

# ***PINE RIDGE PLANTATION***

*Community Development District*

*January 19, 2021*

## *AGENDA*

# **Pine Ridge Plantation Community Development District**

475 West Town Place

Suite 114

St. Augustine, Florida 32092

*District Website:* [www.pineridgeplantationcdd.com](http://www.pineridgeplantationcdd.com)

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January 12, 2021

Board of Supervisors  
Pine Ridge Plantation Community Development District

Dear Board Members:

The Pine Ridge Plantation Community Development District Meeting is scheduled for **Tuesday, January 19, 2021 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. Public Comments
- III. Discussion of Architect Scope or Conceptual Design
- IV. Consideration of Clay County Sheriff's Office Secondary Employment Contract
- V. Consideration of Playground Structure Proposals
- VI. Consideration of Roof Cleaning
- VII. Appointment of Audit RFP Committee
- VIII. Staff Reports
  - A. Attorney
  - B. District Manager
  - C. Engineer
  - D. Operations Manager - Report

E. Amenity Manager

IX. Public Comments / Supervisor's Requests

X. Approval of Consent Agenda

A. Approval of the Minutes of the November 17, 2020 Meeting

B. Balance Sheet and Statement of Revenues & Expenditures for the Period  
Ending December 31, 2020

C. Assessment Receipts Schedule

D. Approval of Check Register

XI. Next Scheduled Meeting – 03/16/21 @ 6:00 p.m. at the Pine Ridge Plantation  
Amenity Center

XII. Adjournment

## *FOURTH ORDER OF BUSINESS*



**CLAY COUNTY SHERIFF'S OFFICE  
CLAY COUNTY, FLORIDA  
SECONDARY EMPLOYMENT CONTRACT**



**AGREEMENT**

The following is an agreement between the Clay County Sheriff's Office and

\_\_\_\_\_  
(Individual or Business Name)

This agreement governs the hiring of off-duty deputy sheriffs by a private individual, organization, or company (hereinafter "secondary employer"). It is agreed that any actions taken by a deputy sheriff engaged in secondary employment will be consistent with Florida Statutes Section 30.2905 and CCSO General Orders and Standard Operating Procedures. Staffing levels will be determined by the CCSO Secondary Employment specialist to ensure the safety of the public, and the deputy(s) assigned.

**WORKER'S COMPENSATION**

The secondary employer is NOT required to provide worker's compensation coverage for a deputy sheriff engaging in secondary employment as such coverage is provided by Clay County Board of County Commissioners.

**INDEMNIFICATION**

It is understood and agreed that liability coverage is the responsibility of the secondary employer up to the point that a deputy sheriff engages in enforcement of a county ordinance or state law. The secondary employer agrees to protect, defend, indemnify, and hold harmless the CCSO from any and all third party claims, liability, losses, or cause of action which may arise from any actions or omissions of the deputy sheriff while acting solely in their capacity as an employee of the secondary employer.

**BILLING AND PAYMENT**

The secondary employer will pay each deputy sheriff providing services directly at the minimum rate of \$30.00 per hour. The rate for holidays observed by the Sheriff's Office will be a minimum of \$45.00 per hour and \$49.00 per hour for the Supervisor. This does not preclude the secondary employer from paying a higher rate to attract deputies to provide the desired service. Holidays observed by the Sheriff's Office in 2021 are as follows:

Holiday

New Year's Day  
Martin Luther King, Jr., Day  
President's Day  
Memorial Day  
Independence Day

Date Observed by Sheriff's Office

Friday, January 1  
Monday, January 18  
Monday, February 15  
Monday, May 31  
Monday, July 4



**CLAY COUNTY SHERIFF'S OFFICE  
CLAY COUNTY, FLORIDA  
SECONDARY EMPLOYMENT CONTRACT**



Labor Day	Monday, September 6
Veteran's Day	Thursday, November 11
Thanksgiving Day and Day after	Thursday, November 25 and Friday November 26
Christmas Eve and Christmas Day	Friday, December 24 and Saturday, December 25

The minimum number of hours for which services can be contracted for is three (3) hours. If not paid at the time of the detail, deputies shall be paid within 15 days from the date services were provided.

When secondary employment assignment requires more than five (5) deputies, the 6<sup>th</sup> deputy will be a supervisor at the rank of sergeant or above. Assignments requiring more than 15 deputies will require an additional supervisor be assigned. The secondary employer will pay for the services of the supervising deputy at the rate of \$34.00 per hour. In the event that a supervisor is not available, an acting supervisory deputy may be designated by the Secondary Employment Specialist.

When CCSO deputies are assigned to work secondary employment alongside other law enforcement personnel, the CCSO deputy's rate of pay will be commensurate with the highest rate of pay of other law enforcement employees of the same rank. Example: If FHP is working at \$40.00 per hour and CCSO deputies are working at \$30.00 per hour, CCSO deputies will be paid at the higher rate of FHP at \$40.00 per hour. Larger scale events may require an Incident Commander at the rank of lieutenant or higher. The need for an Incident Commander will be determined by the Chief of Community Affairs or higher authority. Incident Commanders will be paid at a rate equal to their regular rate of pay at time and a half.

The secondary employer will pay CCSO an administrative fee of \$5.00 per hour, per deputy. Secondary employment jobs that require additional equipment, specialized vehicles, or resources (i.e. Marine Unit, Traffic Section etc.) an additional fee per hour may be charged to the employer to cover the additional cost(s). A secondary employer will also be required to pay a scheduling fee either per event, or per month depending on the particular assignment. This fee will be paid to the sheriff's office Finance Division, or directly to the scheduling employee, and is based on the total number of man hours scheduled per month as outlined below.

Hours Scheduled	Scheduling Fee
Up to 15	\$25.00
16 to 25	\$75.00
26 to 50	\$100.00
51 to 75	\$125.00
76 to 150	\$250.00
151 to 699	\$375.00
700 +	\$500.00

Non-permanent jobs (take less than three (3) days to complete, not on a continuing schedule and not scheduled more than three times a year) will be \$25.00 per event.



**CLAY COUNTY SHERIFF'S OFFICE  
CLAY COUNTY, FLORIDA  
SECONDARY EMPLOYMENT CONTRACT**



CCSO reserves the right to request fees be paid in advance, put the secondary employer on a cash only basis, or discontinue service until the account is up-to-date. Secondary employment rates, fees, and exceptions based on the nature of the work assigned, duration of the assignment, or other factors can only be authorized by the Sheriff or his designee.

CCSO's Fiscal Section will invoice the secondary employer directly for the scheduling and administrative fees. The secondary employer will have 15 days from invoice date to remit payment. The checks should be made payable to the Clay County Sheriff's Office and directed to the Fiscal Section.

**A fee will be charged for all returned checks per Florida Statute 832.08:**

1. \$25.00, if the face value does not exceed \$50.00
2. \$30.00, if the face value is more than \$50.00 not to exceed \$300.00.
3. \$40.00, if the face value is more than \$300.00.

**CANCELLATION OF SERVICES**

The secondary employer agrees that 24 hours' notice is required to cancel requested services. Services cancelled less than 24 hours in advance will require a payment for three (3) hour's salary plus administrative costs. Notice may be provided by contacting the assigned scheduler for this detail.

**DUTIES TO BE PERFORMED**

Deputies hired to work secondary employment are bound to the policies and procedures of the CCSO, and are obligated to enforce state statutes and ordinances of Clay County.

**TERMS OF AGREEMENT**

Secondary employment is a service provided by the CCSO, and is intended to augment existing sheriff's office manpower, by providing requesting members of the public with additional resources. As such, secondary employment is not considered a primary function of the sheriff's office, and thus it cannot guarantee the fulfillment of all secondary employment requests, nor will it be obligated to provide a deputy if one is not available to work. In addition, the sheriff's office reserves the right to refuse or discontinue off-duty services for any secondary employment assignment that is deemed to be in conflict with the best interests of the Clay County Sheriff's Office.

This agreement shall be in effect from January 1, 2021 through December 31, 2021.

\_\_\_\_\_  
Signature of Secondary Employment Owner / Authorized Agent

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Signature Sheriff or Sheriff's Designee

\_\_\_\_\_  
Date and Time



## *SIXTH ORDER OF BUSINESS*

ESTIMATE



**Pine Ridge**  
4200 Pine Ridge Plantation  
Middleburg, Florida 32068  
(919) 395-2124

**Elite Power Washing Services, LLC**

103 Grand Reserve Dr  
Bunnell, FL 32110  
Phone: (386) 631-4610  
Email: elite.powerwashing@aol.com

Estimate # 000306  
Date 12/19/2020

Description	Total
Soft wash metal roof	\$2,436.96
Low pressure roof wash, 10,154 square feet @ .24 cents a square foot.	
Lift rental	\$299.04

<b>Subtotal</b>	\$2,736.00
<b>Total</b>	<b>\$2,736.00</b>

By signing this document, the customer agrees to the services and conditions outlined in this document. 10% down, is required at the time of signing, to secure a date and time for the services. The 10% is non-refundable.

Accept

Decline

Date: Dec 21, 2020  
No. 516

# Estimate

**Greener Vision**  
1018 Wetland Ridge Circle  
Middleburg, Florida 32068  
904-214-3311 Office

**Presented To:**  
Pine Ridge Plantation CDD  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

Description of Service	Qty	Each	Amount
pressure washing roof	1	\$1,300.00	\$1,300.00
Additional Details: alluminum roof, top to bottom			

7% Tax	\$91.00
Total	\$1,391.00

Thank you for allowing us the opportunity to present our service to you!

*EIGHTH ORDER OF BUSINESS*

*D.*

**Pine Ridge Plantation Community Development District**

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-509-6445

Date: January 19, 2021  
To: Pine Ridge Plantation CDD, Board of Supervisors  
From: Maria Cranford, Amenity Manager &  
Larry Edmiston, Operations Manager  
Re: Monthly Facility Memorandum

**Completed Items:**

- Pressure washing quotes complete
- Landscape quotes for pavers

**Landscaping & Lakes:**

- Down to Earth continues to maintain the grounds throughout.
- Lake Doctor's continues to maintain the lakes.
- RMS continues to inspect and clean all the lakes and outfall structures.

**Amenity Manager:**

- Total number of rentals for November and December = 8
- Latina's Krazy Kitchen was at the amenity center on November 10<sup>th</sup> for Taco Tuesday from 5 to 8 p.m.
- Rocco's Pizzeria was at the amenity center on November 17 and again on December 9<sup>th</sup> from 5 to 8 p.m.
- Abstrakt Filipino Essence was at the amenity center on December 10<sup>th</sup> and January 14<sup>th</sup> from 5 to 8 p.m. They are scheduled to return to the facility on February 4<sup>th</sup>

- Mike's Yum Yum Come Get Ya Sum truck was at the amenity center on December 1<sup>st</sup>, December 17<sup>th</sup> and January 6<sup>th</sup> from 5 to 8 p.m. They are scheduled to return on January 26<sup>th</sup> as well as February 11<sup>th</sup> and again on February 23
- Food Addictz on the Run was our final food truck for 2020. They were at the amenity center on December 29<sup>th</sup> from 5 to 8 p.m. and are scheduled to return on January 21<sup>st</sup> and February 18<sup>th</sup> at the same time
- San Marco Chz Fry Co is scheduled to be at the amenity center on January 20<sup>th</sup> and February 10<sup>th</sup> from 5 to 7:30 p.m.
- Hapa Li is scheduled to be at the amenity center on January 28<sup>th</sup> and again on February 25<sup>th</sup> from 5 to 7:30 p.m.
- The Frozen Sweets truck was at the amenity center on December 26<sup>th</sup> from 1 to 5 p.m. and will be returning on January 16<sup>th</sup>, 31<sup>st</sup> and February 21<sup>st</sup> from 12 to 4 p.m. and again on March 20<sup>th</sup> from 3 to 6 p.m.
- Jackpot Vending continues to service and stock our snack machine
- North Florida Vending continues to service and stock our soda machine
- Community Spring/Easter event is being planned for March 20<sup>th</sup> from 3 to 6 p.m.

### Maintenance

- Pavers have been repaired in the pool area.
- Christmas lights have been removed.
- Maintenance has begun on the playground to remove the bad wood and repaint.
- Trash clean-up continues to be done on a weekly basis.
- Drywall repair has been completed.
- 6 lights in the gym were replaced.
- All bad electrical receptacles have been replaced (11)
- Concrete repair at the amenity center.



## *TENTH ORDER OF BUSINESS*

*A.*

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, November 17, 2020 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Arp <i>via phone</i>	Vice Chairman
Jerry Ritchie	Supervisor
Jeff Lewis	Supervisor
Nelson Nazario	Supervisor

Also present were:

Ernesto Torres	District Manager
Wes Haber	District Counsel (via telephone)
Maria Cranford	Amenity Manager
Larry Edmiston	Operations Manager
Pat Szozda	RMS

*The following is a summary of the actions taken at the November 17, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**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****Consideration of Resolution 2021-01,  
Election of Officers**

Mr. Torres stated that this places those elected to Chairman, Vice Chairman, and Assistant Secretary positions and this is done after every election. Currently the Chairman is Mr. Biagetti, Vice Chair is Mr. Arp, and the rest of the Board acts as Assistant Secretaries. To keep the slate as is, Mr. Torres asked for a motion to approve.

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, Resolution 2021-01 Election of Officers, was approved.

**FOURTH ORDER OF BUSINESS****Approval of the Minutes of the August 24,  
2020 Special Meeting and the September  
15, 2020 Meeting**

Mr. Torres presented the minutes from the August 24, 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. Lewis seconded by Mr. Nazario, with all in favor, the Minutes of the August 24, 2020 Special Meeting and September 15, 2020 Meeting, were approved.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2021-02,  
Amending the Reserve Fund Budget for  
Fiscal Year 2020**

Mr. Torres stated at the end of each year minor adjustments are made to the budget lines. There were no questions concerning the amendment of the reserved budget, so Mr. Torres asked for a motion of approval.

On MOTION by Mr. Biagetti seconded by Mr. Arp, with all in favor, Resolution 2021-02 Amending the Reserve Fund Budget for Fiscal Year 2020, was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2021-03,  
Redesignating Registered Agent**

Mr. Torres noted that this is naming the new District Counsel Wes Haber. He is the registered agent for the District.

On MOTION by Mr. Lewis seconded by Mr. Biagetti, with all in favor, Resolution 2021-03 Redesignating Agent, was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Proposals Received in  
Response to RFQ for Architectural Services**

Mr. Torres stated that this agenda item is to discuss the responses for architectural services. This was noticed in the newspaper back in September and this is the next step in the process. Steps that have already been completed include refunding and issuing of new bond, the engineer report and methodology, and surveying of residents. It is at the point where the architect needs to be included. Two responses were received, Basham & Lucas Design Group, Inc. and Borrelli & Partners. Both firms are competent to handle the services. A score sheet was provided in the agenda package and has been used in previous evaluations for this kind of selection. It is broken down into seven evaluation categories and include, ability and adequacy of professional personnel (25 points), consultant's past performance (25 points), geographic location (20 points), willingness to meet time and budget requirements (15 points), certified minority business enterprise (5 points), recent current and project workloads (5 points), and volume of work previously awarded to consultant by District (5 points).

Mr. Haber, District Counsel, noted that the criteria they are using are statutorily required. Those are set forth by Florida Statute and they are unable to vary from the evaluation criteria. He continued to explain to the Board that what they are doing is ranking the proposals with the score, not necessarily awarding it. The company that gets the highest score is not automatically awarded the contract.

Mr. Nazario asked if staff did the due diligences to provide the Board with the two companies' responses. Mr. Torres responded by telling him these were the responses received from the ad in the paper and they are the ones they have to choose from.

The Board discussed if the architectural design firms will design and build, and if there is there a separation of the design stage and the building contracts. Mr. Torres answered that

the architect designs it, along with a lot of other services that they can render including all the services the Board asks of them. Once the estimated construction cost is laid out between Mr. Haber and the architect, they will then publish a notice for contracting companies to move forward with the project.

Mr. Haber adds that there is a design/build process that CDDs can take advantage of, although it is largely not taken advantage of because under Florida law the extent of the design needs to be so far advanced before the procurement can be advertised for response. By the time the amount of money is spent for the design before the proposal process, often times it is not economically efficient to follow the process.

