

**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, January 21, 2020 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
Jeff Arp	Supervisor
Jerry Ritchie	Supervisor
Jeff Lewis	Supervisor
Nelson Nazario	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel
Chris Hall	Operations Manager
Maria Cranford	Amenity Manager
Josh Feagin	Down to Earth

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

A resident stated I am hoping part of the discussion about landscaping will include removing the pine needles.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resignation from Supervisor McNulty

Mr. Torres stated included in your agenda package is a copy of the resignation from Ms. McNulty.

On MOTION by Mr. Ritchie seconded by Mr. Biagetti with all in favor the Resignation from Supervisor McNulty was accepted.

B. Appointment of New Supervisor to Fill the Unexpired Term of Office

January 21, 2020

Pine Ridge Plantation CDD

Mr. Torres stated we received two letters of interest for this position. One letter is from Christopher Dorman and the other is from Nelson Nazario.

Mr. Ritchie stated I think we should explain to Mr. Dorman that the other candidate has attended our meetings regularly for the last year and a half. Regular attendance, to me, demonstrates genuine interest and concern for the community.

On MOTION by Mr. Ritchie seconded by Mr. Arp with all in favor the Appointment of Mr. Nelson Nazario to Fill the Unexpired Term of Office of 11/20 was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Torres administered an oath of office to Mr. Nelson Nazario.

D. Election of Officers, Resolution 2020-04

Mr. Torres stated included in your agenda package is a copy of Resolution 2020-04.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor Resolution 2020-04 Election of Officers Adding Mr. Nazario as an Assistant Secretary was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 19, 2019 Meeting

Mr. Torres stated included in your agenda package is a copy of the minutes of the November 19, 2019 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Biagetti seconded by Mr. Lewis with all in favor the Minutes of the November 19, 2019 Meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Nondisclosure Agreement with Clay County Property Appraiser for Information Exempt from Public Disclosure

Mr. Walters stated the County is concerned with the statute that says you are not allowed to disclose certain information to anyone else. We have to have our assessment roll, which has all of our information and we need to make it is accurate. This simply allows the County to disclose that information to us and we keep it confidential.

January 21, 2020

Pine Ridge Plantation CDD

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor the Nondisclosure Agreement with Clay County Property Appraiser for Information Exempt from Public Disclosure was approved.

SIXTH ORDER OF BUSINESS**Consideration of Landscape Proposals**

Mr. Torres stated during the November meeting, we had presentations from six vendors that provided their proposals. The board chose to table the discussion until today's meeting. We have received some adjustments. I provided a spreadsheet with an update. Brightview made an adjustment to their proposal. Rather than \$109,000, their new price is \$102,000. Tree Amigos have also made some adjustments and I have put them into the modification column. Their fee for Fiscal Year 2020 is \$100,000. Their fee for Fiscal Year 2021 their fee is \$115,000 and their fees is \$130,000 for Fiscal Year 2022. Those are the only adjustments that I have received.

Mr. Ritchie asked is that legal to come back after a public bidding to reduce your price?

Mr. Walters responded it is legal in the sense that in Florida we have statutory thresholds that require you to go through the very formalized procurement process. Once you hit the threshold then you have to follow the formal statutory process but anything under that threshold is a much less formal process and you can go back and forth with the vendors.

Mr. Ritchie stated I had a meeting with Down to Earth, Chris and Maria. There is no significant reason we shouldn't go with the lowest bidder, which was Down to Earth. Down to Earth said they would give us pricing on installing shrubs in the islands or sod. They would also give us a credit for the money that was spent on putting in the Asian Jasmine.

Mr. Biagetti stated I would like to bring up my experience with what we are seeing, what we are receiving and what has been done since the last meeting. I think we have seen some improvement in the major areas. I know there are still some areas on the pond banks that haven't been touched. I think we have gone through the process of notice. This isn't the first time we have had issues. Tree Amigos was able to reduce the upfront cost greatly and spread it out over a few years. My recommendation would be to accept Tree Amigos latest proposal. I am really looking for increased services. I think we should be looking at an alleviated service here.

January 21, 2020

Pine Ridge Plantation CDD

Mr. Ritchie stated well, you are talking about a \$12,000 difference.

