

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

*May 24, 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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May 18, 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 Monday, May 24, 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 Ranking of Audit Proposals Received in Response to the RFP
- III. Other Business
- IV. Adjournment

## Regular Business Meeting

- I. Roll Call
- II. Public Comments
- III. Consideration of Replacement of Beam
- IV. Consideration of Tynes Boulevard Fence
- V. Consideration of Architect Renderings
- VI. Consideration of Resolution 2021-04, Approving Request for Proposal Documents for the District's Recreation Improvement Project

- VII. Consideration of Natasha Bilinski-Hernandez Yoga Instructor
- VIII. Consideration of Proposals for Fiscal Year 2021 Audit Services
- IX. Consideration of Proposal from Riverside Management Services for Fiscal Year 2022
- X. Consideration of Resolution 2021-05, Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing Date for Adoption
- XI. Consideration of Richmond American Homes Proposal for Reclaim Irrigation Water Meters
- XII. Staff Reports
  - A. Attorney
  - B. District Manager – Report on the Number of Registered Voters (1,366)
  - C. Engineer - Requisition No. 393A
  - D. Operations Manager - Report
  - E. Amenity Manager
- XIII. Public Comments / Supervisor's Requests
- XIV. Approval of Consent Agenda
  - A. Approval of the Minutes of the December 14, 2020 Meeting, February 16, 2021 Special Meeting and the March 16, 2021 Meeting
  - B. Acceptance of the Minutes of the March 16, 2021 Audit Committee Meeting
  - C. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2021
  - D. Assessment Receipts Schedule
  - E. Approval of Check Register
  - F. Ratification of Work Authorization No. 1 from Basham Lucas
- XV. Acceptance of Resignation from Supervisor Jeff Arp

XVI. Next Scheduled Meeting – 07/20/21 @ 6:00 p.m. at the Pine Ridge Plantation  
Amenity Center

XVII. Adjournment

### *THIRD ORDER OF BUSINESS*

DESIGNER LIFESTYLES LLC  
619 CASSAT AVE  
JACKSONVILLE, FL 32205  
Telephone: 904-631-8954 Fax: 904-212-0256

Page 1

ES100325

**ESTIMATE**

RIVERS MANAMENT SERVIES  
4200 PINE RIDGE PARKWAY  
MIDDLEBURG, FL 32068

TIMI WRIGHT RIVERS MANAMENT SERVIES  
4200 PINE RIDGE PARKWAY  
MIDDLEBURG, FL 32068

03/11/21

904-288-7667

ES100325

Inventory	Style/Item	Color/Description	Quantity Units
	TRIP CHARGE		1.00 EA
	FIX BEAMS		1.00 EA
Scope of work:			
Do all support as necessary so we can remove arch beam on the back of the club house			
Remove and replace 1 arch beam			
	DISPOSAL FEE		1.00 EA

— 03/11/21 —  
Sales Representative(s):  
JON MAYER

2:26PM —  
Material: 0.00  
Service: 33,230.00  
Misc. Charges: 0.00  
Sales Tax: 0.00  
Misc. Tax: 0.00

**ESTIMATE TOTAL: \$33,230.00**

ES100325

**ESTIMATE**

RIVERS MANAMENT SERVIES  
4200 PINE RIDGE PARKWAY  
MIDDLEBURG, FL 32068

TIMI WRIGHT RIVERS MANAMENT SERVIES  
4200 PINE RIDGE PARKWAY  
MIDDLEBURG, FL 32068

03/11/21

904-288-7667

ES100325

Inventory	Style/Item	Color/Description	Quantity	Units
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Jobs \$5K to \$10K "We require 50% deposit then 25% during and 25% when completed".  
Jobs \$11K to \$20K "We require 50% deposit, 20% at start date, 20% midway and 10% at completion.

Quote is based on what was seen at time of initial estimate. We are not able to determine if additional prep work is recommended until existing surfaces have been removed, and time is spent further investigating the newly exposed surfaces, therefore; **\*\*FINAL PREP WORK HAS YET TO BE DETERMINED\*\*** Any alteration not listed at initial estimate submission, involving extra labor or materials, will become an additional charge.

Customer assumes all liability when installing their own water dispensing devices, such as a toilet, refrigerator, or dishwasher. Unless other arrangements are made, special order materials must be paid in advance, along with a 50% labor deposit, prior to scheduling your project. Final payment is due prior to departing completed job site. A 25% Restocking Charge will apply to all canceled orders and cash and carry orders after payment has been accepted. Estimates are subject to change after 30 days. I have read and fully understand and agree to the estimate.

**\*\*PLEASE NOTE, IF YOU HAVE TO CANCEL FOR ANY REASON WE WILL GIVE YOU BACK THE DEPOSIT YOU PAID MINUS ANY RESTOCKING FEE'S IF APPLICABLE\*\***

Approved by: Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

— 03/11/21 —

Sales Representative(s):  
JON MAYER

2:26PM —

Material:	0.00
Service:	33,230.00
Misc. Charges:	0.00
Sales Tax:	0.00
Misc. Tax:	0.00

**ESTIMATE TOTAL: \$33,230.00**



1702 Lindsey Rd  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

## Pine Ridge CDD

**Attn: Pine Ridge CDD**

**3 12 21**

**Re: exterior truss repairs -4200 Pine Ridge Parkway 32068**

**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.**

- >bring in equipment as needed to do the following scope of work
- >shore up arera as needed to remove the (1) front truss at the amenities bldg.
- >remove the (1) front curved custom made exterior truss at the amenities center
- >includes approx. 18ft of scrolled end beam also
- >we will re-use any good anchors /brackets
- >stain the new work to match the existing as close as possible
- >clean up job site

\*if any hidden damages are found outside the repairs listed above we will show proper authority before pricing

\*due to lumber pricing the beam/truss manufacture will only hold price for 20 days

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 \$37,760.00**

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

**Thank you for your consideration-Scott Haines -C 904.402.6561**



# WIGGINS CONSTRUCTION COMPANY OF NORTH FLORIDA, INC.

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

Feb. 26, 2021

Dear Pine Ridge Plantation CDD,

Thank you very much for the opportunity to submit a proposal to replace the 5-1/2" x 11-1/2" x 28' arched beam at the rear of the community center, and the three attached beams. This does not include replacing the two rafter beams, which are still in good condition.

Beams will be replaced with matching size beams made of untreated kiln dried southern yellow pine, painted to match the existing beams as close as possible, new bolts will be used to re-attached the new beams, but the existing metal plates will be reused.

The price to complete the work described above is \$39,000. Let me know if you have any questions.

