

***PINE RIDGE PLANTATION***  
*Community Development District*

*March 16, 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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March 9, 2021

Board of Supervisors  
Pine Ridge Plantation Community Development District

Dear Board Members:

The audit committee meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Tuesday, March 16, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Immediately following will be the regular business meeting. Following are the advance agendas for these meeting:

## Audit Committee Meeting

- I. Roll Call
- II. Review and Selection of Audit RFP Criteria
- III. Other Business
- IV. Adjournment

## Regular Business Meeting

- I. Roll Call
- II. Public Comments
- III. Consideration of Audit Criteria and Authorization to Publish an RFP
- IV. Consideration of Proposal from Down to Earth for West Landscape Improvements
- V. Discussion of Construction Cost

- VI. Consideration of Resolution 2021-04, Granting Chair Authorization to Approve an RFP Notice and RFP Package Regarding Amenity Facility Projects
- VII. Staff Reports
  - A. Attorney - E-Verify Memo and Memorandum of Understanding
  - B. District Manager
  - C. Engineer
  - D. Operations Manager
    - 1. Report
    - 2. Discussion of Barrier to Block Golfcart Cut Through
    - 3. Update Parking Lot and Playground Lighting
    - 4. Update Replacement of Rotting Wood Beam
    - 5. Consideration of Vinyl White PVC Fence Along Section of Tynes Boulevard
  - E. Amenity Manager
- VIII. Public Comments / Supervisor's Requests
- IX. Approval of Consent Agenda
  - A. Approval of the Minutes of the January 19, 2021 Meeting
  - B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending January 31, 2021
  - C. Assessment Receipts Schedule
  - D. Approval of Check Register
- X. Next Scheduled Meeting – 05/18/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center
- XI. Adjournment

### *THIRD ORDER OF BUSINESS*

# AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, or respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

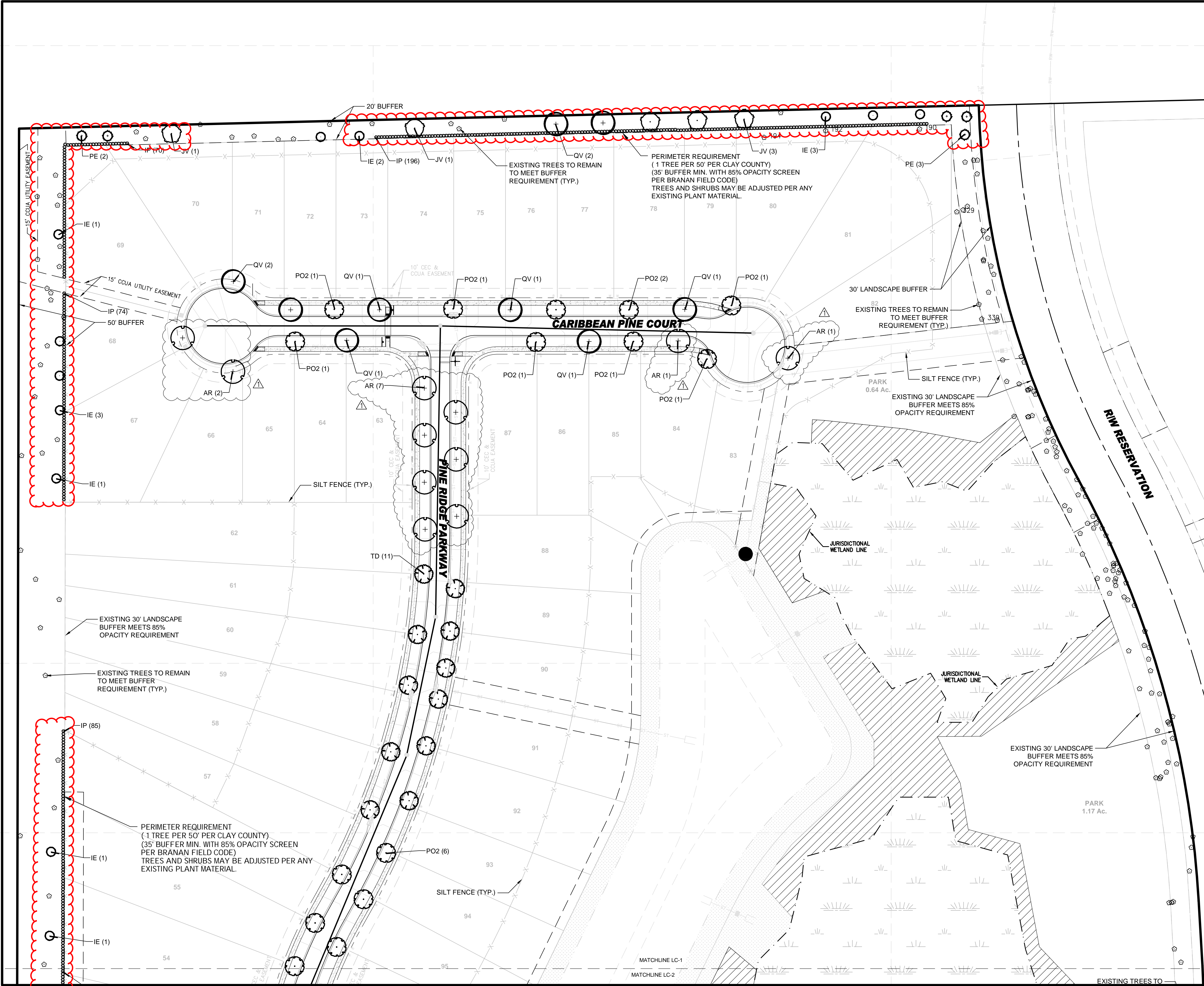
**4. Ability to Furnish the Required Services. (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required. (E.g., the existence of any natural disaster plan for business operations.)

5. *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

## *FOURTH ORDER OF BUSINESS*



PLANT SCHEDULE

TREES	COMMON NAME
AR	RED MAPLE
IE	EAST PALATKA HOLLY
JV	SOUTHERN RED CEDAR
MG	SOUTHERN MAGNOLIA
PE	SLASH PINE
PO2	AMERICAN SYCAMORE
QV	SOUTHERN LIVE OAK
TD	BALD CYPRESS
SP	CABBAGE PALM
VS	SANDANKWA VIBURNUM
MC2	PINK MUHLY
TFL	DWARF FAKAHATCHEE GRASS
PNA	BAHIA GRASS
SSF	'FLORITAM' ST. AUGUSTINE SOD

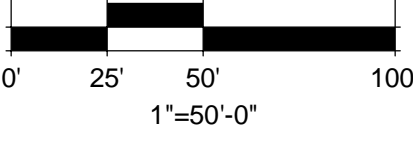
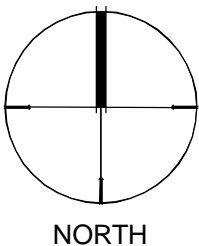
\*See sheet LC-4 for plant specifications

NOTES:

IRRIGATION:CONTRACTOR TO VERIFY WATERING REQUIREMENTS THROUGH CLAY COUNTY FOR ESTABLISHMENT OF NEWLY PLANTED TREES, SHRUBS AND GRASS.

MULCH:A LAYER OF ORGANIC MULCH TO A MINIMUM DEPTH OF TWO INCHES SHALL BE SPECIFIED ON THE LANDSCAPE PLANS IN PLANT BEDS AND AROUND INDIVIDUAL TREES IN TURF GRASS AREAS. MULCH SHALL NOT BE REQUIRED IN ANNUAL BEDS.

ROOT BARRIERS MUST BE INSTALLED AROUND ANY TREE PLANTED WITHIN 10' OF UTILITIES PER CCUA REQUIREMENTS. ANY TREES PLANTED WITHIN 10' OF UNDERGROUND UTILITIES TO BE HAND-DUG



PLANS PREPARED UNDER THE DIRECTION OF:

REVISIONS: 12/1/20 - ALTERNATE TREE SPECIES PER AVAILABILITY

ETM NO. 17-218

DRAWN BY: G.K.W.

DESIGNED BY: G.K.W.

CHECKED BY: R.M.C.

DATE: FEBRUARY 2018

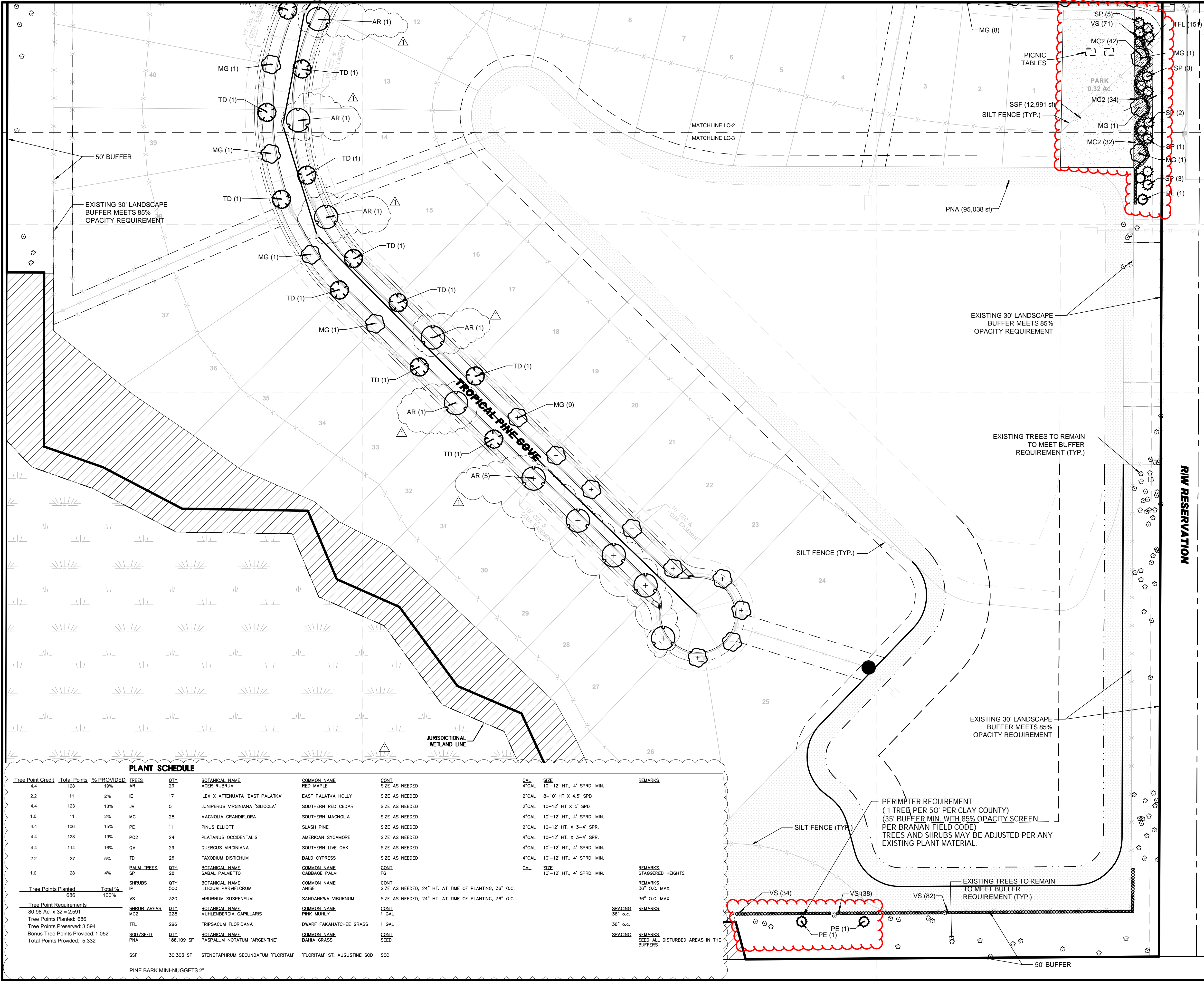
England-Thins & Miller, Inc.  
1000 S. Highway 100  
Jacksonville, FL 32218  
TEL: (904) 642-8890  
FAX: (904) 646-9485  
CA 00002584 LC 0000316