Mr. Arp stated my concern with Down to Earth was getting the problems corrected in a timely manner. Several times we would hear they would get to it the next week, which I felt was unacceptable. I feel like things have been addressed with Down to Earth and they have corrected them. Based on that, I feel comfortable with staying with Down to Earth. I don't know that we would see that much difference with going from one to another.

Mr. Ritchie stated one of the concerns we have had is the islands look terrible because they only put in gallon sized plants. They told me they originally quoted on a bigger size, but they were told to cut it down for cost reasons. Down to Earth will give us a credit of \$6,400 for the jasmine.

Mr. Arp asked how long is this Down to Earth quote good for?

A representative from Down to Earth responded that fee is good for three years.

Mr. Arp asked can we get that in an email, along with the credit?

A representative from Down to Earth responded absolutely.

Mr. Nazario stated I walk the neighborhood a lot and I do have some qualms. I need an assurance that if there is a problem that a supervisor from your headquarters is down there inspecting it. I have seen several incidences for three, four and five months of issues that should have been taken care of and they have not. My concern is you don't have a supervisor going to look at things and saying it is wrong. I just want that assurance of that.

Mr. Arp stated I also think we need to make sure things are documented, so we know what has been taken care of and what hasn't.

Mr. Lewis asked is there a way that we can add in a year clause, so that if improvements are not made, we can cancel this in a year?

Mr. Walters responded all of our vendor contracts have a 30 day termination provision for any reason.

Mr. Ritchie stated I would like to a motion that we contact Down to Earth based on them submitting a three year price agreement and a credit for the Jasmine.

Mr. Torres asked is the credit for \$11,300?

Mr. Hall responded I already have an email of the credit due from Down to Earth on the \$6,500 and the other is for the mulch.

January 21, 2020

Pine Ridge Plantation CDD

On MOTION by Mr. Ritchie seconded by Mr. Arp with Mr. Biagetti voting nay & Mr. Lewis & Mr. Nazario voting aye the Proposal from Down to Earth was approved in substantial form with adding a 3 year fixed price and a \$6,400 credit.

SEVENTH ORDER OF BUSINESS**Discussion of Funding Status**

Mr. Walters stated if you recall at the last meeting, the issue we have is the replat of the western most portion. The Developer had a plat ready and they sent it off to the County. They got some comments back. I now have a copy of the recorded plat. The County has not updated their system yet. I spoke to the bankers today. We have the credit package ready. I have also asked the Developer for an updated status on any development and more specifically rooftops. Apparently, the sales have been very strong in the redesigned area because they are looking at bigger lots. We will get the credit package out to S&P, as soon as the County updates their site. Rates are still at historic lows. There is a lot of cash still flowing into the system, where investors have to find deals to invest in. The turnaround time once we submit the credit package is usually about two weeks.

Mr. Ritchie asked did they increase the density on the section under development right now?

Mr. Walters responded yes. They have increased the number of lots but not the total number of lots throughout the community. They have essentially redesigned it, so that it is a little more efficient.

Mr. Ritchie asked what about the island piece?

Mr. Walters responded that is going to go away. It is much more expensive to build a road and put in infrastructure for 15 lots that were here than it is to add those 15 lots with the infrastructure needed. The County needs more stormwater capacity, so they may dig out and sell the fill and allow the County to drain certain areas into it as a large stormwater facility. From my understanding as of today, there will not be homes there.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Walters stated I know you have been to a lot of meetings in the past, but I just wanted to follow up with Nelson about the Sunshine Amendment. You are not permitted to discuss any item that is before the board or would foreseeably come before the board with any

January 21, 2020

Pine Ridge Plantation CDD

other supervisors. We advise you to have a separate email address with your CDD information.

B. District Manager

Mr. Torres stated in a few months we are going to start drafting the budget for 2021. I would just ask you to let us know if you foresee any increases with our vendors for the next year, so we can incorporate those into the budget.

C. Engineer

There being none, the next item followed.