Respectfully,

Bill Garrison  
Wiggins Construction Company of North Florida, Inc.  
91 Branscomb Road, Suite 17  
Green Cove Springs, FL 32043  
2018 & 2019 Clay County Builder of the Year  
2021 Clay County Builders' Council Chairman

## *FOURTH ORDER OF BUSINESS*



# Fence Proposal

Date: 5/14/2021

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 3-rail white ranch style pvc
  - post to be 5"x5"x6' routed for 3-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

June 13, 2021

TOTAL FOR COMPLETE PROJECT:

**\$6,233.00**

\*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





# Fence Proposal

Date: 5/14/2021

TO: [Tom Chewning](#)

JOB: 4200 Pineridge Parkway Project 2

PHONE: 904-671-4204

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 (395ft) of 3-rail white ranch style pvc
  - post to be 5"x5"x6' routed for 3-rails
  - rails to be 1-1/2" x 5-1/2"
  - post to have flat cap
  - all post to have 3500psi concrete footer

This quote is only good until

June 13, 2021

TOTAL FOR COMPLETE PROJECT:

**\$6,560.00**

\*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

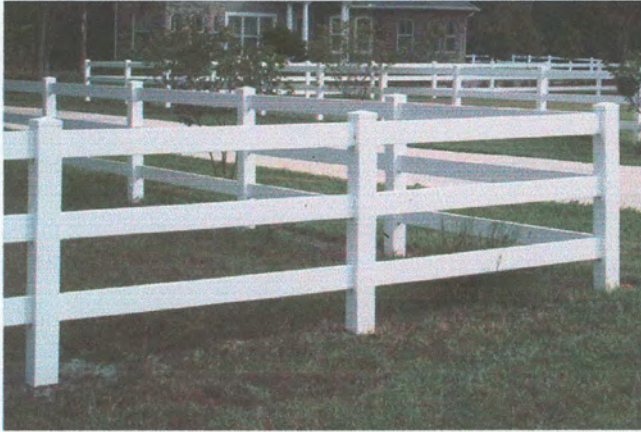
Address: 4200 Pine Ridge Pkwy

Middleburg, FL 32068

Community: Pine Ridge

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

Email: ops@rmsnf.com



**B**

**Furnish and Install 300' of 4' high white 3-rail split rail style vinyl fence. Price includes tear down and haul away of existing fence. All posts to be set in concrete.**

**Revised 3/15/21 LH**

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	<b>300'</b>	Total Price	<b>\$6,000.00</b>
Sub Total		Deposit	
		Balance due	
		Proposal is good for	<b>30</b> days
Payment Terms	<b>1/2 down balance due at completion</b>		
Best Fence:	<b>KH</b>	Date:	
Customer:		Date:	



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: \_\_\_\_\_

Address: \_\_\_\_\_

Community: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**Furnish and install 406' of 4' high white 4 rail ranch rail style vinyl 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 #

Total Feet	<b>406'</b>	Total Price	<b>\$7,752.00</b>
Sub Total		Deposit	
		Balance due	
		Proposal is good for	<b>30 days</b>
Payment Terms	<b>1/2 down balance due at completion</b>		
Best Fence:	<b>KH</b>	Date:	<b>5/17/2021</b>
Customer:		Date:	





1702 Lindsey Rd  
Jacksonville, Fl. 32221  
Ph (904) 781-7060 Fax (904) 619-5011

**CGC1523954 CMC1250093 CFC1428601 CCC1329086**

## **Pine Ridge CDD**

**Attn:Tom-Management**  
**4 11 21**  
**Re:fence installation**

**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.**

- >supply and install up to 400 lin ft of new 4ft tall white vinyl fence along the street in location per management at camp ridge drive
- >includes new pressure treated post with vinyl sleeves -new post to have concrete poured around the base of the post
- >new vinyl fence to be a 3 rail white vinyl fence
- >clean up job site

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 \$11,870.00**

**Proposal Signed by**\_\_\_\_\_ **Printed Name**\_\_\_\_\_  
**Thank you for your consideration**  
**Scott Haines**  
**C 904.402.6561**



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**



## *FIFTH ORDER OF BUSINESS*



**PROPOSAL FOR:**  
Pine Ridge Plantation  
Amenity Enhancement & Construction Documents  
Saint Johns, FL  
Project # 21-21

**DATE:** March 16, 2021

**TO:** Pine Ridge Plantation Community Development District  
Ernesto Torres  
c/o Governmental Management Services, LLC  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Dear Ernesto,

Thank you for the opportunity to submit our professional design service proposal. We shall provide the conceptual design and architectural, structural, mechanical & electrical engineering, hardscape, landscape and swimming pool engineering for the proposed project based on the Boards requested improvements. These improvements shall include adding a new pool & spray park, adding tennis and basketball, a new sports field as well as expanding fitness within the existing building.

Our scope of services shall include:

**Part 1: \$5,200**   
**Amenity Area Enhancement Concept**

- A. We shall visit the site to become familiar with the existing improvements and review the overall site.
- B. We shall prepare a conceptual site plan denoting our suggested improvements. This concept can be used by your chosen contractor (under separate contract) to provide some pre-construction budget analysis.
- C. Based on the Boards approval of the budget, we can proceed into design development and construction documents.

**Part 2: \$12,200**   
**Amenity Area Design Development**

Based upon the approved Schematic Design as provided above, we shall commence Design Development to further refine the scope and nature of the project.

- A. We shall incorporate all your comments and changes from the conceptual schematic design with the intent to create a final set of design documents that will be the basis for all the construction documents. These CAD drawings shall include preliminary structural and mechanical engineering, final floor plan configuration layout and preliminary finish specifications for all the improvements.
- B. We shall meet with all the applicable government agencies including the building department and fire marshal regarding the design of the building to discuss any concerns or comments they may have prior to final submission of architectural and engineering plans for their review and permit.
- C. Deliverables for this scope of work shall include:
  - 1. Arch'l site plan
  - 2. Floor plan enhancement
  - 3. Exterior elevation of improvements only



4. Refined site plan of new spray park and swimming pool along with associated pool deck layout.
5. Limited hardscape features to address tennis courts, screen walls, fencing, etc.

**Part 3: \$17,800**

**Architectural Renovation Documents of the Existing Building (limited to fitness expansion only).**

- A. Architectural construction documents to include the following:
  1. Architectural site plan
  2. Exterior elevations
  3. Roof plan
  4. Roof framing plan
  5. Building cross section(s)
  6. Wall section(s) and details
  7. Window/door schedules
  8. Interior finish schedules
- B. Structural Construction Documents as per The Florida Building Code
  1. Foundation plan and details
  2. Wall assemblies and details
  3. Floor/roof framing plan and details
  4. Structural specifications
- C. Mechanical and Electrical Design
  1. Power distribution floor plan
  2. Schedules/calculations/load and elevations
  3. Electrical specifications
  4. HVAC floor plan(s)
  5. HVAC schedule and details
  6. Equipment sizing and specifying
  7. Product planning and fixture selection in conjunction with our interior designer for decorative interior design.
  8. Actual engineering design reflecting feeder sizes and circuitry distribution for electric service.

