

MINUTES OF MEETING
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, September 17, 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	Chairman
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

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.

Mr. Ritchie joined the meeting.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 30, 2019

Mr. Torres stated included in your agenda package is a copy of the minutes of the July 30, 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 July 30, 2019 Meeting were approved.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2019-08
Setting a Public Hearing Date to Adopt the
Revised Rules of Procedure**

Mr. Walters stated a copy of Resolution 2019-08 is included in your agenda package. There is also a short memorandum and a copy of the updated rules of procedure. Every three to four years, we like to come in and update the rules of procedure to make sure they are current with any changes in statutes.

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor Resolution 2019-08 Setting a Public Hearing to Adopt the Revised Rules of Procedure on November 19, 2019 at 6:00 p.m. at the Pine Ridge Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068 was approved.

FIFTH ORDER OF BUSINESS

Discussion of Capital Reserve Projects

Mr. Torres stated at the last meeting we were in discussion about where the board wanted to go with certain capital projects. I brought a copy of the capital reserve study. There is a lot of mentions of pool shade structures and the slide tower refurbishment. We certainly don't have to make any decisions tonight, but it is something to think about.

Mr. Biagetti stated I would probably like to spend some time with Maria and Chris outside of a meeting and do a full inspection. I think the entry signs and the monuments are starting to show some age again.

SIXTH ORDER OF BUSINESS

Update from MBS Capital Markets, LLC

Mr. Walters stated I have working with Sete at MBS Capital Markets. She is working on the credit package that we discussed at the last meeting. We have had some hiccups with that to make sure we are getting the cleanest possible report. There are a couple of clean up items that we are working on now and then we hope to get that package sent in the near future. The goal is to have something back to the board by the next meeting.

SEVENTH ORDER OF BUSINESS

**Consideration of Down to Earth Proposal
on Island Improvements**

Mr. Hall stated I was asked to get a proposal for sod but I haven't received it yet. The main thing is we have a credit from Down to Earth for \$6,500 that we could put toward this.

Mr. Ritchie asked what is the \$6,500 credit for?

Mr. Hall responded it is for pine straw that was never installed this year.

Mr. Ritchie asked what month did they install the Asian Jasmine last year?

Mr. Hall responded I couldn't tell you. They probably installed it right after Steve left.

Mr. Ritchie asked there was a year warranty on all of the plants, correct?

Mr. Hall responded no. I don't see any warranty in the past proposals.

Mr. Ritchie stated we shouldn't have given them the contract.

Mr. Arp stated every other week with my job I am in Queens Harbor and Renaissance World Golf Village and I have been looking at their islands and they all have sod in them. On the ends they have bushes on the end and in the middle they just have sod.

Mr. Hall stated these are calling for three and seven gallon plants. They are irrigated but I am not sure they can support sod.

Mr. Arp stated you would think there would be a much lower cost to fix these. I wish I would have emailed you pictures of some of their islands.

Mr. Ritchie stated one of the reasons this board approved the Asian Jasmine is because it had a low profile, so it could maximize visibility on both sides of the street.

Ms. Haney asked so all of the Jasmine is dead?

Mr. Hall responded a lot of it.

Ms. Haney stated there has been a lot of things that have happened. They tossed pine straw on top of it and practically suffocated the plants. They let weeds take over, so the plants never had a chance. They haven't taken care of the plants that they put down, so do we have a case against them? Would you say 50% of the plants are dead?

Mr. Hall responded yes.

Ms. Haney asked can we talk about Down to Earth's performance?

Mr. Biagetti responded yes.

Ms. Haney stated I think we have all heard and seen everything on Facebook about the horrible performance that this company has done lately. I would actually call it lack of performance.

Mr. Arp asked didn't we put them on notice a couple of meetings ago?

Mr. Torres responded yes. It was to address a specific issue relating to Rooster. I don't think that has happened again. We asked them to remedy the issue.

Ms. Haney stated and since that time I think their performance has gotten worse.

A resident stated they have done a lousy job of mowing and trimming.

Mr. Hall stated they haven't had a crew out here in two or three weeks. Josh said it was a company issue. The way it was explained to me was he doesn't have a crew.

Mr. Torres stated we can bring proposals back to the board at the next meeting. RMS will provide the proposers with the scope of services and the map.

Ms. Haney stated I would also ask that we don't ask the previous landscaper that we fired to bid on the project.

Mr. Ritchie stated that was United Landscaping.

Mr. Hall stated they are still in business, but I have never worked with them.

Mr. Arp stated I wonder if we need to reach out to Josh's boss and tell him about the problems we are having and discuss the beds with him. Maybe they will want to rectify them.

Mr. Hall stated I have met with Josh's boss. He is new to the company. The reason they don't have crews is because of Josh's boss. Josh is the one trying to get crews. I think we should put them on notice and see if they can get the place back up and running. DTE and R&D haven't had an increase in the last five years. I feel like they are doing this property for less than what the bids are going to be.