ETM  
VISION • EXPERIENCE • RESULTS

LANDSCAPE PLANS  
PINE RIDGE WEST  
FOR  
THE TOWERS GROUP

DRAWING NUMBER  
LC-01





PLANT SCHEDULE

TREES	COMMON NAME
AR	RED MAPLE
IE	EAST PALATKA HOLLY
JV	SOUTHERN RED CEDAR
MG	SOUTHERN MAGNOLIA
PE	SLASH PINE
PO2	AMERICAN SYCAMORE
QV	SOUTHERN LIVE OAK
TD	BALD CYPRESS
PALM TREES	COMMON NAME
SP	CABBAGE PALM
SHRUBS	COMMON NAME
IP	ANISE
VS	SANDANKWA VIBURNUM
SHRUB AREAS	COMMON NAME
MC2	PINK MUHLY
TFL	DWARF FAKAHATCHEE GRASS
SOD/SEED	COMMON NAME
PNA	BAHIA GRASS
SSF	'FLORITAM' ST. AUGUSTINE SOD

\*See sheet LC-4 for plant specifications

NOTES:

IRRIGATION:CONTRACTOR TO VERIFY WATERING REQUIREMENTS THROUGH CLAY COUNTY FOR ESTABLISHMENT OF NEWLY PLANTED TREES, SHRUBS AND GRASS.

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ROOT BARRIERS MUST BE INSTALLED AROUND ANY TREE PLANTED WITHIN 10' OF UTILITIES PER CCUA REQUIREMENTS. ANY TREES PLANTED WITHIN 10' OF UNDERGROUND UTILITIES TO BE HAND-DUG

PLANT SCHEDULE

Tree Point Credit	Total Points	% PROVIDED	TREES	QTY	BOTANICAL NAME	COMMON NAME	CONT.	CAL.	SIZE	REMARKS
4.4	128	19%	AR	29	ACER RUBRUM	RED MAPLE	SIZE AS NEEDED	4" CAL	10'-12' HT., 4' SPRD. MIN.	
2.2	11	2%	IE	17	ILEX X ATTENUATA 'EAST PALATKA'	EAST PALATKA HOLLY	SIZE AS NEEDED	2" CAL	8-10' HT X 4.5' SPD	
4.4	123	18%	JV	5	JUNIPERUS VIRGINIANA 'SILICOLA'	SOUTHERN RED CEDAR	SIZE AS NEEDED	2" CAL	10-12' HT X 5' SPD	
1.0	11	2%	MG	28	MAGNOLIA GRANDIFLORA	SOUTHERN MAGNOLIA	SIZE AS NEEDED	4" CAL	10'-12' HT., 4' SPRD. MIN.	
4.4	106	15%	PE	11	PINUS ELLIOTTI	SLASH PINE	SIZE AS NEEDED	2" CAL	10-12' HT. X 3-4' SPR.	
4.4	128	19%	PO2	24	PLATANUS OCCIDENTALIS	AMERICAN SYCAMORE	SIZE AS NEEDED	4" CAL	10-12' HT. X 3-4' SPR.	
4.4	114	16%	QV	29	QUERCUS VIRGINIANA	SOUTHERN LIVE OAK	SIZE AS NEEDED	4" CAL	10'-12' HT., 4' SPRD. MIN.	
2.2	37	5%	TD	26	TAXODIUM DISTICHUM	BALD CYPRESS	SIZE AS NEEDED	4" CAL	10'-12' HT., 4' SPRD. MIN.	
1.0	28	4%	PALM TREES	QTY	BOTANICAL NAME	COMMON NAME	CONT.	CAL	SIZE	REMARKS
			SP	28	SABAL PALMETTO	CABBAGE PALM	FG		10'-12' HT., 4' SPRD. MIN.	
			SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	CONT.			
			IP	500	ILLICUM PARVIFLORUM	ANISE	SIZE AS NEEDED, 24" HT. AT TIME OF PLANTING, 36" O.C.			REMARKS
			VS	320	VIBURNUM SUSPENSUM	SANDANKWA VIBURNUM	SIZE AS NEEDED, 24" HT. AT TIME OF PLANTING, 36" O.C.			36" O.C. MAX.
			SHRUB AREAS	QTY	BOTANICAL NAME	COMMON NAME	CONT.			
			MC2	228	MUHLENBERGIA CAPILLARIS	PINK MUHLY	1 GAL			REMARKS
			TFL	296	TRIPSACUM FLORIDANA	DWARF FAKAHATCHEE GRASS	1 GAL			REMARKS
			SOD/SEED	QTY	BOTANICAL NAME	COMMON NAME	CONT.			
			PNA	186,109 SF	PASPALUM NOTATUM 'ARGENTINE'	BAHIA GRASS	SEED			REMARKS
			SSF	30,303 SF	STENOTAPHRUM SECUNDATUM 'FLORITAM'	'FLORITAM' ST. AUGUSTINE SOD	SOD			SEED ALL DISTURBED AREAS IN THE BUFFERS

PINE BARK MINI-NUGGETS 2"

PLANS PREPARED UNDER THE DIRECTION OF:

REVISIONS:

ETM NO. 17-218

DRAWN BY: G.K.W.

DESIGNED BY: G.K.W.

CHECKED BY: R.M.C.

DATE: FEBRUARY 2018

England-Thins & Miller, Inc.

10000 S. Highway 100

Jacksonville, FL 32228

TEL: (904) 642-8890

FAX: (904) 646-9485

CA - 00002584 LC - 0000316

LANDSCAPE PLANS

PINE RIDGE WEST FOR THE TOWERS GROUP

DRAWING NUMBER

LC-03

PLOTTED: December 2, 2020 - 1:41 PM, BY: Kevin White

T:\2017\17-218\Landscape\Plot\17-218-US Plot.dwg

LANDSCAPE SPECIFICATIONS

PART 1 GENERAL NOTES

- 1.1 Scope. This section includes all planting of shrubs, trees, ground covers, and other supplementary work shown on the drawings and specified herein, complete.

1.2 Applicable Documents. The following publications, specifications, and standards of the issues listed in this paragraph (including the amendments and addenda designated), but referred to hereinafter by basic designation only, form a part of this specification to the extent required by the references thereto.

1.3 Publication of Reference. Publications as herein listed shall be held in basic reference:

1.3.1 Grades and Standards for Nursery Plants, Parts I and II, State Department of Agriculture and/or State Plant Board of Florida, Seagle Building, Gainesville, Florida.

1.3.2 State of Florida Fertilizer Law, Office of the Secretary of State, Tallahassee, Florida.

1.3.3 American Standard for Nursery Stock (ANSI Z60.1-1), American Association of Nurserymen.

1.3.4 Tree Care Operations (ANSI Z133.1-1)

1.3.5 Guideline Specifications to Sodding, America Sod Producers Association (ASPA).

1.4 Substitutions of Plant Material. If a plant is found to be unavailable, submit proof of non-availability and a proposal for use of equivalent material. When authorized, adjustment of contract amount will be made. No substitutions will otherwise be authorized. To prove non-availability, The Contractor must provide at least eight (8) letters from growers or dealers from the States of Florida and Georgia explaining the non-availability of the plant material.

1.5 On-Site Conditions and Adjustments. The locations of plants, as shown on the plans, are approximate. The Contractor shall be responsible for making necessary corrections and adjustments to the planting locations, including landscape materials and landscape surfaces. Planting shall be adjusted to fit actual soil/built conditions on the site and any changes in locations caused thereby, shall be made without additional cost to the Owner. Owner's Representative, or Landscape Architect. The Contractor shall immediately notify the Owner's Representative when conditions detrimental to plant growth are encountered, such as rubble fill, lime rock, or obstructions, and when field conditions are different than portrayed on the plans prior to planting. The Owner or Owner's Representative may adjust the layout or location of specified plant materials to avoid these areas without additional costs.

1.6 Coordination of Plantings. Coordinate all landscape work with the Owner's Representative and other contractors. Plant trees and shrubs after final grades are established and prior to planting of lawns, unless otherwise directed by the Owners Representative.

1.7 Fine Grading. Provide fine grading necessary to establish finish grade in all landscape areas. Fine grading shall include only minor grading to correct random or infrequent grade irregularities of 1/2" or less, unless otherwise noted on plans.

1.8 Liability of Contractor. The Contractor shall be liable for any and all damages to property that result from his performance. He shall, without extra cost, restore to original condition any areas and/or construction damaged, defaced, disturbed, or destroyed by him or his workmen.

1.9 Tree Tagging. A tree tagging trip may be requested by Owner's Representative prior to approval of plant material. Landscape contractor shall be responsible for providing transportation and accommodations if necessary.

1.10 Inferior Materials. Contractor shall be responsible for rejecting inferior materials. Materials in a damaged or undeliverable state may be rejected by the Owner's Representative if necessary.

1.11 Onsite Debris. Contractor shall be responsible for removing and disposing of office all stones over 1" in diameter, sticks, roots, and other extraneous matter in planted areas to a depth of 2'. If debris is excessive and results from construction waste phase contact owners representative for appropriate actions.

PART 2 SUBMITTALS

2.1 Soil Testing for Plant Material. The Contractor shall be responsible for testing soils in planted areas to confirm that soil is suitable for healthy plant growth.

2.2 Seed Certification. All seed must comply with regulatory agencies for fertilizer and herbicide composition.

2.3 Inspection Certificates, Manufacturer's Data. Upon request of Owners representative copies of inspection certificates or manufacturer's data shall be provided for any material used onsite, in addition to existing materials found onsite.

PART 3 MATERIALS

3.1 General Plant Materials Requirements. Provide state inspected, nursery grown plants, unless otherwise specified. Conform to the plant schedule, Florida Department of Agriculture Grades and Standards for Nursery Plants", local landscape ordinance, and, where applicable, to ANSI Z60.1. All plant materials shall be nursery grown, Florida No. 1 stock. All materials shall be healthy, vigorous, free of diseases and insects, potted for best shape without appearance of "de-horning", and without symptoms of nutritional deficiency. Furnish plants grown under climatic conditions similar to those in the locality of the project. All plants must be true of variety, cultivars, and/or species. Plants must measure according to standard requirements detailed on the drawings. Plants must be naturally bushy, dense in good foliage, well branched, and of good appearance. The nursery/nurseries from which they are derived shall be under regulatory inspection by the Florida State Department of Agriculture and the Florida State Department of Environmental Regulation, or an equivalent agency, if derived from the State of Florida. Plants to be supplied to the State of Florida shall be certified by the Florida Department of Agriculture and the State of Florida. All plant materials will be subject to approval of the Owner or Owner's Representative for quality, size and color.