**Note: Our scope is strictly limited to the fitness room improvements. Basham & Lucas Design Group does not offer any acknowledgement as architect of record for the overall building. Our services do not include any inspection or design effort associated with any other aspect of the building. Our cursory review does not mandate adding any additional restrooms although if the building dept. determines they are necessary, we can provide that as additional services.**

**Part 4: \$3,500**

**Interior Design Construction Documents for the Fitness Expansion**

- A. We will prepare and present an interior design concept, interior elevation drawings of key elements of design, room finish schedules, architectural woodwork schedules, reflected ceiling plan, lighting plan and selections of interior finishes.
- B. Our Basic Services consist of the following phases:
  - Conceptual Design
  - Construction Document Phase

**Note: Furniture, Fixture & Equipment selection & procurement has not included.**



**Part 5: \$7,800 \_\_\_\_\_**

**Hardscape Construction Documents**

- A. Final elevations and details of hardscape elements such as:
  - 1. Shade trellis and arbors.
  - 2. Planters & decks.
  - 3. Shade pavilions
  - 4. Screen wall and security fencing details
  - 5. Tennis & Pickleball Court drawings

**Part 6: \$2,100 \_\_\_\_\_**

**Amenity Area Site Electrical Engineering (new improvements only)**

- A. Product planning and fixture selection for outdoor decorative lighting at the following areas:
  - 1. Pavilion and play areas
  - 2. Outdoor patio areas
  - 3. Parking lot & landscape areas
- B. Actual engineering design reflecting feeder sizes and circuitry distribution shall be by our Electrical Engineer.
- C. Site photometric lighting layout denoting light level intensities throughout the lit areas.

**Part 7: \$17,500 \_\_\_\_\_**

**Swimming Pool & Spray Park Engineering Documents (max. 2,500 s.f. wet area)**

- A. Swimming pool(s) dimensioned plan
- B. Pool deck details and dimensions
- C. Swimming Pool Engineering
  - 1. Structural design for a normal pool shell
  - 2. Pool equipment and specifications on the drawings
  - 3. Completion of Dept. of Health forms
  - 4. All related piping and equipment for pools, water feature(s).
  - 5. Underwater lighting

**Part 8: \$4,800 \_\_\_\_\_**

**Amenity Area Landscape Architecture Design (new improvements only)**

- A. Plant material selection and specifications
- B. Master tree plan and their specifications.
- C. Plan view layout w/ quantities and species name
- D. Total quantities and cost estimate.

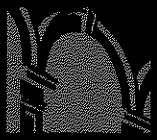
**Note: Permit code plan for landscape & tree mitigation shall be provided by your civil engineer.**

Soil testing and/or amendments may be required to determine the quality of soil that the landscape will be installed in. If testing is necessary, we have not included any testing within our proposal. Irrigation design has not been included for the new areas. It would be our recommendation that the chosen landscape contractor retro-fit and add onto the existing system as needed in the field.

**Part 9: \$1,200 \_\_\_\_\_**

**Exterior Color /Material Selection for Lakefront Park Improvements**

- A. Color chart and location drawings
- B. Color chip paint selection
- C. Owner coordination and Contractor distribution



**Part 10: \$3,200 \_\_\_\_\_**

**Fine Grading Design of the Pool (area within the fence)**

The intent of this fine grading design scope is to work with your civil engineer to establish finish grades inside the fenced area. Our plans shall denote finish grades, grading profiles and general intent for water conveyance to drain location. It is assumed that your civil engineer will take this information and verify its conformance with the overall civil plans for the amenity. Our drainage structures plan shall be diagrammatic and provided for the contractors use to give guidance for drainage sub-contractor to propose their design intent.

**Construction Administration**

**Part 11: Hourly @ \$100.00 \_\_\_\_\_ (Not to exceed \$7,500)**

**Shop Drawing Review for Lakefront Park Improvements**

- A. Review of shop drawings to verify their accuracy and compliance with our construction documents.
- B. Distribution of shop drawings to applicable consultants that are under our contract.
- C. Mark-up copies for Contractor distribution

**Part 12: Hourly at \$100.00 per hour (Not to exceed \$5,000) \_\_\_\_\_**

**Construction Administration**

- A. Review "Certificate of Payment"
- B. Review change orders.
- C. Attend on-site meetings as requested. Trips to the site will be invoiced @ \$500 per design professional per each trip, plus expenses.
- D. Perform inspections and initiate corresponding inspection reports.
- E. Creating clarification details.
- F. Creating alternate details.

\*Note: This does not include Owner modifications and/or additions to the plans after completion of the construction documents submitted for permit.

**Part 13: \$1,500 \_\_\_\_\_ (NTE allowance)**

**Reimbursable Expenses**

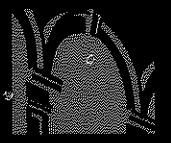
- A. We shall provide (2) sets of drawings at Schematic design, Design Development, 70% review and final review. We shall provide (2) spec books at final review. Additional printing for permit and bidding are at your expense. Each 24" x 36" sheet costs \$1.25 and spec books shall be \$150 each. Contractor shall be furnished with PDF digital format for drawings.
- B. We will also provide a computer file of the plans and specifications after completion of the job.
- C. All expenses such as bulk printing cost, courier, postage, reproduction cost, long distance calls, etc., shall be billed at direct cost plus 15%.

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**END OF SCOPE**

**Assumptions and Exclusions:**

- 1. Geotechnical services are not included in this proposal although geotechnical data will be required and provided to the design team.
- 2. A current as-built survey of the site shall be provided to the design team.
- 3. **The proposal does not include utility, site grading, site geometry, or storm water design around the new improvements (other than Part 10)**



4. This proposal is based on assumption we shall be provided the construction documents for the existing building and pool area. Our design effort shall be solely based on the drawings that are provided to us. We have not included any as-built survey or building critique to verify discrepancies in what was built vs. the design documents.
5. Building permitting and submittal shall be done by others.
6. All components of this project will be designed at one time and presented to the developer for approval.
7. We shall include (1) set of review prints for review at conceptual phase, 30% review, 70% review and final review. All other printing cost by the client.
8. We have not included any A/V design of the music system. This also includes the security/access control system as well.
9. Construction Administration Services have not been included within this scope
10. Value engineering for cost reduction has not been included. Any changes after 70% submittal shall be considered additional services.

**Not included in our Scope of Services:**

1. Civil, Environmental or Geo-technical Engineering
2. Shop Drawing Preparation
3. As-built construction document
4. LEED Accreditation
5. Security System, Audio/Video Design or layout
6. Lightning Protection Engineering
7. Soils Testing for landscape plant material
8. Acoustical Engineering
9. Irrigation Design
10. Amenity Sign Design
11. Exercise equipment layout

The above services will be performed for the fees indicated after each item. Our standard hourly rates are available upon request. Payments to **Basham & Lucas Design Group, Inc.** shall be made on a monthly basis as invoiced according to a pro-rated amount of work completed each billing period. All payments shall be made no later than 30 days after receipt of invoice. A finance charge of 18% annually shall accrue and be due and payable for the period 30 days from the date of this invoice until such amount is paid. These fees shall be valid for a period of 90 days from the date of this proposal. Any "stop work" order for more than 30 days shall void this contract and all work completed up to that date shall be invoiced based on our percent of completion. Any owner requested value engineering changes to the drawings after 70% completion shall be considered additional services. All terms & conditions to this proposal are in accordance with previously approved Architectural Services Agreement dated Feb. 2, 2021.

We are extremely excited about your project and look forward to working with you. If you accept this proposal please return the signed proposal and we will begin immediately.

Sincerely,

Paul M. Basham

Accepted by:

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Date

## *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 24<sup>th</sup> day of May, 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.

