

MINUTES OF MEETING  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

A Regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, September 15, 2020 at 6:00 p.m. via Zoom Teleconference.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Arp	Vice Chairman
Jerry Ritchie	Supervisor
Jeff Lewis	Supervisor
Nelson Nazario	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel
Maria Cranford	Amenity Manager
Pat Szozda	Operations Manager
Sete Zare	MBS Capital Markets

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:00 p.m., and a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Torres asked for any public comments on agenda items from anyone attending via Zoom. Hearing no audience comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the July 21, 2020 Meeting**

Mr. Torres presented the minutes from the July 21, 2020 Board of Supervisor meeting. Mr. Torres asked for any comments, corrections, or changes to the minutes. The Board had no changes to the meeting minutes.

On MOTION by Mr. Arp, seconded by Mr. Nazario with all in favor, the Minutes of the July 21, 2020 Board of Supervisor Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-12, Supplemental Assessment Resolution**

Mr. Walters presented the Supplemental Assessment Resolution 2021-12. He noted that this resolution is what they bring back once they receive the final pricing and they know the absolute final numbers. Ms. Zare provided a summary of the pricing of the bonds. They issued \$12.435 million generating \$1.865 million in construction proceeds. The average coupon was 2.79%. The Board had no questions on the resolution or bond pricing. Mr. Walters noted that they expect the closing to occur the following day.

Mr. Walters reviewed the exhibits to the resolution. The Board had no questions on the exhibits.

On MOTION by Mr. Arp, seconded by Mr. Biagetti, with all in favor, Resolution 2021-12 Supplemental Assessment Resolution, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Invoice from Down to Earth for Median Project**

Mr. Torres reviewed the invoice and timeline of the Down to Earth Median Project. In March of 2020 the Board approved a proposal in the amount of \$16,404.50 for the median improvements. In July the Board received an invoice and it has been paid in the amount of \$11,565. There is a balance due of \$5,439.50 which was \$600 over the estimated amount given in March. The Board had no questions on the Down to Earth invoice.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Paying the Remaining Balance of \$5,439.50 to Down to Earth, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters noted that he had no additional information for the Board.

**B. District Manager**

Mr. Torres noted that they have been collecting RFQ's for architectural services, and those will brought to the Board at the next meeting.

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor, the Proposal Fiscal Year 2021 Meeting Schedule, was approved.

**C. Engineer**

There being none, the next item followed.

**D. Operations Manager – Report**

Mr. Szozda noted that they removed the dead trees on the common ground. They removed table tops from the pool that had busted. To replace them, the 5 small tables are \$43.63 and for the larger tables it is \$188.39. It's going to run about \$1,000 to get them all replaced according to Mr. Szozda. He noted that the lift chair is nonfunctional and needs to be replaced to be ADA compliant. He has researched estimates and expects the quotes for the lift chair to be around \$9,000. Mr. Torres asked Mr. Szozda to bring back proposals.

**E. Amenity Manager**

Ms. Cranford noted that they are continuing to do two to three food trucks per week. There are a few small events coming up, and they are planning for Halloween and Christmas.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments / Supervisor's Requests**

**Audience Comments:**

An audience comment from an employee Duval Landscape Maintenance noted that they put together a proposal for the Board last September. COVID has made it hard for them to reach out to CDD's so he attending the Zoom meeting to reach out to the Board. He noted that Duval was not hired last year but if the opportunity presents itself they would love to provide another proposal to the Board.

**Supervisor Requests:**

Mr. Ritchie asked when the Zoom requirement will end and when they will go back to regular meetings. Mr. Torres noted that the executive order expires October 1, 2020 and he did not anticipate it being extended. Mr. Ritchie stated that it was imperative as they start going into the architectural planning stage of using money for the improvements, that they have in person meetings.

**EIGHTH ORDER OF BUSINESS**

**Financial Statements**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending August 31, 2020**

Mr. Torres stated included in your agenda package is the general fund. On page 3, the prorated amount is \$530,000 total expenditures as of August 31<sup>st</sup>. The actual amount is \$450,000. Right now we have \$80,307 variance in the right direction.

The month to month expenditures are listed as well. Page 6 gives the Capital Reserve Funds and the balance is \$328,438.

**B. Assessment Receipts Schedule**

Mr. Torres noted that the Assessment Receipts Schedule shows that they are 100% collected.

**C. Approval of Check Register**

Mr. Torres stated the check register was \$69,823.88.

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

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 11/17/20 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Mr. Torres stated the next scheduled meeting is November 17, 2020 at 6:00 p.m.

**TENTH 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