3.2 Soil Additives. Contractor shall be responsible for adding peat, humus, fertilizer, manure, pH adjusters or any other commercially accepted soil additive to insure normal, healthy plant growth.

3.3 Bailed and Burlapped Trees. Ensure that field grown material follows local industry standards for root, pruning, digging, bailing and burlapping, etc. All bailed and burlapped materials must be hardened off before shipment. All materials are subject to approval by the Owners Representative prior to shipping to project site.

3.4 Spaded Trees. Trees shall have been spaded from a commercial nursery field that has been inspected by The Department of Agriculture and Consumer Services within the last 9 months. The Contractor shall provide a copy of the most recent Nursery, Stock dealer and Special Inspection Report for verification upon Owners Representative request. Ball size shall be at least one size greater than recommended by ANSI Z60.1, American Standard for Nursery Stock, unless otherwise specified. Spaded material is subject to approval and tagging by the Owner's Representative prior to shipping to project site.

3.5 Container Plants. Provide container grown plants with sufficient roots to hold the container soil together after removal from the container. Root bound plants and plants with inadequate root systems are not acceptable.

3.6 Surface Mulch. Plans shall specify mulch type. Mulch shall be in a non-decomposed state, not more than one (1) season old.

3.7 Herbicides, Insecticides. Chemical sprays, dusts or gaseous compounds used on or around plant materials must be applied to limited areas. Trees shall be approved for use by the Environmental Protection Agency and the Florida Department of Agriculture and Consumer Services. Sprays or dusts shall be used shall not constitute a hazard to human health or interfere with site working conditions and habitation.

3.8 General Seed Requirements. Where seedling may be required on the plans, the seed required shall comply with all minimum provisions of the Florida Seed Certification and Testing Law. Noxious weed seeds shall be non-existent and foreign materials shall not exceed two percent.

3.9 General Sod Requirements. See plan for specified sod. All sod shall be healthy, strongly rooted and not less than two (2) years old, free of weeds and undesirable native grasses in 16" x 24" pads, 4-1/2" thick. Sod shall conform to "Nursery Grown" grade as established by American Sod Producers Association (ASPA). Sod shall be considered free of weeds if less than 5 weeds are found per 100 square feet of area. Brown, dry, irregularly smooth, and/or unrefresh sod will be rejected.

4.1 PART 4 PLANTING PROCEDURES

General. Prior to commencement of any work, the Landscape Contractor shall inspect the site, locate planting areas, placement of givying devices, locate electrical cables, conduits, and other underground and above utilities so that proper precautions and procedures may be followed during and throughout construction. The Contractor shall become familiar with other job trade activity which has an impact upon his work or upon which his work has an impact and shall arrange to carefully coordinate his work with other trades through the Owner's Representative on-site. All planting practices listed herein shall insure healthy plant growth.

4.2 Layout. The location of plants and planting beds, as shown on these plans, are approximate. The locations and bed lines shall be staked on the project site by the Contractor and approved by the Owner's Representative before any plant pits or beds are dug. The Owner's Representative may adjust plant material locations to meet field conditions. Contractor shall make minor adjustments without additional cost to the Owner.

4.3 Finish Grades. The Landscape Contractor is responsible for all fine grading and preparation for planting. Finish grades (top of soil) for all sod areas after settlement shall be one-half inch below the top of abutting curbs, walks, walls and abutments. The finish grade of all plant beds prior to mulching shall be three inches below finish grade of sod, abutting curbs, walks and walls. Three inches of mulch shall be added after planting.

4.4 Planting Seasons/Times. The planting of plant materials and lawns may proceed at any time, period, or season agreed upon by the Contractor and the Owner or Owner's Representative.

4.5 Plant Pits. The Contractor shall excavate plant pits, unless otherwise approved, according to the drawings.

4.6 Setting Plants. Each plant shall be established in a manner consistent with plant details. All plants shall be set plumb and straight. Plants shall be established to a depth that is not greater than that at which they grew when in the nursery container or field. All back fill shall be tamped and worked firmly under and around the root ball to fill all voids.

4.7 Soil Preparation for Trees, Shrubs and Groundcover. All areas to be planted shall be prepared in a manner to insure normal, vigorous and healthy growth of plant material.

4.8 Staking. All trees are to be staked unless otherwise instructed by Owner or Owner's Representative. Refer general staking details on the drawings. Materials used shall insure healthy plant growth.

4.9 Mulching. All plant beds and plant saucers shall be uniformly covered with a two to three-inch (2-3") layer of mulch. Hedges shall be mulched the full width of the hedge bed. Contain mulch within landscape borders.

4.10 Sod. All areas to be either seeded, sprigged, or sodded shall be prepared in a manner to insure normal, vigorous and healthy growth.

4.10.1 Fine grade lawn areas to smooth, even surface with loose, uniformly fine texture. Roll, rake and drag lawn areas, remove ridges and fill depressions with topsoil as required to meet finish grades. In areas to be sodded, allow for sod thickness.

4.10.2 Sod Installation. Lay sod in straight, parallel rows to form a solid mass with tightly fitted joints, without overlap, stagger strips to offset joints. Work topsoil into minor cracks. On 1:3 slopes or greater, lay sod with long dimension of pads parallel to contours and stake sod as necessary to stabilize. Drive sod stakes flush with top of sod.

4.10.3 Sprigging and Seeding. Sprigging/Seeding shall be done in a manner to insure a quick grow in period achieving a uniform green lawn prior to final acceptance.

PART 5 MAINTENANCE

5.1 Plant Material. Maintain all plant materials until Final Acceptance. Maintenance shall include all required watering, cultivation, weeding, mowing, pruning, wound dressing, immediate replacement of dead and unacceptable material, strengthening plants which lean or sag, adjustments of plants which are planted too low, and any other procedure consistent with good horticultural practice necessary to insure normal, vigorous and healthy growth of all planting under this Contract.

5.2 Lawn. Maintain lawns until Final Acceptance. Re-seed settled or eroded sod areas to proper grade. Fill open joints with topsoil. Keep sod free of insects and diseases.

PART 6 FINAL INSPECTION AND ACCEPTANCE

6.1 Final Cleanup. Upon final completion of work and before inspection and acceptance, all aspects of the project site shall be thoroughly and completely cleaned of debris, stumps, materials, detritaments, and temporary facilities. Likewise, any repairs, which are the obligation of this Contractor, shall be completed.

6.2 Initial Inspection and Acceptance. Inspection shall be made by the Owner or Owner's Representative within (10) ten days of written notification from the Contractor that installation is complete. If all work and materials meet specifications project will be accepted as is. Materials and work not in compliance with specifications shall be rejected by Owners Representative and replaced by the contractor within (15) fifteen days of notification by Owner's Representative. Notification will graphically depict all rejected material on plans. Upon replacement of all rejected work and materials by the contractor the Owner's Representative shall conduct a final inspection within ten (10) days of written notification from the Contractor that all rejected work has been replaced according to specifications. Approval will be granted upon the acceptance of all replaced material noted on plans. After final acceptance, the landscape contractor will not be responsible for damage to work resulting from negleged by Owner, damage by others, abnormal weather conditions such as floods, excessive wind, severe freezing or abnormal rains; or other activities clearly beyond the Landscape Contractor's control.

7.1 PART 7 GUARANTEE

Guarantee. All plant materials and trees installed by the Contractor shall be guaranteed for 365 days from the date of final inspection and acceptance. The Contractor shall replace at no additional cost (to the Owner), all plant materials which die and/or which are not healthy and in a good growing condition during the guarantee period. Replacement of such material shall occur within ten (10) days from Owner's written notification to the Contractor. The 365 day guarantee period for replaced plant materials shall commence on the date of acceptance of the replaced item or items of plant material. The Contractor shall be required to replace, repair, or restore any portion of the work that is damaged, detached, disturbed, and/or destroyed by others after final acceptance.

NOTES:  
CONTRACTOR TO ASSURE PERCOLATION IN TREE PITS.  
TOP OF ROOTBALL SHALL BE 3" ABOVE FINISHED GRADE.  
TREE STAKING MATERIALS PER THESE SPECS OR APPROVED EQUAL.

LARGE TREE PLANTING DETAIL (4" CALIPER AND LARGER)

SCALE: NTS

NOTES:  
CONTRACTOR TO ASSURE PERCOLATION IN TREE PITS.  
TOP OF ROOTBALL SHALL BE 3" ABOVE FINISH GRADE

PINE TREE PLANTING DETAIL

SCALE: NTS

24" SETBACK FOR SHRUBS PLANTED OPPOSITE PARKING SPACES W/O. WHEEL STOPS

PROVIDE MIN. 18" SPACING BETWEEN DIFFERENT PLANT TYPES

NOTE:  
ALL SHRUBS AND GROUNDCOVER MASSES TO USE TRIANGULAR SPACING EXCEPT IN SMALL RECTANGULAR AREAS. REFER TO PLANT LIST FOR INDIVIDUAL PLANT SPACING

X = ON CENTER SPACING SEE PLANT LIST

SABAL PALM PLANTING DETAIL

SCALE: NTS

NOTE:  
USE 1 1/4" x 1 1/4" x 4" STAKES FOR TREES  
1 1/2" TO 1 1/4" CALIPER. OTHER TREE STAKING SYSTEMS MAY BE ACCEPTABLE IF APPROVED.

SMALL TREE PLANTING DETAIL (1" TO 3-1/2" CALIPER)

SCALE: NTS

NOTES:  
CONTRACTOR TO ASSURE PERCOLATION IN TREE PITS.  
TOP OF ROOTBALL SHALL BE 3" ABOVE FINISH GRADE

SHRUB AND GROUNDCOVER SPACING DETAIL

SCALE: NTS

NOTE:  
WHEN GROUNDCOVER AND SHRUBS ARE USED IN MASS, PREPARE ENTIRE BED TO RECEIVE PLANTING SOIL AND PLANT MATERIAL AS SPECIFIED.

CONTRACTOR SHALL ASSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.

TYP. FINISH GRADE @ PAVEMENT, SOD OR MULCH BED  
NOTE: PLANTS SHALL BE PLANTED 2" HIGH WITH SOIL MOUNDING UP TO THE TOP OF THE ROOT BALL

SHRUB AND GROUNDCOVER PLANTING DETAIL

SCALE: NTS

LANDSCAPES SPECIFICATIONS

PINE RIDGE WEST FOR THE TOWERS GROUP

DRAWING NUMBER

LC-04

English-Thims & Miller, Inc.

1175 Old August Road

Jacksonville, FL 32258

TEL: (904) 642-8990

FAX: (904) 646-9485

CA - 00002584 LC - 0000316

ETM No. 17-218

DRAWN BY: G.K.W.

DESIGNED BY: G.K.W.

CHECKED BY: R.M.C.

