

**MINUTES OF MEETING
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

The Special meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, February 16, 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 <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Mike Lucas	Basham & Lucas
Bill Wilber	Basham & Lucas

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:00 p.m. All five Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments

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

THIRD ORDER OF BUSINESS

Consideration of Architectural Conceptual Design “Final Draft”

Mr. Torres stated that there was a meeting in January where the Board had some modifications to the first draft of the conceptual design. Their comments and concerns were

February 16, 2021

Pine Ridge Plantation CDD

taken into consideration and two representatives from Basham & Lucas were present to answer any questions the Board had about the newest design. The representatives walked the Board through the new plans and presented some new concepts and designs.

The architects and the Board went back and forth with lengthy conversation about the best direction to go in for the community including expanding the fitness center and adding outdoor fitness space. It was a big question if residents would rather have an outdoor exercise space due to Covid-19. The Board talked about doing the expansion, and then adding the outdoor space at a later time as an option. It was decided to focus on the expansion.

The conversation continued, the Board talked about necessary sidewalk access and keycard usage for outdoor amenities and how they can utilize the plans and space to cut down on some of those costs.

Chairman Biagetti offered his thoughts which included liking the one access point, keeping the sidewalks as they are planned for, and the 10' fence for the tennis court. It was clarified that there would need to be a pass through from the tennis court to the basketball court with a swing gate or clear opening between the two. The exit being on the north side with push exit and the entrance being on the southside, closest to the parking lot, with included keycard access.

The next step is to get a cost estimate for the improvements. Mr. Torres asked Mr. Lucas how much he thinks a cost estimate will be and he believes it will be less than \$5,000. He will need to have a few conversations and bring an actual number back to the Board. The time frame is up in the air as well because contractors are busy right now. Mr. Biagetti suggests a "not to exceed" amount of \$5,000 to get the project rolling. Mr. Haber, District counsel, approved the idea of the "not to exceed" as long as the Board is comfortable with those terms. Once the cost estimate is received, they might want to go out for public bid if the bidding thresholds exceed approximately \$395,000 for a single construction project. There will then be a specific RFP process the Board must go through and a specific package that the Board must approve with a 30-day time frame from when a project goes to advertisement and when the Board can review proposals. All that to be said, if the expectation is that cost estimates are available at the next meeting and the Board is wanting to approve certain aspects of the project and start the procurement process, this needs to be kept in mind because there will need to be a resolution

February 16, 2021

Pine Ridge Plantation CDD

prepared that would authorize the RFP process. If the March meeting needs to be adjusted for this, that is also a possibility.

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, A Not to Exceed Amount of \$5,000 for Construction Cost Estimate Costs, was approved.

FOURTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

District Manager's Report:

Mr. Torres addressed the Board with a couple informational items. The first being the District received a notice from an application fee from Clay Utilities February 5th for \$10,000 for a meter hookup. He has contacted the developer, Richmond Builder, who is building the last phase of homes and they will be taking care of that cost because the District never requested that hookup.

Mr. Haber addressed the Board with the potential of a pending lawsuit. There was an injury, and the understanding is there was a dog bite in the community that took place on private property. It did not happen on CDD property and he believes the only reason the CDD was named was because the incident happened within the boundaries of the CDD, and the insurance company is taking the position, but he believes there is no case and a very small likelihood that the CDD holds any liability. Mr. Haber along with Mr. Torres will continue to update the Board if there are any new developments or further concerns.

Mr. Torres stated that at the last Board of Supervisor's meeting there was a recommendation to add landscaping to the area where there is a self-made golfcart path. The recommendation is to add 180 fountain grass red plants in the area with a price of \$3,720. He will let RMS present this item at the next scheduled meeting.

Public Comments:

There being none, the next item was followed.

Supervisor Requests:

Mr. Nazario wants clarification for the next steps for the design process. They need to hire a construction firm who will have a better cost understanding of the actual project to go from paper to process. That will determine and give them a better idea of what they truly can

February 16, 2021

Pine Ridge Plantation CDD

plan for as terms of dollars and cents from the plans and then the architect can make changes accordingly. Mr. Nazario then asked who will put an RFP together after the cost estimate is received. Mr. Torres answered that it will be a collaboration between the engineer and district counsel. Mr. Haber offered an exact break down on how the RFP will be prepared. Mr. Nazario then asked when the contract is awarded, is it awarded to one big contractor or several contractors. Mr. Haber answered that the flexibility for that lies with the Board and how they decide to move forward.

FIFTH 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 is scheduled for March 16, 2021 at 6:00 p.m.

SIXTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Ernesto Torres

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Secretary / Assistant Secretary

DocuSigned by:

Mr. Biagetti

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Chairman / Vice Chairman