D. Operations Manager

- 1. Report**
- 2. Down to Earth Landscape Service Update**
- 3. Down to Earth Proposal for Island Enhancements**

Mr. Hall stated I got pricing from Beacon Electrical to convert all of the bulbs to LED. This covers 27 fixtures, which includes five of the concrete posts. The total cost is \$5,495. Your average savings per year is \$2,580, so it would be roughly over two years to pay for it.

Mr. Biagetti stated what is not included in this is staff hours to change the bulbs as they burn out.

Mr. Ritchie stated I would like to get a letter from them stating what the warranty is.

Mr. Hall stated okay.

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor the Proposal from Beacon Electrical to Change Bulbs to LED was approved.
--

Mr. Ritchie stated we have a proposal for doing the sod installation for \$15,100 and another proposal for putting in shrubs for \$27,000. The warranty will last as long as we are on the property.

Mr. Arp asked how many islands do we have total? How many islands is this for?

Mr. Hall responded 11.

January 21, 2020

Pine Ridge Plantation CDD

Mr. Arp stated so that is \$1,372 an island. I am just referring to the sod one. A pallet of sod is \$200. How many pallets are going in these islands?

Mr. Feagin responded this one is a total of 25 pallets of sod. The cost of red mulch is \$48 a yard.

Mr. Arp stated I think the tips, or the ends of the islands look nice. I say we just sod in between that.

Mr. Nazario asked what if you sod a portion and then sod a portion and then do some kind of enhancements?

Mr. Feagin responded I can create a proposal for that. I think you need to relook at the island tips again because there is a lot that is missing there.

Mr. Hall stated the island tips are in rough shape. Josh can do some renderings and come up with a price to do it like that and then you can make a decision in March.

Mr. Ritchie stated I think we should ask the builders to relocate their sales renderings.

E. Amenity Manager

Ms. Cranford stated I wanted to give you some rental information. For January and February we have a total of 13 rentals, which is up five rentals from the same time last year. For 2018 we did 82 rentals. For 2019 we did 114 rentals, so we were up 32 rentals last year from the previous year. Yoga classes are going to be postponed until June. Our yoga instructor is going to California to get her PhD.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

A resident asked is it being addressed that all our signage is being hidden by overgrown trees and shrubs?

Mr. Hall responded they trim it to where it is now. If we want it cut shorter than we can discuss that.

Mr. Feagin stated if we cut it lower than we are going to murder it.

A resident stated I guess the best thing for you to do is to take a look at it. The shrubs block half of the sign.

A resident stated we haven't been here very long but what we have heard is that the landscaping company has been given multiple changes. Cheaper doesn't always

January 21, 2020

Pine Ridge Plantation CDD

mean better. They were given plenty of opportunities, so I hope at this point we are strongly urged to use that 30 day termination clause if they don't get it together. I am not happy with the landscaping. I think it is very drab.

A resident stated when there were issues then they should have gone out there and fixed them right away. They shouldn't need to be reminded constantly.

A resident asked were there discussions about this new development using our roads that we have already paid for?

Mr. Biagetti responded that property was always part of the development. Nothing has changed there. There could potentially be Long Bay Extension, but it is not in the forecast for any foreseeable future.

Mr. Walters stated there is a Long Bay Extension on the plans. It is not gone forever but when the real estate market took a crash, the County refocused those efforts.

Mr. Lewis stated I remember last summer we had issues with the algae on the ponds. I have seen a lot of communities with aerators. I think we should do a fountain in the ponds along the street and then put in underground aerators for the other ponds. It has been proven to help the algae issue.

Mr. Biagetti stated I just spoke to The Lake Doctors about a quote for a lighted fountain. It would cost about \$12,000 but it depends on the size of the pond.

Mr. Hall stated The Lake Doctors are working on proposals for the fountains and aerators now.

TENTH ORDER OF BUSINESS

Financial Statements

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2019

Mr. Torres stated included in your agenda package is 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.

January 21, 2020

Pine Ridge Plantation CDD

C. Approval of Check Register

Mr. Torres stated included in your agenda package is a copy of the check register, which totals \$83,363.66.

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – 3/17/20 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

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

TWELFTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Ernesto Torres

3EE774DC69854A7

Secretary / Assistant Secretary

DocuSigned by:

Matthew Biagetti

81362509BFFA403...

Chairman / Vice Chairman