DATE: FEBRUARY 2018

REVISIONS:

PLANS PREPARED UNDER THE DIRECTION OF:

RYAN M. CLARK

L.A. NUMBER: 6667053

T: 2017\17-218\Landscapes\Plot\17-218-LS Plot.dwg

PLOTTED: December 2, 2020 -- 1:42 PM, BY: Kevin White

*FIFTH ORDER OF BUSINESS*

# HOFFMAN COMMERCIAL CONSTRUCTION

## PRELIMINARY ESTIMATE

Pine Ridge Plantation CDD Improvements  
Clay County, FL

Pine Ridge Schematic  
Estimate

BLDG AREA HVAC SF: 330  
DURATION MOS: 3.0

### SCHEMATIC ESTIMATE COSTS SUMMARY

CODE	ITEM DESCRIPTION	COST ESTIMATE
0.0	GENERAL CONDITIONS-SUPERVISION	36,000
0.0	GENERAL REQUIREMENTS	21,695
2.1	CLEAR SITE AND EARTHWORK	44,500
2.2	RUN WATER AND DRAINAGE TO NEW POOL EQUIPMENT AND COURTS	6,700
2.3	TENNIS AND BASKETBALL COURT LIMEROCK, PAVING, COLOR AND ST	100,800
2.4	FENCING AT POOL AND COURTS	55,000
2.5	LANDSCAPING & IRRIGATION	114,500
2.6	CONCRETE SIDE WALKS AROUND COURTS	24,600
3.1	CONCRETE FOUNDATION FOR SHADE STRUCTURES	4,000
6.1	FITNESS ROOM EXPANSION	48,700
7.2	ROOFING - NONE	0
12.0	POOL, SPRAY PARK AND DECK CONSTRUCTION	658,800
12.1	SHADE STRUCTURES - TOTAL FOUR	40,000
15.1	PLUMBING - SHOWER AT POOLS, DRINKING FOUNTAIN AT COURTS	5,400
16.1	ELECTRICAL FOR POOL EQUIPMENT AND COURT LIGHTING	53,000
SUB TOTAL		1,213,695
	CONTINGENCY 7.00%	85,000
	CONSTRUCTION FEE 7.00%	91,000
	BUILDER'S RISK INSURANCE 0.60%	7,300
	GENERAL LIABILITY 0.70%	8,500
	PERFORMANCE & PAYMENT BOND	11,700
	BUILDING PERMIT FEE	9,800
	APPROX DESIGN FEES	95,000
TOTAL ESTIMATED CONSTRUCTION COST		1,521,995

**HOFFMAN COMMERCIAL CONSTRUCTION****Pine Ridge Plantation CDD****POOL / BUILDING / SITEWORK DETAILS****2.0 SITE WORK SUMMARY**

DESCRIPTION	QTY	UNIT	@	PRICE
2.1 CLEAR SITE AND EARTHWORK	1	LS	44,500.00	44,500
2.2 RUN WATER AND DRAINAGE TO NEW POOL EQUIPMENT AND COURTS	1	LS	6,700.00	6,700
2.3 TENNIS AND BASKETBALL COURT LIMEROCK, PAVING, COLOR AND STRIPPING	1	LS	100,800.00	100,800
2.4 FENCING AT POOL AND COURTS	1	LS	55,000.00	55,000
2.5 LANDSCAPING & IRRIGATION	1	LS	114,500.00	114,500
2.6 CONCRETE SIDEWALKS	1	LS	24,600.00	24,600
<b>TOTAL</b>			<b>SITE WORK SUMMARY</b>	346,100

**2.1 CLEAR SITE AND EARTHWORK**

DESCRIPTION	QTY	UNIT	@	PRICE
MOBILIZATION	1	LS	5,000.00	5,000
EROSION CONTROL	1	LS	2,000.00	2,000
SITE CLEAR & GRUB	2.00	AC	8,000.00	16,000
IMPORT FILL - 12" at COURTS AND SPORTS FIELD	1,270	CY	9.00	11,400
VIBRATORY COMPACTION AND FINE GRADE	34,500	SF	0.25	8,600
ASBUILTS SURVEYS	1	LS	1,500.00	1,500
METERS - EXISTING TO REMAIN				0
<b>TOTAL</b>			<b>CLEAR SITE AND EARTHWORK</b>	44,500

**2.2 RUN WATER AND DRAINAGE TO NEW POOL EQUIPMENT AND COURTS**

DESCRIPTION	QTY	UNIT	@	PRICE
<b>STORM DRAINAGE SYSTEM</b>				
STORM STRUCTURES	1	EA	2,100.00	2,100
12" PVC	80	LF	28.00	2,200
<b>WATER SYSTEM</b>				0
1" WATER LINE TO COURTS	250	LF	8.00	2,000
1" WATER LINE TO POOL EQUIPMENT	50	LF	8.00	400
<b>RUN WATER AND DRAINAGE TO NEW POOL EQUIPMENT AND COURTS</b>				6,700

**2.3 TENNIS AND BASKETBALL COURT LIMEROCK, PAVING, COLOR AND STRIPPING**

DESCRIPTION	QTY	UNIT	@	PRICE
TENNIS COURTS	780	SY	42.00	32,800
BASKETBALL COURTS	1,620	SY	42.00	68,000
INCLUDES COLOR TOP COATS, NETS, EQUIPMENT FOR COURTS				0
<b>TENNIS AND BASKETBALL COURT LIMEROCK, PAVING, COLOR AND STRIPPING</b>				100,800

**2.4 FENCING AT POOL AND COURTS**

DESCRIPTION	QTY	UNIT	@	PRICE
4' ALUM FENCING AT POOL	340	LF	35.00	11,900
10' CHAIN LINK WITH WIND SCREEN AT COURTS	840	LF	45.00	37,800
6' PVC SOLID FENCE AT POOL ENCLOSURE	150	LF	35.00	5,300
<b>TOTAL</b>			<b>FENCING AT POOL AND COURTS</b>	55,000

## 2.5 LANDSCAPING & IRRIGATION

DESCRIPTION	QTY	UNIT	@	PRICE
IRRIGATION	1.0	LS	20,000.00	20,000
LANDSCAPING	1	LS	60,000.00	60,000
SOD AT SPORTS FIELD	34,500	SF	1.00	34,500
				0
<b>TOTAL</b>		<b>LANDSCAPING &amp; IRRIGATION</b>		114,500

## 2.6 CONCRETE SIDE WALKS AROUND COURTS

DESCRIPTION	QTY	UNIT	@	PRICE
CONCRETE WALKS @ COURTS 5' WIDE	4,100	SF	6.00	24,600
<b>TOTAL</b>		<b>CONCRETE SIDE WALKS AROUND COURTS</b>		24,600

## 3.1 CONCRETE FOUNDATION FOR SHADE STRUCTURES

DESCRIPTION	QTY	UNIT	@	PRICE
CONCRETE FOUNDATIONS AT SHADE STRUCTURES	4	EA	1,000.00	4,000
		<b>CONCRETE FOUNDATION FOR SHADE STRUCTURES</b>		4,000

## 6.1 FITNESS ROOM EXPANSION

DESCRIPTION	QTY	UNIT	@	PRICE
<b>ROUGH CARPENTRY</b>				
DEMO OF EXISTING WALL. REMOVE WINDOWS	330	SF	5.00	1,700
REMOVE AND SAVE SIMULATED STONE OFF COLUMNS	90	SF	2.00	200
NEW 2X6 FRAMED WALLS	530	SF	10.00	5,300
SHEATHING ON WALLS	530	SF	6.00	3,200
FIBER-CEMENT PANELS AND BATTENS	400	SF	9.00	3,600
INSTALL SIMULATED STONE SAVED WAINSCOT	120	SF	6.00	700
INSTALL EXISTING WINDOWS	6	EA	200.00	1,200
INSTALL NEW EXTERIOR DOOR AND HARDWARE	1	EA	2,800.00	2,800
BATT INSULATION WALLS AND CEILINGS	830	SF	2.00	1,700
INTERIOR DRYWALL WALLS AND CEILINGS	830	SF	8.00	6,600
INTERIOR WOOD TRIM AND BASE	1	LS	500.00	500
PAINTING	1,250	SF	3.00	3,800
FLOORING	330	SF	10.00	3,300
ELECTRICAL POWER AND LIGHTS	330	SF	20.00	6,600
HVAC MINI SPLIT	1	LS	7,500.00	7,500
<b>TOTAL</b>		<b>FITNESS ROOM EXPANSION</b>		48,700

## 7.2 ROOFING - NONE

DESCRIPTION	QTY	UNIT	@	PRICE
<b>TOTAL</b>		<b>ROOFING - NONE</b>		0

## 12 POOL, SPRAY PARK AND DECK CONSTRUCTION

DESCRIPTION	QTY	UNIT	@	PRICE
MAIN POOL AND 2-LAP	2,500	SF	145.00	362,500
SPLASH POOL	1,200	SF	200.00	240,000
ADA LIFT INTO POOL	1	EA	5,000.00	5,000
LANE ROPES-INCLUDED				
POOL SIGNAGE-INCLUDED				
POOL DECK - PAVERS	5,400	SF	9.50	51,300
<b>TOTAL</b>		<b>POOL, SPRAY PARK AND DECK CONSTRUCTION</b>		658,800

### 12.1 SHADE STRUCTURES

DESCRIPTION	QTY	UNIT	@	PRICE
POOL SHADE STRUCTURES	3	EA	10,000.00	30,000
COURTS SHADE STRUCTURE	1	EA	10,000.00	10,000
<b>TOTAL</b>		<b>SHADE STRUCTURES</b>		40,000

### 15.1 PLUMBING - SHOWER AT POOLS, DRINKING FOUNTAIN AT COURTS

DESCRIPTION	QTY	UNIT	@	PRICE
PLUMBING				
SHOWER AT POOLS	2	EA	1,500.00	3,000
HOSE BIBS AT POOL AND COURTS	2	EA	600.00	1,200
WATER FOUNTAIN AT COURTS	1	EA	1,200.00	1,200
<b>TOTAL</b>		<b>SHOWER AT POOLS, DRINKING FOUNTAIN AT COURTS</b>		5,400

### 16.1 ELECTRICAL FOR POOL EQUIPMENT AND COURT LIGHTING

DESCRIPTION	QTY	UNIT	@	PRICE
SERVICE & DISTRIBUTION				
ELECTRICAL POWER TO POOL AND POOL EQUIPMENT	1	LS	15,000.00	15,000
				0
SITE LIGHTING				
DBL LT HEAD POLE FIXTURE AT COURTS	6	EA	4,500.00	27,000
POLE FIXTURE AT POOL	2	EA	3,500.00	7,000
CONDUITS FOR SECURITY & ACCESS CONTROLS	1	LS	4,000.00	4,000
<b>TOTAL</b>		<b>AL FOR POOL EQUIPMENT AND COURT LIGHTING</b>		53,000

## *SIXTH ORDER OF BUSINESS*

## **RESOLUTION 2021-04**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT APPROVING REQUEST FOR PROPOSAL DOCUMENTS FOR THE DISTRICT'S RECREATION IMPROVEMENT PROJECT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Pine Ridge Plantation Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes* (the "Act"); and

**WHEREAS**, the Act authorizes the District to construct, operate, and maintain amenity and recreation facilities and associated neighborhood improvements; and

**WHEREAS**, it is in the District's best interests to competitively solicit proposals through a Request for Proposals ("RFP") process for its \_\_\_\_\_ Recreation improvement project (the "Project"); and

**WHEREAS**, the Board desires to approve in substantial form the RFP notice and Evaluation Criteria for the Project attached hereto as **Exhibit A**; and

**WHEREAS**, the Board desires to authorize the Chairman or Vice Chairman, in consultation with District staff, to effectuate any revisions to the documents attached as **Exhibit A**, and the preparation of the additional documents necessary to prepare a final RFP project manual for the Project, and other documents that are in the best interests of the District;

**WHEREAS**, the Board further desires to authorize the Chairman or Vice Chairman, in consultation with District staff, to approve the scope of the Project that will be subject to the RFP, the timing of the RFP notice, and all procedural matters related to the RFP.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** All of the representations, findings and determinations contained above are recognized as true and accurate, and are expressly incorporated into this Resolution.