Mr. Arp asked is Josh on the property when they are mowing? I just feel like as the supervisor all he has to do is a quick drive through.

Mr. Hall responded he is usually on a mower.

Mr. Biagetti stated it seems like they are doing the basic mowing of the St. Augustine areas. The detail work in the Bahia grass is not there. Hopefully we will see a credit with their services. I agree with putting them on notice and see what they can do to turn things around. Maybe we can get a credit down the road to do the medians. I am not a patient person, so it has been tough.

Mr. Torres asked the credit is something they have already agreed to do, correct?

Mr. Hall responded yes. The \$6,500 is something that has already been paid for in the contract.

Mr. Biagetti stated I wouldn't be opposed to calling a special meeting in October. We are getting short on plant time with installation.

Mr. Torres stated we could have a meeting in early October.

Mr. Hall stated I would probably need 30 days to put the scope together.

Mr. Torres asked is there a 30 day notice requirement for Down to Earth for termination of their contract?

Mr. Walters responded yes.

Mr. Torres stated we will put Down to Earth on notice and we will also start preparing the bid package and have the proposals back at the November meeting.

On MOTION by Ms. Haney seconded by Ms. McNulty with all in favor to do an RFP for Landscape Services was approved.

EIGHTH ORDER OF BUSINESS

Discussion of .177 Acre Parcel Adjacent to 4770 Creek Bluff Lane

Mr. Torres stated we had a brief discussion on this item at the last meeting. Some of the supervisors wanted to table it, so they could drive by the empty lot. It is owned by the CDD and is adjacent to 4770 Creek Bluff Lane. The gentlemen by the name of Stephen Rees has received out to me. This is a lot that is technically maintained by the CDD, but he would like to maintain himself, so it could be done more frequently. There are several lots in the community like this.

Mr. Ritchie asked what maintenance do we do to those empty lots?

Mr. Torres responded they are maintained on an as needed basis.

Ms. McNulty stated it is not actually an empty lot. There are trees and shrubs on it.

Mr. Hall stated I think we could have the landscapers maintain it periodically and cut everything down.

A resident asked can we reimburse him for it?

Mr. Biagetti responded no. That would open the door to others.

Ms. Haney stated my concern is if you do one then you will have to do them all.

Mr. Biagetti stated I agree with that.

Ms. Haney asked can you email us the scope of services?

Mr. Torres responded yes. Just provide comments back to me or Chris but do not reply to all.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. District Manager

There being none, the next item followed.

C. Engineer

There being none, the next item followed.

D. Operations Manager – Report

There being none, the next item followed.

E. Amenity Manager

Ms. Cranford stated at the last meeting we discussed the Zumba classes on a trial basis. She had a stamp card created. I wanted to make sure you were all still okay with moving ahead with Zumba. She was doing it on a trial basis with donations but now she would like to do a drop in rate of \$7 per class or she also has a punch card for five classes for \$20 or 10 classes for \$35 and then they would get one free class.

Ms. McNulty asked is she getting a good turnout?

Ms. Cranford responded she is averaging about seven people per class.

Mr. Biagetti stated maybe we could charge here a \$10 fee for hosting classes at our facility.

Mr. Torres stated you can do a revenue share cost. Jason would have to draft that. I have also seen communities not charge the vendor because they are providing a service to the residents.

Mr. Ritchie asked is this lady a resident?

Ms. Cranford responded she is.

Mr. Torres stated she has provided us with her certificate of insurance naming the District as an additional insurer.

Mr. Arp stated I am fine with not charging her right now. She is not making a lot of money right now and I kind of look at it as a service to our residents.

Ms. Cranford stated I have been speaking with another resident, who does yoga and didn't want to know if that was something the board was interested in providing. She wouldn't be able to start until November and it would be strictly on a donation basis.

Mr. Biagetti stated I am all for activities and options. I wouldn't be opposed to it.

Mr. Torres stated let's do the same process again for the yoga classes. Let's make sure she has the right insurance in place and send it to me.

Ms. Cranford stated okay. We had another cornhole tournament on Saturday. I had Cuban Fire Grill out here, as well.

ELEVENTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Mr. Ritchie stated one of my residents came to me with a concern on how dark the amenity center parking lot is at night. The ends of the parking lot are light, but the center is very dark. There are two trees by the dumpster that are hiding the light there.

Mr. Hall stated we can trim the trees.

Mr. Ritchie stated another resident is concerned about the traffic going to the charter school. We really need crossing guards.

Mr. Torres stated we have talked to the sheriff's office. We have talked to the County. We have talked to the school board and the principal at the charter school. Unfortunately it is not in our jurisdiction to provide crossing guards. I encourage everyone to email Wayne Bolla. He is our County Commissioner.

Ms. Haney resigned from the board of supervisors.

TWELFTH ORDER OF BUSINESS

Financial Statements

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending August 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 \$114,789.13.

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

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – 11/19/19 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Mr. Torres stated the next scheduled meeting is November 19th at 6:00 p.m. at this location.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary / Assistant Secretary


Chairman / Vice Chairman