PLANTATION

Community Development District

September 17, 2019

Pine Ridge Plantation Community Development District

475 West Town Place, Suite 114, St. Augustine, Florida 32092

P: (904) 940-5850 • F: (904) 940-5899

September 10, 2019

Board of Supervisors
Pine Ridge Plantation
Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Tuesday, September 17, 2019 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of the Minutes of the July 30, 2019 Meeting
- IV. Consideration of Resolution 2019-08, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure
- V. Discussion of Capital Reserve Projects
- VI. Update from MBS Capital Markets, LLC
- VII. Consideration of Down to Earth Proposal on Island Improvements
- VIII. Discussion of .177 Acre Parcel Adjacent to 4770 Creek Bluff Lane
- IX. Other Business
- X. Staff Reports
 - A. Attorney
 - B. District Manager - Discussion of Electronic Agenda Packages
 - C. Engineer
 - D. Operations Manager - Report
 - E. Amenity Manager
- XI. Audience Comments / Supervisor's Requests
- XII. Financial Statements
 - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending August 31, 2019
 - B. Assessment Receipts Schedule
 - C. Approval of Check Register
- XIII. Next Scheduled Meeting – 11/19/19 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center
- XIV. Adjournment

Enclosed for your review and approval is a copy of the minutes of the July 30, 2019 meeting.

The fourth order of business is consideration of Resolution 2019-08, which is enclosed for your review.

The fifth order of business is discussion of capital reserve projects. Enclosed is a copy of the report.

The seventh order of business is consideration of Down to Earth proposal on island improvements. Enclosed is a proposal from Down to Earth.

Enclosed under the Operations Manager's Report is a memorandum.

Copies of the Balance Sheet and Statement of Revenues & Expenditures, Assessment Receipts Schedule and Check Register are enclosed for your review.

If you have any questions, please contact me.

Sincerely,

Ernesto Torres

Ernesto Torres
District Manager

cc:	Jason Walters	Amy Hembree
	Peter Ma	Chris Hall
	Darrin Mossing	Rich Whetsel

AGENDA

Pine Ridge Plantation Community Development District Agenda

Tuesday
September 17, 2019
6:00 p.m.

Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, Florida 32068
District Website: www.pineridgeplantationcdd.com

- I. Roll Call
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MINUTES

**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, July 30, 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
Sete Zare	MBS Capital Markets (by phone)

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 May 21, 2019

Mr. Torres stated included in your agenda package is a copy of the minutes of the May 21, 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 May 21, 2019 Meeting were approved.

FIFTH ORDER OF BUSINESS**Presentation by MBS Capital Markets, LLC for Potential Refinancing**

Mr. Walters stated we wanted to put together a deal based on the discussions we have had with the board, with previous landowners, with the bankers and everyone else to come up with a deal that we thought would be advantageous to the District to realize the savings for the residents based on a number of factors. We have had a lot of conversations with the folks at MBS Capital Markets and District staff. Based on certain assumptions MBS has put together an outline of what a refinancing might look like. I believe Ernesto handed out a summary sheet, which was prepared by MBS. The good news is it looks like we should be in a position to refinance the bonds and realize a savings. This isn't a final deal. There are some assumptions they do.

Ms. Zare stated the current outstanding debt is about \$2.66M with a coupon of 5.4%. The bonds are currently callable. There are some assumptions that we did make with putting the numbers together that you see in front of you. We assumed that we would get a BBB- from S&P, as well as AGM. Those are both credit enhancements. If we do secure those credit enhancements based off of the BBB-, we are looking at 12.84% annual debt service reduction. Your debt is increasing to just over \$11M. We will have to notify resident that their debt is increasing but their assessments are decreasing. There is a possibility for this District to take a savings in the form of construction proceeds that the District can use towards capital improvements that get identified. Just to give you an idea of what that looks like in terms of annual debt service reduction, we will take a single-family home with a 55 foot lot with a current debt assessment of \$1,255 per year and there would be an annual debt reduction of \$160.

Mr. Ritchie asked I see that the refunding new par for a new bond would be \$11,660,000, correct?

Ms. Zare responded the current outstanding debt is \$10,660,000. The estimated refunding par is \$11,060,000.

Mr. Ritchie asked so it is going to cost us \$400,000 to refinance based on this in front of us?

Ms. Zare responded that is part of the cost of issuance. There are also things to consider in that. There is cost of issuance, which is the working team that is providing the effort to get you all of the bond documents ready. There is also a premium attached to AGM to give you credit enhancement, but those credit enhancements provide for substantially lower rate when you go to price those bonds, so there is an expense to it but there is also a significant benefit to it. There are tax laws that forbid you from using credit enhancements unless it generates a savings. When we are looking to refinance any bonds, governmental entities typically look at a benchmark of 3% savings. You can see the matrix in the table that shows you have a 4.2% savings, which is well above government benchmark.

Ms. Haney stated the savings is quite substantial. How many years is it to pay the bond off if we didn't do the refinance?

Ms. Zare responded I believe the maturity is in 2037 but the refinance does not change the maturity date.

Mr. Biagetti stated I know you said right now we are not in a favorable position to get construction funds to upgrade some of the amenities that we have or add to what we have. What is the reason for that? Is it the number of rooftops right now?

Ms. Zare responded given the current status of the development within the assessment area, you are showing an even investment grade. There is a certain matrix that they look at to determine if it is an investment grade. Right now, at a BBB- that is on the low end. If you go the other route with trying to generate construction proceeds, then that actually increases your total debt. If we move forward, we would put out an offering memorandum. The market has been pretty stable, and we hope that it continues to be that way.

Mr. Biagetti stated I still don't like the fact of this whole deferred cost situation. I don't agree with it.

Mr. Walters stated I share some of those frustrations. This deal is a little bit unique in the way that it was structured. At the end of the day, they have contributed millions of dollars and they are still contributing millions of dollars' worth of infrastructure. I can see both sides. The problem we have from the Districts side is without a release from them saying there are no deferred cost liabilities, it really opens us up to some issues moving forward and it could cause even further concerns on the investors sides when they go to market these bonds. In terms of getting out of paying it, we could say we are not going to refinance and we are not willing to

do anything about this and we are going to continue on as we have but under that scenario, we don't realize that savings on the spreadsheet. We do have an opportunity to refinance the existing debt at a much more favorable rate and provide a savings but there is nothing mandating that we move forward. The number you see under the deferred cost liability is where we have come down from the \$1M plus that they claim we are owed. The \$373,000 is the number that we have tentatively agreed to. We have included it in the analysis. The one good thing about getting this deal done is we are then getting a release document from the landowner to say upon payment of these funds, we waive any and all claims we may have under any agreement with the District. I have provided them with a form of release that we require, so when we get to the next steps this will have to be in writing well in advance to a closing because we need that certainty. What would happen on a general timeline is if the board is comfortable moving forward under the assumptions, we have then we would provide that direction to Sete and to MBS. They would put together a credit package to obtain a credit rating. They will also talk to the insurance provider in terms of securing a commitment letter. Assuming everything goes well on that then we would get to the September 17th meeting and that is when we would start the assessment process. We would inform all of the residents in the notices that there is a slight uptick in par based on the refinancing costs but that your annual amounts will go down, so you will have a savings every year on your assessment. We will get to the assessment hearing and then MBS would have already gone through and marketed the bonds. We would put together those offering statements and they would be put out to potential investors. We would come back to the subsequent assessment hearing meeting with final numbers. We will hold an assessment hearing. We would levy the assessment and then soon thereafter you would anticipate closing on the sale of the bonds. The September meeting would also be when we would have a formal agreement on the deferred cost issue. We would hope to finalize the assessments and then close on the bonds thereafter. The months of November and December would be when we would finalize everything and close on the bonds.

Mr. Biagetti stated in going back to these construction proceeds based on the savings to the homeowners, we are looking at anywhere from \$13 to \$16 a month but overall it would be a \$2.3M savings. If we were to then pass the savings onto our residents and then assess them their savings back, then it will take some time to build up a hefty cash fund to do any major

improvements within the community. Off the top of your head, what figure would you guess if we could get approved to have construction proceeds?

Ms. Zare responded right now you are looking at about \$1.4M in construction proceeds if you were to take that savings upfront. We are happy to do either scenario for you guys. I do want to mention that if you do try to go to the construction proceeds route that there are tax implications with that, which means that you have to identify capital improvements and 85% of those funds have to spent within a three-year period.

Mr. Arp asked if we go the construction route, would we still owe the \$373,000 deferred costs?

Mr. Walters responded yes. The \$373,000 would stay the same.

Mr. Arp stated if we are not obligated to anything then I don't see the harm in pursuing it a little further.

Mr. Biagetti asked is there a way to have both scenarios provided at the next meeting?

Ms. Zare responded you can choose to do a portion of the savings as construction proceeds and a portion of it is an annual debt service reduction.

Mr. Walters stated I think his question is if we looked at the maximum savings versus full construction proceeds. Is that a scenario that could be run simultaneously with the credit rating agency or do we have to choose a path on that?

Ms. Zare responded we could absolutely do that.

Mr. Arp asked let's saying we don't pay the deferred cost liability and then let's say they take us to court, what would we possibly be looking at with legal expenses?

Mr. Walters responded I will never go down a deferred cost litigation fight before but I can tell you that given the numbers involved and given the parties involved that you could not get to a trial with less than six figures in attorneys fees. It would be extraordinarily expensive but if we prevailed then we could recover those attorney fees but that assumes no appeals and that assumes someone that takes the defeat and pays whatever the verdict is and that is a rare occasion. My concern is the exposure to the District because we are flying solo at that point. There is no debt service reserve fund to pay a settlement at that point. It is gone. We would have to be very confident before I would advise this board to proceed down that path.

On MOTION by Mr. Ritchie seconded by Mr. Arp with all in favor to Direct MBS to Move Forward Seeking Credit Rating & for Staff to Prepare a Refunding Scenario to Start the Assessment Process in September was approved.

SIXTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2018 Audit Report**

Mr. Torres stated included in your agenda package is a copy of the Fiscal Year 2018 audit report.

On MOTION by Mr. Biagetti seconded by Ms. Haney with all in favor the Fiscal Year 2018 Audit Report was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Proposal from Riverside Management Services for Fiscal Year 2020**

Mr. Torres stated included in your agenda package is the proposal from Riverside Management Services for Fiscal Year 2020. There is a 3% increase for the Riverside Management Services proposal. The amenity center manager fee went from \$50,923 to \$52,451. There is an increase in field services, which went from \$20,000 to \$20,700.

On MOTION by Mr. Biagetti seconded by Ms. McNulty with all in favor the Proposal from Riverside Management Services for Fiscal Year 2020 was approved.

EIGHTH ORDER OF BUSINESS**Public Hearing to Adopt the Budget for Fiscal Year 2020****A. Consideration of Resolution 2019-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2020**

Mr. Torres stated there were minor adjustments made to accommodate the services you just approved for RMS but other than that there has been no change to the budget from our last meeting. There is no assessment increase for Fiscal Year 2020.

On MOTION by Ms. Haney seconded by Ms. McNulty with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2020 was opened.

Mr. Torres stated this is an opportunity for the residents to ask any questions or make any comments regarding the budget.

A resident asked if we go through with the refinancing, will that affect our budget?

Mr. Torres responded it will affect next year's budget in 2021.

A resident asked what is the purpose of the gate guard that we are paying for?

Ms. Cranford responded once we leave and the gate attendant is still here then they are responsible for cleaning up the pool deck, putting out the sign, cleaning up the bathrooms, etc. They are here to keep an eye on things, since we are no longer here. Last year, we had the gate attendants every single day. I haven't seen a reason to have them here all week this year but we did do extra staffing with the lifeguards to be able to cut back on the gate attendants.

A resident stated I just wondered if it was cost effective to get rid of the gate attendants.

Mr. Torres stated there is a not to exceed amount in the facility assistant line and we monitor that. That line item is budgeted for \$24,561 and your actual expense in that line is \$3,700. That line item is maintained under budget. It is nice to have and then you are not short staffed when you need it.

Mr. Biagetti stated the board has approved that position to secure the facilities. I think once everything comes into play then I think will be a great thing.

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2020 was closed.

Mr. Torres stated included in your agenda package is Resolution 2016-06 adopting the budget for Fiscal Year 2020.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor Resolution 2019-06 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2020 was approved.

B. Consideration of Resolution 2019-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020

Mr. Torres stated included in your agenda package is Resolution 2019-07 imposing special assessments and certifying an assessment roll for Fiscal Year 2020.

On MOTION by Mr. Biagetti seconded by Ms. McNulty with all in favor Resolution 2019-07 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020 was approved.

NINTH ORDER OF BUSINESS**Discussion of RV and Boat Storage Facility**

Mr. Torres stated I have handed out a map, which was prepared by the District Engineer. He identified an area right here, which is along Tynes Boulevard on the north end, which is about 2.29 acres and there is an area in the new area by the back has an area of about 1.17 acres for the District to consider a storage facility. Staff has had some discussion regarding this. There are some concerns.

Mr. Walters stated the two issues that we have with this. There is not a good place for this facility. You have an access issue, as well. This would be in some people's backyards and it will also be very close to roadways. You also have to worry about securing the facilities and you would be taking position of other people's personal property. I understand the desire for these types of things but the reality is there are businesses that are in the business of providing these services and the reason is because they have the proper facilities and expertise and staffing to deal with those type of things.

Mr. Ritchie stated I feel like Pine Ridge Plantation is a community development. I don't think we should introduce a commercial function to it. I don't think that is appropriate. I don't even know if there is a great demand for it.

Ms. Haney stated a brand-new RV and boat storage facility just opened up on 218 right next to an apartment complex. There is a huge fence around it. I am sure the neighborhood didn't appreciate it when it came in but it is there and it is right around the corner for the residents of this community.

Mr. Biagetti stated I agree that it could be a good amenity for this community but I would like to not pursue this any further.

TENTH ORDER OF BUSINESS**Discussion of .177 Acre Parcel Adjacent to 4770 Creek Bluff Lane**

Mr. Torres stated in between the last meeting I received an email from a resident that lives at 4770 Creek Bluff Lane. The property is adjacent to a lot that is owned by the CDD and he is asking the board if it can be maintained more often that it has been maintained but he is also offering to maintain it himself. There would be an additional charge for the landscapers to maintain it.

Mr. Ritchie stated I would like to go look at it first.

Mr. Arp stated I would like to drive by it too.

Mr. Torres stated we will table this item.

ELEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. District Manager – Discussion of Fiscal Year 2020 Meeting Schedule

Mr. Torres stated included in your agenda package is a proposed meeting schedule for Fiscal Year 2020. This schedule is based off of the prior years' schedules.

On MOTION by Mr. Arp seconded by Mr. Biagetti with all in favor the Fiscal Year 2020 Meeting Schedule was approved.

C. Engineer

There being none, the next item followed.

D. Operations Manager – Report

1. Report

2. Down to Earth Proposal

Mr. Hall stated included in your agenda package is the operation manager's report.

Mr. Ritchie stated I took a walk through the pool area and I noticed that the iron on the slide tower steps is peeling.

Mr. Hall stated the slide stairs need a lot of work. We are probably going to have to repair the whole stairs. We have repainted it in the past but it doesn't seem to do much because it is coated with a plastic rubber coating. It is safe but there are some brackets we can install under the stairs.

Mr. Ritchie asked can it be replaced by aluminum products instead of steel products?

Mr. Hall responded I am sure. We can look into that.

Ms. Haney stated I noticed there is a mattress in the dumpster. Does that happen often?

Ms. Haney responded I was able to identify the truck on our cameras. It was a rental that was moving out and they dumped their stuff before they moved out. It does happen sometimes but not too often.

Mr. Torres stated I would like to send the reserve study to the board members in regards to the slide repairs. We will put it on the next month's agenda.

Mr. Hall stated these proposals are for the islands. We are going to remove the jasmine and rep

E. Amenity Manager

Ms. Cranford provided the amenity manager's report.

On MOTION by Mr. Arp seconded by Mr. Biagetti with all in favor the Proposal from Tonia Pristyak for Zumba Classes on a Trial Basis for Residents Only was approved.

THIRTEENTH ORDER OF BUSINESS Audience Comments / Supervisor's Requests

A. Discussion of Electronic Agenda Packages

Mr. Torres asked the board if they would like to receive electronic agenda packages going forward. The board was split on receiving packages electronically or by paper.

FOURTEENTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending May 31, 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, which totals \$73,379.98.

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

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – 9/17/19 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Mr. Torres stated the next scheduled meeting is September 17th at 6:00 p.m. at this location.

SIXTEENTH 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

FOURTH ORDER OF BUSINESS

RESOLUTION 2019-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Pine Ridge Plantation Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District (the "Board") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. A Public Hearing will be held to adopt the District's Amended and Restated Rules of Procedure on _____, 2019, at _____.m., at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 17th day of September, 2019.

ATTEST:

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Hopping Green & Sams

Attorneys and Counselors

MEMORANDUM

TO: Pine Ridge Plantation Community Development District
Board of Supervisors

FROM: Jason M. Walters

RE: Updated Provisions of the District's Rules of Procedure

DATE: September 17, 2019

Please find attached to this memorandum an updated version of the Pine Ridge Plantation Community Development District's (the "District's") Rules of Procedure (the "Rules"). Several substantive revisions were made to maintain consistency between the Rules and the current Florida Statutes, including changes implemented in the most recent legislative session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting changes and edits are not discussed. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact me via e-mail at jasonw@hgslaw.com, or via phone at 850-222-7500.