**SECTION 2.** The Board hereby approves in substantial form the documents attached hereto as **Exhibit A**, and subject to further review and revision by District staff as finally approved by the Chairman or Vice Chairman.

**SECTION 3.** The Board hereby authorizes the Chairman, in consultation with District staff, to 1) effectuate any revisions to the documents attached as **Exhibit A**, and the preparation

of the additional documents necessary to prepare the RFP; and 2) approve the scope of the Project that will be subject to the RFP, the timing of the RFP notice, and all procedural matters related to the RFP. Consistent with such approvals, the Chairman, District Manager, District Counsel, District Engineer, , District Architect, Secretary, and Assistant Secretaries are hereby authorized, upon the adoption of this Resolution, to do all acts and things required of them to effect the procurement contemplated by the RFP, and all acts and things that may be desirable or consistent with the RFP's requirements or intent. The Chairman and Secretary are hereby further authorized to execute any and all documents necessary to affect the RFP. The Vice Chairman shall be authorized to undertake any action herein authorized to be taken by the Chairman, in the absence or unavailability of the Chairman, and any Assistant Secretary shall be authorized to undertake any action herein authorized to be taken by the Secretary, in the absence or unavailability of the Secretary.

**SECTION 4.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 5.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of March, 2021.

ATTEST:

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary

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

**Exhibit A:** RFP Notice and Evaluation Criteria

## Exhibit A

### RFP Notice and Evaluation Criteria

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSAL FOR  
PINE RIDGE PLANTATION \_\_\_\_\_ RECREATION PROJECT**

Notice is hereby given that the Pine Ridge Plantation Community Development District ("District") will receive proposals for the following District project:

**PINE RIDGE PLANTATION \_\_\_\_\_ RECREATION PROJECT**

The contract will require contractors to provide for the construction, labor, materials, and equipment necessary to construct (Insert description of improvements subject to RFP) and other associated scopes as more particularly described in the Project Manual and in accordance with the plans and specifications.

The Project Manual, consisting of the proposal package, contract, proposal form, plans, and other materials, will be available for public inspection and may be obtained beginning \_\_\_\_\_, 202\_\_ at \_\_\_\_:00 \_\_\_\_m. from England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258 (904) 642-8990. Plans may be obtained only as full size (24x36). It is recommended that prospective proposers email orders to \_\_\_\_\_, P.E. (insert e-mail address) in advance to avoid printing delay and for cost information. Proposers may purchase as many Project Manuals as they would like. No partial Project Manual or plans will be available. The Project Manual will be available for pickup at the offices of England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

There will be a **pre-bid proposal conference** at England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258, on \_\_\_\_\_, 202\_\_ at \_\_\_\_:\_\_\_\_m.

Proposals will be evaluated in accordance with the criteria included in the Project Manual. **The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so.** Any protest of the Project Manual, including the terms and specifications, must be filed with the District within 72 hours of pickup of the Project Manual, together with a protest bond in a form acceptable to the District and in the amount of \$10,00.00. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. Failure to timely file a protest will result in a waiver of proceedings under Chapter 190, Florida Statutes, and other law.

Firms desiring to provide construction services for the referenced project must submit one original and eight copies of the required proposal no later than 5:00 p.m. on \_\_\_\_\_, 202\_\_ at the offices of England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258. The District's Engineer will conduct a special public meeting at that place and time to publicly open the proposals. No official action will be taken at the meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law including but not limited to Chapter 190, Florida Statutes. A copy of the agenda for the meeting may be obtained from the District Engineer, at England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258, or \_\_\_\_\_, P.E. (insert e-mail address). The meeting may be continued in progress without additional notice to a time, date, and location stated on the record. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at least forty-eight (48) hours before the meeting by contacting Governmental Management Services, LLC, the District Manager, at (904) 940-5850, or at 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Proposals shall be in the form provided in the Project Manual and submitted in a sealed envelope pursuant to the Instructions to Proposers. The District reserves the right to return unopened to the Proposer any proposals received after the time and date stipulated above. Each proposal shall remain binding for a minimum of one hundred and twenty (120) days after the proposal opening.

The successful Proposer will be required upon award to furnish a payment and performance bond for one hundred percent (100%) of the value of the contract, with a Surety acceptable to the District, in accordance with section 255.05, Florida Statutes.

All questions regarding the Project Manual or this project shall be directed in writing only to England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258, or \_\_\_\_\_, P.E. (insert e-mail address). No phone inquiries please.

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT**  
**Request for Proposals – \_\_\_\_\_ Recreation Construction Project**  
**Evaluation Criteria**

1. *Personnel.* (10 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel, including the project manager and field supervisor; present ability to appropriately staff and manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the respondent with Pine Ridge Plantation CDD; past record and experience in similar projects and with other CDD's and units of government; volume of work previously performed by the firm; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (10 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Financial Capability.* (10 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity, necessary to complete the services required.

5. *Price.* (25 Total Points)

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal , (i.e., the summation of the unit price extensions using quantity estimates provided, the allowances shown, plus the proposal contractor's fee) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid.

10 Points are allocated for the reasonableness of unit prices and balance of bid.

6. *Schedule.* (25 Points)

Points available for schedule will be allocated as follows:

15 Points will be awarded to the Proposer submitting the proposal with the most expedited construction schedule (i.e. the fewest number of days) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer's timeline and the most expedited construction schedule.

10 Points will be allocated based on the Proposer's ability to credibly complete the project within the Proposer's schedule without a premium cost for accelerated work and demonstrate on-time performance. These points will also take into account the demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates and the delivery approach outlined in the Project Manual.

## *SEVENTH ORDER OF BUSINESS*

*A.*

Company ID Number: 1636267

## **THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS**

### **ARTICLE I PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Pine Ridge Plantation Community Development District (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

### **ARTICLE II RESPONSIBILITIES**

#### **A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

Company ID Number: 1636267

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

### **C. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

### **D. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

**Company ID Number:** 1636267

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### **ARTICLE III**

#### **REFERRAL OF INDIVIDUALS TO SSA AND DHS**

##### **A. REFERRAL TO SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

**Company ID Number:** 1636267

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

## **ARTICLE IV SERVICE PROVISIONS**

### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

## **ARTICLE V MODIFICATION AND TERMINATION**

### **A. MODIFICATION**

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

Company ID Number: 1636267

## **B. TERMINATION**

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

## **ARTICLE VI PARTIES**

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

Company ID Number: 1636267

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

**To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.**

Company ID Number: 1636267

**Approved by:**

<b>Employer</b> Pine Ridge Plantation Community Development District	
Name (Please Type or Print) Darren De Santis	Title
Signature Electronically Signed	Date 01/29/2021
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 01/29/2021

Company ID Number: 1636267

### Information Required for the E-Verify Program

#### Information relating to your Company:

Company Name	Pine Ridge Plantation Community Development District
Company Facility Address	475 West Town Place Saint Augustine, FL 32092
Company Alternate Address	
County or Parish	SAINT JOHNS
Employer Identification Number	204496459
North American Industry Classification Systems Code	925
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

Company ID Number: 1636267

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

FLORIDA

1 site(s)

**Company ID Number:** 1636267

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Kelly Adams  
Phone Number (865) 717 - 7700  
Fax Number  
Email Address kadams@gmstnn.com

Name Darren A De Santis  
Phone Number (954) 721 - 8681 ext. 208  
Fax Number  
Email Address ddesantis@gmssf.com

Company ID Number: 1636267

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*D.*

*1.*

**Pine Ridge Plantation Community Development District**

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-509-6445

Date: March 16, 2021  
To: Pine Ridge Plantation CDD, Board of Supervisors  
From: Maria Cranford, Amenity Manager &  
Thomas Chewning, Operations Manager  
Re: Monthly Facility Memorandum

**Completed Items:**

- Several chipped pavers were replaced on the pool deck
- Light globe to the ceiling fan above the outdoor countertop was re-attached
- Several of the stacked stones to the entryway pillars were secured
- New weather stripping was added to the fitness center door
- Paint was touched up on the entry gate and side maintenance gate
- Rotting board was replaced on the playground bridge. High usage areas were also repainted
- Drywall repairs have been made in the clubhouse
- Curbs and sidewalks in front of the amenity center and parking lot have been pressure washed
- Exterior fencing in rear of pool deck was secured.

**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 clubhouse rentals for January, February, and March = 12
- Work order was submitted with the county to get the sidewalk repaired near Buggy Whip Trail
- New pads were purchased for some of the weight machines to replace the ones with clear signs of wear and tear
- Both of our elliptical machines are being replaced under warranty due to bad welds at the shaft
- Elevation motor was replaced on one of the treadmills
- Community yard sale is being planned for April 10<sup>th</sup> and 11<sup>th</sup> from 8 a.m. to 1 p.m.
- Water slide will run March 13<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> from 11 to 5 p.m. for spring break
- Rocco's Pizzeria was at the amenity center from 5 to 8 p.m. on January 12<sup>th</sup> and February 16<sup>th</sup>. They are booked to return on March 11<sup>th</sup> and again on April 15<sup>th</sup>
- Viva Mi Familia was at the amenity center from 5 to 8 p.m. on January 19<sup>th</sup> and February 9<sup>th</sup> for Taco Tuesday. They are scheduled to return on March 23<sup>rd</sup>
- San Marco Chz Fry Co was at the amenity center on February 2<sup>nd</sup> and March 9<sup>th</sup> from 5 to 7:30 p.m. They are scheduled to return on April 13<sup>th</sup>
- El Agave Azul was at the amenity center from 4:30 to 8 p.m. on January 23<sup>rd</sup> and March 2<sup>nd</sup>. They will be returning on March 16<sup>th</sup> and April 6<sup>th</sup> for Taco Tuesdays
- Abstrakt Filipino Essence is scheduled to be at the amenity center on March 17<sup>th</sup> and again on April 21<sup>st</sup> from 5 to 8 p.m.
- Hapa Li will be at the amenity center from 5 to 7:30 p.m. on March 24<sup>th</sup> and April 20<sup>th</sup>
- Latina's Krazy Kitchen was at the amenity center on February 24<sup>th</sup> from 5 to 8 p.m. They are scheduled to return on March 25<sup>th</sup> and April 22<sup>nd</sup>
- Food Addictz on the Run is scheduled to be at the amenity center on March 18<sup>th</sup> from 5 to 8p.m.
- Butt Hutt Smokehouse and Nitrogen Creamery were both at the amenity center on March 3<sup>rd</sup> from 5 to 8 p.m.

- Butt Hutt Smokehouse will be at the amenity center again on April 28<sup>th</sup>, May 5<sup>th</sup> and June 2<sup>nd</sup> from 5 to 8 p.m.

5.



