

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, March 16, 2021 at 6:05 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	Bashaum & Lucas
Tom Chewning	RMS
Marilee Giles	GMS, LLC

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:05 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 Zoom. Hearing no audience comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Audit Criteria and  
Authorization to Publish an RFP**

Mr. Torres asked to make a recommendation for the Board to approve the audit criteria and authorization to publish an RFP.

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On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Audit Criteria and Authorization to Publish an RFP, was approved.

**FOURTH ORDER OF BUSINESS****Consideration of Proposal from Down to Earth for West Landscape Improvements**

Mr. Torres stated that the landscaping plans are in the agenda package. The developer is installing the landscape and will pay for it and the District will take over the maintenance once it is conveyed to the District. There is also an irrigation that is tied into this project and the Board will have to maintain it. Tom will be in communication with Down to Earth to find out how much this will cost to maintain. The time frame for this project is unknown at this time.

**FIFTH ORDER OF BUSINESS****Consideration of Basham & Lucas Proposal and Work Authorization Part 1 & Part 2**

Mr. Lucas stated that everything is included in the cost summary based on the last sketch provided. It includes an additional 300 square feet on fitness, the new splash park, the new swimming pool, the new deck around the swimming pool. It also includes the four shade structures added, the two tennis courts, the half basketball courts with fence around them. This estimate includes anything a contractor would charge all the way down to construction fees, all the design fees. Only thing not included is the civil engineer which isn't typically under the contract and is a separate line item. The total amount came out to \$1,521,995. The break down is included in the agenda package. Wes will prepare Basham & Lucas work authorization for architectural services for part 1 and part 2.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Basham & Lucas Proposal and Work Authorization Part 1 & Part 2, was approved.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. Attorney – Ratification of E-Verify Memo and Memorandum of Understanding**

Mr. Haber noted that they had sent a memo stating that CDD's 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

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any employees hired were legally qualified to work. He also noted that in any future agreements a provision would be required that obligated contractors to use the E-Verify system as well.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the E-Verify Memo and Memorandum of Understanding, was ratified.

**B. District Manager**

Mr. Torres stated he had nothing further to report.

**C. Engineer**

There being none, the next item followed.

**D. Operations Manager**

**i. Report**

Mr. Chewning went over the Operations Report which was located in your agenda package.

**ii. Discussion of Barrier to Block Golfcart Cut Through**

Mr. Chewning tabled discussion of barrier to block golfcart cut through. Maria to obtain quote for fencing 3 and 4 railing as appropriate.

**iii. Update Parking Lot and Playground Lighting**

Mr. Chewning noted the lighting has been updated in the parking lot and the playground area.

**iv. Update Replacement of Rotting Wood Beam**

Mr. Chewning tabled discussion of replacement of wood beam. Maria to reach out to Dicky Smith reference original contractor of the beam. Ernesto to discuss the staging and timeline to replace the beam with Mike Lucas.

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**v. Consideration of Vinyl White PVC Fence Along Section of Tynes Boulevard**

Mr. Chewning tabled discussion of vinyl white PVC fence along section of Tynes Boulevard. Maria to combine this with golfcart cut though cost estimate.

**E. Amenity Manager**

Ms. Cranford noted she didn't have much else outside the memo which is provided in the agenda package. She did note that 2 elliptical machines were out of order. They are getting replaced under warranty. They were delivered to the property today and it will be next week before the old ones are gone and new ones brought in and setup.

There will be an Easter event Saturday March 20<sup>th</sup> from 3:00 to 6:00 p.m. that will include petting zoos, pony rides, bounce house, and easter egg hunt. Also will have community yard sale April 10<sup>th</sup> and April 11<sup>th</sup>.

**SEVENTH ORDER OF BUSINESS**

**Public Comments/Supervisor's Requests**

**Public Comments:**

There being none, the next item was followed.

**Supervisor Requests:**

There being none, the next item was followed

**EIGHTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the January 19, 2021 Meeting**

Mr. Torres presented the meeting minutes and asked if there were any questions. There being none,

On MOTION by Mr. Biagetti seconded by Mr. Arp, with all in favor, the Meeting Minutes of the January 19, 2021 Meeting, were approved.

**B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending January 31, 2021**

Mr. Torres pointed out earlier your capital project funds is \$1,800,000.00 and your capital reserves is \$352,000. He also pointed out page 3 on the general fund that the total expenditures

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prorated amount of \$215,000 and you were programmed to be at \$215,000 through January 31, 2021 and the actual amount spent was \$173,000 which is \$42,000 within budget.

**C. Assessment Receipts Schedule**

Mr. Torres noted that the Assessment Receipts Schedule shows that they are at 98% collected.

**D. Approval of Check Register**

Mr. Torres presented the check register from October 1<sup>st</sup> 2020 through December 31<sup>st</sup> 2020 totaling \$47,167.56.

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

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 5/18/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Mr. Torres stated the next scheduled meeting was moved to May 24, 2021 at 6:00 P.M.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Ernesto Torres*  
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Secretary / Assistant Secretary

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*[Signature]*  
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Chairman / Vice Chairman