Costs Associated With Public Records Requests (Pages 8–9)

Language was added to Rule 1.2(4) to reflect statutory language regarding calculation of special charges for responding to certain public records requests, and to state that the District is under no duty to produce requested records if the requestor has not paid the required costs or has outstanding charges. The language will help minimize expenses incurred by the District in responding to public records requests.

Financial Disclosure Coordination (Page 9)

Rule 1.2(7) was added to maintain consistency with legislation that was passed during the 2019 legislative session. The rule designates the Secretary as the District's Financial Disclosure Coordinator (the "Coordinator") (unless the District designates otherwise by resolution) and requires the Coordinator to create, maintain, and update certain records and provide them to the Florida Commission on Ethics by certain deadlines. Each Supervisor or other Reporting Individual must notify the Coordinator in writing if there are changes to his or her name, e-mail address, or physical address, and must notify the Commission on Ethics of changes to his or her e-mail address.

Agenda and Meeting Materials (Page 11)

Rule 1.3(3) was amended to reflect statutory requirements that the agenda and meeting materials available in an electronic format, excluding confidential and exempt information, shall be

made available to the public at least seven days before a meeting, hearing, or workshop. The amended rule also clarifies circumstances in which the agenda may be amended or additional materials added after initial posting. It additionally specifies which documents constitute “meeting materials.” Documents that do not meet the definition of “meeting materials” may still be provided to the Board, but will be considered supplementary materials and are not required to be made available to the public before the meeting. Supplementary materials may include, but are not necessarily limited to, the following: financial statements, informational reports, and copies of receipts and invoices.

Flexibility for Board Authorization (Page 13)

Language was added to Rule 1.3(11) to allow the Board to waive formal approval or disapproval procedures. This will allow the Board flexibility to use different procedures when necessary and will protect the validity of the Board’s actions where there is a technical irregularity but the Board has otherwise made its decision clear.

Security and Firesafety Board Discussions (Page 14)

Rule 1.3(14) was added to reflect the fact that portions of a meeting which would reveal a security or firesafety system plan or portion thereof made confidential and exempt by Florida law are exempt from Florida’s statutory public meeting requirements. Including this rule will clarify the procedures the Board should use to ensure that confidential and exempt information is not made public.

Internal Controls to Prevent Fraud, Waste and Abuse (Page 15)

Rule 1.4 was added to reflect legislative changes enacted in the 2019 legislative session requiring special districts to establish and maintain internal controls to prevent fraud, waste, and abuse. Our office plans to work with the District Manager and auditor to develop the internal controls, which the Board will adopt in the same manner as it does policies.

Notice of Competitive Solicitation (Pages 27 and 36)

Rules 3.1(3) and 3.3(2)(c) have been amended to state that when a consultant has asked to be provided with notice of the District’s competitive solicitations, the District Manager’s failure to provide them with a copy of the notice will not give them bid protest rights or otherwise disqualify the District’s otherwise valid procurement. This will reduce the District’s exposure to potential bid protests and decrease the likelihood of a procurement being considered invalid due to a technical irregularity.

Procedure Regarding Auditor Selection (Page 31)

Language has been added to the introductory paragraph to Rule 3.2 to clarify that the District need not use the procedures set out by the Rule for audits required under Chapter 190 of the Florida Statutes but which do not meet the thresholds of Chapter 218 of the Florida Statutes.

Additionally, the requirements for composition of the Auditor Selection Committee in Rule 3.2(2) have been amended to reflect legislation passed during the 2019 legislative session. Now, at

least one individual on the Committee must be a member of the Board; the Chairperson of the Committee must be a member of the Board; and an employee, chief executive officer, or chief financial officer of the District may not be a member of the Committee but may serve in an advisory capacity.

Contract Periods (Pages 34, 56, and 59)

Rules 3.2(8)(d), 3.8(5), and 3.9(4) have been amended to set the maximum contract period for auditing services, the maximum renewal period for contracts for the purchase of goods, supplies, materials, and the maximum renewal period for contracts for maintenance services at five (5) years. This will provide greater specificity to guide contract terms.

Suspension, Revocation, or Denial of Qualification (Pages 40–42)

Rule 3.4(3) has been added to specify the procedures to be used if the District wishes to suspend, revoke, or deny a pre-qualified vendor's pre-qualified status. It specifies what constitutes good cause for such suspension, revocation, or denial; the effect of the suspension, revocation, or denial; hearing procedures the District must follow; and factors influencing the time period of the suspension, revocation, or denial.

Protest Bonds (Pages 61–62)

Rule 3.11(1)(c) has been amended to require that both the requirement for and the amount of the protest bond be disclosed in the competitive solicitation documents, and to allow the amount of the bond to be any amount within the limits imposed by Florida law.

Minor Changes

The following minor changes have also been made to the Rules:

Rule 1.1(1): This Rule has been amended to clarify requirements for Board members appointed or elected to elector seats. (Page 2).

Rule 1.1(2)(c) and (d): These Rules have been amended to include the words “at least” before the required amounts of the Secretary’s or Treasurer’s fidelity bonds or employee theft insurance policies to accommodate the possibility of greater amounts. (Page 4).

Rule 1.1(6): This Rule has been amended to include the Florida Constitution as a governing authority on voting conflicts of interest. This change reflects the recently passed Amendment 12 to the Florida Constitution. (Pages 5–6).

Rules 1.3(1)(e), (1)(d), (1)(f); and 3.2(9): These Rules were amended to allow inclusion of language substantially similar to that recited in the Rules. (Pages 10–11 and 34).

Rule 1.3(6): This Rule was amended to require the chair or vice chair to consult with the District Manager and District Counsel, if they are available, before calling an emergency meeting. (Page 12).

Rule 2.0(12)(d): This Rule has been amended to allow 90 days instead of 60 days for the Board to announce a decision on a petition for variance or waiver of its Rules. (Page 21).

Rule 3.0(3)(b): The dollar thresholds in this Rule have been increased to \$2,000,000 for a study activity when the fee for such Professional Services to the District does not exceed the increased amount of \$200,000, to reflect the current statutory thresholds. (Page 22).

Rules 3.1(4)(b), 3.6(2)(c)(ii)6., and 3.8(2)(k): The word “responsive” has been added to allow the Board to proceed with evaluating and selecting a proposal from the submissions if it receives fewer than three responsive proposals. (Pages 28, 49 and 55).

Rule 3.2(3)(b): “Understanding of scope of work” has been removed from the list of required factors used to evaluate auditing proposals. The District may still include this as an evaluation criterion if it wishes, but it is not required to do so. (Page 32).

Rule 3.2(7)(b): Language has been added to specify that if the Board does not select the highest-ranked qualified auditing firm, it must document in its records its reason for not doing so. (Page 33).

Rules 3.5(2)(e) and 3.6(2)(c)(ii)3.: “Reemployment assistance” has been added to the non-exclusive list of subjects of federal labor or employment laws of which violation may render a contractor ineligible to submit a bid, response, or proposal for a District project. (Pages 44 and 48).

Rule 3.11(6): Language was added specifying that the District may reject all qualifications, proposals, replies, or responses and start the competitive solicitation process anew if all of the bids, proposals, replies, and responses are too high. (Page 63).

**AMENDED AND RESTATED
RULES OF PROCEDURE
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF _____, 20____

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Rule 1.0 General.

- (1) The Pine Ridge Plantation Community Development District (the "District") was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board ("Supervisors") appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
 - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
 - (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at () _____. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
 - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) "Invitation to Bid" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.
- (l) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) "Purchase" means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) **Evaluation Criteria.** The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) **Request for Proposals.** The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
 - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
 - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
 - viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 20____, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

FIFTH ORDER OF BUSINESS

Full Reserve Study For Pine Ridge Plantation CDD Middleburg, Florida



For Period: October 1, 2014 to September 30, 2015

Report Date: November 12, 2014

Revision II



Southeast Region
10459 Hunters Creek Court
Jacksonville, FL 32256
(904) 303-3275
Mid-Atlantic Region
3 Langhorne Road
Newport News, VA 23606
(757) 291-6657
Communityadvisors.com

Pine Ridge Plantation CDD
Current Assessment Funding Model Projection

Beginning Balance: \$110,000

Year	Current Cost	Annual Contribution	Annual Interest	Annual Expenditures	Projected Ending Reserves	Fully Funded Reserves	Year End Percent Funded
14-15	680,601	48,000	811	117,470	41,341	223,125	19%
15-16	701,020	49,440	1,610	10,269	82,122	264,651	31%
16-17	722,050	50,923	2,449	10,577	124,917	308,395	41%
17-18	743,712	52,451	3,383	8,195	172,556	357,224	48%
18-19	766,023	54,024	4,363	8,441	222,502	408,706	54%
19-20	789,004	55,645	4,603	47,974	234,776	424,303	55%
20-21	812,674	57,315	5,539	15,164	282,465	474,860	59%
21-22	837,054	59,034	6,294	26,813	320,979	517,054	62%
22-23	862,166	60,805	6,638	49,885	338,537	539,127	63%
23-24	888,031	62,629	6,940	54,148	353,958	559,706	63%
24-25	914,671	64,508	7,961	20,428	406,000	616,418	66%
25-26	942,112	66,443	8,891	27,890	453,444	669,262	68%
26-27	970,375	68,437	7,359	153,939	375,300	599,508	63%
27-28	999,486	70,490	6,059	142,856	308,993	540,668	57%
28-29	1,029,471	72,604	7,330	15,081	373,847	609,819	61%
29-30	1,060,355	74,782	5,960	150,624	303,965	547,542	56%
30-31	1,092,166	77,026	7,116	25,194	362,913	610,928	59%
31-32	1,124,931	79,337	8,066	38,944	411,372	664,631	62%
32-33	1,158,678	81,717	7,179	134,145	366,123	626,972	58%
33-34	1,193,439	84,168	8,743	13,151	445,883	711,475	63%
34-35	1,229,242	86,693	10,074	28,898	513,752	785,131	65%
35-36	1,266,119	89,294	10,498	78,138	535,406	814,193	66%
36-37	1,304,103	91,973	12,214	16,670	622,923	908,104	69%
37-38	1,343,226	94,732	5,729	431,225	292,159	592,862	49%
38-39	1,383,523	97,574	3,039	237,776	154,997	464,274	33%
39-40	1,425,028	100,501	3,511	79,961	179,047	492,385	36%
40-41	1,467,779	103,516	4,997	32,715	254,845	571,410	45%
41-42	1,511,812	106,622	6,296	46,650	321,113	641,779	50%
42-43	1,557,167	109,821	7,278	67,036	371,175	696,871	53%
43-44	1,603,882	113,115	8,205	74,022	418,474	749,715	56%

**Pine Ridge Plantation CDD
Annual Expenditure Detail**

Description	Expenditures
Replacement Year 14-15	
Fitness Equipment Replacement Allowance	2,500
Painting - Pool Slide Stairs	3,000
Pool & Patio Furniture Replacement Allowance	2,000
Pool Pumps & Equipment Annual Allowance	3,000
Pool Resurfacing	98,000
Pool Shade Structure # 1 Fabric	2,470
Pool Slide Tower Stair Refurbishment	3,000
Security Camera System Allowance	3,500
Total for 2014 - 2015	\$117,470
Replacement Year 15-16	
Fitness Equipment Replacement Allowance	2,575
Pool & Patio Furniture Replacement Allowance	2,060
Pool Pumps & Equipment Annual Allowance	3,090
Pool Shade Structure # 2 Fabric	2,544
Total for 2015 - 2016	\$10,269
Replacement Year 16-17	
Fitness Equipment Replacement Allowance	2,652
Pool & Patio Furniture Replacement Allowance	2,122
Pool Pumps & Equipment Annual Allowance	3,183
Pool Shade Structure # 3 Fabric	2,620
Total for 2016 - 2017	\$10,577
Replacement Year 17-18	
Fitness Equipment Replacement Allowance	2,732
Pool & Patio Furniture Replacement Allowance	2,185
Pool Pumps & Equipment Annual Allowance	3,278
Total for 2017 - 2018	\$8,195
Replacement Year 18-19	
Fitness Equipment Replacement Allowance	2,814
Pool & Patio Furniture Replacement Allowance	2,251
Pool Pumps & Equipment Annual Allowance	3,377
Total for 2018 - 2019	\$8,441
Replacement Year 19-20	
Carpet - Clubhouse	5,342

**Pine Ridge Plantation CDD
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 19-20 continued...</i>	
Ceiling Fans - Fitness Center	1,043
Fitness Equipment Replacement Allowance	2,898
Interior Painting - Clubhouse	4,747
Monument Sign A Refurbishment	2,087
Painting - Entry Feature Wall A	1,948
Painting - Entry Feature Wall B	1,948
Painting - Lanai Ceilings & Soffits	5,194
Painting - Outdoor Gathering Ceiling	7,234
Pool & Patio Furniture Replacement Allowance	2,319
Pool Pumps & Equipment Annual Allowance	3,478
Refrigerator	1,391
Security Camera System Allowance	4,057
Water Cooler - Fitness Center	1,043
Water Cooler - Pool	2,087
Water Heater - Clubhouse	1,159
Total for 2019 - 2020	\$47,974
Replacement Year 20-21	
Ceiling Fans - Exterior	6,209
Fitness Equipment Replacement Allowance	2,985
Pool & Patio Furniture Replacement Allowance	2,388
Pool Pumps & Equipment Annual Allowance	3,582
Total for 2020 - 2021	\$15,164
Replacement Year 21-22	
Aluminium Entry Gates	3,936
Fitness Equipment Replacement Allowance	3,075
Furniture - Meeting Area	3,075
Furniture Replacement - Family Gathering Room	4,305
Painting - Clubhouse Exterior Siding & Trim	5,333
Painting - Pool Equipment Yard	941
Pool & Patio Furniture Replacement Allowance	2,460
Pool Pumps & Equipment Annual Allowance	3,690
Total for 2021 - 2022	\$26,813
Replacement Year 22-23	
Access Control System	4,434
Cabinets & Tops - Mens Locker Room	2,027

SEVENTH ORDER OF BUSINESS



**DOWN TO
EARTH**

LANDSCAPE & IRRIGATION

Down to Earth
Jacksonville Branch
2701 Maitland Center
Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700

Credit Memo

#CM2395

09/10/2019

Bill To

PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MILDDLEBURG FL 32068
United States

TOTAL

\$6,500.00

PO #

Shipping Method

Quantity	Item	Rate	Amount
1,000	PINE STRAW BALES Credit for Pine Straw included in annual contract	\$6.50	\$6,500.00

Total

\$6,500.00



CM2395

TENTH ORDER OF BUSINESS

D.

Pine Ridge Plantation Community Development District
4200 Pine Ridge Parkway, Middleburg, Florida 32068
904-509-6445

Date: September 17, 2019

To: Pine Ridge Plantation CDD, Board of Supervisors

From: Maria Cranford, Amenity Manager &
Chris Hall, Operations Manager

Re: Monthly Facility Memorandum

Completed Items:

1. Howard Heating and Air serviced all A/C units and replaced the bad thermostat for the office/fitness center unit and a transformer.
2. Fitness Pro replaced a broken cable on the recumbent bike.
3. A new hand grip is being replaced for the multi-press machine along with a new control face for one of the treadmills.
4. New umbrellas have been purchased to replace the broken ones.
5. Quick Catch was called out to remove a rattle snake and they installed repellent around the facilities.
6. The broken outdoor shower handle has been replaced on the pool deck.
7. Accumulated dirt, grass and debris has been scraped and removed from the curbing and storm drains along Pine Ridge Pkwy.
8. Amenity center lights are being checked and replaced as needed.
9. Outdoor district lights are being checked and replaced as needed.
10. RMS continues to maintain the swimming pool.
11. Playground has been inspected and the loose equipment has been tightened.
12. Trash is being picked up weekly along the roadways and common areas by RMS.
13. Dog waste stations are being changed and stocked weekly.

Landscaping & Lakes:

1. Down to Earth continues to maintain the grounds throughout.
2. Several irrigation repairs have been completed by Down to Earth.
3. New trees along Pine Ridge Pkwy is being installed to replace dead ones.
4. Lake Doctor's continues to maintain the lakes.

5. RMS continues to inspect and clean all the lakes and outfall structures.

Misc.

1. Total number of clubhouse rentals for August and September = 24
2. Residents now have Wi-Fi in the fitness center
3. Zumba classes in clubhouse started August 7th and have been held twice a week
4. A group of residents continue to host a kickball game every Thursday at 6pm on the field
5. Resident game night is held in the clubhouse on Tuesdays and Thursdays
6. Adults only cornhole tournament was held on September 7th. A total of 14 teams participated. A 2nd tournament will be held Saturday, September 21st
7. Hawaii FYVE-Sno was at the amenity center September 7th from 4pm to 7pm
8. Butt Hutt Smokehouse was at the amenity center September 7th from 5pm to 8pm. They are booked again for October 5th
9. Frozen Sweets Treat truck was at the amenity center September 8th from 1pm to 4pm
10. Cuban Fire Grill food truck is booked for Saturday, September 21st
11. North Florida Vending continues to service and stock the soda machine.

Should you have any questions or comments regarding the above information, please contact Chris Hall at (904)657-9211, chall@rmsnf.com or Pine Ridge Amenity Manager at (904) 291-8878, prmgr@riversidemgtsvc.com.

TWELFTH ORDER OF BUSINESS

A.