*EIGHTH ORDER OF BUSINESS*

**Pine Ridge Plantation Creek Community Development District**  
Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	
	(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 workload; proposed staffing levels, etc.)	(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 of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	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).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	Point Total
<b>Proposer</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>100</b>
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSAL FOR AUDIT SERVICES**

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**PROPOSED BY:**

Berger, Toombs, Elam, Gaines & Frank  
CERTIFIED PUBLIC ACCOUNTANTS, PL

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600 Citrus Avenue, Suite 200  
Fort Pierce, Florida 34950

(772) 461-6120

**CONTACT PERSON:**

J. W. Gaines, CPA, Director

**DATE OF PROPOSAL:**

April 29, 2021

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# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

April 29, 2021

Pine Ridge Plantation Community Development District  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Pine Ridge Plantation Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Pine Ridge Plantation Community Development District. We will provide you with top quality, responsive service.

## Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants PL

Pine Ridge Plantation Community Development District  
April 29, 2021

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Pine Ridge Plantation Community Development District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

## PROFILE OF THE PROPOSER

### Description and History of Audit Firm

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 71 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 71 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 38 of the 42 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

## Professional Staff Resources

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has a total of 32 professional and administrative staff (including 14 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	9
Computer Specialist	1
Paraprofessional	8
Administrative	<u>4</u>
Total – all personnel	32

Following is a brief description of each employee classification:

**Staff Accountant** – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

**Senior Accountant** – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

**Managers** – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

**Principal** – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

**Partner/Director** – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

## **Professional Staff Resources (Continued)**

**Independence** – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Pine Ridge Plantation Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

## **Ability to Furnish the Required Services**

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

## **ADDITIONAL SERVICES PROVIDED**

### **Arbitrage Rebate Services**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

## **GOVERNMENTAL AUDITING EXPERIENCE**

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

## **Continuing Professional Education**

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

## GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

### Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

## **GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)**

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred fifty audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

### **Certificate of Achievement for Excellence in Financial Reporting (CAFR)**

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

### References

Terracina Community Development  
District  
Jeff Walker, Special District Services  
(561) 630-4922

Gateway Community Development  
District  
Stephen Bloom, Severn Trent Management  
(954) 753-5841

The Reserve Community Development District  
  
Darrin Mossing, Governmental Management  
Services LLC  
(407) 841-5524

Port of the Islands Community Development  
District  
Cal Teague, Premier District Management  
  
(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

### Community Development Districts

Aberdeen Community Development  
District

Beacon Lakes Community  
Development District

Alta Lakes Community Development  
District

Beaumont Community Development  
District

Amelia Concourse Community  
Development District

Bella Collina Community Development  
District

Amelia Walk Community  
Development District

Bonnet Creek Community  
Development District

Aqua One Community Development  
District

Buckeye Park Community  
Development District

Arborwood Community Development  
District

Candler Hills East Community  
Development District

Arlington Ridge Community  
Development District

Cedar Hammock Community  
Development District

Bartram Springs Community  
Development District

Central Lake Community  
Development District

Baytree Community Development  
District

Channing Park Community  
Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community Development District	Vizcaya in Kendall Development District
TSR Community Development District	Waterset North Community Development District
Turnbull Creek Community Development District	Westside Community Development District
Twin Creeks North Community Development District	WildBlue Community Development District
Urban Orlando Community Development District	Willow Creek Community Development District
Verano #2 Community Development District	Willow Hammock Community Development District
Viera East Community Development District	Winston Trails Community Development District
VillaMar Community Development District	Zephyr Ridge Community Development District

## GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

### Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

### Current or Recent Single Audits.

St. Lucie County, Florida Early Learning Coalition, Inc. Treasure Coast Food Bank, Inc.	Gateway Services Community Development District
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Members of our audit team have acquired extensive experience from performing or participating in over 2,100 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

### Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River  
Martin  
Okeechobee  
Palm Beach

### Municipalities

City of Port St. Lucie  
City of Vero Beach  
Town of Orchid

## **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

### Special Districts

Bannon Lakes Community Development District  
Boggy Creek Community Development District  
Capron Trail Community Development District  
Celebration Pointe Community Development District  
Coquina Water Control District  
Diamond Hill Community Development District  
Dovera Community Development District  
Durbin Crossing Community Development District  
Golden Lakes Community Development District  
Lakewood Ranch Community Development District  
Martin Soil and Water Conservation District  
Meadow Pointe III Community Development District  
Myrtle Creek Community Development District  
St. Lucie County – Fort Pierce Fire District  
The Crossings at Fleming Island  
St. Lucie West Services District  
Indian River County Mosquito Control District  
St. John's Water Control District  
Westchase and Westchase East Community Development Districts  
Pier Park Community Development District  
Verandahs Community Development District  
Magnolia Park Community Development District

### Schools and Colleges

Federal Student Aid Programs – Indian River Community College  
Indian River Community College  
Okeechobee County District School Board  
St. Lucie County District School Board

### State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)  
Florida School for Boys at Okeechobee  
Indian River Community College Crime Laboratory  
Indian River Correctional Institution

## **FEE SCHEDULE**

We propose the fee for our audit services described below to be \$3,175 for the years ended September 30, 2021, 2022, 2023, 2024, and 2025. The fee is contingent upon the financial records and accounting systems of Pine Ridge Plantation Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

## **SCOPE OF WORK TO BE PERFORMED**

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Pine Ridge Plantation Community Development District as of September 30, 2021, 2022, 2023, 2024, and 2025. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **J. W. Gaines, CPA, CITP**

Director – 41 years

#### **Education**

- ◆ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

#### **Professional Experience**

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**J. W. Gaines, CPA, CITP (Continued)**

Director

**Continuing Professional Education**

- ♦ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
  - Governmental Accounting Report and Audit Update
  - Analytical Procedures, FICPA
  - Annual Update for Accountants and Auditors
  - Single Audit Sampling and Other Considerations

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David S. McGuire, CPA, CITP**

Accounting and Audit Principal – 18 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

#### **Education**

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharos (2019-2021)

#### **Professional Experience**

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
  - St. Lucie County, Florida
  - 19<sup>th</sup> Circuit Office of Medical Examiner
  - Troup Indiantown Water Control District
  - Exchange Club Center for the Prevention of Child Abuse, Inc.
  - Healthy Kids of St. Lucie County
  - Mustard Seed Ministries of Ft. Pierce, Inc.
  - Reaching Our Community Kids, Inc.
  - Reaching Our Community Kids - South
  - St. Lucie County Education Foundation, Inc.
  - Treasure Coast Food Bank, Inc.
  - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**David S. McGuire, CPA, CITP (Continued)**

Accounting and Audit Principal

### **Continuing Professional Education**

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

- Not-for-Profit Auditing Financial Results and Compliance Requirements

- Update: Government Accounting Reporting and Auditing

- Annual Update for Accountants and Auditors

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA**

Accounting and Audit Manager – 30 years

#### **Education**

- ◆ Stetson University, B.B.A. – Accounting

#### **Registrations**

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

#### **Professional Affiliations/Community Service**

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

#### **Professional Experience**

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

##### **Counties:**

St. Lucie County

##### **Municipalities:**

City of Fort Pierce

City of Stuart

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **David F. Haughton, CPA (Continued)**

