

MINUTES OF MEETING
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, January 19, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

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

Also present were:

Ernesto Torres	District Manager
Wes Haber	District Counsel <i>by phone</i>
Maria Cranford	Amenity Manager
Larry Edmiston	Operations Manager <i>by phone</i>
Mike Lucas	Bashaum & Lucas

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

Public Comments

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

THIRD ORDER OF BUSINESS

Discussion of Architect Scope or Conceptual Design

Mr. Torres stated that within the agenda there was a preliminary construction estimate as well as a conceptual drawing for design.

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Mr. Lucas noted before presenting that he had done an analysis on the construction portion of the pool, concluding that there were more than enough bathrooms to accommodate the pool addition. He noted that if the Board wanted, they could still use a portion of the funds allotted for that to renovate the current bathrooms.

Mr. Wilber presented the new layout design with an estimate from Crown Pools, explaining the reasoning for location of the pool and splashpad, including distance and square footage. He added that the deck and pool configuration could always change and pointed out some of the key elements of the design such as lap lanes, sun shelf, and an open activity pool. He also noted that there were some things that were not asked for that he felt were necessary, including three shade structures at \$10,000 per unit and a generic splash pad. He also added that there were other items such as adding larger pool equipment where the cost would be incorporated in with an added water source and pumps and filters, as well as deck safety lights.

Mr. Lucas asked if the CDD had a truck that came to deliver the chlorine, to which Ms. Cranford answered yes. He offered the idea of putting in a gravel path to cover the ruts, and the Board agreed that they would look into it.

Mr. Wilber presented the proposal of having a soccer field that would be labeled as a “play field” to avoid regulations, two tennis courts, two pickle ball courts, and a half-court for basketball. He also added the proposal of sidewalks throughout the courts.

Mr. Nazario asked Ms. Cranford what her opinion was as far as what would be used the most between the four courts being put in place, to which she responded that the basketball court would be the most used. Mr. Nazario thought that it seemed like a mistake to lend the least amount of territory to the basketball court when it would be used the most. Mr. Biagetti had a similar concern to the fact that the soccer field had the largest amount of territory.

Ms. Cranford also brought up the issue that the field there was used for recreational activities throughout the year and it would therefore cause issues in the future.

Mr. Wilber noted that they could change the amount of courts as well as the location and layout of the courts.

The Board agreed that they would blend the tennis and pickleball courts with a portable net, and two half-size basketball courts while keeping the “playing field.”

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Mr. Wilber went over the line item costs for each part of the project, including pole lights, fencing, signage, shade structures, site drainage, sidewalks, landscape and irrigation, and the play field.

The Board discussed the size of the expansion of the fitness center, coming to the conclusion that Mr. Lucas would come back with a modified proposal based on the changes discussed above at the next meeting on February 16th.

FOURTH ORDER OF BUSINESS

Consideration of Clay County Sheriff’s Office Secondary Employment Contract

Mr. Torres stated that this item was something that the county did every year and asked for the Board’s approval.

On MOTION by Mr. Biagetti, seconded by Mr. Arp, with all in favor, the Clay County Sheriff’s Office Secondary Employment Contract, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Playground Structure Proposals

Mr. Edmiston stated that he wanted to update Mr. Torres about the wood playground equipment conversation that they had during the last meeting, noting that he gave an analysis on the equipment and that the majority of it would be salvageable for a safe set of equipment.

Mr. Torres stated there was no action required by the Board.

SIXTH ORDER OF BUSINESS

Consideration of Roof Cleaning

Mr. Edmiston stated that he had a couple of proposals, one for \$2,736 that included a low pressure salt wash for 10,154 square feet as well as a lift rental, and the other was from Greener Vision totaling \$1,300. The Board decided to accept the proposal from Greener Vision, and Mr. Torres asked for a motion to approve.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Roof Cleaning Proposal from Greener Vision totaling \$1,300, was approved.

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SEVENTH ORDER OF BUSINESS

Appointment of Audit RFP Committee

Mr. Torres stated that traditionally the Board became the Audit Committee, and asked for a motion to approve.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Appointment of the Board as the Audit RFP Committee, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted that they had sent a memo stating that CDDs were obligated to comply with the new E-Verify system. He explained what the premise was, summarizing that it was a tool used by the Department of Homeland Security to ensure that employers were verifying that any employees hired were legally qualified to work. He also noted that in any future agreements a provision would be included that obligated contractors to use the E-Verify system as well.

B. District Manager

Mr. Torres stated he had nothing further to report.

C. Engineer

There being none, the next item followed.

D. Operations Manager – Report

Mr. Edmiston updated the Board on the fact that he still had Down to Earth covering the landscaping and that Lake Doctors was maintaining the lakes throughout the CDD. He added that he had paperwork that needed to be completed regarding the pool area, and that they had removed all of the holiday decorations, as well as the fact that they had started the maintenance plan to renew the playground park. He also stated that there were 5 lights in the gym that were replaced and one that still needed to be replaced, as well as 11 electrical receptacles that had to be replaced and some concrete repair at the amenity center.

He noted that he was still dealing with the irrigation pieces that were sticking up in the grass, explaining that he got an estimate to get them lowered into the ground but that it was too costly and therefore they chose to look into different solutions.

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E. Amenity Manager

Ms. Cranford noted that there were a few residents that had brought up an issue about an area along the sidewalk for Camp Ridge Road where there was an eroded mound that was causing issues. The residents requested that they put shrubs to cover and block the spot. The Board agreed they would look into getting shrubs put in to cover the area.

She also noted that there was a problem with the thermostat in one facility and that it had to be replaced. She noted that she had started buying supplies for the Spring event.

NINTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Public Comments:

There being none, the next item was followed.

Supervisor Requests:

Mr. Biagetti had a complaint about the wood fence along Times North and asked if they could possibly get split-rail PVC to match the rest of the fencing. Mr. Torres noted that they would get a quote for it.

TENTH ORDER OF BUSINESS

Approval of Consent Agenda

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

Mr. Torres presented the meeting minutes and asked if there were any questions.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Meeting Minutes of the November 17, 2020 Meeting, were approved.

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

Mr. Torres pointed out on Page 3 the total expenditures, he compared the prorated amount of \$150,000 and the actual amount \$114,000, so they ended up being under, and also noted that the Capital Reserves were at \$327,000.

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C. Assessment Receipts Schedule

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

D. Approval of Check Register

Mr. Torres presented the check register from all of October totaling \$116,848,87.

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – 3/16/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Mr. Torres stated the next scheduled meeting would be a special meeting on February 16, 2021 at 6:00 p.m., and that they would have a Board of Supervisors meeting on March 16, 2021 at 6:00 p.m.

TWELTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Ernesto Torres

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Secretary / Assistant Secretary

DocuSigned by:

Matt Biagetti

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Chairman / Vice Chairman