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
August 31, 2019

	Governmental Fund Types				
	General	Capital Reserve	Debt Service	Capital Projects	Totals 2019
ASSETS:					
CASH	\$137,890	\$316,589	---	---	\$454,479
INVESTMENTS					
Reserve A	---	---	\$749,137	---	\$749,137
Prepayment A	---	---	---	---	\$0
Revenue A	---	---	\$462,156	---	\$462,156
Construction	---	---	---	\$4,445	\$4,445
State Board	\$608,068	---	---	---	\$608,068
PREPAID EXPENSES	---	---	---	---	\$0
TOTAL ASSETS	\$745,959	\$316,589	\$1,211,293	\$4,445	\$2,278,285
LIABILITIES:					
ACCOUNTS PAYABLE	---	---	---	---	\$0
FUND BALANCES:					
NONSPENDABLE	\$16,006	---	---	---	\$16,006
UNASSIGNED	\$729,953	---	---	---	\$729,953
RESTRICTED FOR DEBT SERVICE	---	---	\$1,211,293	---	\$1,211,293
RESTRICTED FOR CAPITAL PROJECTS	---	\$316,589	---	\$4,445	\$321,034
TOTAL LIABILITIES & FUND EQUITY					
& OTHER CREDITS	\$745,959	\$316,589	\$1,211,293	\$4,445	\$2,278,285

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended August 31, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/19	ACTUAL THRU 08/31/19	VARIANCE
REVENUES:				
Assessments - Tax Collector	\$537,569	\$537,569	\$546,874	\$9,305
Misc./Facility Rental Income	\$3,000	\$2,750	\$8,488	\$5,738
Interest Income	\$1,500	\$1,375	\$12,615	\$11,240
TOTAL REVENUES	\$542,069	\$541,694	\$567,977	\$26,283
EXPENDITURES:				
ADMINISTRATIVE:				
Supervisors Fees/FICA Taxes	\$10,334	\$9,473	\$6,459	\$3,014
Engineering	\$7,000	\$6,417	\$791	\$5,625
Arbitrage	\$1,200	\$1,200	\$1,100	\$100
Dissemination	\$5,000	\$4,583	\$4,583	(\$0)
Assessment Roll	\$5,260	\$5,260	\$4,260	\$1,000
Attorney	\$20,000	\$18,333	\$14,787	\$3,546
Annual Audit	\$3,750	\$3,750	\$3,100	\$650
Trustee	\$6,000	\$0	\$0	\$0
Management Fees	\$44,290	\$40,599	\$40,599	\$0
Computer Time	\$1,000	\$917	\$917	\$0
Telephone	\$350	\$321	\$281	\$40
Postage	\$600	\$550	\$847	(\$297)
Printing & Binding	\$1,200	\$1,100	\$1,188	(\$88)
Insurance	\$7,893	\$7,893	\$7,441	\$452
Legal Advertising	\$1,500	\$1,375	\$517	\$858
Other Current Charges	\$300	\$275	\$365	(\$90)
Website Domain	\$1,200	\$1,100	\$1,100	\$0
Office Supplies	\$500	\$458	\$82	\$376
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
ADMINISTRATIVE EXPENDITURES	\$117,552	\$103,779	\$88,592	\$15,187
GROUNDS MAINTENANCE:				
Landscape Maintenance	\$100,000	\$91,667	\$83,460	\$8,207
Lake Maintenance	\$7,728	\$7,084	\$8,476	(\$1,392)
Electric	\$2,500	\$2,292	\$1,195	\$1,097
Water	\$39,000	\$35,750	\$29,472	\$6,278
Repairs And Maintenance	\$20,000	\$18,333	\$14,636	\$3,697
Contingencies	\$550	\$504	\$2,723	(\$2,219)
GROUNDS MAINTENANCE EXPENDITURES	\$169,778	\$155,630	\$139,962	\$15,668

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended August 31, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/19	ACTUAL THRU 08/31/19	VARIANCE
EXPENDITURES:				
<u>AMENITY CENTER</u>				
Insurance	\$8,398	\$8,398	\$8,565	(\$167)
General Facility Maintenance	\$15,000	\$13,750	\$10,681	\$3,069
Repairs & Replacements	\$7,500	\$6,875	\$11,509	(\$4,634)
Recreational Passes	\$500	\$458	\$0	\$458
Postage	\$100	\$92	\$0	\$92
Printing & Email Marketing	\$125	\$115	\$0	\$115
Office Supplies	\$700	\$642	\$793	(\$152)
Other Current Charges	\$250	\$229	\$0	\$229
Permit Fees	\$250	\$250	\$250	\$0
Contingency	\$5,000	\$4,583	\$2,056	\$2,527
Amenity Management	\$50,923	\$46,679	\$46,679	\$0
Facility Assistant	\$24,561	\$22,514	\$5,769	\$16,746
Special Events	\$12,000	\$12,000	\$12,269	(\$269)
Preventive Maintenance	\$2,500	\$2,292	\$1,102	\$1,190
<u>Utilities</u>				
Water & Sewer	\$3,500	\$3,208	\$3,204	\$5
Electric	\$23,000	\$21,083	\$16,075	\$5,008
Cable/Phone/Internet	\$3,000	\$2,750	\$2,205	\$545
Internet	\$1,360	\$1,247	\$0	\$1,247
<u>Management Contracts</u>				
Field Management Services	\$20,000	\$18,333	\$18,333	(\$0)
Lifeguards	\$16,500	\$20,394	\$20,394	\$0
Pool Maintenance	\$12,500	\$11,458	\$11,092	\$367
Pool Chemicals	\$11,400	\$10,450	\$10,882	(\$432)
Janitorial	\$7,740	\$7,095	\$7,095	\$0
Janitorial Supplies	\$1,200	\$1,100	\$1,336	(\$236)
Refuse Service	\$4,850	\$4,446	\$5,135	(\$689)
Security	\$10,000	\$9,167	\$9,151	\$16
Capital Projects	\$35,000	\$35,000	\$35,000	\$0
AMENITY CENTER EXPENDITURES	\$277,857	\$264,609	\$239,575	\$25,034
<u>OTHER FINANCIAL SOURCES/(USES)</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$565,187	\$524,018	\$468,129	\$55,889
EXCESS REVENUES (EXPENDITURES)	(\$23,118)		\$99,848	
FUND BALANCE - Beginning	\$23,118		\$631,480	
FUND BALANCE - Ending	\$0		\$731,328	

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
 Month-to-Month
 Fiscal Year 2019

	ADOPTED BUDGET	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
REVENUES:														
Assessments - Tax Collector	\$537,569	\$0	\$2,914	\$143,786	\$332,045	\$3,939	\$4,424	\$3,500	\$752	\$53,884	\$1,630	\$0	\$0	\$546,874
Interest Income	\$1,500	\$799	\$796	\$868	\$907	\$817	\$1,013	\$1,508	\$1,542	\$1,478	\$1,512	\$1,375	\$0	\$12,615
Misc./Facility Rental Income	\$3,000	\$0	\$2,350	\$0	\$300	\$2,475	\$375	\$0	\$0	\$1,913	\$550	\$525	\$0	\$8,488
TOTAL REVENUES	\$542,069	\$799	\$6,060	\$144,654	\$333,252	\$7,231	\$5,812	\$5,008	\$2,295	\$57,274	\$3,692	\$1,900	\$0	\$567,977
EXPENDITURES:														
ADMINISTRATIVE:														
Supervisors Fees/FICA Taxes	\$10,334	\$0	\$1,077	\$0	\$1,077	\$1,077	\$0	\$1,077	\$1,077	\$0	\$1,077	\$0	\$0	\$6,459
Engineering	\$7,000	\$0	\$0	\$0	\$0	\$791	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$791
Arbitrage	\$1,200	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$1,100
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$0	\$4,583
Assessment Roll	\$5,260	\$0	\$4,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,260
Attorney	\$20,000	\$1,215	\$1,572	\$345	\$0	\$1,991	\$3,084	\$4,050	\$1,772	\$759	\$0	\$0	\$0	\$14,787
Annual Audit	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100	\$0	\$0	\$0	\$3,100
Trustee	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$44,290	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$0	\$40,599
Computer Time	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$917
Telephone	\$350	\$22	\$47	\$0	\$38	\$0	\$22	\$53	\$0	\$63	\$38	\$0	\$0	\$281
Postage	\$600	\$57	\$137	\$16	\$121	\$15	\$0	\$136	\$168	\$19	\$149	\$29	\$0	\$847
Printing & Binding	\$1,200	\$237	\$44	\$212	\$5	\$178	\$31	\$10	\$126	\$132	\$31	\$183	\$0	\$1,188
Insurance	\$7,893	\$7,441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,441
Legal Advertising	\$1,500	\$0	\$61	\$0	\$61	\$61	\$73	\$62	\$0	\$200	\$0	\$0	\$0	\$517
Other Current Charges	\$300	\$0	\$50	\$0	\$13	\$13	\$13	\$250	\$0	\$0	\$13	\$15	\$0	\$365
Website Domain	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$1,100
Office Supplies	\$500	\$15	\$0	\$15	\$1	\$14	\$0	\$0	\$13	\$11	\$1	\$11	\$0	\$82
Dues, Licenses & Subscriptions	\$175	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
ADMINISTRATIVE EXPENDITURES	\$117,552	\$13,277	\$12,313	\$4,979	\$5,606	\$9,429	\$7,513	\$9,928	\$7,947	\$8,574	\$5,598	\$4,528	\$0	\$88,592
GROUND MAINTENANCE:														
Landscape Maintenance	\$100,000	\$7,160	\$7,160	\$7,160	\$7,160	\$7,160	\$7,160	\$7,160	\$9,930	\$8,786	\$7,160	\$7,464	\$0	\$83,460
Lake Maintenance	\$7,728	\$656	\$656	\$656	\$1,916	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$0	\$8,476
Electric	\$2,500	\$175	\$182	\$0	\$0	\$82	\$107	\$115	\$121	\$132	\$137	\$144	\$0	\$1,195
Water	\$39,000	\$1,828	\$2,850	\$2,261	\$2,437	\$1,673	\$1,874	\$2,211	\$3,526	\$4,612	\$3,012	\$3,178	\$0	\$29,472
Repairs And Maintenance	\$20,000	\$0	\$1,820	\$1,201	\$1,496	\$1,667	\$1,288	\$1,639	\$1,667	\$2,261	\$1,445	\$133	\$0	\$14,636
Contingencies	\$550	\$0	\$720	\$0	\$0	\$1,515	\$0	\$0	\$0	\$488	\$0	\$0	\$0	\$2,723
GROUND MAINTENANCE EXPENDITURES	\$169,778	\$9,819	\$13,398	\$11,278	\$13,009	\$12,753	\$11,084	\$11,781	\$15,900	\$16,955	\$12,410	\$11,575	\$0	\$139,962

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
 Month-to-Month
 Fiscal Year 2019

ADOPTED BUDGET	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
AMENITY CENTER													
Insurance	\$8,398	\$8,565	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,565
General Facility Maintenance	\$15,000	\$0	\$1,847	\$589	\$1,250	\$1,250	\$1,250	\$890	\$1,250	\$1,250	\$1,105	\$0	\$10,681
Repairs & Replacements	\$7,500	\$600	\$3,340	\$1,056	\$1,337	\$625	\$1,584	\$267	\$286	\$1,439	\$974	\$0	\$11,509
Recreational Passes	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Email Marketing	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$0	\$19	\$0	\$0	\$0	\$253	\$0	\$308	\$214	\$0	\$0	\$793
Other Current Charges	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permit Fees	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$250
Contingency	\$5,000	\$0	\$0	\$0	\$794	\$427	\$835	\$0	\$0	\$0	\$0	\$0	\$2,056
Amenity Management	\$50,923	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$0	\$46,679
Facility Assistant	\$24,561	\$0	\$0	\$0	\$0	\$0	\$200	\$1,150	\$2,413	\$2,006	\$0	\$0	\$5,769
Special Events	\$12,000	\$3,474	\$678	\$3,020	\$0	\$491	\$4,171	\$0	\$435	\$0	\$0	\$0	\$12,269
Preventive Maintenance	\$2,500	\$0	\$94	\$420	\$0	\$194	\$0	\$94	\$0	\$300	\$0	\$0	\$1,102
Utilities													
Water & Sewer	\$3,500	\$287	\$287	\$275	\$275	\$281	\$275	\$278	\$305	\$299	\$342	\$299	\$3,204
Electric	\$23,000	\$1,966	\$1,678	\$0	\$0	\$1,658	\$1,518	\$1,518	\$1,858	\$2,065	\$1,664	\$2,150	\$16,075
Cable/Phone/Internet	\$3,000	\$206	\$369	\$220	\$34	\$369	\$0	\$203	\$163	\$163	\$163	\$315	\$2,205
Internet	\$1,360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Contracts													
Field Management Services	\$20,000	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$18,333
Lifeguards	\$16,500	\$0	\$0	\$0	\$0	\$0	\$1,475	\$0	\$6,397	\$5,617	\$5,255	\$1,650	\$20,394
Pool Maintenance	\$12,500	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$11,092
Pool Chemicals	\$11,400	\$953	\$953	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$0	\$10,882
Janitorial	\$7,740	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$7,095
Janitorial Supplies	\$1,200	\$0	\$251	\$48	\$0	\$219	\$75	\$104	\$235	\$202	\$201	\$0	\$1,336
Refuse Service	\$4,850	\$503	\$507	\$506	\$504	\$503	\$493	\$506	\$537	\$0	\$537	\$537	\$5,135
Security	\$10,000	\$683	\$1,003	\$695	\$719	\$635	\$907	\$719	\$999	\$1,164	\$1,304	\$324	\$9,151
Capital Projects	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
AMENITY CENTER EXPENDITURES	\$277,857	\$24,800	\$18,589	\$15,380	\$13,474	\$14,723	\$52,716	\$17,511	\$22,050	\$24,072	\$22,413	\$13,837	\$239,575
TOTAL EXPENDITURES	\$565,187	\$47,896	\$44,301	\$31,548	\$32,088	\$35,904	\$71,314	\$39,220	\$45,896	\$49,601	\$40,421	\$29,940	\$468,129
OTHER SOURCES/(USES):													
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$23,118)	(\$47,098)	(\$38,241)	\$113,106	\$301,164	(\$28,673)	(\$65,502)	(\$34,212)	(\$43,601)	\$7,673	(\$36,729)	(\$28,040)	\$99,848

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended August 31, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/19	ACTUAL THRU 08/31/19	VARIANCE
REVENUES:				
Capital Reserve Funding	\$35,000	\$35,000	\$35,000	\$0
TOTAL REVENUES	\$35,000	\$35,000	\$35,000	\$0
EXPENDITURES:				
Maintenance Reserve (1)	\$0	\$0	\$17,721	(\$17,721)
TOTAL EXPENDITURES	\$0	\$0	\$17,721	(\$17,721)
EXCESS REVENUES (EXPENDITURES)	\$35,000		\$17,279	
FUND BALANCE - Beginning	\$327,493		\$299,310	
FUND BALANCE - Ending	\$362,493		\$316,589	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE FUND 2006A

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended August 31, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/19	ACTUAL THRU 08/31/19	VARIANCE
REVENUES:				
Assessments - Tax Roll	\$727,641	\$727,641	\$943,980	\$216,339
Interest Income	\$3,000	\$2,750	\$25,229	\$22,479
TOTAL REVENUES	\$730,641	\$730,391	\$969,208	\$238,817
EXPENDITURES:				
Interest Expense - 11/1	\$297,810	\$297,810	\$297,810	\$0
Principal Expense - 5/1	\$340,000	\$340,000	\$340,000	\$0
Interest Expense - 5/1	\$297,810	\$297,810	\$297,819	(\$9)
Principal Prepayment - 5/1	\$0	\$0	\$30,000	(\$30,000)
TOTAL EXPENDITURES	\$935,620	\$935,620	\$965,629	(\$30,009)
OTHER FINANCIAL SOURCES/(USES)				
Other Bond Service Costs	\$0	\$0	(\$31,465)	(\$31,465)
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	(\$31,465)	(\$31,465)
EXCESS REVENUES (EXPENDITURES)	(\$204,979)		(\$27,886)	
FUND BALANCE - Beginning	\$233,914		\$1,239,178	
FUND BALANCE - Ending	\$28,935		\$1,211,293	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT CAPITAL PROJECTS FUND 2006A/B

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended August 31, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/19	ACTUAL THRU 08/31/19	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$78	\$78
TOTAL REVENUES	\$0	\$0	\$78	\$78
EXPENDITURES:				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
OTHER FINANCIAL SOURCES/(USES)				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$78	
FUND BALANCE - Beginning	\$0		\$4,366	
FUND BALANCE - Ending	\$0		\$4,445	

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

Bond Issue:	<u>Series 2006A Special Assessment Bonds</u>
Original Issue Amount:	\$14,090,000
Interest Rate:	5.40%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	Lesser of: (i) Max Annual Debt Service for Bonds Outstanding (ii) 125% of Average Debt Service for Bonds Outstanding (iii) 10% of Original proceeds

Bonds outstanding - 9/30/13	\$12,540,000	
Less:		
11/1/13	\$0	
5/1/14	(\$260,000)	Mandatory
5/1/14	(\$15,000)	Special Call
11/1/14	(\$35,000)	Special Call
5/1/15	(\$275,000)	Mandatory
5/1/15	(\$5,000)	Special Call
5/1/16	(\$290,000)	Mandatory
5/1/17	(\$305,000)	Mandatory
5/1/18	(\$325,000)	Mandatory
5/1/19	(\$340,000)	Mandatory
5/1/19	(\$30,000)	Special Call
Current Bonds Outstanding:	\$10,660,000	

B.