Accounting and Audit Manager

#### **Professional Experience (Continued)**

##### **Special Districts:**

Bluewaters Community Development District  
Country Club of Mount Dora Community Development District  
Fiddler's Creek Community Development District #1 and #2  
Indigo Community Development District  
North Springs Improvement District  
Renaissance Commons Community Development District  
St. Lucie West Services District  
Stoneybrook Community Development District  
Summerville Community Development District  
Terracina Community Development District  
Thousand Oaks Community Development District  
Tree Island Estates Community Development District  
Valencia Acres Community Development District

##### **Non-Profits:**

The Dunbar Center, Inc.  
Hibiscus Children's Foundation, Inc.  
Hope Rural School, Inc.  
Maritime and Yachting Museum of Florida, Inc.  
Tykes and Teens, Inc.  
United Way of Martin County, Inc.  
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

#### **Continuing Professional Education**

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

## ***Commitment to Quality Service***

### **Personnel Qualifications and Experience**

#### **Matthew Gonano, CPA**

Senior Staff Accountant – 10 years

#### **Education**

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

#### **Professional Affiliations/Community Service**

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

#### **Professional Experience**

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

#### **Continuing Professional Education**

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
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**Paul Daly**

Staff Accountant – 9 years

**Education**

- ♦ Florida Atlantic University, B.S. – Accounting

**Professional Experience**

- ♦ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ♦ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Melissa Marlin**

Senior Staff Accountant – 7 years

#### **Education**

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

#### **Professional Experience**

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mrs. Marlin is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Bryan Snyder**

Staff Accountant – 5 years

#### **Education**

- ◆ Florida Atlantic University, B.B.A. – Accounting

#### **Professional Experience**

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

#### **Continuing Professional Education**

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Maritza Stonebraker**

Staff Accountant – 4 years

#### **Education**

- ◆ Indian River State College, B.S.A. – Accounting

#### **Professional Experience**

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

#### **Continuing Professional Education**

- ◆ Mrs. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.
- ◆ Mrs. Stonebraker is currently studying to pass the CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

**Jonathan Herman, CPA**

Senior Staff Accountant – 7 years

**Education**

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

**Professional Experience**

- ◆ Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

**Continuing Professional Education**

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Sean Stanton, CPA**

Staff Accountant – 4 years

#### **Education**

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

#### **Professional Experience**

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

#### **Continuing Professional Education**

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Taylor Nuccio**

Staff Accountant – 3 years

#### **Education**

- ◆ Indian River State College, B.S.A. – Accounting

#### **Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Kirk Vasser**

Staff Accountant – 1 year

### **Education**

- ◆ Indian River State College, B.S.A. – Accounting

### **Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

### **Continuing Professional Education**

- ◆ Mr. Vasser participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Vasser is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## ***Commitment to Quality Service***

<b>Personnel Qualifications and Experience</b>
--

### **Madison Ballash**

Staff Accountant – 1 year

#### **Education**

- ◆ Indian River State College, B.S.A. – Accounting (May 2020)

#### **Professional Experience**

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

- ◆ Ms. Ballash participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Ballash is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett    6815 Dairy Road  
MBA, CPA, CVA, Partner    Zephyrhills, FL 33542  
Marci Reutimann    (813) 788-2155  
CPA, Partner    (813) 782-8606

## Report on the Firm's System of Quality Control

To the Partners  
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

October 30, 2019

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

*Baggett, Reutimann & Associates, CPAs, PA*  
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA  
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA, (NY 11853) email: [judbag@baggettcpa.com](mailto:judbag@baggettcpa.com)

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)  
National Association of Certified Valuation Analysts (NACVA)

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**Annual Audit Services for Fiscal Year 2021**  
Clay County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** An electronic copy of the proposal must be received no later than Thursday, April 29, 2021, 5:00 p.m. at the e-mail address of the District Recording Secretary Sarah Sweeting, [ssweeting@gmsnf.com](mailto:ssweeting@gmsnf.com).

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit an electronic copy of the Proposal Documents, and other requested attachments at the time and e-mail address indicated herein, which shall include the subject line, "Auditing Services - Pine Ridge Plantation Community Development District".

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the e-mail address where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**PINE RIDGE PLANTATION CDD  
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.



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

## **PINE RIDGE PLANTATION**

**COMMUNITY DEVELOPMENT DISTRICT**

Proposal Due: April 29, 2021  
5:00PM

**Submitted to:**

Pine Ridge Plantation  
Community Development District  
c/o District Recording Secretary  
Sarah Sweeting  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

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**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431

**Tel** (561) 994-9299  
(800) 229-4728

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

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**Grau & Associates**

CERTIFIED PUBLIC ACCOUNTANTS

April 29, 2021

Pine Ridge Plantation Community Development District  
c/o District Recording Secretary Sarah Sweeting  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2021, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Pine Ridge Plantation Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

#### **Why Grau & Associates:**

##### **Knowledgeable Audit Team**

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

##### **Servicing your Individual Needs**

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

##### **Developing Relationships**

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

##### **Maintaining an Impeccable Reputation**

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.


### **Complying With Standards**

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or Racquel McIntosh, CPA ([rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates

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Antonio J. Grau

# Firm Qualifications



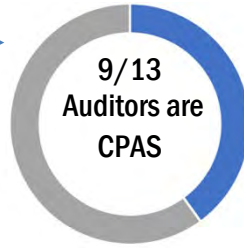
**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## Grau's Focus and Experience

### Our Team



3 Partners  
10 Professional Staff  
2 Administrative Professionals



# 2005

Year founded

### Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

**297** Community Development Districts Served

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau  
Grau & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,  
*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

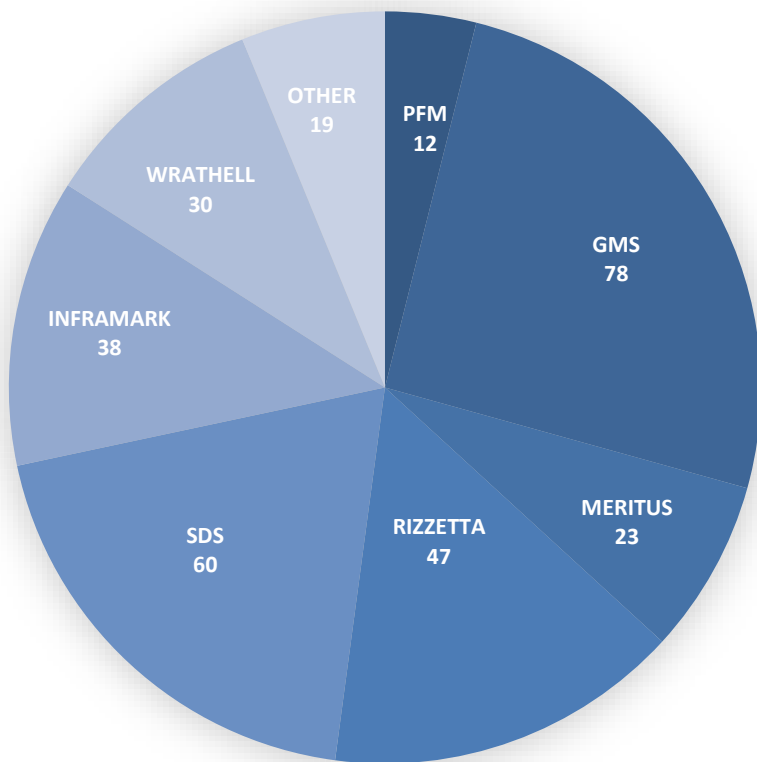
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.6190 | [www.ficpa.org](http://www.ficpa.org)