Mr. Ritchie asked staff if they have had experience with the firms. Mr. Torres has had experience with Basham & Lucas and had a positive experience. Mr. Haber stated he has no experience Borrelli & Partners but does have experience with Basham & Lucas.

Mr. Biagetti leads the group to go forward with scoring the firms together to come to a ranking conclusion.

Mr. Nazario had a question about the certified minority business enterprise category and stated that he looked at both the documents and there were no females on either of the prospects teams, he asked if there was a possibility because there are no women if that will come back to haunt the decision making process in the future. Mr. Haber continued that the reason the certified minority business enterprise goes back to what he mentioned earlier as to what is required to be used by units of government who are procuring these types of services. There is no control over the responses that are received. For both companies, the number of points they would get for that particular category would be zero, because neither meet the standard. There is no liability to the Board because that is the way the proposals were received.

Mr. Biagetti continued with the scoring process and lead the Board in collecting their rankings of the two firms. Each Board member shared their personal scores they believed should be awarded for each criterion. For the first category, 120 points were awarded to Basham and 105 points were awarded to Borrelli. The second category, 125 points for Basham and 110 for Borrelli. On the next category, 120 to Basham and 88 to Borrelli. For the fourth category both firms were awarded 75 points. In the fifth category, both firms are awarded zero points. In the sixth category, both firms were awarded 25 points. Lastly, Basham was awarded

25 points and Borrelli was awarded 10. Totaling the scores, Basham had 490 points and Borrelli was awarded 413 points.

Mr. Nazario mentioned that Borelli and partners has a statement in their RFP that says they are a state certified MBE, minority-based entity. That being the case they are awarded 25 additional points, making their total 438. (It seems odd that they were awarded 25 points when this criterion is only worth five points. May make sense to check the actual scoring just to make sure the minutes are consistent.)

Mr. Torres continued that there be a motion to approve the rankings based on those scores and authorize staff to send letters advising the companies of the ranking.

On MOTION by Mr. Biagetti seconded by Mr. Nazario, with all in favor, the Proposals Received in Response to RFQ for Architectural Services, were ranked with Basham and Lucas being the first ranked and Borelli and Partners being the second.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Proposed Maintenance Contract from Down to Earth to Include Weekly Cleanup of Pond**

Mr. Szozda noted that the consideration would be adding the pond in the back, lefthand side of the community to the Down to Earth contract as well as implementing lake maintenance. Lake Doctors sent an additional \$100 proposal to treat the lake, and he says it is just time before the lake gets any worse. Down to Earth has had a few problems and have lost some of their top people and had a crew change over, but they seem to be diligent and working at it. If there is no objection from the Board, he would recommend them. The price increase is approximately \$500 a month. Mr. Szozda believes they were very reasonable with the approach to the added responsibilities.

Mr. Nazario had some concerns with the new crew and their ability to do the work as diligently as the old Down to Earth crew, but Mr. Szozda assured the Board that there is a learning curve and that he is on top of communicating the proper procedures and they have been very responsive.

Mr. Torres addresses Mr. Haber and stated that they had recently gone through the RFP process where Down to Earth was selected less than a year ago. Typically, this would be treated as an amendment to the contract to add areas that were not included in the initial RFP.

It looks like to him that this is an entire new contract, and wants to know if it is treated as a new service agreement or are they able to amend what they have. Mr. Haber answers that they could do either, do an amendment to an existing contract or let the contract expire by its terms and enter into a new agreement. The total amount is \$92,640. Mr. Haber thinks that amending the contract to add the most recent area makes the most sense.

Mr. Torres continues to say that he will work with Mr. Szozda to prepare the actual amendment and they will present it to the Board when it is ready. The specific pond name is Tropical Pine Cove and Pineridge Parkway.

On MOTION by Mr. Nazario seconded by Mr. Ritchie, with all in favor, the Amendment to Maintenance Contract From Down to Earth to Include Weekly Cleanup of Pond, was approved.

#### **NINTH ORDER OF BUSINESS**

#### **Consideration of Proposal from the Lake Doctors**

Mr. Szozda reported that it is an additional \$100. They have not treated it yet and they are out there once a month. If there are any additional issues, they are more than likely to come out with no charge. This brings the total monthly bill to \$770.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Proposal from Lake Doctors, was approved.

#### **TENTH ORDER OF BUSINESS**

#### **Consideration of Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2020**

Mr. Torres reviewed that the District selected an Audit Committee which is made up of Board supervisors. The firm selected was Berger, Toombs, Elam, Gaines & Frank. The engagement letter for the firm can be found in the agenda package.

On MOTION by Mr. Biagetti seconded by Mr. Lewis, with all in favor, the Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2020, was approved.



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

Mr. Haber noted that the executive order which allowed boards to meet virtually had expired. There is a push by CDDs, cities, and counties, around the state to have the Governor reinstate or issue a new executive order to allow virtual meetings to continue. It is unlikely, but if that executive order does get reissued the Board will be informed. Unrelated, now that the RFQ for the architect is in place, the next step will be to have improvements designed and depending upon the estimated cost of those improvements you may have to go through a formal procurement process and RFP and those determinations can be made once there is a better idea of what those improvements are and their estimated costs.

Mr. Lewis asked what kind of time frame they need to expect, and Mr. Torres responded that they hope to bring back the agreement to the District by the January meeting. After the engineer is on board, he'll have a better idea of a construction start time.

A conversation was then had about adding a December meeting to better further the process. The Board collectively decided to meet on Monday, December 14<sup>th</sup>, at 11:00 am to discuss the terms of the architect firm.

**B. District Manager**

Mr. Torres had nothing further, so the next item followed.

**C. Engineer**

There being none, the next item followed.

**D. Operations Manager****1. Report**

Mr. Szozda noted due to grass growth, the original sprinkler heads are 4 inches, and has a proposal to raise them to 6 inches. It is not a pressing matter but for the future the idea should be entertained. Continuing he states that there is some compromise to the entry wall. Again, not a pressing issue something that will need to be mitigated in the future.

## **2. Chair Lift Proposal**

Mr. Szozda reported three proposals for a chair lift which are presented in the agenda package. The current chair has not worked for a couple years and to comply with the ADA standards, it needs to be replaced eventually. It was talked about that it would be a good time to get it installed because of low pool usage. There was also a discussion of the chair brand and possibility of a warranty or repair. Mr. Szozda noted that the chair was taken apart and it was completely rusted on the inside without a possibility of repair. He also noted that from other professional opinion, it is recommended to replace the chair.

It was decided to table this discussion until they can look further into the options of warranties and pricings. It was also brought up that a monthly maintenance should be added to be sure the chair will continue to function properly. Staff will look into adding a task that may include covering the chair and uncovering the chair between uses.

### **E. Amenity Manager**

Ms. Cranford reported that the Halloween event went well with an estimate of six or seven hundred people to go through. Kids loved their treat bags, and they are already looking forward to next year. Christmas is currently being planned for December 19<sup>th</sup> at 6-8:30 and will include Santa Claus, horse drawn hayride, and back drops for family photos. Food trucks are continuing every week.

## **TWELTH ORDER OF BUSINESS**

**Audience    Comments    /    Supervisor's  
Requests**

### **Audience Comments:**

There being none, the next item followed.

### **Supervisor Requests:**

Mr. Ritchie asked Mr. Torres why he does not share Board members request with other Board members. He thinks it would be helpful if anything is brought to Mr. Torres, for it to be shared with the other Board members. Mr. Torres said he typically tries to share most information, but also wants to be sure to not violate any of the terms of the Sunshine Law. The information they are referring to has to do with an email Mr. Ritchie sent to Mr. Torres about

the basketball courts. In turn, a conversation about communication between Board members and staff ensued.

The basketball court correspondence consisted of Mr. Ritchie wanting Mr. Torres's opinion on communities with basketball courts, and the problems that may come with it. Mr. Torres had three topic points. First being they are often used by nonresidents. Second, there is usually a large presence of police due to harassment or assault. Thirdly, vandalism is usually an issue. These are trends that are common from other communities with basketball courts, but of course, does not mean that all basketball courts will attract these issues. Then a conversation of gates, cameras, and keycard access followed.

Mr. Arp added that Down to Earth is getting into the habit of missing edging trails being on week four or five. The growing season is slowing down, and it's is not a huge eyesore, but it should be addressed. Mr. Szozda mentioned that he will bring it up with Down to Earth and remind them to familiarize themselves with the property and to especially pay attention to the common areas.

#### **THIRTEENTH ORDER OF BUSINESS      Financial Statements**

##### **A.    Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2020**

Mr. Torres stated included in your agenda package is the general fund. This is the end of year. On page six of the financials the capital reserve balance is \$327,282.

##### **B.    Assessment Receipts Schedule**

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

##### **C.    Approval of Check Register**

Mr. Torres stated the check register was \$60,903, from all of September.

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

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Special Meeting – 12/14/20  
@ 11:00 a.m. at the Pine Ridge Plantation  
Amenity Center**

Mr. Torres stated there will be a few items on that agenda and he will see everyone unless there is an executive order to approve virtual meetings again.

**FIFTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Nazario seconded by Mr. Biagetti, with all in favor, the meeting was adjourned.
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\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

*B.*

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**December 31, 2021**

	<u>Governmental Fund Types</u>				
	<u>General</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Totals 2021</u>
<b><u>ASSETS:</u></b>					
CASH	\$161,684	\$126,994	---	---	\$288,679
INVESTMENTS					
Reserve A-1	---	---	\$173,595	---	\$173,595
Reserve A-2	---	---	\$115,101	---	\$115,101
Revenue A	---	---	\$773,264	---	\$773,264
Construction	---	---	---	\$1,865,884	\$1,865,884
Cost of Issuance	---	---	---	\$14,423	\$14,423
State Board	\$465,716	\$200,404	---	---	\$666,120
US Bank Custody	\$450,736	---	---	---	\$450,736
<b>TOTAL ASSETS</b>	<u>\$1,078,136</u>	<u>\$327,399</u>	<u>\$1,061,960</u>	<u>\$1,880,307</u>	<u>\$4,347,802</u>
 <b><u>LIABILITIES:</u></b>					
ACCOUNTS PAYABLE	\$882	---	---	---	\$882
 <b>FUND BALANCES:</b>					
ASSIGNED	\$30,511	---	---	---	\$30,511
UNASSIGNED	\$1,046,743	---	---	---	\$1,046,743
RESTRICTED FOR DEBT SERVICE	---	---	\$1,061,960	---	\$1,061,960
RESTRICTED FOR CAPITAL PROJECTS	---	\$327,399	---	\$1,880,307	\$2,207,706
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<u>\$1,078,136</u>	<u>\$327,399</u>	<u>\$1,061,960</u>	<u>\$1,880,307</u>	<u>\$4,347,802</u>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Collector	\$538,283	\$449,208	\$449,208	\$0
Misc./Facility Rental Income	\$3,000	\$750	\$750	\$0
Interest Income	\$5,000	\$1,250	\$339	(\$911)
<b>TOTAL REVENUES</b>	<b>\$546,283</b>	<b>\$451,208</b>	<b>\$450,298</b>	<b>(\$911)</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees/FICA Taxes	\$10,334	\$2,584	\$2,153	\$431
Engineering	\$7,000	\$1,750	\$0	\$1,750
Attorney	\$20,000	\$5,000	\$152	\$4,848
Annual Audit	\$3,100	\$0	\$0	\$0
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$1,200	\$0	\$0	\$0
Trustee	\$6,000	\$0	\$0	\$0
Dissemination	\$5,000	\$1,250	\$1,250	(\$0)
Management Fees	\$44,290	\$11,073	\$11,072	\$0
Computer Time	\$1,000	\$250	\$250	\$0
Telephone	\$350	\$88	\$0	\$88
Postage	\$1,000	\$250	\$172	\$78
Printing & Binding	\$1,200	\$300	\$312	(\$12)
Insurance	\$8,390	\$8,390	\$8,009	\$381
Legal Advertising	\$2,500	\$625	\$219	\$406
Other Current Charges	\$600	\$150	\$127	\$23
Website Domain	\$1,200	\$300	\$300	\$0
Office Supplies	\$300	\$75	\$73	\$2
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$118,899</b>	<b>\$37,519</b>	<b>\$29,524</b>	<b>\$7,995</b>
<b>GROUPS MAINTENANCE:</b>				
Landscape Maintenance	\$100,000	\$25,000	\$21,960	\$3,040
Lake Maintenance	\$9,300	\$2,325	\$2,210	\$115
Electric	\$2,500	\$625	\$380	\$245
Water	\$39,000	\$9,750	\$4,425	\$5,325
Repairs And Maintenance	\$20,000	\$5,000	\$1,353	\$3,647
Contingencies	\$4,451	\$1,113	\$0	\$1,113
<b>GROUPS MAINTENANCE EXPENDITURES</b>	<b>\$175,251</b>	<b>\$43,813</b>	<b>\$30,328</b>	<b>\$13,485</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b><u>EXPENDITURES:</u></b>				
<b><u>AMENITY CENTER</u></b>				
Insurance	\$9,911	\$9,911	\$9,911	\$0
General Facility Maintenance	\$15,000	\$3,750	\$1,532	\$2,218
Repairs & Replacements	\$15,000	\$3,750	\$3,398	\$352
Recreational Passes	\$500	\$125	\$0	\$125
Postage	\$100	\$25	\$0	\$25
Printing & Email Marketing	\$125	\$31	\$0	\$31
Office Supplies	\$700	\$175	\$0	\$175
Other Current Charges	\$250	\$63	\$0	\$63
Permit Fees	\$250	\$0	\$0	\$0
Contingency	\$5,000	\$1,250	\$0	\$1,250
Special Events	\$12,000	\$4,125	\$4,125	\$0
Refuse Service	\$6,816	\$1,704	\$1,649	\$55
Security	\$10,000	\$2,500	\$862	\$1,638
Gate Monitor	\$5,700	\$1,425	\$0	\$1,425
<b><u>Utilities</u></b>				
Water & Sewer	\$3,700	\$925	\$888	\$37
Electric	\$23,000	\$5,750	\$4,693	\$1,057
Cable/Phone/Internet	\$3,300	\$825	\$822	\$3
<b><u>Management Contracts</u></b>				
Amenity Management	\$54,549	\$13,637	\$13,637	\$0
Facility Assistant	\$18,561	\$4,640	\$0	\$4,640
Field Management Services	\$21,321	\$5,330	\$5,330	\$0
Lifeguards	\$16,500	\$0	\$0	\$0
Pool Maintenance	\$12,500	\$3,125	\$3,125	(\$0)
Pool Chemicals	\$12,306	\$3,077	\$3,077	\$0
Janitorial	\$7,740	\$1,935	\$1,935	\$0
Janitorial Supplies	\$3,200	\$800	\$133	\$667
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$258,029</b>	<b>\$68,878</b>	<b>\$55,116</b>	<b>\$13,762</b>
<b><u>OTHER FINANCIAL SOURCES/(USES)</u></b>				
Capital Projects - Transfer Out	\$24,614	\$0	\$0	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$24,614</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$576,794</b>	<b>\$150,209</b>	<b>\$114,968</b>	<b>\$35,242</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$30,511)</b>		<b>\$335,330</b>	
FUND BALANCE - Beginning	\$30,511		\$741,924	
FUND BALANCE - Ending	\$0		\$1,077,254	



**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Month-to-Month  
Fiscal Year 2021

**REVENUES:**

	ADOPTED BUDGET	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Assessments - Tax Collector	\$538,283	\$0	\$13,994	\$435,215	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$449,208
Interest Income	\$5,000	\$148	\$108	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$339
Misc./Facility Rental Income	\$3,000	\$300	\$225	\$225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750
<b>TOTAL REVENUES</b>	<b>\$546,283</b>	<b>\$448</b>	<b>\$14,327</b>	<b>\$435,523</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,298</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Supervisors Fees/FICA Taxes	\$10,334	\$0	\$1,077	\$1,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,153
Engineering	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$5,000	\$417	\$417	\$417	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250
Assessment Roll	\$5,260	\$5,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,260
Attorney	\$20,000	\$152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$152
Annual Audit	\$3,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$44,290	\$3,691	\$3,691	\$3,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,072
Computer Time	\$1,000	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Telephone	\$350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$1,000	\$10	\$143	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$172
Printing & Binding	\$1,200	\$146	\$6	\$160	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$312
Insurance	\$8,390	\$8,009	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,009
Legal Advertising	\$2,500	\$109	\$110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$219
Other Current Charges	\$600	\$15	\$0	\$112	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127
Website Domain	\$1,200	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Office Supplies	\$300	\$11	\$0	\$62	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73
Dues, Licenses & Subscriptions	\$175	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$118,899</b>	<b>\$18,002</b>	<b>\$5,802</b>	<b>\$5,720</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,524</b>