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019 SUMMARY OF ASSESSMENTS**

ASSESSED	# UNITS ASSESSED	SERIES 2006 DEBT ASSESSED	FY19 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	742	935,454.59	541,934.99	1,477,389.58
TOTAL ASSESSED NET	742	935,454.59	541,934.99	1,477,389.58

RECEIVED	BALANCE DUE	SERIES 2006 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	(13,463.76)	943,979.57	546,873.77	1,490,853.34
TOTAL RECEIPTS	(13,463.76)	943,979.57	546,873.77	1,490,853.34

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2006 DEBT RECEIVED	O&M RECEIVED	TOTAL
1	11/14/2018	5,029.93	2,913.98	7,943.91
2	11/30/2018	248,195.23	143,786.44	391,981.67
3	12/10/2018	508,603.85	294,648.42	803,252.27
4	12/18/2018	64,551.19	37,396.31	101,947.50
5	1/17/2019	6,798.54	3,938.58	10,737.12
6	2/20/2019	1,860.54	1,077.87	2,938.41
7	3/21/2019	5,776.04	3,346.22	9,122.26
8	4/12/2019	6,041.20	3,499.84	9,541.04
9	5/13/2019	1,298.50	752.26	2,050.76
10	6/11/2019	93,010.90	53,883.82	146,894.72
TAX CERTIFICATES	6/26/2019	2,813.65	1,630.03	4,443.68
		-	-	
		-	-	
		-	-	
TOTAL FY18 TAX ROLL RECEIPTS		943,979.57	546,873.77	1,490,853.34

% TAX ROLL COLLECTED FY18	100.91%	100.91%	100.91%
TOTAL COLLECTED FY18	100.91%	100.91%	100.91%

C.

PINE RIDGE PLANTATION

Community Development District

Check Run Summary - General Fund

7/1/2019 - 8/31/2019

Date	Check Numbers	Amount
General Fund		
7/1/19 - 7/31/19	2415-2433	\$ 47,065.40
8/1/19 - 8/31/19	2434-2458	\$ 44,065.61
		\$ 91,131.01
Capital Reserves Fund		
7/18/19	26	\$ 11,273.00
		\$ 11,273.00
Utilities and Autopayments		
July 7, 2019	AT&T	\$ 162.99
July 15, 2019	Advanced Disposal	\$ 537.49
July 15, 2019	SafeTouch	\$ 83.88
July 23, 2019	Clay Electric	\$ 1,801.00
July 24, 2019	Clay County Utilities	\$ 3,353.99
August 7, 2019	Advanced Disposal	\$ 537.20
August 10, 2019	AT&T	\$ 53.10
August 19, 2019	SafeTouch	\$ 83.88
August 21, 2019	Clay Electric	\$ 2,294.00
August 28, 2019	Clay County Utilities	\$ 3,477.59
TOTAL UTILITIES PAID ONLINE OR AUTOPAY		\$ 12,385.12
		\$ 114,789.13

*Fedex invoices available upon request.

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 9/06/19
 *** CHECK DATES 07/01/2019 - 08/31/2019 *** PINE RIDGE PLANTATION - GF
 BANK A PINE RIDGE PLANTATIO

PAGE 1

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
7/11/19	00107	7/05/19 SSI09038	201906 330-57200-34500		*	140.00	
		JUN ADMIN FEE					
		7/05/19 SSI09038	201906 330-57200-34500		*	100.00	
		JUN SCHEDULIG FEE					
				CLAY COUNTY SHERIFF'S OFFICE			240.00 002415
7/11/19	00069	6/12/19 300377	201906 310-51300-48000		*	200.07	
		NOTICE OF PUBLIC HEARING					
				CLAY TODAY			200.07 002416
7/11/19	00106	7/01/19 07012019	201906 330-57200-34500		*	600.00	
		6/7/19-6/30/19 SECURITY					
				MATTHEW EDMONSON			600.00 002417
7/11/19	00005	6/24/19 108101	201905 310-51300-31500		*	1,772.00	
		MAY COUNSEL/MEETING					
				HOPPING GREEN & SAMS			1,772.00 002418
7/11/19	00054	7/01/19 13129558	201907 330-57200-46500		*	997.37	
		JUL POOL CHEMICALS					
				POOLSURE			997.37 002419
7/11/19	00134	7/01/19 40282	201907 320-53800-46200		*	7,160.00	
		JUL LANDSCAPE MAINTENANCE					
				DOWN TO EARTH			7,160.00 002420
7/11/19	00073	6/25/19 273	201906 330-57200-34200		*	2,868.64	
		LIFEGUARDS THRU 6/20/19					
				RIVERSIDE MANAGEMENT SERVICES INC			2,868.64 002421
7/11/19	00073	7/01/19 271	201907 330-57200-46200		*	645.00	
		JUL JANITORIAL SERVICES					
		7/01/19 271	201907 330-57200-46400		*	1,008.33	
		JUL POOL MAINTENANCE					
		7/01/19 271	201907 330-57200-34000		*	1,666.67	
		JUL OPERATIONS MNGM SRVC					
		7/01/19 271	201907 330-57200-34100		*	4,243.58	
		JUL FACILITY MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES INC			7,563.58 002422
7/11/19	00076	7/01/19 442160	201907 320-53800-46400		*	656.00	
		JUL LAKE MAINTENANCE					
				THE LAKE DOCTORS INC			656.00 002423
7/18/19	00003	7/01/19 190	201907 310-51300-34000		*	3,690.83	
		JUL MANAGEMENT FEES					

PRP --PINERIDGE-- BPEREGRINO

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

RUN 9/06/19

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*** CHECK DATES 07/01/2019 - 08/31/2019 ***

PINE RIDGE PLANTATION - GF
BANK A PINE RIDGE PLANTATIO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
7/01/19	190	201907 310-51300-49100			*	100.00	
		JUL WEBSITE ADMIN					
7/01/19	190	201907 310-51300-35100			*	83.33	
		JUL INFORM TECHNOLOGY					
7/01/19	190	201907 310-51300-31300			*	416.67	
		JUL DESSIMINATION SERVICE					
7/01/19	190	201907 310-51300-51000			*	.78	
		OFFICE SUPPLIES					
7/01/19	190	201907 310-51300-42000			*	13.00	
		POSTAGE					
7/01/19	190	201907 310-51300-42500			*	31.05	
		COPIES					
7/01/19	190	201907 310-51300-41000			*	37.54	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,373.20 002424
7/18/19	00073	6/30/19 274	201906 330-57200-34200		*	724.00	
		GATE MONITOR THRU 7/4/19					
				RIVERSIDE MANAGEMENT SERVICES INC			724.00 002425
7/18/19	00073	6/30/19 275	201906 330-57200-34200		*	2,024.80	
		LIFEGUARD THRU 7/4/19					
				RIVERSIDE MANAGEMENT SERVICES INC			2,024.80 002426
7/18/19	00073	7/09/19 276	201906 330-57200-34110		*	2,412.50	
		JUN FACILITY ASSISTANT					
				RIVERSIDE MANAGEMENT SERVICES INC			2,412.50 002427
7/24/19	00157	7/05/19 07052019	201907 330-57200-46100		*	543.24	
		JUL CABLE/PHONE/INTERNET					
				COMCAST			543.24 002428
7/24/19	00089	4/01/19 32445	201904 320-53800-46200		*	7,160.00	
		APR LANDSCAPE MAINTENANCE					
				DOWN TO EARTH			7,160.00 002429
7/24/19	00039	7/05/19 20122	201907 330-57200-52000		*	70.00	
		GYM WIPE					
				FITNESS PRO			70.00 002430
7/24/19	00051	7/01/19 1011755	201907 330-57200-46600		*	300.00	
		TERMITE RENEWAL					
				FREEDOM PEST CONTROL			300.00 002431
7/24/19	00155	7/14/19 07142019	201907 330-57200-34500		*	120.00	
		SECURITY 7/12/19					

PRP --PINERIDGE-- BPEREGRINO

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

RUN 9/06/19

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*** CHECK DATES 07/01/2019 - 08/31/2019 ***

PINE RIDGE PLANTATION - GF
BANK A PINE RIDGE PLANTATIO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		7/14/19 07142019	201907 330-57200-34500		*	120.00	
		SECURITY 7/14/19		JEFF ANDERSON			240.00 002432
7/24/19 00134		5/01/19 34920	201905 320-53800-46200		*	7,160.00	
		MAY LANDSCAPE MAINTENANCE		DOWN TO EARTH			7,160.00 002433
8/01/19 00106		7/22/19 07222019	201907 330-57200-34500		*	480.00	
		SECURITY 7/5/19-7/20/19		MATTHEW EDMONSON			480.00 002434
8/01/19 00073		7/25/19 279	201907 330-57200-34200		*	479.36	
		GATE MONITOR THRU 7/18/19		RIVERSIDE MANAGEMENT SERVICES INC			479.36 002435
8/01/19 00073		7/25/19 280	201907 330-57200-34200		*	2,542.24	
		LIFEGUARD THRU 7/18/19		RIVERSIDE MANAGEMENT SERVICES INC			2,542.24 002436
8/09/19 00134		8/01/19 43140	201908 320-53800-46200		*	7,160.00	
		AUG LANDSCAPE MAINTENANCE		DOWN TO EARTH			7,160.00 002437
8/09/19 00001		7/30/19 66287502	201907 310-51300-42000		*	136.12	
		JUL FEDEX POSTAGE		FEDEX			136.12 002438
8/09/19 00039		7/27/19 20309	201907 330-57200-46100		*	290.00	
		PARTS/SVC FOR TREADMILL		FITNESS PRO			290.00 002439
8/09/19 00003		8/01/19 191	201908 310-51300-34000		*	3,690.83	
		AUG MANAGEMENT FEES			*	100.00	
		8/01/19 191	201908 310-51300-49100		*	83.33	
		AUG WEBSITE ADMINISTRATION			*	416.67	
		8/01/19 191	201908 310-51300-35100		*	10.57	
		AUG INFORM TECHNOLOGY			*	28.57	
		8/01/19 191	201908 310-51300-31300		*	182.70	
		AUG DISSEMINATION SERVICE			*		
		8/01/19 191	201908 310-51300-51000		*		
		OFFICE SUPPLIES			*		
		8/01/19 191	201908 310-51300-42000		*		
		POSTAGE			*		
		8/01/19 191	201908 310-51300-42500		*		
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			4,512.67 002440

PRP --PINERIDGE-- BPEREGRINO

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 9/06/19

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*** CHECK DATES 07/01/2019 - 08/31/2019 ***

PINE RIDGE PLANTATION - GF
BANK A PINE RIDGE PLANTATIO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
8/09/19	00005	7/31/19 109079	201906 310-51300-31500	JUN GEN COUNSEL/MNTH MEET	*	758.50	
				HOPPING GREEN & SAMS			758.50 002441
8/09/19	00155	7/28/19 07282019	201907 330-57200-34500	07/27/19 SECURITY	*	120.00	
		7/28/19 07282019	201907 330-57200-34500	07/28/19 SECURITY	*	120.00	
				JEFF ANDERSON			240.00 002442
8/09/19	00054	8/01/19 13129558	201908 330-57200-46500	AUG POOL CHEMICALS	*	997.37	
				POOLSURE			997.37 002443
8/09/19	00073	8/01/19 278	201908 330-57200-46200	AUG JANITORIAL SERVICES	*	645.00	
		8/01/19 278	201908 330-57200-46400	AUG POOL MAINTENANCE	*	1,008.33	
		8/01/19 278	201908 330-57200-34000	AUG OPER MANAGEMENT	*	1,666.67	
		8/01/19 278	201908 330-57200-34100	AUG FACILITY MANAGEMENT	*	4,243.58	
				RIVERSIDE MANAGEMENT SERVICES INC			7,563.58 002444
8/09/19	00076	8/01/19 448331	201908 320-53800-46400	AUG LAKE MAINTENANCE	*	656.00	
				THE LAKE DOCTORS INC			656.00 002445
8/15/19	00073	7/31/19 281	201907 330-57200-34110	JUL FACILITY ASSISTANT	*	2,006.25	
				RIVERSIDE MANAGEMENT SERVICES INC			2,006.25 002446
8/15/19	00073	7/31/19 282	201907 330-57200-34200	GATE MONITOR THRU 7/31/19	*	571.04	
				RIVERSIDE MANAGEMENT SERVICES INC			571.04 002447
8/15/19	00073	7/31/19 283	201907 330-57200-34200	LIFEGUARD THRU 7/31/19	*	1,662.08	
				RIVERSIDE MANAGEMENT SERVICES INC			1,662.08 002448
8/22/19	00038	8/12/19 60830	201908 320-53800-46000	REPLASD CHECK RUBERS	*	133.00	
				BOB'S BACKFLOW & PLUMBING CO. INC.			133.00 002449
8/22/19	00107	8/12/19 SSI09104	201907 330-57200-34500	JUL EMPLOYMENT ADMIN FEE	*	160.00	

PRP --PINERIDGE-- BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		8/12/19 SSI09104	201907 330-57200-34500		*	100.00	
		JUL SCHEDULING FEE		CLAY COUNTY SHERIFF'S OFFICE			260.00 002450
8/22/19 00157		8/01/19 08012019	201908 330-57200-41500		*	262.07	
		AUG CABLE/PHONE/INTERNET		COMCAST			262.07 002451
8/22/19 00134		8/15/19 44303	201908 320-53800-46200		*	304.00	
		REMOVE/REPLACE LOROPETALU		DOWN TO EARTH			304.00 002452
8/22/19 00155		8/11/19 08112019	201908 330-57200-34500		*	120.00	
		8/10/19 SECURITY SERVICES					
		8/11/19 08112019	201908 330-57200-34500		*	120.00	
		8/11/19 SECURITY SERVICES		JEFF ANDERSON			240.00 002453
8/22/19 00073		5/30/19 270	201905 330-57200-34200		*	3,436.64	
		LIFEGUARD THRU 6/2/19		RIVERSIDE MANAGEMENT SERVICES INC			3,436.64 002454
8/22/19 00073		7/12/19 277	201906 330-57200-46000		*	1,250.00	
		JUN GEN FACIL MINTENANCE					
		7/12/19 277	201906 320-53800-46000		*	1,797.00	
		JUN R/M GROUNDS					
		7/12/19 277	201906 330-57200-46100		*	1,439.00	
		JUN REPAIR/REPLACEMENT					
		7/12/19 277	201906 330-57200-46201		*	202.35	
		JANITORIAL SUPPLIES					
		7/12/19 277	201906 330-57200-51000		*	214.00	
		OFFICE SUPPLIES		RIVERSIDE MANAGEMENT SERVICES INC			4,902.35 002455
8/22/19 00073		8/19/19 284	201907 330-57200-46000		*	1,105.00	
		JUL G.F.M.					
		8/19/19 284	201907 320-53800-46000		*	1,445.00	
		JUL R/M-GROUNDS					
		8/19/19 284	201907 330-57200-46100		*	71.00	
		JUL REPAIR/REPLACEMENT					
		8/19/19 284	201907 330-57200-46201		*	201.10	
		JUL JANITORIAL SUPPLIES		RIVERSIDE MANAGEMENT SERVICES INC			2,822.10 002456
8/22/19 00073		8/20/19 285	201908 330-57200-34200		*	345.60	
		GATE MONITOR THRU 8/11/19		RIVERSIDE MANAGEMENT SERVICES INC			345.60 002457

PRP --PINERIDGE-- BPEREGRINO

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AP300R                                YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER    RUN  9/06/19
*** CHECK DATES 07/01/2019 - 08/31/2019 ***                                PINE RIDGE PLANTATION - GF

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YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER

RUN 9/06/19

*** CHECK DATES 07/01/2019 - 08/31/2019 ***

PINE RIDGE PLANTATION - GF

BANK A PINE RIDGE PLANTATIO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
8/22/19	00073	8/20/19 286	201908 330-57200-34200	LIFEGUARD THRU 8/11/19	*	1,304.64	
				RIVERSIDE MANAGEMENT SERVICES INC			1,304.64 002458

TOTAL FOR BANK A	91,131.01
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TOTAL FOR REGISTER	91,131.01
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PRP --PINDERIDGE-- BPEREGRINO



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
Green Cove Springs, FL 32043
(904) 284-7575

Invoice Number: SSI09038
Invoice Date: 7/5/2019

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

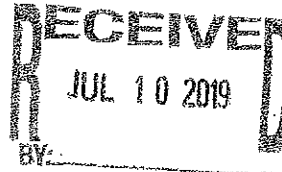
Ship

To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

Due Date 7/20/2019
Terms Net 15 Days

Customer ID C0000507
P.O. Number
P.O. Date 7/5/2019
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JUNE 2019		28	28	5.00	140.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00



V-107 (A)

1,330,572.345

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 240.00

Subtotal: 240.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 240.00

PINE RIDGE PLANTATION CDD	6/2/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	6/7/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	6/8/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	6/16/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	6/21/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	6/22/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	6/30/2019	6531	EDMONSON, MATTHEW W	4.00
			TOTAL	28.00



3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200



1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

PINE RIDGE PLANTATION C.D.D.
475 W TOWN PL # 114
SAINT AUGUSTINE, FL 32092

Cust#:502790
Ad#:300377
Phone#:904-001-0001
Date:06/12/2019

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 7.60

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	06/27/2019	07/04/2019	2	100.04	200.07

Payment Information:

Date: 06/11/2019 Order#: 300377 Type: BILLED ACCOUNT

Total Amount: 200.07

Tax: 0.00

Amount Due: 200.07

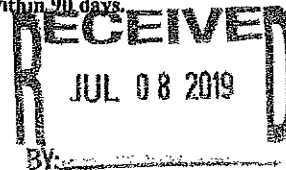
Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

**NOTICE OF
PUBLIC HEARING
TO CONSIDER THE
ADOPTION OF THE FISCAL
YEAR 2019/2020 BUDGETS;
AND NOTICE OF REGULAR
BOARD OF SUPERVISORS'
MEETING.
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

The Board of Supervisors ("Board") of the Pine Ridge Plantation Community Development District ("District") will hold a public hearing on July 30, 2019 at 6:00 p.m. at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("Fiscal Year 2019/2020"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32082 (904) 940-6850 ("District Manager's Office"), during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be



V-69

(A)

1, 310, 573, 480

PUBLISHER AFFIDAVIT
CLAY TODAY
 Published Weekly
 Orange Park, Florida

STATE OF FLORIDA
COUNTY OF CLAY:

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

NOTICE OF PUBLIC HEARING

in the matter of

BUDGETS

LEGAL: 44279 ORDER: 308377

was published in said newspaper in the issues:

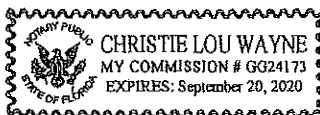
06/27/2019
07/04/2019

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 07/04/2019.