7749 Normandy Blvd  
#145-347  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

## Tynes HOA

**Attn: Maria – Riverside Management**

**2 10 21**

**Re: fence replacement**

**All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.**

- >demo and remove up to 240 lin ft of deteriorated wood fence along the blvd per management
- >supply and install up to 240 lin ft of new white vinyl 3 rail fence to match the existing by the amenities center as close as possible
- >new vinyl sleeves will be installed over pressure treated 4 x 4 post with concrete around the base of the each post
- >clean up job and haul away debris

Projects under \$10,000.00 are due on completion. Projects over \$10,000.00 require a 20% mobilization draw followed by 50%, 20% and 10% upon completion (some exceptions apply)  
This proposal may be withdrawn at any time.

Payments are considered late 30 days after invoice approval(s) and are subject to 2.0% per month interest plus fees.  
Many projects require a Notice to Owner. If you receive such please understand this is not a lien on your property and is merely making the Owner aware of services per Florida Statute.

**Total Price \$7,770.00**

**Proposal Signed by**\_\_\_\_\_ **Printed Name**\_\_\_\_\_

**Thank you for your consideration**

**Scott Haines -C 904.402.6561**



# Fence Proposal

Date: 2/11/2021

TO: [ops@rms.hf.com](mailto:ops@rms.hf.com)  
JOB: 4200 Pineridge Parkway  
PHONE: 904-239-5723

Armstrong Fence Co a leader in perimeter security throughout the Southeastern United States intends to submit a bid for subject project.

## Pvc Fence Proposal to include the following:

1. Provide and Install (296ft) of 2-rail white ranch style pvc
  - post to be 5"x5"x6' routed for 2-rails
  - rails to be 1-1/2" x 5-1/2"
  - post to have flat cap
  - all post to have 3500psi concrete footer

2. Remove and Haul away existing (296ft) of wood railing

This quote is only good until

March 13, 2021

TOTAL FOR COMPLETE PROJECT:

**\$4,448.00**

\*includes all taxes and fees

Accepted By \_\_\_\_\_

\_\_\_\_\_  
Date

SUBMITTED BY: Andrew Williamson

Armstrong Fence Co. 3226 Talleyrand Ave  
Jacksonville, FL 32206 Phone: 904-612-1276  
Fax: 904-356-2332





7380 Philips Hwy, Suite 103B.....Office (904) 268-1638  
 Jacksonville, FL 32256.....Fax (904) 230-2780  
**3 Year Labor Warranty ~ Lifetime Manufacture's Warranty on Materials**

### PROPOSAL/CONTRACT

FENCE HEIGHT: ☐ 3' ☐ 4' ☐ 4.5' ☐ 5' ☐ 6' ☐ 8' ☐ T  
 TERRAIN: ☐ Even ☐ Slight ☐ Steep ☐ N/A  
 CLEARING: ☐ Best Fence ☐ Customer ☐ N/A  
 OLD FENCE: ☐ Best Fence ☐ Customer ☐ N/A  
 GRADE: ☐ Top Level ☐ Follow Grade ☐ N/A  
 HOA/ARB: ☐ Best Fence ☐ Customer ☐ N/A

Customer: Riverside Mgmt - Pine Ridge

Address: 4200 Pine Ridge Pkwy

Middleburg, FL 32068

Community: Pine Ridge

Phone: 904-239-5722 Timi ~ 904-288-7667 Maria

Email: ops@rmsnf.com



**Furnish and Install 300' of 4' high white 4-rail split rail style vinyl fence. Price includes tear down and haul away of existing fence. All posts to be set in concrete.**

Customer must assume responsibility for placement of fence unless all appropriate survey pins (metal pipes) or concrete monuments are uncovered prior to installation. Best Fence Co., Inc will assist owner in locating pins if provided copy of survey. All materials will remain property of Best Fence Co., Inc. until paid in full.

By signing, customer agrees to proposal including materials, prices, terms & limitations as outlined above. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Best Fence Co, Inc. is not responsible for damage to underground obstructions such as utilities, sprinkler lines, pipes, etc. Returned checks are subject to a \$25.00 service fee. **Cancelled orders will be subject to a 50% restocking fee.**

Job # 2102112

Total Feet	300'	Total Price	\$6,300.00
Sub Total		Deposit	
		Balance due	
		Proposal is good for	30 days
Payment Terms	1/2 down balance due at completion		
Best Fence:	KH	Date:	
Customer:		Date:	

## *NINTH ORDER OF BUSINESS*

*A.*

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.

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.”

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 16<sup>th</sup>.

#### **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.

**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.

**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.

**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.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

*B.*

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**January 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	\$114,253	\$151,608	---	---	\$265,861
INVESTMENTS					
Reserve A-1	---	---	\$173,593	---	\$173,593
Reserve A-2	---	---	\$115,100	---	\$115,100
Revenue A	---	---	\$909,232	---	\$909,232
Interest A-1	---	---	\$0	---	\$0
Interest A-2	---	---	\$0	---	\$0
Construction	---	---	---	\$1,865,893	\$1,865,893
Cost of Issuance	---	---	---	\$14,423	\$14,423
State Board	\$465,784	\$200,434	---	---	\$666,218
US Bank Custody	\$529,725	---	---	---	\$529,725
Prepaid Expnses	\$2,700	---	---	---	\$2,700
<b>TOTAL ASSETS</b>	<u>\$1,112,462</u>	<u>\$352,042</u>	<u>\$1,197,925</u>	<u>\$1,880,316</u>	<u>\$4,542,746</u>
<b><u>LIABILITIES:</u></b>					
ACCOUNTS PAYABLE	\$11,464	---	---	---	\$11,464
ACCRUED EXPENSES	\$1,997	---	---	---	\$1,997
<b>FUND BALANCES:</b>					
ASSIGNED	\$30,511	---	---	---	\$30,511
UNASSIGNED	\$1,065,790	---	---	---	\$1,065,790
RESTRICTED FOR DEBT SERVICE	---	---	\$1,197,925	---	\$1,197,925
RESTRICTED FOR CAPITAL PROJECTS	---	\$352,042	---	\$1,880,316	\$2,232,358
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<u>\$1,112,462</u>	<u>\$352,042</u>	<u>\$1,197,925</u>	<u>\$1,880,316</u>	<u>\$4,542,746</u>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/21	ACTUAL THRU 01/31/21	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Collector	\$538,283	\$528,196	\$528,196	\$0
Misc./Facility Rental Income	\$3,000	\$1,000	\$1,575	\$575
Interest Income	\$5,000	\$1,667	\$409	(\$1,258)
<b>TOTAL REVENUES</b>	<b>\$546,283</b>	<b>\$530,863</b>	<b>\$530,180</b>	<b>(\$683)</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees/FICA Taxes	\$10,334	\$3,445	\$3,230	\$215
Engineering	\$7,000	\$2,333	\$0	\$2,333
Attorney	\$20,000	\$6,667	\$1,095	\$5,572
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	\$1,667	\$1,667	(\$0)
Management Fees	\$44,290	\$14,763	\$14,763	\$0
Computer Time	\$1,000	\$333	\$333	\$0
Telephone	\$350	\$117	\$48	\$69
Postage	\$1,000	\$333	\$322	\$11
Printing & Binding	\$1,200	\$400	\$345	\$55
Insurance	\$8,390	\$8,390	\$8,009	\$381
Legal Advertising	\$2,500	\$833	\$311	\$522
Other Current Charges	\$600	\$200	\$140	\$60
Website Domain	\$1,200	\$400	\$400	\$0
Office Supplies	\$300	\$100	\$73	\$27
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$118,899</b>	<b>\$45,416</b>	<b>\$36,171</b>	<b>\$9,245</b>
<b>GROUPS MAINTENANCE:</b>				
Landscape Maintenance	\$100,000	\$33,333	\$29,219	\$4,114
Lake Maintenance	\$9,300	\$3,100	\$2,980	\$120
Electric	\$2,500	\$833	\$493	\$340
Water	\$39,000	\$13,000	\$5,546	\$7,454
Repairs And Maintenance	\$20,000	\$6,667	\$2,129	\$4,538
Contingencies	\$4,451	\$1,484	\$0	\$1,484
<b>GROUPS MAINTENANCE EXPENDITURES</b>	<b>\$175,251</b>	<b>\$58,417</b>	<b>\$40,367</b>	<b>\$18,050</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/21	ACTUAL THRU 01/31/21	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	\$5,000	\$4,277	\$723
Repairs & Replacements	\$15,000	\$5,000	\$5,049	(\$49)
Recreational Passes	\$500	\$167	\$0	\$167
Postage	\$100	\$33	\$0	\$33
Printing & Email Marketing	\$125	\$42	\$0	\$42
Office Supplies	\$700	\$233	\$0	\$233
Other Current Charges	\$250	\$83	\$0	\$83
Permit Fees	\$250	\$0	\$0	\$0
Contingency	\$5,000	\$1,667	\$0	\$1,667
Special Events	\$12,000	\$4,125	\$4,125	\$0
Refuse Service	\$6,816	\$2,272	\$2,249	\$23
Security	\$10,000	\$3,333	\$1,011	\$2,322
Gate Monitor	\$5,700	\$1,900	\$0	\$1,900
<b><u>Utilities</u></b>				
Water & Sewer	\$3,700	\$1,233	\$1,179	\$54
Electric	\$23,000	\$7,667	\$6,577	\$1,090
Cable/Phone/Internet	\$3,300	\$1,100	\$1,131	(\$31)
<b><u>Management Contracts</u></b>				
Amenity Management	\$54,549	\$18,183	\$18,183	\$0
Facility Assistant	\$18,561	\$6,187	\$0	\$6,187
Field Management Services	\$21,321	\$7,107	\$7,107	\$0
Lifeguards	\$16,500	\$0	\$0	\$0
Pool Maintenance	\$12,500	\$4,167	\$4,167	(\$0)
Pool Chemicals	\$12,306	\$4,102	\$4,102	\$0
Janitorial	\$7,740	\$2,580	\$2,580	\$0
Janitorial Supplies	\$3,200	\$1,067	\$304	\$763
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$258,029</b>	<b>\$87,159</b>	<b>\$71,952</b>	<b>\$15,207</b>
<b><u>OTHER FINANCIAL SOURCES/(USES)</u></b>				
Capital Projects - Transfer Out	\$24,614	\$24,614	\$24,614	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$24,614</b>	<b>\$24,614</b>	<b>\$24,614</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$576,794</b>	<b>\$215,606</b>	<b>\$173,104</b>	<b>\$42,502</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$30,511)</b>		<b>\$357,077</b>	
FUND BALANCE - Beginning	\$30,511		\$741,924	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$1,099,001</u>	

**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	\$78,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$528,196
Interest Income	\$5,000	\$148	\$108	\$83	\$70	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$409
Misc./Facility Rental Income	\$3,000	\$300	\$225	\$225	\$825	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,575
<b>TOTAL REVENUES</b>	<b>\$546,283</b>	<b>\$448</b>	<b>\$14,327</b>	<b>\$435,523</b>	<b>\$79,883</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$530,180</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Supervisors Fees/FICA Taxes	\$10,334	\$0	\$1,077	\$1,077	\$1,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,230
Engineering	\$7,000	\$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
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,667
Assessment Roll	\$5,260	\$5,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,260
Attorney	\$20,000	\$152	\$943	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,095
Annual Audit	\$3,100	\$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
Management Fees	\$44,290	\$3,691	\$3,691	\$3,691	\$3,691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,763
Computer Time	\$1,000	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
Telephone	\$350	\$0	\$0	\$0	\$48	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48
Postage	\$1,000	\$10	\$143	\$18	\$151	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$322
Printing & Binding	\$1,200	\$146	\$6	\$160	\$33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$345
Insurance	\$8,390	\$8,009	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,009
Legal Advertising	\$2,500	\$109	\$110	\$46	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$311
Other Current Charges	\$600	\$15	\$0	\$112	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140
Website Domain	\$1,200	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400
Office Supplies	\$300	\$11	\$0	\$62	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73
Dues, Licenses & Subscriptions	\$175	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$118,899</b>	<b>\$18,002</b>	<b>\$6,744</b>	<b>\$5,766</b>	<b>\$5,658</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,171</b>