**GROUNDS MAINTENANCE:**

Landscape Maintenance	\$100,000	\$7,240	\$7,560	\$7,160	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,960
Lake Maintenance	\$9,300	\$670	\$770	\$770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,210
Electric	\$2,500	\$134	\$135	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$380
Water	\$39,000	\$1,342	\$1,561	\$1,521	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,425
Repairs And Maintenance	\$20,000	\$476	\$877	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,353
Contingencies	\$4,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GROUNDS MAINTENANCE EXPENDITURES</b>	<b>\$175,251</b>	<b>\$9,862</b>	<b>\$10,903</b>	<b>\$9,562</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,328</b>

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**

Month-to-Month  
Fiscal Year 2021

	ADOPTED													
	BUDGET	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
<b><u>AMENITY CENTER</u></b>														
Insurance	\$9,911	\$9,911	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,911
General Facility Maintenance	\$15,000	\$706	\$826	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,532
Repairs & Replacements	\$15,000	\$2,297	\$901	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,398
Recreational Passes	\$500	\$0	\$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	\$0
Printing & Email Marketing	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permit Fees	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$12,000	\$1,663	\$0	\$2,462	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,125
Refuse Service	\$6,816	\$550	\$550	\$549	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,649
Security	\$10,000	\$389	\$389	\$84	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$862
Gate Monitor	\$5,700													
<b><u>Utilities</u></b>														
Water & Sewer	\$3,700	\$298	\$292	\$298	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$888
Electric	\$23,000	\$1,587	\$1,477	\$1,629	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,693
Cable/Phone/Internet	\$3,300	\$274	\$274	\$274	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$822
<b><u>Management Contracts</u></b>														
Amenity Management	\$54,549	\$4,546	\$4,546	\$4,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,637
Facility Assistant	\$18,561	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Management Services	\$21,321	\$1,777	\$1,777	\$1,777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,330
Lifeguards	\$16,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$12,500	\$1,042	\$1,042	\$1,042	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,125
Pool Chemicals	\$12,306	\$1,026	\$1,026	\$1,026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,077
Janitorial	\$7,740	\$645	\$645	\$645	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,935
Janitorial Supplies	\$3,200	\$75	\$58	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$133
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$258,029</b>	<b>\$26,784</b>	<b>\$13,801</b>	<b>\$14,531</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,116</b>
<b>TOTAL EXPENDITURES</b>	<b>\$552,180</b>	<b>\$54,648</b>	<b>\$30,507</b>	<b>\$29,813</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$114,968</b>
<b><u>OTHER SOURCES/(USES):</u></b>														
Capital Projects - Transfer Out	\$24,614	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$30,511)</b>	<b>(\$54,200)</b>	<b>(\$16,180)</b>	<b>\$405,710</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$335,330</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended December 31, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Capital Reserve Funding - Transfer In	\$24,614	\$0	\$0	\$0
Interest	\$0	\$0	\$117	\$117
<b>TOTAL REVENUES</b>	<b>\$24,614</b>	<b>\$0</b>	<b>\$117</b>	<b>\$117</b>
<b>EXPENDITURES:</b>				
Capital Outlay	\$20,000	\$5,000	\$0	\$5,000
Culture/Recreation	\$20,001	\$5,000	\$0	\$5,000
<b>TOTAL EXPENDITURES</b>	<b>\$40,001</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$15,387)</b>		<b>\$117</b>	
FUND BALANCE - Beginning	\$334,863		\$327,282	
FUND BALANCE - Ending	<u>\$319,476</u>		<u>\$327,399</u>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE FUND 2006A/2020A1 and A2

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended December 31, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Roll	\$933,481	\$773,243	\$773,243	\$0
Interest Income	\$3,000	\$750	\$9	(\$741)
<b>TOTAL REVENUES</b>	<b>\$936,481</b>	<b>\$773,993</b>	<b>\$773,252</b>	<b>(\$741)</b>
<b>EXPENDITURES:</b>				
<b>DS 2006</b>				
Interest Expense - 11/1	\$277,155	\$277,155	\$0	\$277,155
Principal Expense - 5/1	\$380,000	\$0	\$0	\$0
Interest Expense - 5/1	\$277,155	\$0	\$0	\$0
<b>DS 2020A1</b>				
Interest Expense - 11/1	\$0	\$0	\$28,866	(\$28,866)
<b>DS 2020A2</b>				
Interest Expense - 11/1	\$0	\$0	\$11,688	(\$11,688)
<b>TOTAL EXPENDITURES</b>	<b>\$934,310</b>	<b>\$277,155</b>	<b>\$40,554</b>	<b>\$236,601</b>
<b>OTHER FINANCIAL SOURCES/(USES)</b>				
Other Bond Service Costs	\$0	\$0	\$0	\$0
Interfund Transfer In/(Out)	\$0	\$0	\$5	\$5
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5</b>	<b>\$5</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$2,171</b>		<b>\$732,704</b>	
FUND BALANCE - Beginning	\$459,194		\$329,257	
FUND BALANCE - Ending	<u>\$461,366</u>		<u>\$1,061,960</u>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT CAPITAL PROJECTS FUND 2006A/B/2020

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended December 31, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Interest Income	\$0	\$0	\$23	\$23
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23</b>	<b>\$23</b>
<b>EXPENDITURES:</b>				
Capital Outlay	\$0	\$0	\$0	\$0
Cost of Issuance	\$0	\$0	\$3,300	(\$3,300)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,300</b>	<b>(\$3,300)</b>
<b>OTHER FINANCIAL SOURCES/(USES)</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$3,277)</b>	
FUND BALANCE - Beginning	\$0		\$1,883,584	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$1,880,307</u>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### Long-term Debt Report

<b>Series 2020A1 Capital Improvement Revenue Refunding Bonds</b>	
Original Issue Amount:	\$9,545,000
Interest Rate:	2.00% - 3.00%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	25% of Max Annual Debt Service
Bonds outstanding - 9/30/20	\$9,545,000
Current Bonds Outstanding:	<b>\$9,545,000</b>

<b>Series 2020A2 Capital Improvement Revenue Refunding Bonds</b>	
Original Issue Amount:	\$2,890,000
Interest Rate:	2.75% - 3.75%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	50% of Max Annual Debt Service
Bonds outstanding - 9/30/20	\$2,890,000
Current Bonds Outstanding:	<b>\$2,890,000</b>

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**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2021 SUMMARY OF ASSESSMENTS**

<b>ASSESSED</b>	<b># UNITS ASSESSED</b>	<b>SERIES 2020A DEBT ASSESSED</b>	<b>FY20 O&amp;M ASSESSED</b>	<b>TOTAL ASSESSED</b>
NET TAX ROLL	737	926,571.52	538,283.13	1,464,854.65
<b>TOTAL ASSESSED NET</b>	<b>737</b>	<b>926,571.52</b>	<b>538,283.13</b>	<b>1,464,854.65</b>

<b>RECEIVED</b>	<b>BALANCE DUE</b>	<b>SERIES 2020A DEBT RECEIVED</b>	<b>O&amp;M RECEIVED</b>	<b>TOTAL RECEIVED</b>
TAX ROLL	<b>242,403.07</b>	773,243.15	449,208.43	1,222,451.58
<b>TOTAL RECEIPTS</b>	<b>242,403.07</b>	<b>773,243.15</b>	<b>449,208.43</b>	<b>1,222,451.58</b>

<b>SUMMARY OF TAX ROLL RECEIPTS</b>				
<b>CLAY COUNTY DISTRIBUTION</b>	<b>DATE RECEIVED</b>	<b>SERIES 2020 DEBT RECEIVED</b>	<b>O&amp;M RECEIVED</b>	<b>TOTAL</b>
1	11/18/2020	24,088.07	13,993.74	38,081.81
2	12/1/2020	87,883.01	51,054.82	138,937.83
3	12/4/2020	566,770.93	329,260.31	896,031.24
4	12/17/2020	94,501.14	54,899.56	149,400.70
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		-	-	
		-	-	
		-	-	
<b>TOTAL FY18 TAX ROLL RECEIPTS</b>		<b>773,243.15</b>	<b>449,208.43</b>	<b>1,222,451.58</b>

<b>% TAX ROLL COLLECTED</b>	<b>83.45%</b>	<b>83.45%</b>	<b>83.45%</b>
<b>TOTAL COLLECTED</b>	<b>83.45%</b>	<b>83.45%</b>	<b>83.45%</b>



*D.*

# PINE RIDGE PLANTATION

Community Development District

## Check Run Summary - General Fund

10/1/2020 - 12/31/2020

Date	Check Numbers	Amount
<b><u>General Fund</u></b>		
10/1/20-10/31/20	2704-2727	\$ 42,787.90
11/1/20-11/30/20	2728-2743	\$ 31,449.38
12/1/20-12/31/20	2744-2757	\$ 25,988.53
		<hr/>
		\$ 100,225.81
<b><u>Capital Reserves Fund</u></b>		
October 1, 2020	32	\$ 1,209.98
		<hr/>
		\$ 1,209.98
<b><u>Utilities and Autopayments</u></b>		
October 1, 2020	Clay Electric	\$ 2,305.00
October 7, 2020	Advanced Disposal	\$ 549.81
October 15, 2020	SafeTouch	\$ 83.88
October 26, 2021	Comcast	\$ 274.11
October 25, 2020	Clay County Utilities	\$ 1,639.66
October 30, 2020	Clay Electric	\$ 1,721.00
November 9, 2020	Advanced Disposal	\$ 550.11
November 16, 2020	SafeTouch	\$ 83.88
November 25, 2020	Comcast	\$ 274.11
November 25, 2020	Clay County Utilities	\$ 1,853.12
December 1, 2020	Clay Electric	\$ 1,612.00
December 8, 2020	Advanced Disposal	\$ 548.98
December 15, 2020	SafeTouch	\$ 83.88
December 28, 2020	Comcast	\$ 274.11
December 25, 2020	Clay County Utilities	\$ 1,819.43
December 29, 2020	Clay Electric	\$ 1,740.00
		<hr/>
<b>TOTAL UTILITIES PAID ONLINE OR AUTOPAY</b>		<b>\$ 15,413.08</b>
		<hr/>
		<b>\$ 116,848.87</b>

\*Fedex invoices available upon request.

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/01/20	00134	8/31/20 74165	202008 320-53800-49000	IRRIGATION REPAIRS	*	459.50	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			459.50 002704
10/01/20	00003	9/15/20 207	202010 310-51300-31400	FY21 ASSESSM ROLL CERTIF	*	5,260.00	
				GOVERNMENTAL MANAGEMENT SERVICES			5,260.00 002705
10/01/20	00054	10/01/20 13129559	202010 330-57200-46500	OCT POOL CHEMICALS	*	1,025.52	
				POOLSURE			1,025.52 002706
10/01/20	00073	6/30/20 322	202006 330-57200-34110	JUN FACILITY ASSISTANT	*	1,800.00	
				RIVERSIDE MANAGEMENT SERVICES INC			1,800.00 002707
10/01/20	00073	9/22/20 343	202008 330-57200-46100	AUG REPAIR/REPLACE-AMENIT	*	943.00	
		9/22/20 343	202008 330-57200-46000	AUG GEN FACILITY MAINTEN	*	212.00	
		9/22/20 343	202008 320-53800-46000	AUG REPAIR/MAINT-GROUND	*	405.00	
		9/22/20 343	202008 330-57200-46201	AUG JANITORIAL SUPPLIES	*	35.01	
				RIVERSIDE MANAGEMENT SERVICES INC			1,595.01 002708
10/09/20	00134	10/01/20 76790	202010 320-53800-46200	OCT LANDSCAPE MAINTENANCE	*	7,160.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			7,160.00 002709
10/09/20	00134	9/29/20 76358	202009 320-53800-46000	RUNNING TWO WIRES	*	908.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			908.00 002710
10/09/20	00039	9/29/20 23366	202009 330-57200-46201	GYM WIPES	*	199.96	
				FITNESS PRO			199.96 002711
10/09/20	00003	10/01/20 208	202010 310-51300-34000	OCT MANAGEMENT FEES	*	3,690.83	
		10/01/20 208	202010 310-51300-49100	OCT WEBSITE ADMIN	*	100.00	
		10/01/20 208	202010 310-51300-35100	OCT INFORM TECHNOLOGY	*	83.33	
		10/01/20 208	202010 310-51300-31300	OCT DISSEMINATION SERVICE	*	416.67	

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/01/20	208	208	202010 310-51300-51000	OFFICE SUPPLIES	*	10.60	
10/01/20	208	208	202010 310-51300-42000	POSTAGE	*	10.00	
10/01/20	208	208	202010 310-51300-42500	COPIES	*	145.80	
GOVERNMENTAL MANAGEMENT SERVICES						4,457.23	002712
10/09/20	00005	9/30/20	117535 202008 310-51300-31500	AUG GEN COUNSEL/MEETING	*	2,247.97	
HOPPING GREEN & SAMS						2,247.97	002713
10/09/20	00158	10/02/20	10302020 202010 330-57200-60100	HALLOWEEN COOKIES	*	918.00	
LIVE SWEET BY ASHLEY						918.00	002714
10/09/20	00106	9/04/20	09042020 202008 330-57200-34500	8/1/20 SECURITY SERVICES	*	60.00	
		9/04/20	09042020 202008 330-57200-34500	8/14/20 SECURITY SERVICES	*	120.00	
		9/04/20	09042020 202008 330-57200-34500	8/28/20 SECURITY SERVICES	*	120.00	
MATTHEW EDMONSON						300.00	002715
10/09/20	00106	10/05/20	10052020 202009 330-57200-34500	9/12/20 SECURITY SERVICES	*	120.00	
		10/05/20	10052020 202009 330-57200-34500	9/25/20 SECURITY SERVICES	*	120.00	
MATTHEW EDMONSON						240.00	002716
10/09/20	00073	10/01/20	344 202010 330-57200-46200	OCT JANITORIAL SERVICES	*	645.00	
		10/01/20	344 202010 330-57200-46400	OCT POOL MAINTENANCE	*	1,041.67	
		10/01/20	344 202010 330-57200-34000	OCT CONTRACT ADMIN	*	1,776.75	
		10/01/20	344 202010 330-57200-34100	OCT FACILITY MANAGEMENT	*	4,545.75	
RIVERSIDE MANAGEMENT SERVICES INC						8,009.17	002717
10/09/20	00073	10/02/20	345 202010 330-57200-60100	GOODIE BAGS 10/30/20	*	262.02	
RIVERSIDE MANAGEMENT SERVICES INC						262.02	002718
10/09/20	00076	10/01/20	533039 202010 320-53800-46400	OCT LAKE MAINTENANCE	*	670.00	
THE LAKE DOCTORS INC						670.00	002719
PRP --PINERIDGE-- BPEREGRINO							

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/09/20	00152	7/23/20 6761271	202007 330-57200-46000	QTR PEST CONTROL SERVICES	*	94.00	
				TURNER PEST CONTROL			94.00 002720
10/15/20	00107	10/12/20 SSI09780	202009 330-57200-34500	SEP EMPLOYMENT FEE	*	40.00	
		10/12/20 SSI09780	202009 330-57200-34500	SEP SCHEDULING FEE	*	25.00	
				CLAY COUNTY SHERIFF'S OFFICE			65.00 002721
10/15/20	00134	9/15/20 77185	202009 320-53800-46200	CUT-DOWN DEAD TREES	*	585.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			585.00 002722
10/15/20	00039	10/05/20 23412	202010 330-57200-46100	PREVENTATIVE MAINTENANCE	*	600.00	
				FITNESS PRO			600.00 002723
10/23/20	00008	10/12/20 195634	202009 310-51300-31100	SEP PROFESSIONAL SERVICE	*	1,006.61	
				ENGLAND-THIMS & MILLER, INC.			1,006.61 002724
10/23/20	00073	10/13/20 346	202009 330-57200-46100	SEP REPAIRS/REPLAC-AMENIT	*	621.00	
		10/13/20 346	202009 330-57200-46000	SEP GEN FACILITY MAINT	*	606.00	
		10/13/20 346	202009 320-53800-46000	SEP REPAIRS/REPLAC-GROUND	*	526.00	
		10/13/20 346	202009 330-57200-46201	SEP JANITORIAL SUPPLIES	*	103.41	
				RIVERSIDE MANAGEMENT SERVICES INC			1,856.41 002725
10/29/20	00134	10/09/20 78504	202010 320-53800-46200	SOD REPLACEMENT	*	80.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			80.00 002726
10/29/20	00134	8/31/20 75137	202009 320-53800-46200	IRRIGATION REPAIRS	*	2,988.50	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			2,988.50 002727
11/09/20	00134	11/01/20 79353	202011 320-53800-46200	NOV LANDSCAPE MAINTENANCE	*	7,160.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			7,160.00 002728
11/09/20	00134	9/30/20 78514	202009 320-53800-46200	INSTALLED MULCH	*	10,006.00	