Christie Lou Wayne
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003
 Telephone (904) 264-3200 - FAX (904) 264-3285
 E-Mail: Christie@cpclia.com

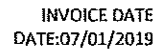
**NOTICE OF
 PUBLIC HEARING
 TO CONSIDER THE
 ADOPTION OF THE FISCAL
 YEAR 2019/2020 BUDGETS;
 AND NOTICE OF REGULAR
 BOARD OF SUPERVISORS
 MEETING
 PINE RIDGE PLANTATION
 COMMUNITY DEVELOPMENT
 DISTRICT**

The Board of Supervisors ("Board") of the Pine Ridge Plantation Community Development District ("District") will hold a public hearing on July 30, 2019 at 6:00 p.m. at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("Fiscal Year 2019/2020"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32082 (904) 940-5850 ("District Manager's Office"), during normal business hours. The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Ernesto Torres
 District Manager
 Legal 44279 published June 27 and
 July 4, 2019 in Clay County's Clay
 Today newspaper.

CCSO OFF-DUTY INVOICE



FOR:
joliver@gmsnf.com
prmgr@riversidemqtsvc.com

Make all checks payable to Matthew Edmonson

Thank you for your business!

Hopping Green & Sams

Attorneys and Counselors

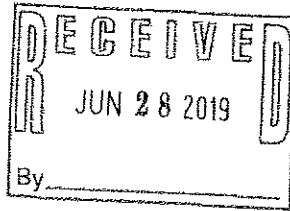
119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

June 24, 2019

Pine Ridge Community Development District
Governmental Management Services
5385 North Nob Hill Road
Sunrise, FL 33351

Bill Number 108101
Billed through 05/31/2019



1-31-513-315
5

General Counsel/Monthly Meeting
PRIDGE 00001 JMW

FOR PROFESSIONAL SERVICES RENDERED

05/14/19	JMW	Review draft agenda; confer with staff regarding same; prepare resolution adopting rates, fees and charges; confer with staff regarding same.	1.10 hrs
05/14/19	AHJ	Prepare agreement for website compliance.	1.50 hrs
05/16/19	AHJ	Finalize agreement for ADA website compliance.	0.90 hrs
05/20/19	JMW	Meeting preparation; review agenda package materials; conference with staff.	1.70 hrs
05/21/19	JMW	Meeting preparation; attend regular board meeting by telephone.	1.90 hrs
05/22/19	JMW	Confer with Bloom regarding relief agreement performance and refunding issues.	0.50 hrs
05/29/19	JMW	Confer with Torres regarding storage facility issues; research regarding same; respond to auditor request.	0.90 hrs
05/30/19	JMW	Confer with Torres and Ma regarding storage facility site.	0.30 hrs
Total fees for this matter			\$1,772.00

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	2.40 hrs	125 /hr	\$300.00
Walters, Jason M.	6.40 hrs	230 /hr	\$1,472.00

TOTAL FEES \$1,772.00

TOTAL CHARGES FOR THIS MATTER \$1,772.00

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	2.40 hrs	125 /hr	\$300.00
Walters, Jason M.	6.40 hrs	230 /hr	\$1,472.00

=====

TOTAL FEES

\$1,772.00

TOTAL CHARGES FOR THIS BILL

\$1,772.00

Please include the bill number on your check.



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 7/1/2019

Invoice # 131295586603

Terms	Net 20
Due Date	7/21/2019
PO #	
Customer #	13GMS100

Bill To GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	Ship To GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068
--------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	938.32
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p><i>C. Hall 6/21/19</i> <i>Pool chemicals</i> <i>001.330.57200.46500</i> <i>54</i></p> <p>RECEIVED JUN 21 2019 By _____</p>				

Total 997.37
Amount Due \$997.37

Remittance Slip

Customer
13GMS100
Invoice #
131295586603

Amount Due \$997.37

Amount Paid _____

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295586603

Down to Earth
8850 Corporate Square Court
Jacksonville, FL 32216
(904) 737-9733



July 2019
Invoice #40282

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

Shipping Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

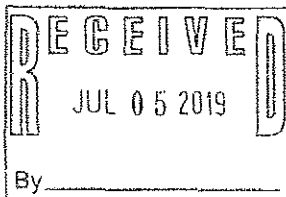
Project/Job	Invoice Date	Due Date	Terms	PO#
	7/1/2019	7/31/2019	Net 30	

Item	Qty	Rate	Amount
Monthly Maintenance Description: Current month landscape maintenance	1	\$7,160.00	\$7,160.00

Subtotal	\$7,160.00
Payments/Credits	\$0.00
Balance Due	\$7,160.00

In order to better serve our clients, we request that all payment for services to be mailed directly to the local Down to Earth: Jacksonville Office in Jacksonville. Please reference the address directly on the top left of this invoice. Thank You.

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance.



C. Hall 7/3/19
Landscape Maint.
001.320.53800.46200

V-80
(A)

Riverside Management Services, Inc

9655 Florida Mining Blvd West

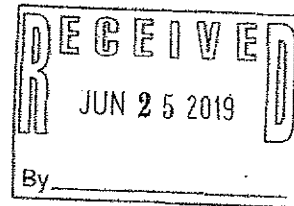
Suite 305

Jacksonville, FL 32257

Invoice

Date	Invoice #
6/25/2019	273

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
179.29	Lifeguard Services through June 20, 2019	16.00	2,868.64
330,572.3420			
73			
Total			\$2,868.64

24w
6,25,19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD

LIFEGUARD INVOICE DETAIL

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
179.29	Lifeguard Services	\$ 16.00	\$ 2,868.64

Covers Period End: June 20, 2019

Lifeguard/Deck Monitor #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 06/20/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/7/19	2.67	M.R.	Lifeguarding
6/7/19	3.05	J.T.	Lifeguarding
6/7/19	3	K.W.	Gate Monitor
6/7/19	2.9	T.M.	Lifeguarding
6/7/19	3.07	J.S.	Lifeguarding
6/7/19	3.08	B.S.	Lifeguarding
6/8/19	4	M.R.	Lifeguarding
6/8/19	5.58	J.T.	Lifeguarding
6/8/19	3.72	A.W.	Gate Monitor
6/8/19	6.15	F.Y.	Lifeguarding
6/8/19	5.68	T.M.	Lifeguarding
6/8/19	2.87	M.S.	Gate Monitor
6/8/19	2.38	T.G.	Gate Monitor
6/8/19	5.47	S.G.	Lifeguarding
6/9/19	2.67	M.R.	Lifeguarding
6/9/19	0.57	A.W.	Gate Monitor
6/9/19	3.2	K.W.	Gate Monitor
6/9/19	2.15	T.M.	Lifeguarding
6/9/19	3.1	M.S.	Gate Monitor
6/9/19	2.15	E.M.	Lifeguarding
6/9/19	2.27	S.G.	Lifeguarding
6/9/19	3.05	J.S.	Lifeguarding
6/13/19	4.48	J.T.	Lifeguarding
6/13/19	3.02	A.W.	Gate Monitor
6/13/19	3.2	K.W.	Gate Monitor
6/13/19	3.4	T.M.	Lifeguarding
6/13/19	4.65	S.B.	Lifeguarding
6/13/19	4.4	J.S.	Lifeguarding
6/13/19	4.5	B.S.	Lifeguarding
6/14/19	2.67	M.R.	Lifeguarding
6/14/19	4	J.T.	Lifeguarding
6/14/19	2.95	T.G.	Gate Monitor
6/14/19	4.1	E.M.	Lifeguarding
6/14/19	4.27	S.B.	Lifeguarding
6/14/19	2.67	J.S.	Lifeguarding
6/14/19	2.58	B.S.	Lifeguarding
6/15/19	2.67	M.R.	Lifeguarding
6/15/19	5.53	J.T.	Lifeguarding
6/15/19	3.05	A.W.	Gate Monitor
6/15/19	2.95	K.W.	Gate Monitor
6/15/19	3.07	M.S.	Gate Monitor
6/15/19	5.7	E.M.	Lifeguarding
6/15/19	5.75	S.B.	Lifeguarding
6/16/19	3.95	S.H.	Lifeguarding
6/16/19	2.67	M.R.	Lifeguarding
6/16/19	4.07	J.T.	Lifeguarding
6/16/19	2.33	K.W.	Gate Monitor
6/16/19	3.07	M.S.	Gate Monitor
6/16/19	3.08	T.G.	Gate Monitor
6/16/19	3.58	E.M.	Lifeguarding
6/16/19	4.1	S.B.	Lifeguarding

GRAND TOTAL 179.29

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Lifeguarding	133.68
Gate Monitor	45.61
	179.29

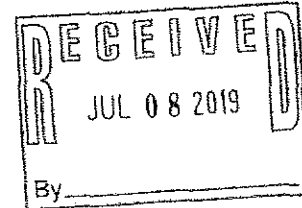
Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
7/1/2019	271

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092

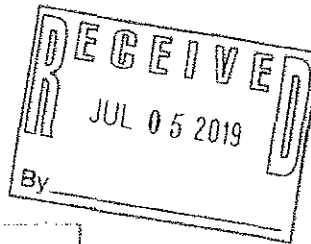


P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - July 2019 330,572,4620	645.00	645.00
	Pool Maintenance Services - July 2019 330,572,4640	1,008.33	1,008.33
	Operations Management Services - July 2019 330,572,3400	1,666.67	1,666.67
	Facility Management - Pine Ridge Plantation - July 2019 330,572,3410	4,243.58	4,243.58
V-73 (A)			
		Total	\$7,563.58



3543 State Road 419, Winter Springs, FL 32708
PH: 800-668-5253



INVOICE

Invoice #	442160
Account #	719342
Invoice Date	7/1/2019
Due Date	7/11/2019
Rep	ERW

Bill To PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

P.O. No.	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Mgmt Serv-R New agreement received 10/10/17 <i>C. Hall 7/3/19</i> <i>Lake Mgmt.</i> <i>001.320.53800.46400</i> <i>V-76 (A)</i>	656.00
Customer Total Balance		\$656.00
Total Invoice		\$656.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

Bill To PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Amount Enclosed

Invoice #	442160
Account #	719342
Date	7/1/2019

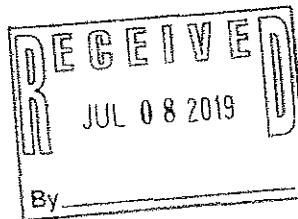
Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at Frontdesk@lakedoctors.com.

The Lake Doctors, Inc.
3543 State Road 419
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa <input type="checkbox"/> American Express
Card #	_____
Card Verification #	_____
Exp. Date #	_____
Print Name	_____
Billing Address:	_____ Check box if same as above
Signature	_____

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**Invoice #: 190
Invoice Date: 7/1/19
Due Date: 7/1/19
Case:
P.O. Number:**Bill To:**Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - July 2019 1.310.513, 340		3,690.83	3,690.83
Website Administration - July 2019 11-491		100.00	100.00
Information Technology - July 2019 11-357		83.33	83.33
Dissemination Agent Services - July 2019 313		416.67	416.67
Office Supplies 510		0.78	0.78
Postage 420		13.00	13.00
Copies 425		31.05	31.05
Telephone 410		37.54	37.54
V-3 (A)			
Total			\$4,373.20
Payments/Credits			\$0.00
Balance Due			\$4,373.20

Riverside Management Services, Inc

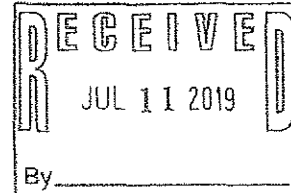
Suite 305

Jacksonville, FL 32257

Invoice

Date	Invoice #
6/30/2019	274

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
45.25	Gate Monitor Services through July 4, 2019 1,330,572,3420 V-73 (A)	16.00	724.00
Total			\$724.00

Rnw
7.10.19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD
GATE MONITOR INVOICE DETAIL

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
45.25	Gate Monitor Services	\$ 16.00	\$ 724.00

Covers Period: July 4, 2019

Lifeguards/Gate Monitors #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
GATE MONITOR BILLABLE HOURS
FOR PE 07/04/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/21/19	2.13	A.W.	Gate Monitor
6/22/19	3.03	T.G.	Gate Monitor
6/22/19	3.07	M.S.	Gate Monitor
6/23/19	4.03	T.G.	Gate Monitor
6/27/19	3.07	A.W.	Gate Monitor
6/28/19	1.62	T.G.	Gate Monitor
6/28/19	4.17	M.S.	Gate Monitor
6/29/19	3.12	A.W.	Gate Monitor
6/29/19	2.85	M.S.	Gate Monitor
6/30/19	3.1	A.W.	Gate Monitor
6/30/19	3	T.G.	Gate Monitor
7/4/19	4.93	S.H.	Gate Monitor
7/4/19	7.13	M.S.	Gate Monitor
GRAND TOTAL	<u>45.25</u>		

Additional Attendant

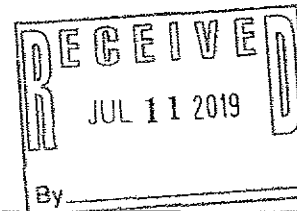
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
6/30/2019	275

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
126.55	Lifeguard Services through July 4, 2019 330.572,3420 V-73 (A)	16.00	2,024.80
Total			\$2,024.80

Row
7,10,19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD

LIFEGUARD INVOICE DETAIL

Quantity	Description	Rate	Amount
126.55	Lifeguard Services	\$ 16.00	\$ 2,024.80

Covers Period End: July 04, 2019

Lifeguard/Deck Monitor #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 07/04/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/21/19	4.03	J.S.	Lifeguarding
6/21/19	3.13	K.Z.W.	Lifeguarding
6/21/19	4.05	B.S.	Lifeguarding
6/21/19	4.02	J.T.	Lifeguarding
6/22/19	5.68	S.B.	Lifeguarding
6/22/19	5.22	O.B.	Lifeguarding
6/22/19	2.98	K.Z.W.	Lifeguarding
6/22/19	5.48	J.T.	Lifeguarding
6/23/19	5.9	S.B.	Lifeguarding
6/23/19	5.43	O.B.	Lifeguarding
6/27/19	4.2	S.B.	Lifeguarding
6/27/19	4.3	K.W.	Lifeguarding
6/27/19	3.1	K.Z.W.	Lifeguarding
6/27/19	3.80	B.S.	Lifeguarding
6/27/19	3.97	J.T.	Lifeguarding
6/28/19	2.62	S.B.	Lifeguarding
6/28/19	2.77	E.M.	Lifeguarding
6/28/19	2.62	K.W.	Lifeguarding
6/28/19	2.7	B.S.	Lifeguarding
6/29/19	4.37	S.B.	Lifeguarding
6/29/19	4.38	S.G.	Lifeguarding
6/29/19	4.18	E.M.	Lifeguarding
6/29/19	3.02	K.Z.W.	Lifeguarding
6/29/19	4.05	T.M.	Lifeguarding
6/29/19	4.08	J.T.	Lifeguarding
6/30/19	2.02	K.W.	Lifeguarding
6/30/19	2.08	K.Z.W.	Lifeguarding
6/30/19	4.89	T.M.	Lifeguarding
6/30/19	4.25	J.T.	Lifeguarding
7/4/19	4.47	K.W.	Lifeguarding
7/4/19	4.63	E.M.	Lifeguarding
7/4/19	4.05	J.T.	Lifeguarding
GRAND TOTAL	<u>126.55</u>		

GL Code: 330-572-3420

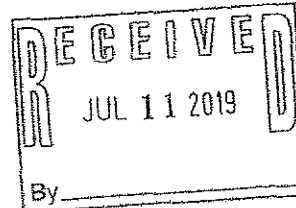
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
7/9/2019	276

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
96.5	Facility Assistant through June 30, 2019 Assistant manager 1,330.572,3411 V-73 (A)	25.00	2,412.50
Total			\$2,412.50

RAW
7, 10, 19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE CDD

FACILITY ASSISTANT

Qty./Hours	Description	Rate	Amount
96.5	Facility Assistant	\$ 25.00	\$ 2,412.50

Covers Period: June 30, 2019

TOTAL DUE:

\$ 2,412.50

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF JUNE 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/25/19	8	J.G.	Completed daily checklist, returned calls and emails
5/26/19	8	J.G.	Completed daily checklist, returned calls and emails
5/27/19	8	J.G.	Completed daily checklist, returned calls and emails
5/30/19	8	J.G.	Completed daily checklist, returned calls and emails
6/3/19	8	J.G.	Completed daily checklist, returned calls and emails
6/8/19	8	J.G.	Completed daily checklist, returned calls and emails
6/9/19	8	J.G.	Completed daily checklist, returned calls and emails
6/13/19	8	J.G.	Completed daily checklist, returned calls and emails
6/17/19	8	J.G.	Completed daily checklist, returned calls and emails
6/25/19	8	J.G.	Completed daily checklist, returned calls and emails
6/29/19	8.5	J.G.	Completed daily checklist, returned calls and emails
6/30/19	8	J.G.	Completed daily checklist, returned calls and emails

96.5

Hello,

Welcome to Comcast Business. We're excited to provide services we think you'll love.