# **Firm & Staff Experience**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### Profile Briefs:

#### **Antonio J GRAU, CPA (Partner)**

*Years Performing Audits: 30+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*24 hours; Accounting,*

*Auditing and Other:*

*56 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, GFOA*

#### **Racquel McIntosh, CPA (Partner)**

*Years Performing Audits: 14+*

*CPE (last 2 years):*

*Government*

*Accounting, Auditing:*

*47 hours; Accounting,*

*Auditing and Other:*

*58 hours*

*Professional*

*Memberships: AICPA,*

*FICPA, FGFOA, FASD*

"Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process."

- Tony Grau

"Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization."

-Racquel McIntosh

## **YOUR ENGAGEMENT TEAM**

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



**Antonio 'Tony' J. Grau, CPA**  
**Partner**

**Contact:** [tgrau@graucpa.com](mailto:tgrau@graucpa.com) | (561) 939-6672

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**Experience**

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

**Education**

University of South Florida (1983)  
Bachelor of Arts  
Business Administration

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**Clients Served** (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District	St. Lucie West Services District
Dunes Community Development District	Ave Maria Stewardship Community District
Fishhawk Community Development District (I,II,IV)	Rivers Edge II Community Development District
Grand Bay at Doral Community Development District	Bartram Park Community Development District
Heritage Harbor North Community Development District	Bay Laurel Center Community Development District
Boca Raton Airport Authority	
Greater Naples Fire Rescue District	
Key Largo Wastewater Treatment District	
Lake Worth Drainage District	
South Indian River Water Control	

***Professional Associations/Memberships***

American Institute of Certified Public Accountants   Florida Government Finance Officers Association  
Florida Institute of Certified Public Accountants   Government Finance Officers Association Member  
City of Boca Raton Financial Advisory Board Member

***Professional Education*** (over the last two years)

<u><b>Course</b></u>	<u><b>Hours</b></u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	56
Total Hours	80 (includes of 4 hours of Ethics CPE)



# Racquel C. McIntosh, CPA

## Partner

Contact : [rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com) | (561) 939-6669

### Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm's quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

### Education

Florida Atlantic University (2004)

Master of Accounting

Florida Atlantic University (2003)

Bachelor of Arts:

Finance, Accounting

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### Clients Served (partial list)

(>300) Various Special Districts, including:

Carlton Lakes Community Development District  
Golden Lakes Community Development District  
Rivercrest Community Development District  
South Fork III Community Development District  
TPOST Community Development District

Westchase Community Development District  
Monterra Community Development District  
Palm Coast Park Community Development District  
Long Leaf Community Development District  
Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities  
Indian Trail Improvement District  
Pinellas Park Water Management District  
Ranger Drainage District  
South Trail Fire Protection and Rescue Service District

### Professional Associations/ Memberships

American Institute of Certified Public Accountants  
Florida Institute of Certified Public Accountants

FICPA State & Local Government Committee  
FGFOA Palm Beach Chapter

### Professional Education (over the last two years)

#### Course

Government Accounting and Auditing  
Accounting, Auditing and Other  
Total Hours

#### Hours

47

58

105 (includes of 4 hours of Ethics CPE)

# References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

### Dunes Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 1998
<b>Client Contact</b>	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

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### Two Creeks Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2007
<b>Client Contact</b>	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

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### Journey's End Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2004
<b>Client Contact</b>	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **AUDIT APPROACH**

## **Grau's Understanding of Work Product / Scope of Services:**

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

## **Proposed segmentation of the engagement**

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



## **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

### **During this phase we will perform the following activities:**

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## **Phase II – Execution of Audit Plan**

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

## **Phase III - Completion and Delivery**

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

# **Cost of Services**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2021-2025 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2021	\$3,200
2022	\$3,300
2023	\$3,400
2024	\$3,500
2025	<u>\$3,600</u>
<b>TOTAL (2021-2025)</b>	<b><u>\$17,000</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

# **Supplemental Information**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **PARTIAL LIST OF CLIENTS**

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Waste Water Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>333</b>	<b>5</b>	<b>3</b>	<b>328</b>	

## **ADDITIONAL SERVICES**

### **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

### **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

**73**

Current  
Arbitrage  
Calculations

**We look forward to providing Pine Ridge Plantation Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**

## *NINTH ORDER OF BUSINESS*

# RIVERSIDE MANAGEMENT SERVICES, INC.

9655 Florida Mining Boulevard West – Building 300 – Suite 305 – Jacksonville, Florida - 32257

April 23, 2021

Ernesto Torres  
Pine Ridge Plantation Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092

Re: Amenity Management, Facility Assistant, Field Management, Lifeguard's,  
Gate Monitor's, Pool Maintenance and Janitorial Services

Dear Ernesto:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Pine Ridge Plantation Community Development District:

<u>Services</u>	<u>FY 2021 Budget</u>	<u>FY 2021 Actual Fee</u>	<u>FY 2022 Proposed Fee</u>
Amenity Manager	\$54,549	\$54,549	\$57,277
Facility Assistant (742.44 hrs)	\$18,561	\$18,561	\$19,489
Field Management	\$21,321	\$21,321	\$22,388
Pool Maintenance	\$12,500	\$12,500	\$12,500
Janitorial Service	\$7,740	\$7,740	\$8,127
Lifeguard Service (1,031.25 hrs)	\$16,500	\$16,500	\$17,790
Gate Monitor (356.25 hrs)	\$5,700	\$5,700.	\$6,146

The proposed fees will remain static for Pool Service, but we are asking for a cost of living increase for the Amenity Manager, Operations Manager, Facility Assistant and Janitorial Services. The amounts for Lifeguards and Gate Monitors reflect a \$1.25 per hour to offset the impact of the mandated minimum wage increase of \$1.00 plus taxes, insurance and cost of living increase. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in cost to operate in these unprecedented times. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

*Richard M. Whetsel*

Rich Whetsel  
President

## *TENTH ORDER OF BUSINESS*

**RESOLUTION 2021-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Pine Ridge Plantation Community Development District ("**District**") prior to June 15, 2021, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: \_\_\_\_\_, 2021

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Clay County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 24<sup>TH</sup> DAY OF MAY, 2021.**