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		9/30/20	78514 202009 320-53800-46200		*	6,500.00-	
			CREDIT MEMO #CM2395				
				DOWN TO EARTH FKA R&D LNDSP & IRRG			3,506.00 002729
11/09/20	00003	11/01/20	209 202011 310-51300-34000		*	3,690.83	
			NOV MANAGEMENT FEES				
		11/01/20	209 202011 310-51300-49100		*	100.00	
			NOV WEBSITE ADMIN				
		11/01/20	209 202011 310-51300-35100		*	83.33	
			NOV INFORM TECHNOLOGY				
		11/01/20	209 202011 310-51300-31300		*	416.67	
			NOV DISSEMINATION SERVICE				
		11/01/20	209 202011 310-51300-51000		*	.42	
			OFFICE SUPPLIES				
		11/01/20	209 202011 310-51300-42000		*	7.00	
			POSTAGE				
		11/01/20	209 202011 310-51300-42500		*	5.70	
			COPIES				
				GOVERNMENTAL MANAGEMENT SERVICES			4,303.95 002730
11/09/20	00005	10/30/20	118173 202009 310-51300-31500		*	1,482.00	
			SEP GEN COUNSEL/MEETINGS				
				HOPPING GREEN & SAMS			1,482.00 002731
11/09/20	00106	11/04/20	11042020 202010 330-57200-34500		*	120.00	
			10/10/20 SECURITY SERVICE				
		11/04/20	11042020 202010 330-57200-34500		*	120.00	
			10/23/20 SECUIRTY SERVICE				
				MATTHEW EDMONSON			240.00 002732
11/09/20	00054	11/01/20	13129559 202011 330-57200-46500		*	1,025.52	
			NOV POOL CHEMICALS				
				POOLSURE			1,025.52 002733
11/09/20	00073	11/01/20	347 202011 330-57200-46200		*	645.00	
			NOV JANITORIAL SERVICES				
		11/01/20	347 202011 330-57200-46400		*	1,041.67	
			NOV POOL MAINTENANCE				
		11/01/20	347 202011 330-57200-34000		*	1,776.75	
			NOV CONTRACT ADMIN				
		11/01/20	347 202011 330-57200-34100		*	4,545.75	
			NOV FACILITY MANAGEMENT				
				RIVERSIDE MANAGEMENT SERVICES INC			8,009.17 002734
11/09/20	00076	11/01/20	539247 202011 320-53800-46400		*	670.00	
			NOV LAKE MAINTENANCE				
				THE LAKE DOCTORS INC			670.00 002735
				PRP --PINERIDGE-- BPEREGRINO			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
11/09/20	00152	10/29/20 6979662	202010 330-57200-46000	QTR PEST CONTROL	*	94.00	
				TURNER PEST CONTROL			94.00 002736
11/13/20	00006	10/01/20 83176	202011 310-51300-54000	FY21 SPECIAL DISTRICT FEE	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 002737
11/16/20	00069	10/26/20 317631	202010 310-51300-48000	NOTICE MEETING 11/17/20	*	109.00	
				CLAY TODAY			109.00 002738
11/30/20	00107	11/16/20 SSI09832	202010 330-57200-34500	OCT EMPLOYMENT FEE	*	40.00	
		11/16/20 SSI09832	202010 330-57200-34500	OCT SCHEDULING FEE	*	25.00	
				CLAY COUNTY SHERIFF'S OFFICE			65.00 002739
11/30/20	00093	11/07/20 20202378	202011 300-15500-10000	HORSE-DRAWN HAYWAGON RIDE	*	1,150.00	
				JACKSONVILLE CARRIAGE CO LLC			1,150.00 002740
11/30/20	00073	11/13/20 350	202010 330-57200-46100	OCT REPAIRS/REPLACE-AMENI	*	1,697.00	
		11/13/20 350	202010 330-57200-46000	OCT GEN FACILITY MAINTEN	*	612.00	
		11/13/20 350	202010 320-53800-46000	OCT REPAIRS/REPLACE-GROUN	*	476.00	
		11/13/20 350	202010 330-57200-46201	OCT JANITORIAL SUPPLIES	*	74.74	
				RIVERSIDE MANAGEMENT SERVICES INC			2,859.74 002741
11/30/20	00167	11/16/20 11162020	202011 300-36900-10100	RENTAL DEPOSIT REFUND	*	500.00	
				SAMANTHA GRIFFIN			500.00 002742
11/30/20	00076	11/11/20 541976	202011 320-53800-46400	NOV LAKE MAINTENANCE-ADD	*	100.00	
				THE LAKE DOCTORS INC			100.00 002743
12/09/20	00134	11/07/20 80665	202011 320-53800-46200	ONE TIME POND CLEANUP	*	400.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			400.00 002744
12/09/20	00134	12/01/20 81401	202012 320-53800-46200	DEC LANDSCAPE MAINTENANCE	*	7,160.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			7,160.00 002745

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/09/20	00001	11/17/20	71851155 202011 310-51300-42000 NOV FEDEX POSTAGE		*	136.16	
			FEDEX				136.16 002746
12/09/20	00003	12/01/20	210 202012 310-51300-34000 DEC MANAGEMENT FEES		*	3,690.83	
		12/01/20	210 202012 310-51300-49100 DEC WEBSITE ADMIN		*	100.00	
		12/01/20	210 202012 310-51300-35100 DEC INFORM TECHNOLOGY		*	83.33	
		12/01/20	210 202012 310-51300-31300 DEC DISSEMINATION SERVICE		*	416.67	
		12/01/20	210 202012 310-51300-51000 OFFCIE SUPPLIES		*	16.70	
		12/01/20	210 202012 310-51300-42000 POSTAGE		*	18.45	
		12/01/20	210 202012 310-51300-42500 COPIES		*	160.35	
		12/01/20	210 202012 310-51300-49000 DOMAIN RENEWAL		*	97.41	
			GOVERNMENTAL MANAGEMENT SERVICES				4,583.74 002747
12/09/20	00168	12/03/20	12032020 202012 330-57200-60100 SANTA EVENT 12/19/20		*	475.00	
			KAVIN M. MASON				475.00 002748
12/09/20	00106	11/29/20	11292020 202011 330-57200-34500 11/6/20 SECURITY SERVICE		*	120.00	
		11/29/20	11292020 202011 330-57200-34500 11/20/20 SECURITY SERVICE		*	120.00	
			MATTHEW EDMONSON				240.00 002749
12/09/20	00054	12/01/20	13129559 202012 330-57200-46500 DEC POOL CHEMICALS		*	1,025.52	
			POOLSURE				1,025.52 002750
12/09/20	00073	12/01/20	349 202012 330-57200-46200 DEC JANITORIAL SERVICES		*	645.00	
		12/01/20	349 202012 330-57200-46400 DEC POOL MAINTENANCE		*	1,041.67	
		12/01/20	349 202012 330-57200-34000 DEC CONTRACT ADMIN		*	1,776.75	
		12/01/20	349 202012 330-57200-34100 DEC FACILITY MANAGEMENT		*	4,545.75	
			RIVERSIDE MANAGEMENT SERVICES INC				8,009.17 002751
			PRP --PINERIDGE-- BPEREGRINO				



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/09/20	00076	12/01/20 545104	202012 320-53800-46400	DEC LAKE MAINTENANCE	*	770.00	
				THE LAKE DOCTORS INC			770.00 002752
12/21/20	00107	12/11/20 SSI09863	202011 330-57200-34500	NOV EMPLOYMENT FEE	*	40.00	
		12/11/20 SSI09863	202011 330-57200-34500	NOV SCHEDULING FEE	*	25.00	
				CLAY COUNTY SHERIFF'S OFFICE			65.00 002753
12/21/20	00069	11/18/20 318497	202011 310-51300-48000	NOTICE MEETING 12/14/20	*	110.00	
				CLAY TODAY			110.00 002754
12/21/20	00039	12/16/20 23924	202012 330-57200-46100	GYM WHIPES	*	199.96	
				FITNESS PRO			199.96 002755
12/21/20	00005	11/30/20 118998	202010 310-51300-31500	OCT GEN COUNSEL/MEETING	*	152.00	
				HOPPING GREEN & SAMS			152.00 002756
12/21/20	00073	12/11/20 351	202011 330-57200-46100	NOV REPAIR/REPLAC-AMENITY	*	901.00	
		12/11/20 351	202011 330-57200-46000	NOV GEN FACILITY MAINT	*	826.00	
		12/11/20 351	202011 320-53800-46000	NOV REPARS/MAINT-GROUNDS	*	877.00	
		12/11/20 351	202011 330-57200-46201	NOV JANITORIAL SUPPLIES	*	57.98	
				RIVERSIDE MANAGEMENT SERVICES INC			2,661.98 002757
TOTAL FOR BANK A						100,225.81	
TOTAL FOR REGISTER						100,225.81	

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



August 2020  
Invoice #74165

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

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

Project/Job	Invoice Date	Due Date	Terms	PO#
#129301	8/31/2020	9/27/2020	Net 30	

Item	Qty	Rate	Amount
RAISING OF ROTORS TO SHRUB ROTORS IN CIRCLE ISLAND IN-FRONT OF THE AMENITY CENTER AND IN SHRUBS BY MAILBOX (ZONE #7)			
SHRUB BODY 3504 ROTOR	8	\$29.00	\$232.00
3/4" PVC PIPE PER FT Description: (16-ft.)	16	\$0.75	\$12.00
3/4" FITTINGS Description: (2 per head)	16	\$2.50	\$40.00
IRRIGATION LABOR PER HOUR Description: 1 Technician for (3) hours	3	\$58.50	\$175.50

Subtotal	\$459.50
Payments/Credits	\$0.00
Balance Due	\$459.50

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.

*Carla J. 8/27/2020*



~~1320 5380 46200~~

~~Landscape Maintenance~~

134 (A)  
1,322.538. 490  
Contingency

RECEIVED

SEP 29 2020

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****RECEIVED**

SEP 16 2020

**Bill To:**

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

Invoice #: 207

Invoice Date: 9/15/20

Due Date: 9/15/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2021		5,260.00	5,260.00
30 1,810,573.314			
<b>Total</b>			\$5,260.00
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$5,260.00



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

# Invoice

Date 10/1/2020

Invoice # 131295595457

Terms	Net 20
Due Date	10/21/2020
PO #	
Customer #	13GMS100

<b>Bill To</b> GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	<b>Ship To</b> 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	966.47
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05

RECEIVED

SEP 18 2020

Total 1,025.52  
Amount Due \$1,025.52

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295595457

*[Signature]* 9/18/2020

1-330-57200-46500

Pool Changes

571

Amount Due \$1,025.52

Amount Paid

Make Checks Payable To

PoolSure  
PO Box 55372  
Houston, TX 77255-5372



131295595457

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

# Invoice

Invoice #: 322  
Invoice Date: 6/30/2020  
Due Date: 7/15/2020  
Case:  
P.O. Number:

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

RECEIVED

SEP 28 2020

Description	Hours/Qty	Rate	Amount
Facility Assistant - through June 2020	72	25.00	1,800.00
73 (A)			
1,320.572,34110			

Total \$1,800.00

Payments/Credits \$0.00

Balance Due \$1,800.00

2mm  
9,28,20

**PINE RIDGE CDD**  
**FACILITY ASSISTANT**

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
72	Facility Assistant	\$ 25.00	\$ 1,800.00
Covers Period: JUNE 2020			
GL # 330.572.3411			
TOTAL DUE:			<u>\$ 1,800.00</u>

RMS

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT  
ASSISTANT MANAGER BILLABLE HOURS  
FOR THE MONTH OF JUNE 2020

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/6/20	9	R.W.	Completed daily checklist, returned calls and emails
6/10/20	9	R.W.	Completed daily checklist, returned calls and emails
6/13/20	9	R.W.	Completed daily checklist, returned calls and emails
6/14/20	9	R.W.	Completed daily checklist, returned calls and emails
6/20/20	9	R.W.	Completed daily checklist, returned calls and emails
6/21/20	9	R.W.	Completed daily checklist, returned calls and emails
6/27/20	9	R.W.	Completed daily checklist, returned calls and emails
6/28/20	9	R.W.	Completed daily checklist, returned calls and emails
	<u>72</u>		

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

# Invoice

RECEIVED

Invoice #: 343

Invoice Date: 9/22/2020

Due Date: 9/22/2020

Case:

P.O. Number:

Bill To:

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

SEP 25 2020

Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2020		583.74	583.74
Maintenance Supplies		1,011.27	1,011.27
Repairs/Replace Amenity 1,380,572.461		\$ 943.00	
Gen. Facility Maint.		\$ 212.00	
<del>320,572,4600</del>			
1,380,572,460			
Repairs/Maint-Grounds		\$ 405.00	
<del>320,538,4600</del>			
Janitorial Supplies		\$ 35.01	
<del>320,572,46201</del>			
880			
73 @			
Total			\$1,595.01
Payments/Credits			\$0.00
Balance Due			\$1,595.01

2000

9,25,20



RMS

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/3/20	2	F.S.	Removed debris throughout neighborhood
8/5/20	2	F.S.	Removed debris throughout neighborhood
8/6/20	2	T.C.	Inspect and repair fan at patio, replaced switched to exterior lighting and fans
8/10/20	2	F.S.	Removed debris throughout neighborhood
8/13/20	3	T.C.	Removed glass from table on pool deck and umbrella that was torn, inspected tables on pool deck, common area trash pick up
8/14/20	2	F.S.	Removed debris throughout neighborhood
8/26/20	2	F.S.	Removed debris throughout neighborhood

TOTAL 15

MILES 132

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 09/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE	8/13/20	Pine Sol	11.48	F.S.
	8/25/20	Wasp Spray (12)	34.09	S.A.
	8/27/20	VFD Pool Pump for Sikde	942.79	P.S.
	9/1/20	Joint Tape	5.73	T.C.
	9/1/20	Sandpaper 150 grit	5.72	T.C.
	9/1/20	18lb Sand	11.48	T.C.
			0.00	
			<u>TOTAL</u>	<u>\$1,011.27</u>



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

Invoice Number: SS109780  
Invoice Date: 10/12/2020

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

RECEIVED

OCT 13 2020

Due Date 10/27/2020  
Terms Net 15 Days

Customer ID C0000507  
P.O. Number  
P.O. Date 10/12/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- SEPTEMBER 2020		8	8	5.00	40.00
Fees-2nd Employment Scheduling		1	1	25.00	25.00

104 ①  
1.380,572.345

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 65.00

Subtotal: 65.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 65.00

507	PINE RIDGE PLANTATION CDD		9/12/2020	6531	EDMONSON, MATTHEW W		4.00
507	PINE RIDGE PLANTATION CDD		9/25/2020	6531	EDMONSON, MATTHEW W		4.00
					TOTAL		8.00

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



**DOWN TO  
EARTH**

LANDSCAPE & IRRIGATION

September 2020  
Invoice #77185

**Billing Address**

PINE RIDGE CDD  
C/O GMS  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG FL 32068

**Shipping Address**

PINE RIDGE CDD  
C/O GMS  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO #
#L29360	9/15/2020	10/30/2020	Net 30	38717

Item	Qty	Rate	Amount
4770 OAK CREEK BLUFF LN.			
<b>TREE REMOVAL</b> <b>Description:</b> Cut-down dead Turkey Oaks (2 trees, 2 stubs) in common area next to home, and haul-away debris	1	\$585.00	\$585.00

RECEIVED

OCT 09 2020

Subtotal	\$585.00
Payments/Credits	\$0.00
Balance Due	\$585.00

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.