**GROUNDS MAINTENANCE:**

Landscape Maintenance	\$100,000	\$7,240	\$7,560	\$7,160	\$7,259	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,219
Lake Maintenance	\$9,300	\$670	\$770	\$770	\$770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,980
Electric	\$2,500	\$134	\$135	\$111	\$113	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$493
Water	\$39,000	\$1,342	\$1,561	\$1,521	\$1,121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,546
Repairs And Maintenance	\$20,000	\$476	\$877	\$605	\$171	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,129
Contingencies	\$4,451	\$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>\$10,167</b>	<b>\$9,434</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,367</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	\$2,501	\$245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,277
Repairs & Replacements	\$15,000	\$2,297	\$901	\$969	\$882	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,049
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	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,249
Security	\$10,000	\$389	\$389	\$149	\$84	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,011
Gate Monitor	\$5,700													
<b><u>Utilities</u></b>														
Water & Sewer	\$3,700	\$298	\$292	\$298	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,179
Electric	\$23,000	\$1,587	\$1,477	\$1,629	\$1,884	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,577
Cable/Phone/Internet	\$3,300	\$274	\$274	\$274	\$308	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,131
<b><u>Management Contracts</u></b>														
Amenity Management	\$54,549	\$4,546	\$4,546	\$4,546	\$4,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,183
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	\$1,777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,107
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	\$1,042	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,167
Pool Chemicals	\$12,306	\$1,026	\$1,026	\$1,026	\$1,026	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,102
Janitorial	\$7,740	\$645	\$645	\$645	\$645	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,580
Janitorial Supplies	\$3,200	\$75	\$58	\$99	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$304
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$258,029</b>	<b>\$26,784</b>	<b>\$13,801</b>	<b>\$17,965</b>	<b>\$13,402</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>\$71,952</b>
<b>TOTAL EXPENDITURES</b>	<b>\$552,180</b>	<b>\$54,648</b>	<b>\$31,449</b>	<b>\$33,898</b>	<b>\$28,495</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>\$148,490</b>
<b><u>OTHER SOURCES/(USES):</u></b>														
Capital Projects - Transfer Out	\$24,614	\$0	\$0	\$0	\$24,614	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,614
EXCESS REVENUES (EXPENDITURES)	(\$30,511)	#REF!	#REF!	#REF!	#REF!	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$357,077

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL RESERVE FUND

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/21	ACTUAL THRU 01/31/21	VARIANCE
<b>REVENUES:</b>				
Capital Reserve Funding - Transfer In	\$24,614	\$24,614	\$24,614	\$0
Interest	\$0	\$0	\$147	\$147
<b>TOTAL REVENUES</b>	<b>\$24,614</b>	<b>\$24,614</b>	<b>\$24,761</b>	<b>\$147</b>
<b>EXPENDITURES:</b>				
Capital Outlay	\$20,000	\$6,667	\$0	\$6,667
Culture/Recreation	\$20,001	\$6,667	\$0	\$6,667
<b>TOTAL EXPENDITURES</b>	<b>\$40,001</b>	<b>\$13,334</b>	<b>\$0</b>	<b>\$13,334</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$15,387)</b>		<b>\$24,761</b>	
FUND BALANCE - Beginning	\$334,863		\$327,282	
FUND BALANCE - Ending	<u>\$319,476</u>		<u>\$352,042</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 January 31, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/21	ACTUAL THRU 01/31/21	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Roll	\$933,481	\$909,209	\$909,209	\$0
Interest Income	\$3,000	\$1,000	\$14	(\$986)
<b>TOTAL REVENUES</b>	<b>\$936,481</b>	<b>\$910,209</b>	<b>\$909,223</b>	<b>(\$986)</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	\$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>\$2,171</b>		<b>\$868,669</b>	
FUND BALANCE - Beginning	\$459,194		\$329,257	
FUND BALANCE - Ending	<u>\$461,366</u>		<u>\$1,197,925</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 January 31, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/21	ACTUAL THRU 01/31/21	VARIANCE
<b>REVENUES:</b>				
Interest Income	\$0	\$0	\$33	\$33
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33</b>	<b>\$33</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>(\$3,268)</b>	
FUND BALANCE - Beginning	\$0		\$1,883,584	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$1,880,316</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>

*C.*

**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	27,449.67	909,208.65	528,196.33	1,437,404.98
<b>TOTAL RECEIPTS</b>	<b>27,449.67</b>	<b>909,208.65</b>	<b>528,196.33</b>	<b>1,437,404.98</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
5	1/14/2021	135,965.50	78,987.90	214,953.40
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
<b>TOTAL FY18 TAX ROLL RECEIPTS</b>		<b>909,208.65</b>	<b>528,196.33</b>	<b>1,437,404.98</b>

<b>% TAX ROLL COLLECTED</b>	<b>98.13%</b>	<b>98.13%</b>	<b>98.13%</b>
<b>TOTAL COLLECTED</b>	<b>98.13%</b>	<b>98.13%</b>	<b>98.13%</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>		
January 8, 2021	2758-2761	\$ 6,288.01
January 15, 2021	2762-2765	\$ 33,611.91
January 25, 2021	2766-2768	\$ 4,861.94
		<hr/>
		\$ 44,761.86
<b><u>Utilities and Autopayments</u></b>		
January 7, 2021	Advanced Disposal	\$ 600.12
January 15, 2021	SafeTouch	\$ 84.29
January 25, 2021	Comcast	\$ 308.46
January 27, 2021	Clay County Utilities	\$ 1,412.83
		<hr/>
<b>TOTAL UTILITIES PAID ONLINE OR AUTOPAY</b>		\$ 2,405.70
		<hr/>
		\$ 47,167.56

\*Fedex invoices available upon request.

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/08/21	00003	1/01/21 211	202101 310-51300-34000	JAN MANAGEMENT FEES	*	3,690.83	
		1/01/21 211	202101 310-51300-49100	JAN WEBSITE ADMIN	*	100.00	
		1/01/21 211	202101 310-51300-35100	JAN INFORM TECHNOLOGY	*	83.33	
		1/01/21 211	202101 310-51300-31300	JAN DISSEMINATION SERVICE	*	416.67	
		1/01/21 211	202101 310-51300-51000	OFFICE SUIPLIES	*	.48	
		1/01/21 211	202101 310-51300-42000	POSTAGE	*	8.00	
		1/01/21 211	202101 310-51300-42500	COPIES	*	33.15	
		1/01/21 211	202101 310-51300-41000	TELEPHONE	*	48.10	
GOVERNMENTAL MANAGEMENT SERVICES							4,380.56 002758
1/08/21	00097	12/21/20 8071468	202012 310-51300-51000	DESKPLATES	*	44.85	
HOLMES STAMP & SIGN							44.85 002759
1/08/21	00054	1/01/21 13129559	202101 330-57200-46400	JAN POOL CHEMICALS	*	1,025.52	
POOLSURE							1,025.52 002760
1/08/21	00073	12/21/20 353	202012 330-57200-60100	CHRISTMAS EVENT 12/19/20	*	837.08	
RIVERSIDE MANAGEMENT SERVICES INC							837.08 002761
1/15/21	00069	12/22/20 319491	202012 310-51300-48000	NOTICE OF MEETING 1/19/20	*	46.00	
CLAY TODAY							46.00 002762
1/15/21	00005	11/30/20 119559	202011 310-51300-31500	NOV GEN COUNSEL/MEETING	*	942.74	
HOPPING GREEN & SAMS							942.74 002763
1/15/21	00037	1/11/21 01112021	202101 300-58100-10000	FY21 CAPITAL RESERVE FUND	*	24,614.00	
PINE RIDGE PLANTATION CDD							24,614.00 002764
1/15/21	00073	1/01/21 352	202101 330-57200-46200	JAN JANITORIAL SUPPLIES	*	645.00	
		1/01/21 352	202101 330-57200-46400	JAN POOL MAINTENANCE	*	1,041.67	

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
		1/01/21 352	202101 330-57200-34000		*	1,776.75	
		JAN CONTRACT ADMIN					
		1/01/21 352	202101 330-57200-34100		*	4,545.75	
		JAN FACILITY MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES INC			8,009.17 002765
1/25/21 00093	1/08/21	20212400	202101 300-15500-10000		*	2,050.00	
		SPECIAL EVENT 03/19/2021					
				JACKSONVILLE CARRIAGE CO LLC			2,050.00 002766
1/25/21 00093	1/08/21	20212401	202101 300-15500-10000		*	650.00	
		SPECIAL EVENT 12/10/2021					
				JACKSONVILLE CARRIAGE CO LLC			650.00 002767
1/25/21 00073	1/11/21	354	202012 330-57200-46100		*	769.00	
		DEC REPAIR/REPLACE					
	1/11/21	354	202012 330-57200-46000		*	689.00	
		DEC GENERAL FACILITY MAIN					
	1/11/21	354	202012 320-53800-46000		*	605.00	
		DEC REPAIRS/MAINT GROUNDS					
	1/11/21	354	202012 330-57200-46201		*	98.94	
		DEC JANITORIAL SUPPLIES					
				RIVERSIDE MANAGEMENT SERVICES INC			2,161.94 002768
TOTAL FOR BANK A						44,761.86	
TOTAL FOR REGISTER						44,761.86	

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****RECEIVED**

JAN 06 2021

**Bill To:**

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

Invoice #: 211

Invoice Date: 1/1/21

Due Date: 1/1/21

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - January 2021 1,310.513, 340		3,690.83	3,690.83
Website Administration - January 2021 191		100.00	100.00
Information Technology - January 2021 351		83.33	83.33
Dissemination Agent Services - January 2021 3/3		416.67	416.67
Office Supplies 570		0.48	0.48
Postage 420		8.00	8.00
Copies 428		33.15	33.15
Telephone 410		48.10	48.10
30			
<b>Total</b>			<b>\$4,380.56</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,380.56</b>

Pine Ridge

## ORDER DETAILS

REC

DEC 22

Hi Sarah Sweeting,  
Thank you for placing your order. Your order number is:

#8071468

**Your order will arrive by: Friday 12/18**

\*If you have ordered any Promo180 products as part of this order they will arrive separately and likely at a later time to any Holmes Custom products in this order

PRODUCT	SKU	QTY	PRICE
<u>Engraved Deskplate with Aluminum</u>	1007180-	1	\$18.95
<u>Holder   Multiple Sizes</u>	2		

Jeff Lewis  
Supervisor

Material Colors: Black w/ White Letters  
Holder Color: Silver  
Design: Custom Design  
Product Size: 2" x 10"

<u>Engraved Deskplate with Aluminum</u>	1007180-	1	\$18.95
<u>Holder   Multiple Sizes</u>	2		