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

***Proposed Budget  
Fiscal Year 2022***

***Pine Ridge Plantation Community  
Development District***

***May 24, 2021***



# *Pine Ridge Community Development District*

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# Pine Ridge Plantation

## Community Development District

## General Fund

Description	Adopted Budget FY2021	Actual YTD As of 4/30/2021	Projected Next 5 Months	Projected Thru 9/30/21	Proposed Budget FY2022
<b>Revenues</b>					
Assessments	\$538,283	\$534,536	\$3,747	\$538,283	\$538,283
Misc. Income/Facility Rental	\$3,000	\$2,500	\$1,200	\$3,700	\$3,000
Interest Earned	\$5,000	\$568	\$200	\$768	\$600
Carry Forward Surplus	\$30,511	\$0	\$0	\$0	\$43,187
<b>Total Revenues</b>	<b>\$576,794</b>	<b>\$537,604</b>	<b>\$5,147</b>	<b>\$542,751</b>	<b>\$585,070</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Supervisors Fees & FICA	\$10,334	\$5,383	\$3,230	\$8,612	\$10,334
Engineering	\$7,000	\$123	\$6,878	\$7,000	\$7,000
Attorney	\$20,000	\$2,726	\$17,274	\$20,000	\$20,000
Annual Audit	\$3,100	\$0	\$3,100	\$3,100	\$3,100
Assessment Roll	\$5,260	\$5,260	\$0	\$5,260	\$5,260
Arbitrage	\$1,200	\$0	\$1,200	\$1,200	\$1,200
Trustee	\$6,000	\$0	\$6,000	\$6,000	\$6,000
Dissemination	\$5,000	\$2,917	\$2,083	\$5,000	\$5,000
Management Fees	\$44,290	\$25,836	\$18,454	\$44,290	\$46,505
Information Technology	\$1,000	\$583	\$417	\$1,000	\$1,200
Telephone	\$350	\$158	\$192	\$350	\$350
Postage	\$1,000	\$376	\$624	\$1,000	\$1,000
Printing & Binding	\$1,200	\$474	\$726	\$1,200	\$1,200
Insurance	\$8,390	\$8,009	\$0	\$8,009	\$8,810
Legal Advertising	\$2,500	\$513	\$1,987	\$2,500	\$2,500
Other Current Charges	\$600	\$155	\$220	\$375	\$600
Website Maintenance	\$1,200	\$700	\$500	\$1,200	\$1,200
Office Supplies	\$300	\$85	\$40	\$125	\$300
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
<b>Administrative Expenses</b>	<b>\$118,899</b>	<b>\$53,471</b>	<b>\$62,925</b>	<b>\$116,396</b>	<b>\$121,734</b>
<b>Amenity Center</b>					
Insurance	\$9,911	\$9,911	\$0	\$9,911	\$10,902
General Facility Maintenance	\$15,000	\$6,429	\$8,571	\$15,000	\$15,000
Repairs & Replacements	\$15,000	\$10,157	\$4,843	\$15,000	\$15,000
Recreational Passes	\$500	\$1,897	\$0	\$1,897	\$500
Postage	\$100	\$0	\$0	\$0	\$100
Printing & Email Marketing	\$125	\$0	\$0	\$0	\$125
Office Supplies	\$700	\$0	\$700	\$700	\$700
Other Current Charges	\$250	\$0	\$0	\$0	\$250
Permit Fees	\$250	\$0	\$0	\$0	\$250
Contingency	\$5,000	\$459	\$0	\$459	\$5,000
Special Events	\$12,000	\$7,946	\$4,054	\$12,000	\$12,000
Refuse Service	\$6,816	\$4,058	\$3,000	\$7,058	\$7,200
Security	\$10,000	\$2,570	\$3,430	\$6,000	\$10,000
Gate Monitor	\$5,700	\$0	\$5,700	\$5,700	\$6,146

# Pine Ridge Plantation

Community Development District

General Fund

Description	Adopted Budget FY2021	Actual YTD As of 4/30/2021	Projected Next 5 Months	Projected Thru 9/30/21	Proposed Budget FY2022
<u>Utilities</u>					
Water & Sewer	\$3,700	\$2,099	\$1,525	\$3,624	\$4,500
Electric	\$23,000	\$11,119	\$8,671	\$19,790	\$23,000
Cable/Phone/Internet	\$3,300	\$2,057	\$1,550	\$3,607	\$3,720
<u>Management Contracts</u>					
Amenity Management	\$54,549	\$31,820	\$22,729	\$54,549	\$57,277
Facility Assistant	\$18,561	\$588	\$7,813	\$8,400	\$19,489
Field Management Services	\$21,321	\$12,437	\$8,884	\$21,321	\$22,388
Lifeguards	\$16,500	\$946	\$15,554	\$16,500	\$17,790
Pool Maintenance	\$12,500	\$7,292	\$5,209	\$12,500	\$12,500
Pool Chemicals	\$12,306	\$7,179	\$5,128	\$12,306	\$12,306
Janitorial Service	\$7,740	\$4,515	\$3,225	\$7,740	\$8,127
Janitorial Supplies	\$3,200	\$594	\$2,606	\$3,200	\$3,200
<b>Amenity Center Expenses</b>	<b>\$258,029</b>	<b>\$124,072</b>	<b>\$113,190</b>	<b>\$237,262</b>	<b>\$267,470</b>
<u>Grounds Maintenance</u>					
Landscape Maintenance	\$100,000	\$50,874	\$49,126	\$100,000	\$100,000
Lake Maintenance	\$9,300	\$5,290	\$3,850	\$9,140	\$9,300
Electric	\$2,500	\$826	\$754	\$1,580	\$2,500
Water	\$39,000	\$8,752	\$13,248	\$22,000	\$35,000
Repairs and Maintenance	\$20,000	\$7,362	\$10,638	\$18,000	\$20,000
Contingencies	\$4,451	\$0	\$4,451	\$4,451	\$4,451
<b>Grounds Maintenance Expenses</b>	<b>\$175,251</b>	<b>\$73,105</b>	<b>\$82,066</b>	<b>\$155,171</b>	<b>\$171,251</b>
<b>Capital Reserve</b>	<b>\$24,614</b>	<b>\$24,614</b>	<b>\$0</b>	<b>\$24,614</b>	<b>\$24,614</b>
<b>Total Expenses</b>	<b>\$576,794</b>	<b>\$275,261</b>	<b>\$258,182</b>	<b>\$533,443</b>	<b>\$585,070</b>
<b>EXCESS REVENUES/(EXPENSES)</b>	<b>\$0</b>	<b>\$262,343</b>	<b>(\$253,035)</b>	<b>\$9,308</b>	<b>\$0</b>

	FY2021	FY2022
Units	737	737
Gross Assess per Unit	\$777	\$777
Net Assess per Unit	\$730	\$730
Total Gross Assessment	\$572,642	\$572,642
Less: Discounts & Collections (6%)	(\$34,358)	(\$34,359)
Total Net Assessment **	\$538,283	\$538,283

*Pine Ridge Plantation*  
*Community Development District*  
*GENERAL FUND BUDGET*

**REVENUES:**

*Maintenance Assessments*

The District will levy a Non-Ad Valorem assessment on all the platted lots within the District to pay all of the operating expenses for the Fiscal Year in accordance with the adopted budget.

*Misc. Income/Facility Rental Fees*

Includes replacement key deposits and income from residents for rental of facilities for personal use.

*Interest Earned*

Maintenance Assessment income of the District will be invested in accordance with Florida Statutes and the investment guidelines approved by the Board of Supervisors.