**CLICK TO PAY NOW**



*[Handwritten Signature]* 10/9/2020  
1-320-53800 . 46200 134(A)  
Landscape Maintenance

1400 Village Square Blvd #3-293  
Tallahassee, FL 32312  
(850) 523-8882  
tracy@wearefitnesspro.com  
www.wearefitnesspro.com



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

BILL TO

Maria 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	DUE DATE	TERMS	ENCLOSED
23412	10/05/2020	\$600.00	10/20/2020	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
10/01/2020	PM Oct 1, 2020: Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. Inspected and tested cardio. Lubricated decks on treadmills. Inspected strength tests good. Tightened loose center crank on ellipticals tests good. - Invoice for Jan, Apr, July, Oct 2021 SERVICE REQUEST 28372 - OCTOBER QUARTERLY PM	1	600.00

RECEIVED BALANCE DUE

\$600.00

OCT 09 2020

10/9/2020

001-330-57400 - 46100

39 (1)

Repairs & Replacements

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



October 2020  
Invoice #76790

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

OCT 03 2020

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

Project/Job	Invoice Date	Due Date	Terms	PO#
	10/1/2020	10/31/2020	Net 30	

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

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

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.



*[Handwritten Signature]* 10/2/2020  
1-320-53800-46200  
Landscape Maintenance  
134 (A)

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



**DOWN TO  
EARTH**

LANDSCAPE & IRRIGATION

September 2020  
Invoice #76358

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

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

Project/Job	Invoice Date	Due Date	Terms	PO#
#129403	9/29/2020	10/30/2020	Net 30	

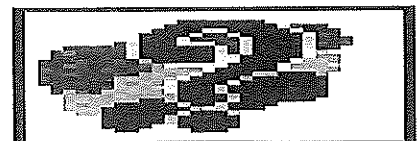
Item	Qty	Rate	Amount
RUN NEW WIRE TO ZONE #11 ON PINE ISLAND CT. CLOCK DUE TO NICK(S) IN THE LINE, CAUSING THE ZONE TO FAULT			
14-AWG WIRE PER FT Description: (290-ft.)	290	\$1.50	\$435.00
DBYR WIRE CONNECTOR	2	\$2.50	\$5.00
IRRIGATION LABOR PER HOUR Description: 2 Technicians for (4) hours each (8 total hours)	8	\$58.50	\$468.00
*NOTE: RUNNING TWO WIRES TOTAL (145-FT./EA.)			

RECEIVED

OCT 03 2020

Subtotal	\$908.00
Payments/Credits	\$0.00
Balance Due	<b>\$908.00</b>

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.



*Ed [Signature]* 10/2/2020  
601-03600 001-320-58800-46000  
Repairs and Maintenance  
134 A



1400 Village Square Blvd #3-293  
Tallahassee, FL 32312  
(850) 523-8882  
tracy@wearefitnesspro.com  
www.wearefitnesspro.com

# INVOICE



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

## BILL TO

Maria 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	DDP DATE	TERMS	ENCLOSURE
23366	09/29/2020	\$199.96	10/14/2020	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
09/25/2020	<b>Zogics Gym Wipes</b> Sep 25, 2020: Gym Wipes: Disinfecting wipes for equipment, not labelled to use as a sanitizing wipe on the skin. 1,150 wipes per roll/4,600 wipes per case (4 rolls) SERVICE REQUEST 28298 - DELIVER CASE OF WIPES	1	199.96

BALANCE DUE

**\$199.96**

# RECEIVED

OCT 03 2020

*Colby* 10/2/2020  
1-370-57200 - 46201  
Janitorial Supplies 39 A

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 208  
Invoice Date: 10/1/20  
Due Date: 10/1/20  
Case:  
P.O. Number:

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

RECEIVED

OCT 07 2020

Description	Hours/Qty	Rate	Amount
Management Fees - October 2020 1,810.513.340		3,690.83	3,690.83
Website Administration - October 2020 491		100.00	100.00
Information Technology - October 2020 357		83.33	83.33
Dissemination Agent Services - October 2020 313		416.67	416.67
Office Supplies 510		10.60	10.60
Postage 1125		10.00	10.00
Copies 425		145.80	145.80
3 A			
Total			\$4,457.23
Payments/Credits			\$0.00
Balance Due			\$4,457.23

# Hopping Green & Sams

Attorneys and Counselors

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

RECEIVED

OCT 05 2020

## STATEMENT

September 30, 2020

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

Bill Number 117535  
Billed through 08/31/2020

5 @  
1,810.513.815

### General Counsel/Monthly Meeting

PRIDGE 00001 JMW

#### FOR PROFESSIONAL SERVICES RENDERED

07/30/20	JJ	Follow up on Governor's Office request for information regarding impact of quorum waiver extension.	0.10 hrs
07/31/20	JLK	Confer with staff on COVID waivers and appropriate language for same; research ADA, HIPPA and other laws on mask mandates, mask waivers, temperature screenings and other related considerations; research Zoom and Teams options for continued waiver of physical meeting requirements and blocking of bombers.	0.10 hrs
08/05/20	JMW	Confer with Torres regarding RFQ process and forms.	0.40 hrs
08/06/20	AHJ	Prepare notice of request for qualifications for architect services and evaluation criteria of same.	0.60 hrs
08/06/20	JMW	Review and revise RFQ for architectural services; confer with staff regarding same.	0.60 hrs
08/07/20	AHJ	Prepare master levying resolution.	0.80 hrs
08/10/20	AHJ	Prepare supplemental assessment resolution.	0.70 hrs
08/11/20	SSW	Monitor and review executive orders regarding requirements for budget and assessment hearings and waiver of physical quorum requirement for conducting same due to COVID-19 public health emergency; research and respond to questions regarding same; monitor and review executive orders extending waiver of physical quorum requirement for local government public meetings.	0.20 hrs
08/11/20	AHJ	Prepare master assessment resolution; confer with Sweeting regarding agenda items.	0.90 hrs
08/12/20	JMW	Confer with staff regarding agenda items.	0.30 hrs
08/12/20	AHJ	Prepare master assessment resolution.	1.00 hrs
08/14/20	JMW	Prepare updated resolution; confer with staff.	0.80 hrs
08/17/20	AHJ	Transmit agenda items to Sweeting.	0.10 hrs

08/19/20	JMW	Review draft agenda; confer with staff regarding same.	0.40 hrs
08/20/20	JMW	Prepare for assessment hearing; confer with working group.	0.80 hrs
08/21/20	JMW	Meeting preparation; review agenda package materials; conference with staff.	1.40 hrs
08/24/20	JMW	Meeting preparation; attend special meeting and hearing by telephone.	2.10 hrs
08/28/20	JMW	Review draft meeting notice; confer with staff.	0.30 hrs
Total fees for this matter			\$2,232.50

**DISBURSEMENTS**

Conference Calls	15.47
Total disbursements for this matter	\$15.47

**MATTER SUMMARY**

Jaskolski, Amy H. - Paralegal	4.10 hrs	125 /hr	\$512.50
Johnson, Jonathan T.	0.10 hrs	300 /hr	\$30.00
Kilinski, Jennifer L.	0.10 hrs	190 /hr	\$19.00
Walters, Jason M.	7.10 hrs	230 /hr	\$1,633.00
Warren, Sarah S.	0.20 hrs	190 /hr	\$38.00

TOTAL FEES	\$2,232.50
TOTAL DISBURSEMENTS	\$15.47

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$2,247.97</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	4.10 hrs	125 /hr	\$512.50
Johnson, Jonathan T.	0.10 hrs	300 /hr	\$30.00
Kilinski, Jennifer L.	0.10 hrs	190 /hr	\$19.00
Walters, Jason M.	7.10 hrs	230 /hr	\$1,633.00
Warren, Sarah S.	0.20 hrs	190 /hr	\$38.00

TOTAL FEES	\$2,232.50
TOTAL DISBURSEMENTS	\$15.47

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$2,247.97</b>
------------------------------------	-------------------

**Please include the bill number with your payment.**

Live Sweet By Ashley

# INVOICE

RECEIVED

**Bill To**

Pine Ridge

OCT 05 2020

Invoice # 10302020

Invoice Date 10.02.20

Due Date 10.30.20

Item Description	Qty	Rate	Amount
Halloween Cookies	360	3	1080.00
		Subtotal	1080.00
		Sales Tax (-15.0%)	-162.00
		Total	\$918.00

**Notes**

Thank You for shopping small!

158 (A)  
1,380,572.601

**Terms & Conditions**

Payment must be paid in full prior to event.

Matt Edmonson  
1561 Night Owl Tr, Middleburg, FL 32068  
(386) 931-6948

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE: 09/04/2020

RECEIVED  
OCT 05 2020

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

FOR:  
[joliver@gmsnf.com](mailto:joliver@gmsnf.com)  
[pmgr@riversidemgtsvc.com](mailto:pmgr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
08-01-2020	Neighborhood Pool and Clubhouse patrol and security	1900-2100	2.0	\$30.00	\$60.00
08-14-2020	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4.0	\$30.00	\$120.00
08-28-2020	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4.0	\$30.00	\$120.00
DEPUTY SIGNATURE:	TOTAL				\$300.00

Make all checks payable to Matthew Edmonson

Thank you for your business!

*Matthew Edmonson* 10/5/2020  
1-330-341200-31500  
Security 106 (A)

Matt Edmonson  
1561 Night Owl Tr, Middleburg, FL 32068  
(386) 931-6948

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE: 10/05/2020  
**RECEIVED**  
OCT 05 2020


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

FOR:  
[joliver@gmsnf.com](mailto:joliver@gmsnf.com)  
[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
09-12-2020	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4.0	\$30.00	\$120.00
09-25-2020	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4.0	\$30.00	\$120.00
DEPUTY SIGNATURE: TOTAL					\$240.00

Make all checks payable to Matthew Edmonson

Thank you for your business!

 10/5/2020  
1-830-57200-34500  
Security 106 AD

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

# Invoice

RECEIVED

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

OCT 07 2020

Invoice #: 344  
Invoice Date: 10/1/2020  
Due Date: 10/1/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Janitorial Services - October 2020 330, 512, 4620		645.00	645.00
Pool Maintenance Services - October 2020 330, 512, 4640		1,041.67	1,041.67
Contract Administration - October 2020 330, 512, 3400		1,776.75	1,776.75
Facility Management - Pine Ridge Plantation - October 2020 330, 512, 3410		4,545.75	4,545.75
73 (A)			
Total			\$8,009.17
Payments/Credits			\$0.00
Balance Due			\$8,009.17

RMD  
10, 5, 20



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

# Invoice

RECEIVED

OCT 07 2020

Invoice #: 345  
Invoice Date: 10/2/2020  
Due Date: 10/2/2020  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Goodie Bags 10/30/2020		262.02	262.02
330,572,6010			
#3 (A)			
Total			\$262.02
Payments/Credits			\$0.00
Balance Due			\$262.02

RMA  
10.2.20

# Pine Ridge Plantation

GL#330-572-601

10/30/20

	Actual
	\$262.02
	\$0.00
	\$262.02

	Actual
Pumpkin tote bags, glow stick necklaces	\$262.02
Totals	\$262.02

	Actual
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

2000  
6.11.20



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

# INVOICE

RECEIVED

OCT 03 2020

Invoice #	533039
Account #	719342
Invoice Date	10/1/2020
Due Date	10/11/2020
Rep	MAS

<b>Bill To</b>
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 Management Service (R)		670.00
Customer Total Balance			\$670.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			Total Invoice
			\$670.00

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](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed
-----------------

Invoice #	533039
Account #	719342
Date	10/1/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

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



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
Card #	Mastercard Visa American Express
Card Verification #	
Exp. Date #	
Print Name	
Billing Address:	Check box if same as above
Signature	

*10/2/2020*  
*1-820-53800-46400*  
*Lake Montecore*  
*76 @*



Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305  
www.turnerpest.com

Turner Pest Control  
8400 Baymeadows Way  
Suite 12  
Jacksonville, FL 32256  
904-355-5300

## Service Slip/Invoice

INVOICE: 6761271  
DATE: 7/23/2020  
ORDER: 6761271

RECEIVED

Bill To: [347869]  
Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

OCT 03 2020

Work Location: [347869] 904-291-8878  
Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

Work Date	Time	Target Pest	Technician	Time In
7/23/2020	01:52 PM	GHP		01:52 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
JOHN	NET 30	7/23/2020		02:21 PM

Service	Description	Price
---------	-------------	-------

CPCQ Commercial Pest Control - Quarterly Service 94.00

SUBTOTAL	\$94.00
TAX	\$0.00
AMT. PAID	\$0.00
TOTAL	\$94.00

AMOUNT DUE \$94.00

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

*[Handwritten Signature]* 10/2/2020  
1-830-57200-46000  
General Facility Maintenance  
152

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

Thereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.



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

Invoice Number: SSI09780  
Invoice Date: 10/12/2020

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

RECEIVED

OCT 13 2020

Due Date 10/27/2020  
Terms Net 15 Days

Customer ID C0000507  
P.O. Number  
P.O. Date 10/12/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- SEPTEMBER 2020		8	8	5.00	40.00
Fees-2nd Employment Scheduling		1	1	25.00	25.00

104 ①  
1.380,572.345

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 65.00

Subtotal: 65.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 65.00

507	PINE RIDGE PLANTATION CDD		9/12/2020	6531	EDMONSON, MATTHEW W		4.00
507	PINE RIDGE PLANTATION CDD		9/25/2020	6531	EDMONSON, MATTHEW W		4.00
					TOTAL		8.00

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



**DOWN TO  
EARTH**

LANDSCAPE & IRRIGATION

September 2020

Invoice #77185

**Billing Address**

PINE RIDGE CDD  
C/O GMS  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG FL 32068

**Shipping Address**

PINE RIDGE CDD  
C/O GMS  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO #
#L29360	9/15/2020	10/30/2020	Net 30	38717

Item	Qty	Rate	Amount
4770 OAK CREEK BLUFF LN.			
<b>TREE REMOVAL</b> <b>Description:</b> Cut-down dead Turkey Oaks (2 trees, 2 stubs) in common area next to home, and haul-away debris	1	\$585.00	\$585.00

RECEIVED

OCT 09 2020

Subtotal	\$585.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$585.00</b>

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.