Your bill at a glance

For 4200 PINE RIDGE PKWY, MIDDLEBURG, FL, 32068-9216

Previous balance		\$0.00
Payments		\$0.00
Balance forward		\$0.00
Regular monthly charges	Page 3	\$246.75
One-time charges	Page 3	\$258.80
Taxes, surcharges & fees	Page 3	\$37.69
New charges		\$543.24

Amount due Jul 26, 2019**\$543.24**

C. Hall 7/19/19
Repairs + Replacements
001.330.572.00.40100

V-157 

Detach the bottom portion of this bill and enclose with your payment

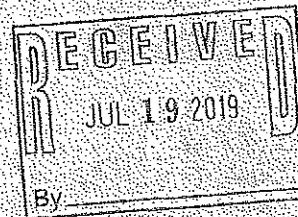
Do not include correspondence with payment

**COMCAST
BUSINESS**141 NW 16TH ST
POMPANO BEACH FL 33060-5250
96330310 NO RP 05 20190705 1111111111 0000144 0001PINE RIDGE CDD
ATTN MANDY FERGUSON
4200 PINE RIDGE PKWY
MIDDLEBURG, FL 32068-9216

849574144182870800543249

Your bill explained

- Since this is your first bill, you may see some one-time charges. See page 3 for more details.
- Any payments received or account activity after Jul 05, 2019 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/myaccount.

**Need help?**

- Visit business.comcast.com/myaccount or see page 2 for other ways to contact us.

Please write your account number on your check or money order

Account number

8495 74 144 1828708

Payment due

Jul 26, 2019**Please pay****\$543.24**

Amount enclosed

\$

Make checks payable to Comcast
Do not send cashCOMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

Down to Earth
8850 Corporate Square Court
Jacksonville, FL 32216
(904) 737-9733



PAST DUE
April 2019
Invoice #32445

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

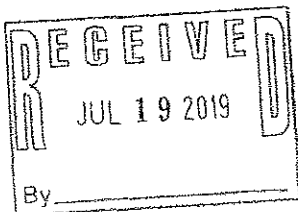
Shipping Address
PINE RIDGE CDD

Project/Job	Invoice Date	Due Date	Terms	PO#
	4/1/2019	5/1/2019	Net 30	

Item	Qty	Rate	Amount
Monthly Maintenance Description: Current month landscape maintenance	1	\$7,160.00	\$7,160.00

Subtotal	\$7,160.00
Payments/Credits	\$0.00
Balance Due	\$7,160.00

In order to better serve our clients, we request that all payment for services to be mailed directly to the local Down to Earth Jacksonville Branch. Please reference the address directly on the top left of this invoice. Thank You.
Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



C. Ham 7/19/18
Landscape Maint.
001.320.53800.46200
V-89 (A)

Always Improving LLC dba Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312
(850) 523-8882
admin@wearefitnesspro.com
http://www.wearefitnesspro.com

Invoice



1400 Village Square Blvd #3-293
Tallahassee, FL 32312
(850) 523-8882

DUPLICATE
AMANDA RENTSCH
Pine Ridge Plantation Amenity Center
Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, FL 32068

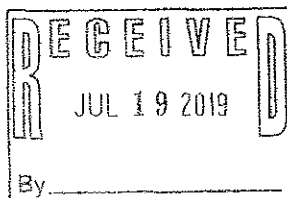
SHIP TO
AMANDA RENTSCH
Pine Ridge Plantation Amenity Center
Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, FL 32068

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
20122	07/05/2019	\$70.00	07/15/2019	Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	TOTAL
07/02/2019	2XL-36 Jul 2, 2019: 900 count gym wipes	2	60.00
07/04/2019	SHIPPING 3 Jul 4, 2019: SHIPPING 3	1	10.00
07/05/2019	SERVICE REQUEST 24431 - JULY QUARTERLY PM		
07/05/2019	Service Request Details/Notes: paid in advance		
BALANCE DUE			\$70.00

C. Hall 7/19/19
operating supplies
acc. 330.57200, 52000
V-39 (A)



FREEDOM
PEST CONTROL
904-272-BUGS (2847)
 3600 Peoria Rd, Suite 103
 Orange Park, FL 32065



Order: 1011755
 Work Date: 7/1/2019 Monday
 Time: 11:03 AM
 Map:
 Route:
 Tech: 2PATRICK
 Patrick Knight

Location: [100526] Bill-To: [100526]
 Pine Ridge Plantation Amenity Cntr
 4200 Pine Ridge Pkwy
 Middleburg, FL 32068-9216

Phone 904-291-8878

Lic:
 Target Pest:
 Last Service: 7/9/2018
 Terms: NET 30
 PO:
 County: CLAY

SERVICE	DESCRIPTION	PRICE
TC-10RP	Termite Renewal	\$300.00
		SUBTOTAL \$300.00 TAX \$0.00 TOTAL \$300.00 PRIOR BALANCE \$0.00 AMOUNT DUE \$300.00

PLEASE REMIT STUB WITH PAYMENT

SERVICE NOTES				PAYMENT RECORD	
1 2 3 4 5				AMOUNT PAID _____	
				<input type="checkbox"/> CASH <input type="checkbox"/> CHECK NO. _____ <input type="checkbox"/> VS <input type="checkbox"/> MC <input type="checkbox"/> AMEX	
				CC# _____ EXP. _____	
				CUSTOMER SIGNATURE X I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.	

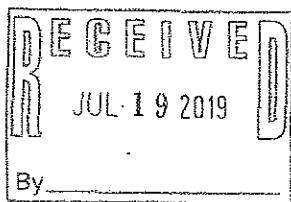
SERVICE	DESCRIPTION	PRICE	ACCOUNT INFORMATION
TC-10RP	Termite Renewal	\$300.00	Bill-To: 100526 Pine Ridge Plantation Amenity Cntr 4200 Pine Ridge Pkwy Middleburg, FL 32068-9216 904-291-8878 Order: 1011755 Tech: _____ Date: 7/1/2019 Time In: _____ Day: Monday Time: 11:03 AM Tech: 2PATRICK Time Out: _____ Patrick Knight
Confirmed for 7/1/19 between 11:00-11:30.		SUBTOTAL \$300.00 TAX \$0.00 TOTAL \$300.00 PRIOR BALANCE AMOUNT DUE \$300.00	
<i>C. Hall 7/19/19</i> <i>Preventive Maint.</i> <i>001.330.57200.46600</i> <i>V-51 (A)</i>			

Target Pest:
 Location POC: Amanda 904-762-4241
 Pmgr@riversidemgtstvc.com
 Amenity Center #: 904-291-8878

Map:

Location: 100526 904-291-8878
 Pine Ridge Plantation Amenity Cntr
 4200 Pine Ridge Pkwy
 Middleburg, FL 32068-9216

CCSO OFF-DUTY INVOICE



TO:
PINE RIDGE PLANTATION
4200 PINE RIDGE PARKWAY
MIDDLEBURG, FL 32068

FOR:
jolliver@gmsnf.com
prmgr@riversidemgtsvc.com

[illegible]

Make all checks payable to Jeff Anderson

Thank you for your business!

V-155 (A)
1.330.572.345

Down to Earth
8850 Corporate Square Court
Jacksonville, FL 32216
(904) 737-9733



PAST DUE
May 2019
Invoice #34920

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

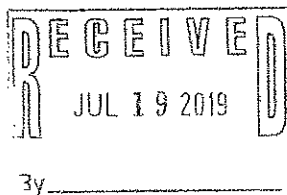
Shipping Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO #
	5/1/2019	5/31/2019	Net 30	

Item	Qty	Rate	Amount
Monthly Maintenance <i>May</i> Description: Current month landscape maintenance	1	\$7,160.00	\$7,160.00

Subtotal	\$7,160.00
Payments/Credits	\$0.00
Balance Due	\$7,160.00

In order to better serve our clients, we request that all payment for services to be mailed directly to the local Down to Earth Jacksonville Branch. Please reference the address directly on the top left of this invoice. Thank You.
Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



C. Hall 7/19/19
Landscape Maint.
001. 320.53800.46200
V-134 (A)

CCSO OFF-DUTY INVOICE

RECEIVED
JUL 26 2019
By _____

FOR:
joliver@gmsnf.com
prmgr@riversidemgtsvc.com

V-10.6

1,330,572.345

①

Riverside Management Services, Inc

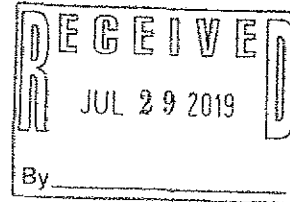
Suite 305

Jacksonville, FL 32257

Invoice

Date	Invoice #
7/25/2019	279

Bill To
Plum Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
29.96	Lifeguard/ Gate Monitor Services through July 18, 2019 330,572.3420 VJB (A)	16.00	479.36
Total			\$479.36

RMW
7.26.19

Riverside Management Services, Inc.
2655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD
GATE MONITOR INVOICE DETAIL

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
29.96	Gate Monitor Services	\$ 16.00	\$ 479.36

Covers Period: July 18, 2019

Lifeguards/Gate Monitors #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
GATE MONITOR BILLABLE HOURS
FOR PE 07/18/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/5/19	2.87	T.G.	Gate Monitor
7/6/19	4	T.G.	Gate Monitor
7/6/19	4.03	M.S.	Gate Monitor
7/7/19	3.95	T.G.	Gate Monitor
7/7/19	3.97	M.S.	Gate Monitor
7/11/19	2.03	T.G.	Gate Monitor
7/13/19	3.08	M.S.	Gate Monitor
7/14/19	2.98	T.G.	Gate Monitor
7/14/19	3.05	M.S.	Gate Monitor
GRAND TOTAL	<u>29.96</u>		

Additional Attendant/Lifeguards
GL Code: 330-572-3420

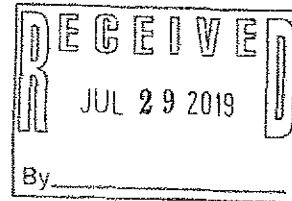
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
7/25/2019	280

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
158.89	Lifeguard/ Deck Monitor Services through July 18, 2019 330,572,3420 1-98 (A)	16.00	2,542.24
Total			\$2,542.24

2111
7,26,19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32252

PINE RIDGE PLANTATION CDD

LIFEGUARD INVOICE DETAIL

Quantity	Description	Rate	Amount
158.89	Lifeguard Services	\$ 16.00	\$ 2,542.24

Covers Period End: July 10, 2019

Lifeguard/Deck Monitor #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 07/18/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/5/19	4.17	T.M.	Lifeguarding
7/5/19	3.68	E.M.	Lifeguarding
7/5/19	2.67	M.R.	Lifeguarding
7/5/19	4.12	J.T.	Lifeguarding
7/5/19	4.13	K.W.	Lifeguarding
7/6/19	5.58	E.M.	Lifeguarding
7/6/19	5.43	S.G.	Lifeguarding
7/6/19	5.07	S.H.	Lifeguarding
7/6/19	4	M.R.	Lifeguarding
7/6/19	5.55	J.T.	Lifeguarding
7/6/19	5.45	S.B.	Lifeguarding
7/7/19	5.65	T.M.	Lifeguarding
7/7/19	5.87	E.M.	Lifeguarding
7/7/19	5.33	S.G.	Lifeguarding
7/7/19	2.67	M.R.	Lifeguarding
7/7/19	5.52	J.T.	Lifeguarding
7/7/19	5.03	S.B.	Lifeguarding
7/11/19	4.05	B.S.	Lifeguarding
7/11/19	3.98	J.T.	Lifeguarding
7/11/19	4.17	K.W.	Lifeguarding
7/12/19	4.38	E.M.	Lifeguarding
7/12/19	3.6	S.H.	Lifeguarding
7/12/19	2.67	M.R.	Lifeguarding
7/12/19	3.6	K.W.	Lifeguarding
7/13/19	4.2	T.M.	Lifeguarding
7/13/19	5.55	E.M.	Lifeguarding
7/13/19	5.47	S.G.	Lifeguarding
7/13/19	1.58	S.H.	Lifeguarding
7/13/19	2.67	M.R.	Lifeguarding
7/13/19	5.5	J.T.	Lifeguarding
7/14/19	5.87	E.M.	Lifeguarding
7/14/19	5.9	S.G.	Lifeguarding
7/14/19	2.67	M.R.	Lifeguarding
7/14/19	5.48	J.T.	Lifeguarding
7/18/19	1.95	J.T.	Lifeguarding
7/18/19	3.4	S.B.	Lifeguarding
7/18/19	2.28	K.W.	Lifeguarding

GRAND TOTAL 158.89

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Down to Earth
8850 Corporate Square Court
Jacksonville, FL 32216
(904) 737-9733



August 2019
Invoice #43140

Billing Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MILDDLEBURG FL 32068

Shipping Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MILDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO #
	08/1/2019	08/31/2019	Net 30	

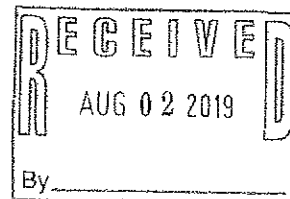
Item	Qty	Rate	Amount
Monthly Maintenance Description: Current month landscape maintenance	1	\$7,160.00	\$7,160.00

Subtotal	\$7,160.00
Payments/Credits	\$0.00
Balance Due	\$7,160.00

In order to better serve our clients, we request that all payment for services to be mailed directly to the local Down to Earth Jacksonville Branch. Please reference the address directly on the top left of this invoice. Thank You.
Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

C. Hall 8/2/19
Landscape Maint.
1. 320. 53800. 46200

V-134
(A)



Allways Improving LLC dba Fitness Pro
 1400 Village Square Blvd #3-293
 Tallahassee, FL 32312
 (850) 523-8882
 admin@wearefitnesspro.com
 http://www.wearefitnesspro.com

Invoice



1400 Village Square #3-293
 Tallahassee, FL 32312
 850-523-8882

SHIP TO
 Marla Cranford
 Pine Ridge Plantation Amenity Center
 Pine Ridge Plantation Amenity Center
 4200 Pine Ridge Parkway
 Middleburg, FL 32068

SHIP TO
 Maria Cranford
 Pine Ridge Plantation Amenity Center
 Pine Ridge Plantation Amenity Center
 4200 Pine Ridge Parkway
 Middleburg, FL 32068

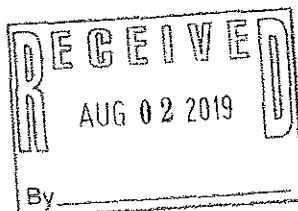
INVOICE #	DATE	TOTAL DUE	DEB DATE	TERMS	PERIOD
20309	07/27/2019	\$290.00	08/06/2019	Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT / SERVICE	QTY	TOTAL
07/04/2019	SHIPPING 3 Jul 4, 2019: SHIPPING 3	1	35.00
07/04/2019	PARTS Jul 4, 2019: Parts for Repair: Grips for press machine	1	12.00
07/04/2019	PARTS Jul 4, 2019: Parts for Repair: Parts for left treadmill 685151706002036	1	30.00
07/04/2019	PARTS Jul 4, 2019: Parts for Repair: Parts for right treadmill 685121509004098	1	48.00
07/23/2019	CS1 Jul 23, 2019: Commercial Labor: Replaced grips on press machine. Replaced lower console on treadmill. Replaced elevation and speed buttons on left treadmill	1.50	165.00
07/27/2019	SERVICE REQUEST 24467 - BOTH TREADMILLS NEED REPAIRS AND PRESS MACHINE NEEDS GRIPS		

BALANCE DUE

\$290.00



C. Hull 8/2/19
Repairs + Replacements

1380.57200, 466400

V-33 (R)

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 191

Invoice Date: 8/1/19

Due Date: 8/1/19

Case:

P.O. Number:

Bill To:Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - August 2019 1,310.513.840		3,690.83	3,690.83
Website Administration - August 2019 491		100.00	100.00
Information Technology - August 2019 357		83.33	83.33
Dissemination Agent Services - August 2019 313		416.67	416.67
Office Supplies 570		10.57	10.57
Postage 420		28.57	28.57
Copies 425		182.70	182.70
V-3 (A)			
Total			\$4,512.67
Payments/Credits			\$0.00
Balance Due			\$4,512.67

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

V-5
1,310, 573, 315 (A)

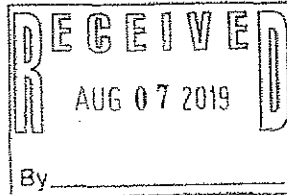
STATEMENT

Pine Ridge Community Development District
Governmental Management Services
5385 North Nob Hill Road
Sunrise, FL 33351

July 31, 2019

Bill Number 109079
Billed through 06/30/2019

General Counsel/Monthly Meeting
PRIDGE 00001 JMW



FOR PROFESSIONAL SERVICES RENDERED

06/03/19	AHJ	Prepare agreement for pond maintenance services.	0.60 hrs
06/06/19	JMW	Review draft minutes; confer with staff regarding same.	0.60 hrs
06/10/19	JMW	Revise website agreement; confer with staff.	0.40 hrs
06/11/19	JMW	Review draft audit report; confer with staff regarding same.	0.80 hrs
06/11/19	AHJ	Prepare published notice of budget hearing; confer with Sweeting regarding same.	0.40 hrs
06/19/19	AHJ	Confer with Sweeting regarding proposal for pond maintenance agreement.	0.10 hrs
06/21/19	JMW	Confer with Ritter regarding deferred costs issues; confer with staff regarding status.	0.90 hrs
Total fees for this matter			\$758.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	1.10 hrs	125 /hr	\$137.50
Walters, Jason M.	2.70 hrs	230 /hr	\$621.00
TOTAL FEES			\$758.50

TOTAL CHARGES FOR THIS MATTER

\$758.50

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	1.10 hrs	125 /hr	\$137.50
Walters, Jason M.	2.70 hrs	230 /hr	\$621.00
TOTAL FEES			\$758.50

TOTAL CHARGES FOR THIS BILL

\$758.50

Please include the bill number on your check.