Nelson Nazario  
Supervisor

Material Colors: Black w/ White Letters  
Holder Color: Silver  
Design: Custom Design  
Product Size: 2" x 10"

97 B

1,810.513, 510

Subtotal	\$37.90
Shipping & Handling	\$6.95
Grand Total	\$44.85

## PAYMENT & DELIVERY DETAILS

Payment method:

Purchase Order

Purchase Order Number: NET30

Shipping info:



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

# Invoice

Date 1/1/2021

Invoice # 131295597129

Terms	Net 20
Due Date	1/21/2021
PO #	

RECEIVED

Bill To	Ship To
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
<p><i>S Edmiston 12-31-20</i> <i>001-330-57200-46400</i> <i>Pool Maintenance</i> <i>540</i></p>				

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 Amount Due 1,025.52  
\$1,025.52

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295597129

Amount Due \$1,025.52

Amount Paid

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



131295597129

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

# Invoice

RECEIVED

DEC 22 2020

**Bill To:**

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

Invoice #: 353  
Invoice Date: 12/21/2020  
Due Date: 12/21/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Christmas Event - 12/19/2020		837.08	837.08
<i>73 @</i> <i>1,830,572.601</i>			
<b>Total</b>			<b>\$837.08</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$837.08</b>

12/21/20  
OK

# Pine Ridge Plantation

**Christmas Event**      12/19/20      GL#330-572-601

Total Expenses	Actual
District Checks	\$2,462.08
TOTAL EXPENSES DUE	\$1,625.00
	\$837.08

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

Food/Beverages/Supplies	Actual
hot chocolate	\$55.11
chocolate chips, marshmallows	\$142.09
cookie trays, candy canes	\$79.27
Totals	\$276.47

Entertainment/Arts & Crafts	Actual
Reindeer cocoa supplies, christmas backdrops	\$411.22
Grinch costume	\$149.39
Totals	\$560.61

DISTRICT CHECK	AMOUNT
Payable To:	
Jax Carriage Company	\$1,150.00
Santa Kevin	\$475.00
Totals	\$1,625.00

*2000*  
*12,21,20*

**CLAY  
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200**Ponte Vedra  
Recorder**  
Not your average newspaper, not your average reader.1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

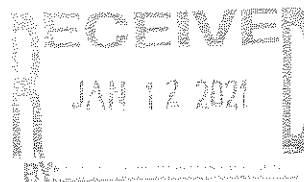
## Advertising Invoice

**PINE RIDGE PLANTATION C.D.D.**  
**475 W TOWN PL # 114**  
**SAINT AUGUSTINE, FL 32092****Cust#:502790**  
**Ad#:319491**  
**Phone#:904-001-0001**  
**Date:12/22/2020****Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 4.60****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	01/07/2021	01/07/2021	1	46.00	46.00

**Payment Information:**

<b>Date:</b>	<b>Order#</b>	<b>Type</b>
12/22/2020	319491	BILLED ACCOUNT

601 A  
1. 810,513.480**Total Amount: 46.00****Tax: 0.00****Amount Due: 46.00****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy**

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

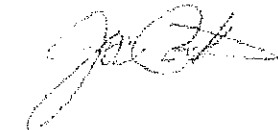
JAN MEETING

LEGAL: 47155 ORDER: 319491

was published in said newspaper in the issues:

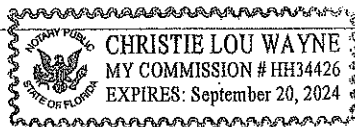
01/07/2021

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.



Sworn to me and subscribed before me 01/07/2021.

*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

**Notice of Meeting**  
**Pine Ridge Plantation**  
**Community Development District**  
The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held on Tuesday, January 19, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. 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 this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the 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.  
Ernesto Torres  
District Manager  
Legal 47155 published Jan 7, 2021  
in Clay County's Clay Today newspaper

# Hopping Green & Sams

Attorneys and Counselors

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

5 (A)  
1.870.513.315

## STATEMENT

December 30, 2020

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

RECEIVED

Bill Number 119559  
Billed through 11/30/2020

JAN 12 2021

### General Counsel/Monthly Meeting

PRIDGE 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

11/04/20	WSH	Review proposed agenda; confer with Torres regarding same.	0.20 hrs
11/05/20	WSH	Review minutes and confer with Torres regarding same.	0.30 hrs
11/06/20	WSH	Review and revise minutes.	0.50 hrs
11/06/20	KFJ	Prepare registered agent resolution; confer with Haber.	0.30 hrs
11/13/20	AHJ	Review and prepare revisions to Florida Department of Economic Opportunity special district fee invoice and update form.	0.10 hrs
11/17/20	WSH	Prepare for and participate in board meeting.	1.50 hrs
11/24/20	WSH	Prepare RFQ notice and form of architectural agreement; confer with Torres and Lucas regarding same.	0.90 hrs

Total fees for this matter \$934.00

### DISBURSEMENTS

United Parcel Service 8.74

Total disbursements for this matter \$8.74

### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Jusevitch, Karen F.- Paralegal	0.30 hrs	125 /hr	\$37.50
Haber, Wesley S.	3.40 hrs	260 /hr	\$884.00

TOTAL FEES \$934.00

TOTAL DISBURSEMENTS \$8.74

**TOTAL CHARGES FOR THIS MATTER \$942.74**

### BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Jusevitch, Karen F.- Paralegal	0.30 hrs	125 /hr	\$37.50
Haber, Wesley S.	3.40 hrs	260 /hr	\$884.00

TOTAL FEES

\$934.00

TOTAL DISBURSEMENTS

\$8.74

**TOTAL CHARGES FOR THIS BILL****\$942.74****Please include the bill number with your payment.**

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**Check Request**

Date	Amount	Authorized By
January 11, 2021	\$24,614.00	Bernadette Peregrino

Payable to:

Pine Ridge Plantation CDD #37
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Date Check Needed:

Budget Category:

ASAP	1.300.58100.10000
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Intended Use of Funds Requested:

FY21 Capital Reserve Transfer
(Attach supporting documentation for request.)

RECEIVED

JAN 11 2021

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

# Invoice

Invoice #: 352  
Invoice Date: 1/1/2021  
Due Date: 1/1/2021  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Janitorial Services - January 2021 330.572.4620		645.00	645.00
Pool Maintenance Services - January 2021 330.572.4640		1,041.67	1,041.67
Contract Administration - January 2021 330.572.3400		1,776.75	1,776.75
Facility Management - Pine Ridge Plantation January 2021 330.572.3410		4,545.75	4,545.75
43 (A)			

RECEIVED

JAN 06 2021

Total \$8,009.17

Payments/Credits \$0.00

Balance Due \$8,009.17

1/16/21

RECEIVED



# Jacksonville Carriage Co LLC

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

## Invoice

JAN 18 2021

Number: 20212400

Date: 1/8/2021

## 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
pmgr@riversidemgtsvc.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
3/20/2021	Pony	Pony Carousel			
	Zoo	Petting Farm			
	Time	3:00pm - 6:00pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 03/19/2021 or balance is due.		\$1,025.00	\$1,025.00
	Balance	Balance due on arrival.		\$1,025.00	\$1,025.00

Jacksonville Carriage Co follows recommended guidelines for COVID-19. We will not cancel our services for the event unless it is legally prohibited. We reserve the time slot exclusively for your event and your non-refundable deposit is to hold this time for you. Please consider this when planning your event.

Please review this invoice to ensure it accurately reflects our agreement.  
Add 4% for payments by credit card.

Bieni@JaxCarriage.Com

Total \$2,050.00

### 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.

Prepaid

1,800.15.100

93 (A)

RECEIVED



# Jacksonville Carriage Co LLC

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

Invoice JAN 18 2021

Number: 20212401

Date: 1/8/2021

## 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
12/11/2021	HayRides	Horse-drawn Haywagon Rides			
	Time	5:00pm - 8:00pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 12/10/2021 or balance is due.		\$650.00	\$650.00
	Balance	Balance due on arrival.		\$650.00	\$650.00

Jacksonville Carriage Co follows recommended guidelines for COVID-19. We will not cancel our services for the event unless it is legally prohibited. We reserve the time slot exclusively for your event and your non-refundable deposit is to hold this time for you. Please consider this when planning your event.

Please review this invoice to ensure it accurately reflects our agreement.  
Add 4% for payments by credit card.

Total \$1,300.00

## 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.

50% = \$650

93 @

1,300.00 / 1000

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

# Invoice

Invoice #: 354

Invoice Date: 1/11/2021

Due Date: 1/11/2021

Case:

P.O. Number:

**Bill To:**

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

RECEIVED

JAN 15 2021

Description	Hours/Qty	Rate	Amount
Facility Maintenance December 1 -December 31, 2020		1,621.15	1,621.15
Maintenance Supplies		540.79	540.79
<i>Dec</i>			
Repairs/Replace Amenity #769 <sup>00</sup>			
1.320.572.4610-73A			
Gen. Facility Maint. #689 <sup>00</sup>			
001-330.572.4600-73A			
Repairs/Maint - Grounds #605 <sup>00</sup>			
001-320.538.4600-73A			
Janitorial Supplies #98.94			
001-320.572.46201-73A			
330			

Total \$2,161.94

Payments/Credits \$0.00

Balance Due \$2,161.94

RMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/2/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
12/4/20	2	F.S.	Blew leaves and debris off common areas, removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
12/7/20	6	B.A.	Pool pavers repair, picked up supplies
12/8/20	5	R.W.	Repair pool pavers
12/8/20	6	B.A.	Repair pool pavers, picked up supplies
12/9/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
12/10/20	2	R.W.	Finish paver repair on pool deck
12/10/20	2	B.A.	Removed concrete form and sanded block
12/16/20	2	B.A.	Bring chair back from Ridgewood Trails, fix swings at playground
12/18/20	1	B.A.	Took inventory of repairs to playground
12/18/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
12/30/20	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
12/30/20	2	B.A.	Took pictures and prepared material list for playground project
12/31/20	8	B.A.	Replaced all receptacles in gathering room

**TOTAL**      43

**MILES**      261

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 1/5/2021

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE	12/7/20	60lb Concrete Mix	4.26	B.A.
	12/7/20	1 Box Drywall Screws	8.87	B.A.
	12/7/20	4" Trenching Shovel	33.33	B.A.
	12/7/20	12pc Bundle of Stakes (2)	10.30	B.A.
	12/7/20	4x8 Tempered Hardboard	9.67	B.A.
	12/8/20	60lb Concrete Mix (2)	8.51	B.A.
	12/16/20	Airwch 5pk (2)	24.08	F.S.
	12/16/20	Lavender Cleaner	8.03	F.S.
	12/16/20	Toilet Paper 24rolls	22.97	F.S.
	12/21/20	Printer Paper 8 reams	34.91	M.C.
	12/21/20	Assorted Paperclips 680pcs	9.69	M.C.
	12/21/20	3 pack Color Ink (2)	66.42	M.C.
	12/21/20	Envelopes 500ct	29.54	M.C.
	12/21/20	Staples 5 boxes	10.32	M.C.
	12/21/20	Gloves 50ct	5.72	F.S.
	12/21/20	Swiffer Dusters	11.47	F.S.
	12/21/20	Soap	5.73	F.S.
	12/21/20	42 Gallon Trash Bags 32pk	20.67	F.S.
	12/22/20	Office Chair	218.32	M.C.

**TOTAL** \$540.79