**CLICK TO PAY NOW**



*[Handwritten Signature]* 10/9/2020  
1-320-53800 . 46200 134(A)  
Landscape Maintenance

1400 Village Square Blvd #3-293  
Tallahassee, FL 32312  
(850) 523-8882  
tracy@wearefitnesspro.com  
www.wearefitnesspro.com



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

BILL TO

Maria 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	DUE DATE	TERMS	ENCLOSED
23412	10/05/2020	\$600.00	10/20/2020	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
10/01/2020	PM Oct 1, 2020: Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. Inspected and tested cardio. Lubricated decks on treadmills. Inspected strength tests good. Tightened loose center crank on ellipticals tests good. - Invoice for Jan, Apr, July, Oct 2021 SERVICE REQUEST 28372 - OCTOBER QUARTERLY PM	1	600.00

RECEIVED BALANCE DUE

\$600.00

OCT 09 2020

10/9/2020

001-330-57400 - 46100

39 (1)

Repairs & Replacements





RECEIVED

Pine Ridge CDD  
GMS-SF, LLC  
5385 N Nob Hill Road  
Sunrise, FL 33351

OCT 16 2020

October 12, 2020  
Project No: 03136.08000  
Invoice No: 0195634

Project 03136.08000 Pine Ridge Cdd - Completion Report  
Work Description: Review Lot Size with Tax Roll

**Professional Services rendered through September 30, 2020**

**Professional Personnel**

		Hours	Rate	Amount	
Principal - Vice President					
Ma, Ka Tai	8/29/2020	1.00	245.00	245.00	
Ma, Ka Tai	9/12/2020	1.00	245.00	245.00	
Ma, Ka Tai	9/19/2020	2.00	245.00	490.00	
Totals		4.00		980.00	
<b>Total Labor</b>					<b>980.00</b>

**Expenses**

Delivery / Messenger Svc			23.14	
<b>Total Expenses</b>	<b>1.15 times</b>	<b>23.14</b>	<b>26.61</b>	

**Invoice Total this Period \$1,006.61**

8 (A)  
1,810,573.311

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32226 • Tel 904-642-8990 • Fax 904-640-9485  
CA-00002584 LC-0000318

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

# Invoice

RECEIVED

Bill To:

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

OCT 19 2020

Invoice #: 346

Invoice Date: 10/13/2020

Due Date: 10/13/2020

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1 - September 30, 2020		1,303.77	1,303.77
Maintenance Supplies		552.64	552.64
Repairs / Replace - Amenity 1,330,572,4610		\$ 621.00	
Gen. Facility Maint. 1,330,572,4600		\$ 606.00	
Repairs / Maint. - Grounds 320,538,4600		\$ 526.00	
Janitorial Supplies <del>320,572,46201</del> 380		\$ 103.41	

730

Total \$1,856.41

Payments/Credits \$0.00

Balance Due \$1,856.41

Rvw  
10,16,20

RMS

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF SEPTEMBER 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/1/20	4	T.C.	Inspected ceiling fan light for parts needed to repair, picked up supplies, removed wasp nests, cleaned dog waste receptacles
9/1/20	4	B.A.	Picked up supplies, repaired drywall in meeting room hallway
9/2/20	4	R.M.	Installation of VFD for swimming pool slide
9/2/20	4	J.S.	Installation of VFD for swimming pool slide
9/2/20	2	F.S.	Removed debris throughout neighborhood and all common areas
9/9/20	2	F.S.	Removed debris throughout neighborhood and all common areas
9/14/20	2	F.S.	Removed debris throughout neighborhood and all common areas, blew leaves and debris off all common areas
9/16/20	2	F.S.	Removed debris throughout neighborhood and all common areas
9/17/20	3	B.A.	Drywall repair in meeting room
9/17/20	3	T.C.	Sand and repair corners on walls in amenity center, inspect lights at amenity center
9/18/20	3	B.A.	Worked on drywall repair, cleaned and emptied dog pots, common area trash pick up
9/30/20	2	F.S.	Removed debris throughout neighborhood and all common areas
TOTAL	<u>35</u>		
MILES	<u>177</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

### MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/20

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
PR				
PINE RIDGE	9/10/20	Toilet Paper 18 rolls (2)	41.33	F.S.
	9/15/20	Microfiber Towels 16pk	10.33	F.S.
	9/15/20	42 gallon Trash Bags 32cl	20.67	F.S.
	9/24/20	Dewalt Flexvolt Blower	309.35	P.S.
	10/5/20	Dog Waste Bags 10 rolls of 200 (2)	139.32	F.S.
	10/5/20	Ink Cartridge 3pk	31.85	M.C.
			0.00	
		TOTAL	\$552.64	

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



October 2020  
Invoice #78504

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

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

Project/Job	Invoice Date	Due Date	Terms	PO #
Sod Replacement (16 pcs.)	10/9/2020	11/15/2020	Net 30	

Item	Qty	Rate	Amount
ST. AUGUSTINE SOD PER PIECE Description: (16 pieces)	16	\$5.00	\$80.00

RECEIVED

OCT 23 2020

Subtotal	\$80.00
Payments/Credits	\$0.00
Balance Due	\$80.00

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.



*Est. [Signature]* 10/28/2020  
1-320-53800 46200 184A  
landscape maintenance

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



**PAST DUE**  
September 2020  
Invoice #75137

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

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

Project/Job	Invoice Date	Due Date	Terms	PO #
#129302	8/31/2020	10/2/2020	Net 30	

Item	Qty	Rate	Amount
RAISING OF (209) 6" SPRAY HEADS ON CLOCK C, JUST PAST PINE ISLAND CT., DUE TO INCREASED THICKNESS OF ST. AUGUSTINE TURF			
1/2" FLEX PIPE PER FT Description: (.5-ft. per head) (105 total ft.)	105	\$1.00	\$105.00
1/2" FITTINGS Description: (2 per head)	418	\$2.00	\$836.00
IRRIGATION LABOR PER HOUR Description: 1 Technician for (35) hours	35	\$58.50	\$2,047.50

OCT 23 2020

Subtotal	\$2,988.50
Payments/Credits	\$0.00
Balance Due	\$2,988.50

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.



*[Handwritten Signature]* 10/23/2020  
1-320-53700-46200 134 (A)  
landscape maintenance

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



**DOWN TO  
EARTH**

LANDSCAPE & IRRIGATION

October 2020  
Invoice #78514

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

RECEIVED

OCT 29 2020

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

Project/Job	Invoice Date	Due Date	Terms	PO #
#L29197 rev.	9/30/2020	11/15/2020	Net 30	

Item	Qty	Rate	Amount
RIGHT SIDE BY CLUBHOUSE			
LOROPETALUM 7 GALLON	4	\$40.00	\$160.00
LIGUSTRUM VAR. 3 GALLON	17	\$18.00	\$306.00
LEFT SIDE BY CLUBHOUSE			
LOROPETALUM 7 GALLON	1	\$40.00	\$40.00
LIGUSTRUM VAR. 3 GALLON	5	\$18.00	\$90.00
RIGHT SIDE ACROSS FROM CLUBHOUSE			
REMOVAL Description: Remove Juniper and weak plants	1	\$300.00	\$300.00
LOROPETALUM 7 GALLON	30	\$40.00	\$1,200.00
FLAX LILY VAR. 1 GALLON	75	\$9.00	\$675.00
BLUE DAZE 1 GALLON	30	\$8.00	\$240.00
PINE STRAW PER BALE Description: (30 bales)	30	\$8.00	\$240.00
LEFT SIDE ACROSS FROM CLUBHOUSE			
REMOVAL Description: Remove Juniper and weak plants	1	\$300.00	\$300.00
LOROPETALUM 7 GALLON	30	\$40.00	\$1,200.00
FLAX LILY VAR. 1 GALLON	75	\$9.00	\$675.00
BLUE DAZE 1 GALLON	30	\$8.00	\$240.00
PINE STRAW PER BALE Description: (30 bales)	30	\$8.00	\$240.00
MAIN MONUMENT SIGN ON TYNES BLVD.			

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



October 2020  
Invoice #78514

Item	Qty	Rate	Amount
<b>REMOVAL</b> Description: Remove plant material around sign	1	\$500.00	\$500.00
<b>MUHLY GRASS 3 GALLON</b> Description: Around transformer	15	\$15.00	\$225.00
<b>IXORA 3 GALLON</b>	40	\$18.00	\$720.00
<b>SCHILLING 'ILEX' 3 GALLON</b>	40	\$15.00	\$600.00
<b>FLAX LILY VAR. 1 GALLON</b>	75	\$9.00	\$675.00
<b>PINE STRAW PER BALE</b> Description: (40 bales)	40	\$8.00	\$320.00
LONE MEDIAN ON PINERIDGE PKWY			
<b>LABOR</b> Description: Remove Juniper from obth ennds of the island	1	\$100.00	\$100.00
<b>FLAX LILY 3 GALLON</b> Description: To both ends of the island	55	\$15.00	\$825.00
<b>RED MULCH PER YARD</b> Description: (3-yards)	3	\$45.00	\$135.00

RECEIVED

OCT 29 2020

Subtotal	\$10,006.00
Payments/Credits	\$0.00
Balance Due	\$10,006.00

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.

*Log Elmir 10-29-20*

*1-320-53800-46200*

*Landscape Maintenance 134 (A)*







**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

9/10/2019

**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**

**RECEIVED**

OCT 29 2020



CM2395

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



November 2020  
Invoice #79353

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

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

Project/Job	Invoice Date	Due Date	Terms	PO #
	11/1/2020	12/1/2020	Net 30	

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

RECEIVED

NOV 06 2020

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

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.

*Lyn Edmister* 11-6-2020

001-320-53800-46200

Landscape Maintenance 134 (A)



**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**

Invoice #: 209

Invoice Date: 11/1/20

Due Date: 11/1/20

Case:

P.O. Number:

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

RECEIVED

NOV 04 2020

Description	Hours/Qty	Rate	Amount
Management Fees - November 2020 1.310 513.340		3,690.83	3,690.83
Website Administration - November 2020 491		100.00	100.00
Information Technology - November 2020 83.33		83.33	83.33
Dissemination Agent Services - November 2020 813		416.67	416.67
Office Supplies 570		0.42	0.42
Postage 420		7.00	7.00
Copies 425		5.70	5.70
3 A			
Total			\$4,303.95
Payments/Credits			\$0.00
Balance Due			\$4,303.95

# Hopping Green & Sams

Attorneys and Counselors

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

50

1-810,513.315

## STATEMENT

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

October 30, 2020

RECEIVED

Bill Number 118173  
Billed through 09/30/2020

OCT 30 2020

### General Counsel/Monthly Meeting

PRIDGE 00001 WSH

#### FOR PROFESSIONAL SERVICES RENDERED

09/01/20	SSW	Monitor executive orders regarding public meeting requirements and possible extension of waiver of physical quorum requirement for public meetings; research and confer with district management regarding questions relating to same.	0.20 hrs
09/03/20	JMW	Confer with staff regarding agenda items and status.	0.50 hrs
09/11/20	JMW	Prepare for meeting and presentation; confer with staff.	0.50 hrs
09/14/20	JMW	Meeting preparation; review agenda package materials; conference with staff.	1.80 hrs
09/15/20	JMW	Meeting preparation; attend regular board meeting by telephone.	2.40 hrs
09/16/20	JMW	Meeting follow-up.	0.50 hrs
09/26/20	JLK	Review phase 3 executive order; research related to Re-Open Florida Task Force for interpretation on same; draft, review and disseminate phase 3 reopening guidelines; confer with district's insurer on same; confer with district management and onsite team on same; update/edit and disseminate form of COVID waiver.	0.30 hrs
09/29/20	EGRE	Prepare HGS response to EDR's Natural Resource Survey.	0.10 hrs
09/30/20	ACW	Review Executive Order 20-246 and prepare summary of meeting requirements.	0.10 hrs
09/30/20	LMG	Analyze executive order initiating phase 3; evaluate implications on district amenity operations; prepare memorandum to district managers and amenity managers regarding same.	0.20 hrs

Total fees for this matter

\$1,482.00

#### MATTER SUMMARY

Willson, Alyssa C.	0.10 hrs	190 /hr	\$19.00
Gregory, Emma C.	0.10 hrs	190 /hr	\$19.00

Kilinski, Jennifer L.	0.30 hrs	190 /hr	\$57.00
Walters, Jason M.	5.70 hrs	230 /hr	\$1,311.00
Gentry, Lauren M.	0.20 hrs	190 /hr	\$38.00
Warren, Sarah S.	0.20 hrs	190 /hr	\$38.00

TOTAL FEES	\$1,482.00
------------	------------

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,482.00</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Willson, Alyssa C.	0.10 hrs	190 /hr	\$19.00
Gregory, Emma C.	0.10 hrs	190 /hr	\$19.00
Kilinski, Jennifer L.	0.30 hrs	190 /hr	\$57.00
Walters, Jason M.	5.70 hrs	230 /hr	\$1,311.00
Gentry, Lauren M.	0.20 hrs	190 /hr	\$38.00
Warren, Sarah S.	0.20 hrs	190 /hr	\$38.00

TOTAL FEES	\$1,482.00
------------	------------

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,482.00</b>
------------------------------------	-------------------

**Please include the bill number with your payment.**

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE:11/04/2020

NOV 06 2020

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

Make all checks payable to Matthew Edmonson

Thank you for your business!



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

# Invoice

Date

11/1/2020

Invoice #

131295596116

Terms	Net 20
Due Date	11/21/2020
PO #	
Customer #	13GMS100

<b>Bill To</b>
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092

<b>Ship To</b>
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	966.47
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<div>RECEIVED</div> <div>OCT 23 2020</div>				

Total 1,025.52  
Amount Due \$1,025.52

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295596116

*[Signature]* 10/23/2020  
1-330-57200-46500  
Pool Chemicals  
54 (A)

Amount Due \$1,025.52

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295596116

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

# Invoice

RECEIVED

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

NOV 04 2020

Invoice #: 347  
Invoice Date: 11/1/2020  
Due Date: 11/1/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Janitorial Services - November 2020 330,572.4620		645.00	645.00
Pool Maintenance Services - November 2020 330,572.4640		1,041.67	1,041.67
Contract Administration - November 2020 330,572.3400		1,776.75	1,776.75
Facility Management - Pine Ridge Plantation - November 2020 330,572.3410		4,545.75	4,545.75
73 (A)			
Total			\$8,009.17
Payments/Credits			\$0.00
Balance Due			\$8,009.17

11-4-20





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

RECEIVED

NOV 06 2020

# INVOICE

Invoice #	539247
Account #	719342
Invoice Date	11/1/2020
Due Date	11/11/2020
Rep	MAS

<b>Bill To</b>
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 Management Service (R)	670.00
<i>Long Edmister 11-6-2020</i> <i>001-320-53800-46400</i> <i>Lake Maintenance 76 @</i> <b>Customer Total Balance \$670.00</b>		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$670.00</b>

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](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	539247
Account #	719342
Date	11/1/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto: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:	<input type="checkbox"/> Check box if same as above	
Signature		



Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-6303  
www.turnerpest.com

Turner Pest Control  
8400 Baymeadows Way  
Suite 12  
Jacksonville, FL 32256  
904-355-5300

## Service Slip/Invoice

INVOICE: 6979662  
DATE: 10/29/2020  
ORDER: 6979662

Bill To: [347869]

Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

RECEIVED

NOV 06 2020

[347869] 904-291-8878

Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

Work Date	Time	Target Pest	Technician	Time In
10/29/2020	11:30 AM	GHP		11:30 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
JOHN	NET 30	10/29/2020		12:02 PM

Service	Description	Price
CPCQ	Commercial Pest Control - Quarterly Service	94.00
		<b>SUBTOTAL \$94.00</b>
		<b>TAX \$0.00</b>
		<b>AMT. PAID \$0.00</b>
		<b>TOTAL \$94.00</b>
		<b>AMOUNT DUE \$94.00</b>

*Day Emission 11-6-2020*  
*001-320-57200-46000*  
*General Facility Maintenance*  
*152 (A)*

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

Then by acknowledge the satisfactory completion of all services rendered and agree to pay the cost of service as specified above.

PLEASE PAY FROM THIS INVOICE

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2020/2021 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 83176			Date Invoiced: 10/01/2020
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2020: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

Pine Ridge Plantation Community Development District  
Mr. ~~Jason Walters~~ *Wesley Haber*  
Hopping, Green and Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, FL 32301



2. Telephone: (850) 222-7500  
3. Fax: (850) 224-8551  
4. Email: ~~jasonw@hgsllaw.com~~ *WesH*  
5. Status: Independent  
6. Governing Body: Elected  
7. Website Address: www.pineridgeplantationcdd.com  
8. County(ies): Clay  
9. Function(s): Community Development  
10. Boundary Map on File: 03/23/2006  
11. Creation Document on File: 03/23/2006  
12. Date Established: 03/08/2006  
13. Creation Method: Local Ordinance  
14. Local Governing Authority: Clay County  
15. Creation Document(s): County Ordinance 2006-5  
16. Statutory Authority: Chapter 190, Florida Statutes  
17. Authority to Issue Bonds: Yes  
18. Revenue Source(s): Assessments  
19. Most Recent Update: 11/05/2019

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NOV 13 2020

6 (A)  
1,810,573.540

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *Wes Haber* Date 11.13.20

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2018/2019 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

## 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 MEETING

in the matter of

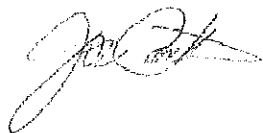
## NOV MEETING

LEGAL: 46917 ORDER: 317631

was published in said newspaper in the issues:

11/05/2020

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.



**NOTICE OF  
REGULAR MEETING  
OF THE BOARD OF SUPERVISORS  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT  
DISTRICT**

Notice is hereby given that the Pine Ridge Plantation Community Development District ("District") will meet on Tuesday, November 17, 2020 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068 to hold a regular meeting of the Board of Supervisors ("Board") where the Board may consider any business that may properly come before it.