RECEIVED
AUG 02 2019
By _____

INVOICE DATE
DATE 07/28/2019

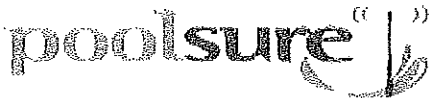
FOR:
joliver@gmsnf.com
prmgr@riversidemgtsvc.com

DEPUTY SIGNATURE:

TOTAL	240.00
-------	--------

V-155 (A)

Thank you for your business!



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 8/1/2019

Invoice # 131295587204

Terms	Net 20
Due Date	8/21/2019
PO #	
Customer #	13GMS100

Bill To GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	Ship To GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068
--------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	938.32
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p><i>C. Acorn 7/26/19</i> <i>Pool Chemicals 1</i> 1 330.57 200.46500</p> <p>RECEIVED JUL 26 2019 By _____</p> <p>V-54 A</p>				

Total 997.37
Amount Due \$997.37

Remittance Slip

Customer
13GMS100
Invoice #
131295587204

Amount Due \$997.37

Amount Paid _____

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295587204

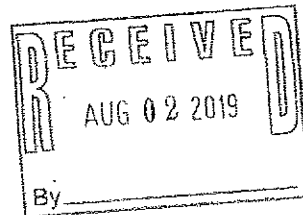
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
8/17/2019	278

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



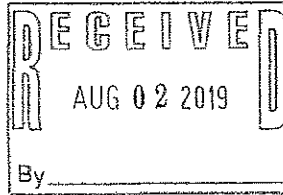
P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - August 2019 330, 572, 4620	645.00	645.00
	Pool Maintenance Services - August 2019 330, 572, 4640	1,008.33	1,008.33
	Operations Management Services - August 2019 330, 572, 3400	1,666.67	1,666.67
	Facility Management - Pine Ridge Plantation - August 2019 330, 572, 3410	4,243.58	4,243.58
	V-73 (A)		
Total			57,563.58

RHW
8.1.19



3543 State Road 419, Winter Springs, FL 32708
 PII: 800-666-5253



INVOICE

Invoice #	448331
Account #	719342
Invoice Date	8/1/2019
Due Date	8/11/2019
Rep	ERW

Bill To PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Invoice Questions: Lakes@lakedoctors.com Payment Questions: Payments@lakedoctors.com

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Mgmt Serv-R	656.00
	New agreement received 10/10/17	
	<i>C. Hall 8/2/19</i> <i>Lake Maint.</i> 1320 53800 46400	<i>76</i> <i>(A)</i>
Customer Total Balance \$656.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$656.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

Bill To PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Amount Enclosed

Invoice #	448331
Account #	719342
Date	8/1/2019

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at Frontdesk@lakedoctors.com.

The Lake Doctors, Inc.
 3543 State Road 419
 Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #		
Card Verification #		
Exp. Date #		
Print Name		
Billing Address:	Check box if same as above	
Signature		

Riverside Management Services, Inc

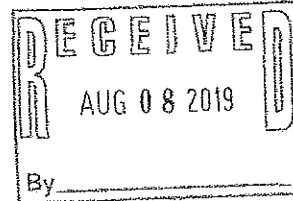
Suite 305

Jacksonville, FL 32257

Invoice

Date	Invoice #
07/31/2019	281

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
80.25	Facility Assistant through July 31, 2019	25.00	2,006.25
V-73 (A) 1,330.572.34110			
Total			\$2,006.25

Riverside Management Services, Inc.
2655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE CDD
FACILITY ASSISTANT

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
80.25	Facility Assistant	\$ 25.00	\$ 2,006.25

Covers Period: July 31, 2019

TOTAL DUE:

\$ 2,006.25

RMS

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF JULY 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/2/19	8	J.G.	Completed daily checklist, returned calls and emails
7/8/19	8	J.G.	Completed daily checklist, returned calls and emails
7/11/19	8	J.G.	Completed daily checklist, returned calls and emails
7/14/19	8	J.G.	Completed daily checklist, returned calls and emails
7/15/19	6.75	J.G.	Completed daily checklist, returned calls and emails
7/20/19	8.5	J.G.	Completed daily checklist, returned calls and emails
7/21/19	8.5	J.G.	Completed daily checklist, returned calls and emails
7/22/19	8.5	J.G.	Completed daily checklist, returned calls and emails
7/25/19	8	J.G.	Completed daily checklist, returned calls and emails
7/29/19	8	J.G.	Completed daily checklist, returned calls and emails

80.25

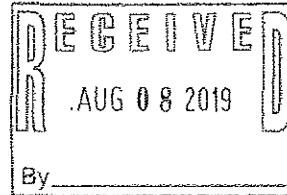
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
7/31/2019	282

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
35.69	Gate Monitor Services through July 31, 2019	16.00	571.04
330,572,3420 V-73. (P)			
Total			\$571.04

RHW
8.8.19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD

GATE MONITOR INVOICE DETAIL

Quantity	Description	Rate	Amount
35.69	Gate Monitor Services	\$ 16.00	\$ 571.04

Covers Period: July 31, 2019

Lifeguards/Gate Monitors #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
GATE MONITOR BILLABLE HOURS
FOR PE 08/01/10

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/19/19	4.05	K.Z.W.	Gate Monitor
7/20/19	3.03	M.S.	Gate Monitor
7/20/19	3	T.G.	Gate Monitor
7/21/19	2.88	M.S.	Gate Monitor
7/21/19	3.07	T.G.	Gate Monitor
7/25/19	4.08	K.Z.W.	Gate Monitor
7/25/19	4	K.Z.W.	Gate Monitor
7/27/19	2.78	M.S.	Gate Monitor
7/27/19	3.1	T.G.	Gate Monitor
7/28/19	2.83	M.S.	Gate Monitor
7/28/19	2.87	T.G.	Gate Monitor

GRAND TOTAL 35.69

Additional Attendant/Lifeguards
GL Code: 330-572-3420

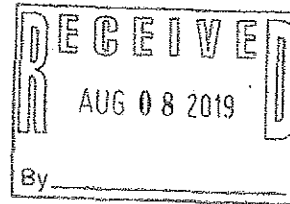
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
7/31/2019	283

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
103.88	Lifeguard Services through July 31, 2019 330,572,3420 V-23 (P)	16.00	1,662.08
Total			\$1,662.08

2444
8.8.19

Riverside Management Services, Inc.
9655 Florida Mtn. Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD

LIFEGUARD INVOICE DETAIL

Quantity	Description	Rate	Amount
103.88	Lifeguard Services	\$ 16.00	\$ 1,662.08

Covers Period: July 31, 2019

Lifeguard/Deck Monitor #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 08/01/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/5/19	3	K.Z.W.	Lifeguarding - Timecard handed in late
7/11/19	3	K.Z.W.	Lifeguarding - Timecard handed in late
7/12/19	3.07	K.Z.W.	Lifeguarding - Timecard handed in late
7/13/19	3	K.Z.W.	Lifeguarding - Timecard handed in late
7/18/19	4	K.Z.W.	Lifeguarding - Timecard handed in late
7/19/19	2.02	J.T.	Lifeguarding
7/19/19	2.22	E.M.	Lifeguarding
7/19/19	2.3	K.W.	Lifeguarding
7/19/19	2.67	M.R.	Lifeguarding
7/20/19	5.68	T.M.	Lifeguarding
7/20/19	5.53	S.B.	Lifeguarding
7/20/19	5.6	S.G.	Lifeguarding
7/20/19	4	M.R.	Lifeguarding
7/21/19	5.27	S.B.	Lifeguarding
7/21/19	5.08	S.G.	Lifeguarding
7/21/19	5.12	J.S.	Lifeguarding
7/21/19	2.67	M.R.	Lifeguarding
7/25/19	2.32	J.T.	Lifeguarding
7/25/19	2.63	S.B.	Lifeguarding
7/25/19	2.5	J.S.	Lifeguarding
7/26/19	0.5	J.T.	Lifeguarding
7/26/19	2.07	E.M.	Lifeguarding
7/26/19	2.25	S.B.	Lifeguarding
7/26/19	2.67	M.R.	Lifeguarding
7/27/19	5.65	E.M.	Lifeguarding
7/27/19	4.72	S.B.	Lifeguarding
7/27/19	2.67	M.R.	Lifeguarding
7/28/19	3	J.T.	Lifeguarding
7/28/19	3	S.B.	Lifeguarding
7/28/19	3	S.H.	Lifeguarding
7/28/19	2.67	M.R.	Lifeguarding

GRAND TOTAL 103.88

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Bob's Backflow & Plumbing Services, Inc.

6510 Columbia Park Dr., Ste 102
Jacksonville FL 32258

Phone # 904-268-8009 Fax # 904-292-4403

Invoice Date

Invoice #

8/12/2019

60230

Invoice

Bill To
Pine Ridge Plantation CDD c/o Governmental Management Services 475 West Town Place Suite 114 St Augustine, FL 32092

Job At
Pine Ridge Plantation CDD 4200 Pine Ridge Parkway Middleburg, FL 32068

Please make checks payable to Bob's Backflow

Please detach and return top portion with payment

Bob's Backflow & Plumbing Services, Inc.
6510 Columbia Park Dr. Ste 102
Jacksonville FL 32258

P.O. Number	Terms	Due Date
	Net 30	9/11/2019

Serviced	Description	Quantity	Price Each	Amount
8/5/2019	.75" Wilkins 950XL Serial#: 3112047- Fire Bypass Labor : replaced the #1 & #2 check rubbers, clean, flush, test, and certified Wilkins RK34-950XLR 950/975 Double Check Kit .75"-1" Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider- PASSED	1 1 1	90.00 43.00 0.00	90.00 43.00 0.00
<p><i>C. Hauer 8/16/19</i> <i>Repairs + Maint.</i></p> <p>1-320-53800-46000</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">RECEIVED</p> <p style="text-align: center;">AUG 16 2019</p> <p>By _____</p> </div>				

Thank you for your business. Please include Invoice # on check or call office to pay by Credit Card

A 1.5% interest will be assessed on unpaid balances after 30 days.

Total	\$133.00
Payments/Credits	\$0.00
Balance Due	\$133.00



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
Green Cove Springs, FL 32043
(904) 284-7575

Invoice Number: SSI09104
Invoice Date: 8/12/2019

Page: 1

Attn: Fiscal - Accounts Receivable

Bill
To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

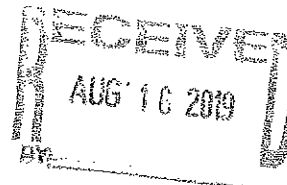
Ship
To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

Due Date 8/27/2019
Terms Net 15 Days

Customer ID C0000507
P.O. Number
P.O. Date 8/12/2019
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JULY 2019		32	32	5.00	160.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00

V-104 (A)
1,330.542.345



Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 260.00

Subtotal: 260.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 260.00

PINE RIDGE PLANTATION CDD	7/5/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	7/6/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	7/12/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	7/14/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	7/19/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	7/20/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	7/27/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	7/28/2019	6955	ANDERSON, JEFFREY K.	4.00
			TOTAL	32.00

COMCAST BUSINESS

Account Number
8495 74 144 1828708

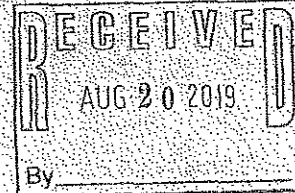
Billing Date
Aug 01, 2019

Services From
Aug 05, 2019 to Sep 04, 2019

Page
1 of 3

Hello,

Thanks for choosing Comcast Business.



Your bill at a glance

For 4200 PINE RIDGE PKWY, MIDDLEBURG, FL 32068-9216

Previous balance		\$543.24
Payment - thank you	Jul 30	\$543.24
Balance forward		\$0.00
Regular monthly charges	Page 3	\$248.65
Taxes, surcharges & fees	Page 3	\$15.42
New charges		\$262.07

Amount due Aug 22, 2019 \$262.07

Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Aug 01, 2019 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/myaccount.

Need help?

- Visit business.comcast.com/myaccount or see page 2 for other ways to contact us.

C. Hall 8/16/19
Internet + Cable
1,330.572.445

1-157 (A)

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST BUSINESS

141 NW 16TH ST
POMPANO BEACH FL 33060-5250
06330310 NO RP 01 20190801 NNNNNNNY 0000377 0001

PINE RIDGE CDD
ATTN: MANDY FERGUSON
4200 PINE RIDGE PKWY
MIDDLEBURG, FL 32068-9216

Account number

8495 74 144 1828708

Payment due

Aug 22, 2019

Please pay

\$262.07

Amount enclosed

\$

Make checks payable to Comcast
Do not send cash

Send payment to

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

849574144182870800262071

Down to Earth
Jacksonville Branch
2701 Maitland Center Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700



**DOWN TO
EARTH**

LANDSCAPE & IRRIGATION

August 2019
Invoice #44303

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

Shipping Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO#
#L27840	8/15/2019	9/14/2019	Net 30	

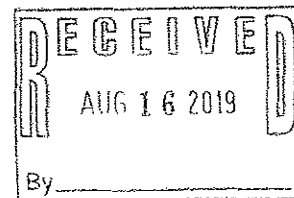
Item	Qty	Rate	Amount
CORNER ACROSS FROM AMENITY CENTER			
Landscape Enhancement Description: Remove dead and replace 8 L. oropetalum (7 Gal.)	1	\$304.00	\$304.00

Subtotal	\$304.00
Payments/Credits	\$0.00
Balance Due	\$304.00

V-134 (A)

In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

C. Hall 8/16/19
Landscape Maint.
~~1,320,538.00 46200~~



CCSO OFF-DUTY INVOICE



FOR:
joliver@gmsnf.com
prmgr@riversidemgtsvc.com

DEPUTY SIGNATURE:

240.00

Thank you for your business!

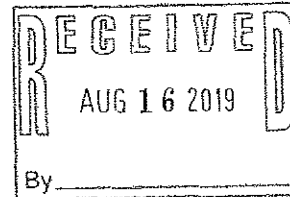
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
5/30/2019	270

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
214.79	Lifeguard Services through June 2, 2019 1,330,572.3420 V-173 (A)	16.00	3,436.64
Total			\$3,436.64

1200
6.28.19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD

LIFEGUARD INVOICE DETAIL

Quantity	Description	Rate	Amount
214.79	Lifeguard Services	\$ 16.00	\$ 3,436.64

Covers Period: June 6, 2019

Lifeguard/Deck Monitor #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 06/06/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/24/19	2.67	M.R.	Lifeguarding
5/25/19	5.63	J.T.	Lifeguarding
5/25/19	2.67	M.R.	Lifeguarding
5/25/19	5.57	K.W.	Lifeguarding
5/25/19	5.7	S.A.G.	Lifeguarding
5/25/19	5.4	E.M.	Lifeguarding
5/25/19	5.7	T.M.	Lifeguarding
5/25/19	3.15	K.W.	Gate Monitor
5/25/19	3.07	T.G.	Gate Monitor
5/25/19	3	M.S.	Gate Monitor
5/26/19	5.52	K.W.	Lifeguarding
5/26/19	5.42	E.M.	Lifeguarding
5/26/19	5.57	T.M.	Lifeguarding
5/26/19	5.53	S.B.	Lifeguarding
5/26/19	5.55	J.T.	Lifeguarding
5/26/19	3.07	K.W.	Gate Monitor
5/26/19	3	A.W.	Gate Monitor
5/26/19	3.07	M.S.	Gate Monitor
5/26/19	2.67	M.R.	Lifeguarding
5/27/19	5.72	E.M.	Lifeguarding
5/27/19	3.1	K.W.	Lifeguarding
5/27/19	5.6	T.M.	Lifeguarding
5/27/19	5.55	S.B.	Lifeguarding
5/27/19	5.63	J.T.	Lifeguarding
5/27/19	3.08	K.W.	Gate Monitor
5/27/19	3	T.G.	Gate Monitor
5/27/19	3	A.W.	Gate Monitor
5/27/19	3.18	M.S.	Gate Monitor
5/31/19	2.67	M.R.	Lifeguarding
6/1/19	5.68	T.M.	Lifeguarding
6/1/19	5.9	E.M.	Lifeguarding
6/1/19	5.57	J.T.	Lifeguarding
6/1/19	2.9	K.W.	Gate Monitor
6/1/19	3	A.W.	Gate Monitor
6/1/19	3.08	M.S.	Gate Monitor
6/1/19	5.48	J.S.	Lifeguarding
6/1/19	2.67	M.R.	Lifeguarding
6/2/19	5.63	S.B.	Lifeguarding
6/2/19	5.8	E.M.	Lifeguarding
6/2/19	5.53	B.S.	Lifeguarding
6/2/19	2.55	J.T.	Lifeguarding
6/2/19	3.73	K.W.	Gate Monitor
6/2/19	3.43	T.G.	Gate Monitor
6/2/19	4.5	J.S.	Lifeguarding
6/2/19	2.67	M.R.	Lifeguarding
6/6/19	3.17	M.S.	Gate Monitor
6/6/19	3.05	A.W.	Gate Monitor
6/6/19	4.77	T.M.	Lifeguarding
6/6/19	4.72	E.M.	Lifeguarding
6/6/19	1.37	B.S.	Lifeguarding
6/6/19	2.47	J.S.	Lifeguarding
6/6/19	4.63	J.T.	Lifeguarding