In light of the COVID-19 public health emergency, it is anticipated that the meeting may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020 ("Executive Orders") respectively, including any extensions or supplements thereof,

and pursuant to Section 120.54(5)(b)2, Florida Statutes. If such Executive Orders are not extended and the Board is required to meet in person, or otherwise conditions allow the meeting to occur in person, the meeting may be held at the location stated above. Anyone wishing to participate in the meeting and obtain information about how the meeting will occur should refer to the District's website, [www.PineRidgePlantationCDD.com](http://www.PineRidgePlantationCDD.com) or contact the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [etorres@gmsnf.com](mailto:etorres@gmsnf.com) to obtain access information.

The District fully encourages public participation in a safe and efficient manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-5850 or emailing [etorres@gmsnf.com](mailto:etorres@gmsnf.com)

[gmsnf.com](mailto:gmsnf.com) by 5:00 p.m. on Monday, November 16, 2020 in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. A copy of the agenda for the meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850, and is expected to also be available on the District's website at [www.PineRidgePlantationCDD.com](http://www.PineRidgePlantationCDD.com). The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. 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 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.

If you are unable to participate by telephone or by ZOOM, please contact the District Manager's office at (904) 940-5850 or [etorres@gmsnf.com](mailto:etorres@gmsnf.com) for further accommodations.

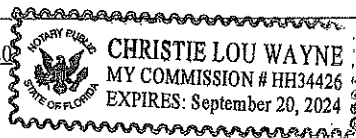
Ernesto Torres

District Manager

Legal 46917 published Nov 5, 2020 in Clay County's Clay Today newspaper

Sworn to me and subscribed before me 11/05/2020

*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@opcfla.com](mailto:Christie@opcfla.com)

469.17  
adreceipt



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#:317631  
Phone#:904-001-0001  
Date:10/26/2020

Salesperson: Clay Legals      Classification: Legal Notice      Ad Size: 1.0 x 10.90

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	11/05/2020	11/05/2020	1	109.00	109.00

Payment Information:

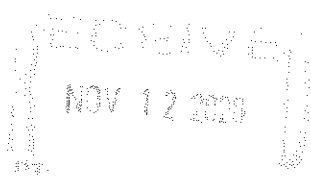
Date: 10/26/2020      Order# 317631      Type BILLED ACCOUNT

Total Amount: 109.00  
Tax: 0.00  
Amount Due: 109.00

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

Ad Copy

69 (A)  
1.810.513.480





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

Invoice Number: SSI09832  
Invoice Date: 11/16/2020  
Page: 1

Attn: Fiscal - Accounts Receivable

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

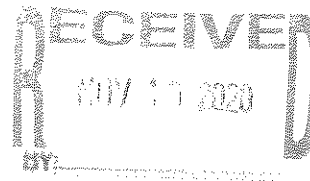
Ship  
To: PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32258  
BENADETLE PEREGRINO

Due Date 12/1/2020  
Terms Net 15 Days

Customer ID C0000507  
P.O. Number  
P.O. Date 11/16/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-OCTOBER 2020		8	8	5.00	40.00
Fees-2nd Employment Scheduling		1	1	25.00	25.00

104 (A)  
1,380,570.315



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 65.00

Subtotal: 65.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 65.00

PINE RIDGE PLANTATION CDD		10/10/2020	6531	EDMONSON, MATTHEW W		4.00
PINE RIDGE PLANTATION CDD		10/23/2020	6531	EDMONSON, MATTHEW W		4.00
				TOTAL		8.00



## Jacksonville Carriage Co LLC

12558 Old Kings Rd  
Jacksonville, FL 32219  
(904) 766-3933  
www.JaxCarriage.Com

## Invoice

Number: 20202378

Date: 11/7/2020

### Bill To:

Maria Cranford  
Pine Ridge Plantation Amenity Manager  
Riverside Management Services, Inc.  
(904) 572-8107 c  
(904) 291-8878 w

### Event Location:

Pine Ridge Plantation  
4200 Pine Ridge Parkway  
Middleburg, FL, 32068

Customer Email	Terms	Sales Rep
prmgr@riversidemgtsvc.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
12/19/2020	HayRides	Horse-drawn Haywagon Rides			
	Time	6:00pm - 8:30pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 12/18/2020 or balance is due.		\$575.00	\$575.00
	Balance	Balance due on arrival.		\$575.00	\$575.00

98 (A)  
1,800.150.100

Please review this invoice to ensure it accurately reflects our agreement.  
Add 3.5% for payments by credit card.

Thank You for your business!

Bieni@JaxCarriage.Com

Total \$1,150.00

### WARNING

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

RECEIVED

NOV 19 2020



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

# Invoice

RECEIVED

NOV 19 2020

Invoice #: 350  
Invoice Date: 11/13/2020  
Due Date: 11/13/2020  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2020		1,127.14	1,127.14
Maintenance Supplies		1,732.60	1,732.60
✓ Repairs/Replace - Amenity 1, 330, 572, 4610		\$1697.00	
✓ Gen. Facility Maint. 330, 572, 4600		\$612.00	
✓ Repairs/Maint. - Grounds 320, 538, 4600		\$476.00	
✓ Janitorial Supplies 330, 572, 46201		\$74.74	
430A			

Total \$2,859.74

Payments/Credits \$0.00

Balance Due \$2,859.74

2 MW  
11/18/20

RMS

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/7/20	2	F.S.	removed all debris throughout neighborhood
10/8/20	3	B.A.	Pick up supplies, fix door closer, fix pool sign, common areas for trash removal
10/8/20	2	T.C.	deck
10/13/20	5	B.A.	Repair platform on playground, paint picnic table, wash windows on fitness center
10/13/20	2	R.M.	Install pool hooks for skimmer and life rings
10/14/20	2	F.S.	Removed all debris throughout neighborhood, blow leaves and debris off all common areas
10/21/20	2	F.S.	Remove trash and debris throughout neighborhoods
10/26/20	2	B.A.	Paint and repairs on playground
10/28/20	5	B.A.	Paint life saver post and cut off top, wash fitness center exterior windows, picked up supplies
10/28/20	2	F.S.	Remove debris throughout neighborhood, blow leaves and debris off all common areas
10/30/20	2	F.S.	Remove trash and debris throughout neighborhoods

**TOTAL** 29

**MILES** 252

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 11/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE	9/28/20	Table Tops (9)	1391.48	P.S.
	10/12/20	Toilet Paper 12 rolls (2)	27.53	F.S.
	10/12/20	10 Gallon Trash Bags 250ct	7.75	F.S.
	10/13/20	Wood Filler (2)	16.74	P.S.
	10/13/20	Paint Liner 3pk	4.91	P.S.
	10/13/20	Paint Rollers 6pk	11.47	P.S.
	10/13/20	3/4 Drill Bit	5.26	P.S.
	10/13/20	Deck Screws	10.89	P.S.
	10/13/20	Lag Screws	8.30	P.S.
	10/13/20	1 Gallon Behr Paint	41.38	P.S.
	10/15/20	Urinal Screens Box of 10 (2)	62.17	F.S.
	10/28/20	42 gallon Trash Bags 50ct	29.87	B.A.
	10/28/20	Paint Liner 3pk (2)	9.82	B.A.
	10/28/20	Rustoleum Mau Blue Paint	4.91	B.A.
	10/28/20	16ga Rebar Tie Wire	10.12	B.A.
	10/28/20	Painters Towels 12pk	9.18	B.A.
	11/4/20	Valve with Flow Control	82.83	P.S.
			0.00	
		<b>TOTAL</b>	<b><u>\$1,732.60</u></b>	

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 258  
Invoice Date: 11/13/2020  
Due Date: 11/13/2020  
Case:  
P.O. Number:

**Bill To:**

Ridgewood Trails CDD  
475 West Town Place Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2020		1,134.26	1,134.26
Maintenance Supplies		866.35	866.35
Gen. Facility Maint. \$ 515, 00 320, 572, 4616			
Repairs/Maint. - Field \$ 515, 00 330, 538, 4600			
Janitorial Supplies \$ 265, 61 320, 572, 5220			
Maint. Reserves \$ 705, 00			

**Total** \$2,000.61

**Payments/Credits** \$0.00

**Balance Due** \$2,000.61

RMS

**RIDGEWOOD TRAILS COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/7/20	2	F.S.	Removed all debris from throughout neighborhood
10/8/20	4	T.C.	Install sign posts, installed french drain at pool
10/8/20	5	B.A.	Install street sign and french drain at pool
10/13/20	4	B.A.	Fix toilet in women's pool bathroom, install drainage rock on french drain
10/14/20	2	F.S.	Removed all debris from throughout neighborhood, blew leaves and debris off all common areas
10/21/20	2	R.M.	Removal of dead tree and debris across sidewalk
10/21/20	2	L.E.	Removal of dead tree and debris across sidewalk
10/21/20	2	F.S.	Removed all debris from throughout neighborhood
10/26/20	2	B.A.	Fix toilet in men's room, inspect common areas for trash and debris removal
10/28/20	2	F.S.	Removed all debris from throughout neighborhood, blew leaves and debris off all common areas
10/30/20	2	F.S.	Blew leaves and debris off all common areas, removed all debris from throughout neighborhood

**TOTAL** 29

**MILES** 260

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.446

# MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
RT				
RIDGEWOOD TRAILS				
	10/7/20	Flex Drain	9.18	P.S.
	10/7/20	Dorado Beach Pebbles (5)	63.14	P.S.
	10/7/20	Pop Up Emitter	13.32	P.S.
	10/7/20	6" Well Drain Grate	4.58	P.S.
	10/8/20	Dog Waste Bags 10 rolls of 200 (2)	140.39	F.S.
	10/8/20	Flat Washers Stainless Steel 5/16 25pc	6.98	T.C.
	10/8/20	Flat Washers Galvanized 5/16 25pk	7.10	T.C.
	10/8/20	Hex Nut Galvanized 25pk	6.02	T.C.
	10/8/20	Lock Washers Galvanized 5/16 50pc	9.83	T.C.
	10/8/20	Hex Bolts Galvanized 5/6 (8)	7.64	T.C.
	10/8/20	Carriage Bolts Stainless Steel 5/16(8)	11.96	T.C.
	10/8/20	Hex Nuts Stainless Steel 5/16(8)	3.59	T.C.
	10/12/20	Constant Contact Yearly Subscription	223.32	M.B.
	10/12/20	Brass Closet Spout	18.98	P.S.
	10/12/20	Spud Coupling	32.78	P.S.
	10/13/20	4pk AA Batteries	4.92	P.S.
	10/13/20	Beach Pebble Rock (3)	37.88	P.S.
	10/21/20	Paper Towels 6 rolls	14.92	P.S.
	10/21/20	Pine Sol	11.48	P.S.
	10/21/20	33 gallon Trash Bags	18.37	P.S.
	10/21/20	50 gallon Trash Bags 50ct	18.37	P.S.
	10/21/20	Toilet Paper 12 rolls	14.81	P.S.
	10/21/20	Charmin 12MR	13.77	P.S.
	10/28/20	Dispenser for Multifold Towels	138.37	P.S.
	10/28/20	Leveling Sand	4.04	L.E.
	10/28/20	42 gallon Trash Bags 50ct	29.87	B.A.
			0.00	
		<b>TOTAL</b>	<b>\$866.35</b>	

**From:** Bernadette Peregrino bperegrino@gmsnf.com  
**Subject:** Fwd: refund  
**Date:** November 16, 2020 at 1:12 PM  
**To:** Oksana Kuzmuk okuzmuk@gmsnf.com

Oksana,

Please see attached for processing. Hit rental revenue for refund of \$500.00

Thank you,  
Bernadette Peregrino  
District Accountant  
1408 Hamlin Avenue, Unit E  
Saint Cloud, FL 34771  
Tel and Fax: 904-239-5309  
[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)

RECEIVED  
NOV 16 2020

Begin forwarded message:

**From:** Pine Ridge Plantation <[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)>  
**Subject:** refund  
**Date:** November 16, 2020 at 11:55:03 AM EST  
**To:** Bernadette Peregrino <[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)>

Good morning! I need to have a refund issued to Samantha Griffin. She paid her security deposit with a money order #19-128936045 in the amount of \$500.  
Her email is [mrsgriffin2006@icloud.com](mailto:mrsgriffin2006@icloud.com)  
address: 1507 Tropical Pine Cv, Middleburg FL 32068

Please let me know if you need any additional information. This would have been from my 11.3.2020 deposit summary

Have a great day

Maria Cranford

--  
Pine Ridge Plantation CDD  
4200 Pine Ridge Parkway  
Middleburg, FL 32068  
Office: (904) 291-8878  
Email: [prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)  
CDD Website: [www.pineridgeplantationcdd.com](http://www.pineridgeplantationcdd.com)

167 (A)

1,800, 369, 101



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

RECEIVED

NOV 20 2020

# INVOICE

Invoice #	541976
Account #	719342
Invoice Date	11/11/2020
Due Date	11/21/2020
Rep	MAS

<b>Bill To</b>
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
	Water Mgmt Serv - Additional Area, Lake 11, Added Effective November 2020 (November Portion)	100.00
	46 @ 1,320.538.464	
Customer Total Balance \$770.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$100.00

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](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed
-----------------

Invoice #	541976
Account #	719342
Date	11/11/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

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



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
Mastercard	Visa American Express
Card #	
Card Verification #	
Exp. Date #	11/20/2020
Print Name	601-53805-320-46400
Billing Address:	Check box if same as above
	Lake MAWANEVE
Signature	



Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



November 2020  
Invoice #80665

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

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

Project/Job	Invoice Date	Due Date	Terms	PO #
One-Time Pond Cleanup- Nov. 2020	11/17/2020	12/24/2020	Net 30	

Item	Qty	Rate	Amount
LANDSCAPE ENHANCEMENT Description: One-time pond cleanup	1	\$400.00	\$400.00

RECEIVED

NOV 30 2020

Subtotal	\$400.00
Payments/Credits	\$0.00
Balance Due	\$400.00

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.



*Edmund 11-30-20*

*001-320-53800-46200*

*134 A*

*Landscape Maintenance*

Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700 Ext 2724



December 2020  
Invoice #81401

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

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

Project/Job	Invoice Date	Due Date	Terms	PO #
	12/1/2020	12/31/2020	Net 30	

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

**RECEIVED**

DEC 08 2020

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

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.



*J. Smith 12-7-20*

001-320-53800-46200

1321 (A)

Landscape Maintenance

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**

Invoice #: 210

Invoice Date: 12/1/20

Due Date: 12/1/20

Case:

P.O. Number:

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

DEC 03 2020

Description	Hours/Qty	Rate	Amount
Management Fees - December 2020 1,210.513. 340		3,690.83	3,690.83
Website Administration - December 2020 491		100.00	100.00
Information Technology - December 2020 357		83.33	83.33
Dissemination Agent Services - December 2020 313		416.67	416.67
Office Supplies 570		16.70	16.70
Postage 420		18.45	18.45
Copies 425		160.35	160.35
Domain Renewal 490		97.41	97.41
3 (A)			
<b>Total</b>			<b>\$4,583.74</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,583.74</b>

# Santa Kevin Event Confirmation

Event: *Day/Date* Dec 19<sup>th</sup> From: 6 pm To: 8:30 pm Sales Rep: KM  
Client Name: Pine Ridge Plantation CDD  
Billing Address: 4200 Pine Ridge Parkway, Middleburg, Florida 32068  
Phone: (*Day*) (904) 291-8878 Phone: (*Evening*) (904) 572-8107 Phone: (*Fax*) (904) 000-0000  
Event Contact: Maria Cranford amenity center mgr Contact Phone: (904) 000-0000  
Event Address: 4200 Pine Ridge Parkway, Middleburg, Florida 32068

## Event Details

All home parties, corporate events, and special events are a minimum one-hour call within a 30-mile radius ZIP 32259. For Home or Private visits performer(s) will arrive within a +/- 15 to 20-minute window of scheduled time. May be adjusted due to traffic or other unforeseeable circumstances, time will be made up at the end of contracted schedule time. 30-minute bookings are limited to Private single-family home visits.

**RECEIVED**

A break of ten minutes after a full hour of work is appropriate.

A cool non-alcoholic drink is always welcome.

DEC 03 2020

Gratuities are not included but are appreciated.