GRAND TOTAL 214.79

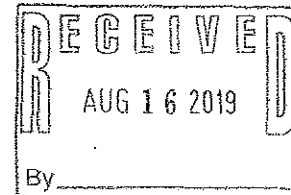
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
7/12/2019	277

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance June 1 - June 30, 2019	3,865.91	3,865.91
	Maintenance Supplies	1,036.44	1,036.44
Jun	G.F.M. 1,330,572,4600	\$1250.00	
June	R/M - Grounds 1,320,538,4600	\$1797.00	
June	Repairs/Replace 1,330,572,4610	\$1439.00	
1	Janitorial supplies 1,330,572,4620	\$202.35	
1	Office Supplies 1,330,572,510	\$214.00	
Total			\$4,902.35

2019
7,16,19

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF JUNE 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/1/19	2	C.C.	Additional visit to clean pool filters, vacuum, and balance chemicals due to heavy usage
6/2/19	3	E.T.	Additional visit to clean pool filters, vacuum, and balance chemicals due to heavy usage
6/3/19	2	L.F.	Removed debris in all common areas, emptied dog waste receptacles, blew off pool deck patio, dusted cob webs
6/4/19	8	L.F.	Painted Fitness Center
6/4/19	8	B.M.	Painted Fitness Center
6/5/19	2	L.F.	Removed debris around amenity center, common areas and roadways, picked up supplies, straightened pool furniture, blew off debris off pool deck
6/5/19	4	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
6/5/19	4	R.M.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
6/6/19	8	L.F.	Painted Fitness Center
6/7/19	2	L.F.	Removed debris around amenity center, common areas and roadways, straightened pool furniture, checked and changed trash receptacles on pool deck, blew debris off pool deck
6/9/19	2	E.T.	Additional pool cleaning and vacuuming
6/10/19	3	L.F.	Straightened pool and patio furniture, removed debris around amenity center, common and roadways, checked and changed trash receptacles at soccer field, pool deck and patio
6/11/19	8	L.F.	Painted Fitness Center
6/12/19	3	L.F.	Removed debris around amenity center, common areas and roadways, straightened pool furniture, picked up supplies, installed new clock in fitness center
6/14/19	3	C.P.	Removed debris along main road, common areas and pocket parks, checked and changed trash receptacles, checked and changed dog receptacle bins
6/16/19	2	E.T.	Additional visit to clean pool filters, vacuum, and balance chemicals due to heavy usage
6/17/19	2	L.F.	Straightened pool and patio furniture, removed debris around amenity center, common and roadways, removed deceased animal from road
6/18/19	4	R.M.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
6/19/19	4	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
6/21/19	2	L.F.	Removed debris along main road, common areas and pocket parks, checked and changed trash receptacles, straightened pool and patio furniture
6/22/19	2	C.C.	Additional visit to clean pool filters, vacuum, and balance chemicals due to heavy usage
6/23/19	4	E.T.	Additional visit to clean pool filters, vacuum, and balance chemicals due to heavy bathing
6/23/19	2	C.C.	Additional visit to clean pool filters, vacuum, and balance chemicals due to heavy usage
6/24/19	2	B.M.	Removed debris along main road, common areas and pocket parks, checked and changed trash receptacles, emptied dog pools, blew debris off amenity and pool deck
6/26/19	3	L.F.	Removed debris in all common areas, straightened pool furniture, picked up supplies, new holder for fire extinguisher, put out yard sale signs
6/27/19	9	L.F.	Repaired shower on pool deck from vandalism, repaired shower on spray feature, repaired pool deck furniture, picked up supplies
6/28/19	3	L.F.	Straightened pool and patio furniture, removed debris in common areas, checked and trash receptacles at playground and soccer field
6/29/19	2	C.C.	Additional visit to clean pool filters, vacuum, and balance chemicals due to heavy usage
6/30/19	2	E.T.	Additional pool cleaning and vacuuming
TOTAL	105		
MILES	428		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 07/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	6/5/19	John Deere Gator and Trailer Rental	70.00	R.M.
	6/5/19	Charmin (2) S	45.95	L.F.
	6/5/19	Bounty S	26.42	L.F.
	6/5/19	Handsoap (4) S	6.70	L.F.
	6/5/19	Alwlok Refills (2) S	24.08	L.F.
	6/6/19	Paint 128 oz.	41.38	L.F.
	6/6/19	Short Cut Brush	6.75	L.F.
	6/6/19	6" Mini Roller Kit	8.02	L.F.
	6/11/19	1 Gallon Behr Paint	41.38	L.F.
	6/12/19	Swiffer Duster Refill (2)	22.93	L.F.
	6/12/19	Wall Clock	14.63	L.F.
	6/17/19	Charmin 3 Rolls S	22.98	L.F.
	6/17/19	42 Gallon Husky Trash Bags S	28.87	L.F.
	6/19/19	John Deere Gator and Trailer Rental	70.00	R.M.
	6/18/19	Contractor Trash Bags S	22.94	J.L.
	6/20/19	Dog Waste Bags	106.16	C.H.
	6/26/19	Charmin 30 Double Rolls S	21.83	L.F.
	6/26/19	Fire Extinguisher	80.47	L.F.
	6/27/19	Shower Stop Fitting	96.91	L.F.
	6/27/19	Hex Nut	1.73	L.F.
	6/27/19	Cap Screw	1.39	L.F.
	6/27/19	Cap Screw	1.52	L.F.
	6/27/19	1/2x36" Galvanized Pipe	17.03	L.F.
	6/27/19	1/2x24" Galvanized Pipe	11.47	L.F.
	6/27/19	3/4" Fitting	1.98	L.F.
	6/27/19	3/4" Male Adapter	0.55	L.F.
	6/27/19	3/4" PVC Street El	1.66	L.F.
	6/27/19	3/4x2" PVC Pipe	1.84	L.F.
	6/27/19	6" Shower Arm	6.88	L.F.
	6/27/19	1/2" Galvanized Elbow	2.48	L.F.
	6/27/19	Thread Tape	1.76	L.F.
	6/28/19	Gas for John Deere Gator	12.77	R.M.
	7/1/19	Windows 10 Pro Software	213.99	C.H.
		TOTAL	\$1,036.44	

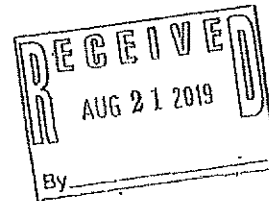
Riverside Management Services, Inc

Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
8/19/2019	284

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.		Terms	Project
Quantity	Description	Rate	Amount
	Facility Maintenance July 1 - July 31, 2019	2,333.91	2,333.91
	Maintenance Supplies	488.19	488.19
	G, F, H, 330,572,4600	\$1105,00	
	R/M - Grounds 320,538,4600	\$1445,00	
	Repairs/Replce 330,572,4610	\$71,00	
	Janitorial Supplies 1,330,572,46201	\$201,10	
V-73 (A)			
Total			\$2,822.10

Rec'd
8.20.19

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JULY 2019**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/1/19	2	L.F.	Removed debris around amenity center, common areas and roadways, straightened pool and patio furniture, dusted air vents and ceiling fans
7/2/19	3.5	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
7/2/19	3.5	B.M.	Inspected and cleaned lakes and outfall structures (Used Gator/Large Trailer)
7/3/19	1	L.F.	Removed debris around amenity center, common areas and roadways, straightened pool furniture, checked, changed and restocked dog waste receptacles
7/4/19	1	E.T.	Clean filters on pool, additional weekend call out
7/6/19	1	E.T.	Clean filters on pool, additional weekend call out
7/7/19	2	C.C.	Clean filters on pool, additional weekend call out
7/8/19	1	L.F.	Remove debris from amenity center, common areas & roadways, straighten pool furniture
7/10/19	1	L.F.	Removed debris around amenity center, common areas and roadways
7/11/19	2	L.F.	Checked and changed lights
7/12/19	2	L.F.	Removed debris in common areas, check & change trash receptacles @ playground, soccer field & pool deck, straightened pool furniture, blew off leaves & debris from pool deck
7/13/19	2	C.C.	Clean filters on pool, additional Weekend call out
7/14/19	2	C.C.	Clean filters on pool, additional weekend call out
7/16/19	3	L.F.	Removed broken light bulb from ceiling fan, painted front gate, picked up supplies
7/16/19	2	C.P.	Organize pool deck furniture, check & change trash receptacles around pool deck & playgrounds, remove debris from amenity center, common areas and along main roadway
7/18/19	4	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
7/18/19	4	B.M.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
7/17/19	2	C.P.	Checked and restocked restrooms, removed debris along boulevard and common areas
7/19/19	2	C.P.	Organize pool deck furniture, check & change trash receptacles on pool deck, remove debris from amenity center, parking lot, park, along boulevard & common areas, empty dog waste pots
7/20/19	1	E.T.	Clean filters on pool, additional weekend call out
7/21/19	1	E.T.	Clean filters on pool, additional weekend call out
7/22/19	2	C.P.	Organize pool deck furniture, check & change trash receptacles on pool deck, remove debris from amenity center, parking lot, park, along boulevard & common areas, empty dog waste pots
7/24/19	1	C.P.	Removed debris around amenity center, common areas and main road
7/26/19	2	C.P.	Organized pool deck furniture, checked and changed trash receptacles on pool deck and patio, removed debris around amenity center, pool deck, parking lot, park, main road and all common areas, emptied dog receptacles
7/27/19	1	E.T.	Clean pool filters, remove debris from pool - weekend visit due to heavy use
7/28/19	1.6	E.T.	Clean filters on pool, clean pool tiles - weekend visit due to heavy use
7/29/19	2	C.P.	Organized pool deck furniture, removed debris around pool deck, main road, common areas, park and parking lot, emptied dog receptacles, checked and changed trash receptacles on pool deck and in park
7/30/19	4	C.C.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
7/30/19	4	B.M.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
7/31/19	2	C.P.	Checked and changed trash receptacles on patio, removed debris around pool deck, park, parking lot, amenity center, main road and common areas
TOTAL	<u>62.5</u>		
MILES	<u>329</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 08/06/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	7/2/19	John Deere Gator and Trailer Rental	70.00	C.P.
	7/8/19	Hand Soap 128 oz	12.63	L.F.
	7/8/19	Charmlin (2)	43.65	L.F.
	7/8/19	Wasp Killer (2)	11.43	L.F.
	7/8/19	2 Cycles Oil 16 oz	9.17	L.F.
	7/8/19	Hand Soap 7.5 oz (2)	3.38	L.F.
	7/15/19	5w LED 3 pk	16.03	L.F.
	7/16/19	John Deere Gator and Trailer Rental	70.00	C.P.
	7/18/19	Multi-fold towels Case of 16 sleeves	47.74	M.C.
	7/19/19	Pine Sol 144 oz	10.32	C.P.
	7/19/19	Clorox Cleaner Spray 32 oz (2)	8.90	C.P.
	7/22/19	Husky Trash Bags 42g 50 ct	29.87	C.P.
	7/22/19	Bounty 6 Huge Rolls Paper Towels	19.52	C.P.
	7/30/19	John Deere Gator and Trailer Rental	70.00	C.P.
	7/30/19	Contractor Trash Bags	22.94	C.P.
	7/30/19	Gas for John Deere Gator	19.76	C.P.
	7/30/19	Ortho HDMax Insecticide (2)	18.33	C.P.
	7/30/19	Wasp & Hornet Killer (2)	4.53	C.P.
		TOTAL	<u>\$488.19</u>	

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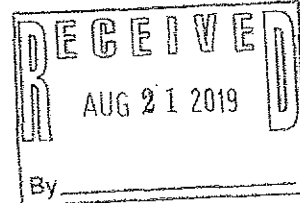
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
8/20/2019	285

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
21.6	Gate Monitor Services through August 11, 2019 330, 572, 3420 V-73 (A)	16.00	345.60
Total			\$345.60

RHW
8,20,19

Riverside Management Services, Inc.
9655 Florida Marina Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

Lifeguard

PINE RIDGE PLANTATION CDD
GATE MONITOR INVOICE DETAIL

Quantity	Description	Rate	Amount
21.6	Gate Monitor Services	\$ 16.00	\$ 345.60

Covers Period: August 11, 2019

Lifeguards/Gate Monitors #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
GATE MONITOR BILLABLE HOURS
FOR PE 08/15/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/3/19	3.1	T.G.	Gate Monitor
8/3/19	3.03	M.S.	Gate Monitor
8/4/19	2.93	T.G.	Gate Monitor
8/4/19	2.07	M.S.	Gate Monitor
8/10/19	1.38	T.G.	Gate Monitor
8/10/19	2.92	M.S.	Gate Monitor
8/11/19	3.05	T.G.	Gate Monitor
8/11/19	3.12	M.S.	Gate Monitor
GRAND TOTAL	<u>21.6</u>		

Additional Attendant/Lifeguards
GL Code: 330-572-3420

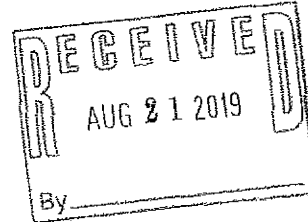
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
8/20/2019	286

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
81.54	Lifeguard Services through August 11, 2019 330,572,3420 V-78 (A)	16.00	1,304.64
Total			\$1,304.64

RJW
8,20,19

Riverside Management Services, Inc.
9655 Florida Mining Blvd., Building 300, Suite 303, Jacksonville, Florida 32257

PINE RIDGE PLANTATION CDD

LIFEGUARD INVOICE DETAIL

Lifeguard

Quantity	Description	Rate	Amount
81.54	Lifeguard Services	\$ 16.00	\$ 1,304.64

Covers Period: August 11, 2019

Lifeguard/Deck Monitor #330-572-34200

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS
FOR PE 08/15/19

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/2/19	3.2	K.W.	Lifeguarding
8/2/19	2.98	T.M.	Lifeguarding
8/2/19	3.02	S.B.	Lifeguarding
8/2/19	2.67	M.R.	Lifeguarding
8/3/19	3.57	K.W.	Lifeguarding
8/3/19	5.62	S.H.	Lifeguarding
8/3/19	3.58	J.T.	Lifeguarding
8/3/19	4	M.R.	Lifeguarding
8/4/19	4.67	K.W.	Lifeguarding
8/4/19	6.02	S.B.	Lifeguarding
8/4/19	4.32	J.S.	Lifeguarding
8/4/19	2.67	M.R.	Lifeguarding
8/9/19	3.48	T.M.	Lifeguarding
8/9/19	3.07	S.B.	Lifeguarding
8/9/19	2.67	M.R.	Lifeguarding
8/10/19	2.88	K.W.	Lifeguarding
8/10/19	4.05	S.H.	Lifeguarding
8/10/19	5.23	E.M.	Lifeguarding
8/10/19	2.67	M.R.	Lifeguarding
8/11/19	3.77	K.W.	Lifeguarding
8/11/19	1.28	S.B.	Lifeguarding
8/11/19	3.45	E.M.	Lifeguarding
8/11/19	2.67	M.R.	Lifeguarding

GRAND TOTAL 81.54

Additional Attendant/Lifeguards
GL Code: 330-572-3420

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AP300R                                YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER    RUN  9/06/19          PAGE  1
*** CHECK DATES 07/01/2019 - 08/31/2019 ***
                                PINE RIDGE PLANTATION - CAP RS
                                BANK B PINE RIDGE PLANTATIO

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
7/18/19	00014	6/07/19 ENG-2019	201906 320-53800-60000		*	11,273.00	
		INSTALL CONDUIT/CABLE		CLAY ELECTRIC COOPERATIVE, INC.			11,273.00 000026
TOTAL FOR BANK B							11,273.00
TOTAL FOR REGISTER							11,273.00

PRP --PINERIDGE-- BPEREGRINO



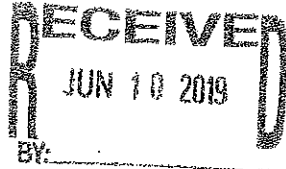
INVOICE

Clay Electric Cooperative, Inc.
P. O. Box 308
Keystone Heights, Florida 32556

Pine Ridge Plantation, CDD
475 West Town Place, Suite 114
St. Augustine, FL 32092

Date	6/7/2019
Invoice	ENG-2019-37
RUS	143.1
Work Number	267806
Contact	Jessie Myers
Telephone	352-473-8000 x8221

DESCRIPTION	AMOUNT
RE: Pine Ridge Plantation	
Install Conduit, Cable, & Decorative Street Lights	\$11,273.00
TOTAL AMOUNT DUE:	\$11,273.00



V-14

(B)

002. 320,538.600
cap. outlay

Terms: Due upon receipt of invoice.
Please return one copy of this invoice with your payment.