## Event Appearance Fee Schedule

Hourly Fee	Qty	@	Rate	=	Fee
First Hour ( <i>Minimum</i> )	1	@	\$200.00	=	\$200.00
Additional Hours	1.5	@	\$275.00	=	\$275.00
Total Hours	2.5	Hrs.	Total Fee	=	\$475.00

168 (A)  
1,330,572.601

## Agreement Information

Retainer Amount: \$275.00 Due: Upon approved agreement Payable to: Kevin Mason

Balance of: \$200.00 To be paid in cash/check at the end of the event appearance. Bounce check fee additional \$135.00

If Cancellation becomes necessary by client prior to 48 hrs. before event a charge of \$50.00 will be applied to the prepaid retainer amount. If event appearance is canceled by client within 48 hrs. of scheduled appearance the retainer becomes non-refundable.

*I have read the above agreement and agreed to its Terms and Conditions. I understand that this booking will remain tentative, subject to cancellation until the signed contract and deposit is received.*

(Print Full Name)

(Client Signature)

(Date)

Return approved Event Confirmation to:

Kevin Mason (aka Santa Kevin) 1821 Autumnbrook Lane, St. Johns, Florida 32259  
[SantaKevinJAX@yahoo.com](mailto:SantaKevinJAX@yahoo.com) • (904) 287-3764

Follow Santa Kevin JAX on Facebook at <https://www.facebook.com/Santa-Kevin-241877019695367/>



DOSA Protecting God's Children Certified

Matt Edmonson  
1561 Night Owl Tr, Middleburg, FL 32068  
(386) 931-6948

## CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE: 11/29/2020

RECEIVED

NOV 30 2020

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

FOR:  
[joliver@gmsnf.com](mailto:joliver@gmsnf.com)  
[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
11-06-2020	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4.0	\$30.00	\$120.00
11-20-2020	Neighborhood Pool and Clubhouse patrol and security	1830-2230	4.0	\$30.00	\$120.00
DEPUTY SIGNATURE: TOTAL					\$240.00
<i>Edmonson 11-30-20</i>					
<i>001-330-57200-34500</i>					
<i>Security &amp; Monitoring</i>					
<i>106 Ⓟ</i>					

Make all checks payable to Matthew Edmonson

Thank you for your business!



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

# Invoice

Date

12/1/2020

Invoice #

131295596601

Terms	Net 20
Due Date	12/21/2020
PO #	

<b>Bill To</b>	<b>Ship To</b>
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	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	966.47
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<b>RECEIVED</b> NOV 30 2020				

A prepayment discount of 5% is available if the entire amount for 2021 is paid by December 31st, 2020. Please contact us at ar@poolsure.com or 1-800-858-POOL(7665) if you have any questions.

**Total** 1,025.52  
**Amount Due** \$1,025.52

*L Edmister*  
1-330-57200-46500  
Pool chemicals 54 (A)

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295596601

Amount Due \$1,025.52

Amount Paid \_\_\_\_\_

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



131295596601

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

# Invoice

Invoice #: 349  
Invoice Date: 12/1/2020  
Due Date: 12/1/2020  
Case:  
P.O. Number:

RECEIVED

DEC 03 2020

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Janitorial Services - December 2020 330, 572, 4620		645.00	645.00
Pool Maintenance Services - December 2020 330, 572, 4640		1,041.67	1,041.67
Contract Administration - December 2020 330, 572, 3400		1,776.75	1,776.75
Facility Management - Pine Ridge Plantation - December 2020 330, 572, 3410		4,545.75	4,545.75
FS (A)			
Total			\$8,009.17
Payments/Credits			\$0.00
Balance Due			\$8,009.17

R.M.W.  
12, 3, 20



**The Lake Doctors, Inc.**  
Aquatic Management Services

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

**RECEIVED**

DEC 08 2020

# INVOICE

Invoice #	545104
Account #	719342
Invoice Date	12/1/2020
Due Date	12/11/2020
Rep	MAS

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

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R) Water Mgmt Serv - Additional Area, Lake 11, Added Effective November 2020	670.00 100.00
<i>Submission 12-7-20</i> <i>001-320-53800-46400</i> <i>Lake Maintenance</i>		76 (A)
<b>Customer Total Balance</b>		<b>\$870.00</b>
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$770.00</b>

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](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed
-----------------

Invoice #	545104
Account #	719342
Date	12/1/2020

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto: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		





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

Invoice Number: SSI09863  
Invoice Date: 12/11/2020

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

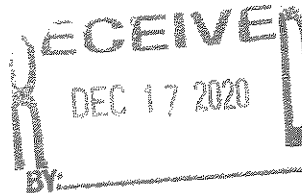
To: PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32258  
BENADETLE PEREGRINO

Due Date 12/26/2020  
Terms Net 15 Days

Customer ID C0000507  
P.O. Number  
P.O. Date 12/11/2020  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- NOVEMBER 2020		8	8	5.00	40.00
Fees-2nd Employment Scheduling		1	1	25.00	25.00

107 (A)  
1,330,572,345



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 65.00

**Subtotal:** 65.00  
Invoice Discount: 0.00  
Tax: 0.00

**Total USD: 65.00**

PINE RIDGE PLANTATION CDD		11/6/2020	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD		11/20/2020	6531	EDMONSON, MATTHEW W	4.00
				TOTAL	8.00

47055  
adreceipt

**CLAY  
TODAY**

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

**Recorder**  
Put your average newspaper and your average reader.

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#:318497  
Phone#:904-001-0001  
Date:11/18/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 11.00

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	12/03/2020	12/03/2020	1	110.00	110.00

### Payment Information:

Date:	Order#	Type
11/18/2020	318497	BILLED ACCOUNT

Total Amount: 110.00

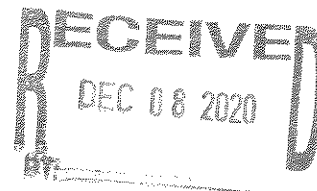
Tax: 0.00

Amount Due: 110.00

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

Ad Copy

69 (A)  
1. 310,513,480



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 SPECIAL MEETING**

in the matter of

**JUNE 15TH MEETING**

**LEGAL: 47055 ORDER: 318497**

was published in said newspaper in the issues:

**12/03/2020**

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.



**NOTICE OF  
 SPECIAL MEETING  
 OF THE BOARD  
 OF SUPERVISORS  
 PINE RIDGE PLANTATION  
 COMMUNITY DEVELOPMENT  
 DISTRICT**

Notice is hereby given that the Pine Ridge Plantation Community Development District ("District") will meet on Monday, December 14, 2020 at 11:00 a.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068 to hold a special meeting of the Board of Supervisors ("Board") where the Board may consider any business that may properly come before it.

In light of the COVID-19 public health emergency, it is anticipated that the meeting may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020 ("Executive Orders") respectively, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2, Florida Statutes. If such Executive Orders are not extended and the Board is required to meet in person, or otherwise conditions allow the meeting to occur in person, the meeting may be held at the location stated above. Anyone wishing to participate in the meeting and obtain information about how the meeting will occur should refer to the District's website, [www.PineRidgePlantationCDD.com](http://www.PineRidgePlantationCDD.com) or contact the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [etorres@gmsnf.com](mailto:etorres@gmsnf.com) to obtain access information.

The District fully encourages public participation in a safe and efficient

manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-5850 or emailing [etorres@gmsnf.com](mailto:etorres@gmsnf.com)

@gmsnf.com by 5:00 p.m. on Friday, December 11, 2020 in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. A copy of the agenda for the meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850, and is expected to also be available on the District's website at [www.PineRidgePlantationCDD.com](http://www.PineRidgePlantationCDD.com). The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. 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 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.

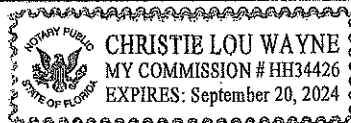
If you are unable to participate by telephone or by ZOOM, please contact the District Manager's office at (904) 940-5850 or [etorres@gmsnf.com](mailto:etorres@gmsnf.com) for further accommodations.

Ernesto Torres  
 District Manager

Legal 47055 published Dec 3, 2020 in  
 Clay County's Clay Today newspaper

Sworn to me and subscribed before me 12/03/2020.

*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@opcfla.com](mailto:Christie@opcfla.com)

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

# Invoice



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

## RECEIVED

DEC 18 2020

BILL TO

Maria Cranford  
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 #

23924

DATE

12/16/2020

AMOUNT

\$199.96

PAID DATE

12/31/2020

TERMS

Net 15

ENCLOSURE

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE

12/10/2020

DESCRIPTION

**Zogics Gym Wipes**

Dec 10, 2020: Gym Wipes: Disinfecting wipes for equipment, not labelled to use as a sanitizing wipe on the skin.  
1,150 wipes per roll/4,600 wipes per case (4 rolls)

SERVICE REQUEST 29036 - DELIVER CASE OF WIPES

QTY

4

AMOUNT

199.96

BALANCE DUE

**\$199.96**

*L Edmister 12-18-20*

*1-330-57200-46100*

*Repairs + Replacements (Amenity)*

# Hopping Green & Sams

Attorneys and Counselors

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

5 (A)  
1,310.513 815

===== STATEMENT =====

November 30, 2020

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

Bill Number 118998  
Billed through 10/31/2020

RECEIVED

DEC 16 2020

General Counsel/Monthly Meeting  
PRIDGE 00001 WSH

## FOR PROFESSIONAL SERVICES RENDERED

10/08/20	SSW	Conduct on-going research and monitoring of waiver of physical quorum requirement for public meetings and best practices for conducting board meetings upon potential expiration of such waiver.	0.20 hrs
10/12/20	AHJ	Prepare recording of Notice of Lien of Special Assessments.	0.40 hrs
10/15/20	AHJ	Prepare updates to district file regarding notice of special assessments.	0.10 hrs
Total fees for this matter			\$100.50

## DISBURSEMENTS

Recording Fees	51.50
Total disbursements for this matter	\$51.50

## MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.50 hrs	125 /hr	\$62.50
Warren, Sarah S.	0.20 hrs	190 /hr	\$38.00

TOTAL FEES	\$100.50
TOTAL DISBURSEMENTS	\$51.50

**TOTAL CHARGES FOR THIS MATTER** **\$152.00**

## BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.50 hrs	125 /hr	\$62.50
Warren, Sarah S.	0.20 hrs	190 /hr	\$38.00

TOTAL FEES	\$100.50
TOTAL DISBURSEMENTS	\$51.50

**TOTAL CHARGES FOR THIS BILL** **\$152.00**

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

# Invoice

RECEIVED

DEC 17 2020

**Bill To:**

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

Invoice #: 351

Invoice Date: 12/11/2020

Due Date: 12/11/2020

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2020		2,232.17	2,232.17
Maintenance Supplies		429.81	429.81
Repairs/Replace - Amenity 1, 330, 572, 4610		\$ 901.00	
Gen. Facility Maint. 330, 572, 4600		\$ 826.00	
Repairs/Maint. - Grounds 320, 538, 4600		\$ 877.00	
Janitorial Supplies 330, 572, 46201		\$ 57.98	

73 (A)

Total \$2,661.98

Payments/Credits \$0.00

Balance Due \$2,661.98

RHW

12, 14, 20

**MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF NOVEMBER 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/2/20	4	F.S.	Removed decorations from Halloween
11/3/20	4	T.C.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
11/3/20	4	B.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
11/4/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/6/20	2	F.S.	Blew leaves and debris off common areas, removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/9/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/12/20	2	B.A.	Removed debris from amenity center, pool, common areas, playground, roadways and storm drains, changed trash receptacles
11/13/20	2	F.S.	Returned pool furniture back in place, removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/16/20	3	F.S.	Cleaned all the windows on the outside of the amenity center, removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/17/20	4	R.W.	Fix three door handles, hang holiday decorations and lights at amenity center
11/17/20	4	B.A.	Repair door handles on two doors, repair two tables, put up holiday decorations
11/18/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/19/20	8	R.W.	Install holiday lights, pool paver repair, fix soffit fixtures
11/19/20	8	B.A.	Install holiday lights, repair on pool patio, fix soffit fixtures
11/23/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/26/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles, blew leaves and debris off all common areas
11/30/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
11/30/20	3	B.A.	Install shower wand and hose in men's shower

**TOTAL** 60

**MILES** 297

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445



## Period Ending 12/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE	10/26/20	2 piece Escutcheons Chrome (4)	114.77	L.E.
	11/3/20	John Deere Gator and Trailer Rental	70.00	T.C.
	11/3/20	Contractor Trash Bags	22.94	T.C.
	11/3/20	Gas for John Deere Gator	7.50	T.C.
	11/18/20	Rubber Mallet	6.29	B.A.
	11/18/20	Leveling Sand (2)	7.54	B.A.
	11/18/20	Paver Base (2)	7.31	B.A.
	11/19/20	100L LED Warm White Christmas Lights	34.48	B.A.
	11/19/20	Sakrete Concrete Mix (2)	11.43	B.A.
	11/19/20	Eggbeater Mixer	11.21	B.A.
	11/19/20	Margin Trowel	11.21	B.A.
	11/19/20	Brick Trowel	17.22	B.A.
	11/19/20	25L LED Warm White Christmas Lights (3)	27.53	B.A.
	11/24/20	Toilet Paper 12 rolls (2)	25.23	F.S.
	11/30/20	1 Gallon Bleach Refill	9.17	B.A.
	11/30/20	Moen Shower Wand and Hose	45.98	B.A.
			0.00	
		TOTAL	\$429.81	

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/01/20	00018	9/21/20 703840	202009 320-53800-60000		*	1,209.98	
		FURNITURE		TROPITONE FURNITURE CO., INC.			1,209.98 000032
TOTAL FOR BANK B						1,209.98	
TOTAL FOR REGISTER						1,209.98	

PRP --PINERIDGE-- BPEREGRINO

# TROPITONE®

## Pro Forma Invoice

Invoice # 703840

Invoice Date 21-SEP-20

Payment Terms PAY IN ADVANCE

Current P.O. No. PINE RIDGE PLANTATION

Page Number 1(1)

**Please remit to:**

32992 COLLECTION CENTER DR  
CHICAGO, IL 60693-0329  
(949) 951-2010  
(949) 583-9601 (CREDIT DEPT FAX NO.) U.S.A.

**Overnight delivery only:**

TROPITONE FURNITURE CO., INC.  
5 MARCONI  
IRVINE, CA 92618

**Bill to:**

68007  
PINE RIDGE PLATATION COMMUNITY  
C/O RIVERSIDE MANAGEMENT  
ATTN: ACCOUNTS PAYABLE  
5385 N NOB HILL RD  
SUNRISE, FL 33351  
UNITED STATES

**Ship to:**

RIVERSIDE MANAGEMENT  
ATTN: PAT SZOZDA  
CBD 24HRS: 954-553-5540  
9655 FLORIDA MINING BLVD BLDG 300 STE 305  
JACKSONVILLE, FL 32257  
UNITED STATES

**Remarks/Instructions:**

Customer No.	Order No.	Order Type	Sales Rep	P.O. Number	Payment Terms	Plant
68007	703840	WO21	HOWE, JEFF	PINE RIDGE PLANTATION	PAY IN ADVANCE	FL1

F.O.B.	Freight Terms	Ship Via	Bill of Lading
ORIGIN	ADD	OLD DOMINION	

Item No.	Description	Finish	Strap	Fabric	Qty Ordered	Qty B.O.	Qty Shipped	U/M	List Price	Net Unit Price	Extended Total
1	T0320A	TB TOP 20R AC			5	5	5	EA	63.00	43.63	218.15
2	T0348AU	TB TOP 48R AC H			1	1	1	EA	272.00	188.39	188.39
3	T0348A	TB TOP 48R AC			3	3	3	EA	272.00	188.39	565.17
900	FREIGHT	FREIGHT CHARGE			1	1	1	EA	.00	238.27	238.27

RECEIVED  
SEP 28 2020  
BY: \_\_\_\_\_

18 (B)

Capital Reserve  
02. 320,538.800

RECEIVED  
SEP 28 2020

"All applicable Sales tax will be calculated at the time of shipment and added to your invoice."

A service charge of 2% per month (24% annually) will be added to any invoice after the maturity date.  
Applicable sales taxes will be added for non-resale orders, as defined by the ship-to destination.

NOTICE: Some furniture products can expose you to chemicals known to the State of California to cause cancer and/or birth defects or other reproductive harm. Please check the on-product label for warning information.

\*\*\*\*\* THANK YOU FOR DOING BUSINESS WITH TROPITONE \*\*\*\*\*

Sub Total	1,209.98
Freight	.00
Sales Tax	0.00
Payment Applied	.00

**Total Amt. Due (USD)**

**1,209.98**