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**EXPENDITURES:**

**Administrative:**

*Supervisor Fees/FICA*

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 12 annual meetings. The FICA represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

*Engineering*

The District's engineering firm, England, Thims & Miller, Inc., will be providing general engineering services to the District, including attendance and preparation for monthly board meetings, review invoices, etc.

*Attorney*

The District's legal counsel, Hopping Green & Sams, will be providing general legal services to the District, including attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

*Annual Audit*

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

*Assessment Roll*

The District contracts with Governmental Management Services, LLC for the certifications of the District's annual maintenance and debt service assessments to the County Tax Collector and collection of Direct Assessments.

**Pine Ridge Plantation**  
**Community Development District**  
GENERAL FUND BUDGET

*Arbitrage*

The District is required to have an Arbitrage Rebate Calculation on the District's Series 2006 A/B Capital Improvement Revenue Bonds.

*Trustee*

The District's Series 2006 A/B Capital Improvement Revenue Bonds are held by a Trustee at U.S. Bank. The amount represents the fee for the administration of the District's bond issue.

*Dissemination Agent*

The District has contracted with GMS, LLC, to act as the Dissemination Agent for the District to prepare the Annual Disclosure Report required by the Security and Exchange Commission in order to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

*Management Fees*

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC.

*Information Technology*

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

*Telephone*

This item includes the cost of a telephone and fax machine.

*Postage*

This item includes mailing of agenda packages, overnight deliveries, correspondence, etc.

*Printing & Binding*

Printing and Binding agenda packages for board meetings, printing of checks, stationary, envelopes etc.

*Insurance*

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

*Legal Advertising*

The District is required to advertise various notices for monthly Board meetings, public hearings etc in the Florida Times Union.

**Pine Ridge Plantation**  
**Community Development District**  
GENERAL FUND BUDGET

*Other Current Charges*

Bank charges and any other miscellaneous expenses incurred during the year. Also includes service fee to provide revised amortization schedule by Disclosure Services.

*Website Maintenance*

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

*Office Supplies*

This item includes the cost of miscellaneous office supplies.

*Dues, Licenses & Subscriptions*

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

**Amenity Center**

*Insurance*

The District's Property Insurance policy will be with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

*General Facility Maintenance*

Cost of routine repairs and maintenance of the District's common areas and Amenity Center.

*Repairs and Replacements*

Represents any funds that will be used to make repairs and replacements to facility or equipment in the District Amenity Center

*Recreation Passes*

Represents the estimated cost for access cards to the District's Amenity Center.

*Postage*

This item includes mailing of newsletter to residents.

*Printing & Email Marketing*

Includes costs of publishing newsletter and other mailings/emails associated with the amenity center.

# Pine Ridge Plantation Community Development District GENERAL FUND BUDGET

## Office Supplies

This item includes the cost of office supplies needed for the operation of the amenity center.

## Other Current Charges

Any unanticipated costs to the amenity center

## Permit Fees

Represents Permit Fees paid to the Department of Health for the swimming pool.

## Contingency

This item includes a contingency for any unanticipated and unscheduled cost to the District.

## Amenity Management

Services provided by Riverside Management Services, Inc. to provide management services of amenity center.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Riverside Management Services	\$4,773	\$57,277

## Facility Assistant

Services provided by Riverside Management Services, Inc. to provide part time staffing of amenity center.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Riverside Management Services	\$1,624	\$19,489

## Special Events

This item represents the estimated cost for the District to host any special events for the community throughout the Fiscal Year.

## **Utilities:**

### Water

District currently has one account with CCUA for water at the Amenity Center. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly</b>	<b>Annual</b>
257235	4200 Pine Ridge Pkwy Amenity	\$305	\$3,660
	Contingency	\$70	\$840
		\$375	\$4,500

# Pine Ridge Plantation Community Development District GENERAL FUND BUDGET

## Electric

District currently has one account with Clay Electric for electric at the Amenity Center. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly</b>	<b>Annual</b>
7808611	4200 Pine Ridge/Amenity	\$1,600	\$19,200
	Contingency	\$317	\$3,800
		\$1,917	\$23,000

## Cable/Phone/Internet

Cost of cable, telephone and internet service provided by Comcast for the Amenity Center.

## **Management Contracts**

### Field Management Services

The District has contracted with Riverside Management Services, Inc. for the supervision and on-site management of Pine Ridge Plantation.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Riverside Management Services	\$1,866	\$22,388

### Lifeguards

The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

### Pool Maintenance

The District has contracted with Riverside Management Services, Inc. to provide pool cleaning and maintenance services. Monthly service is for two cleanings, plus the cost of chemicals. During summer months, cleanings may be increased to three times a week.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Riverside Management Services	\$1,042	\$12,500

### Pool Chemicals

Poolsure will provide the necessary chemicals for the Amenity Center pool.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Poolsure	\$1,026	\$12,306

# Pine Ridge Plantation Community Development District GENERAL FUND BUDGET

## Janitorial Service

The District has contracted with Riverside Management Services to provide janitorial services for the Amenity Center.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Riverside Management Services	\$677	\$8,127

## Janitorial Supplies

All supplies needed for janitorial services.

## Refuse Service

This item includes the cost of garbage disposal for the District contracted with Advanced Disposal.

## Security/Monitoring

The District employs off-duty officers through the Clay County Sheriff's Office to provide security services for the District. Also contracted with SafeTouch for security monitoring alarm system and Pye-Barker Fire and Safety for fire alarm monitoring. Web Watch Dogs provides extended warranty on surveillance equipment.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Clay County Sheriffs Officers	\$515	\$6,180
Safetouch	\$84	\$1,007
Web Watch Dog	\$38	\$450
Pye-Barker Fire and Safety	\$95	\$1,140
Contingency	\$102	\$1,223
	\$833	\$10,000

## Gate Monitor

Services provided by Riverside Management Services, Inc. to check people in and out at the pool gate.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Riverside Management Services	\$512	\$6,146

## **Grounds Maintenance:**

### Landscape Maintenance

The District has contracted with Down to Earth to provide landscaping services to all the common areas within the District. The current contract is \$7,160.00 per month.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Down to Earth	\$7,160	\$85,920
Contingency	\$1,173	\$14,080
	\$8,333	\$100,000

# Pine Ridge Plantation Community Development District GENERAL FUND BUDGET

## Lake Maintenance

The District has contracted with The Lake Doctors to perform monthly service to include inspections and treats as necessary for the control and prevention of aquatic weeds and algae.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
The Lake Doctors	\$670	\$8,040
Contingency	\$105	\$1,260
	<b>\$775</b>	<b>\$9,300</b>

## Electric

The District currently has the following accounts with Clay Electric.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly</b>	<b>Average</b>
8824799	4201-1 Pine Ridge Pkwy #1 Irrig Clock	\$30	\$360
8824808	1217-1 Camp Ridge Land	\$25	\$300
7371685	4392-1 Pine Ridge Park - Irrigation	\$25	\$300
8824805	1452-2 Tynes Blvd - Entrance	\$35	\$420
8837872	1484 Tynes Blvd #2 Irrig Clock/Sign	\$35	\$420
	Contingency	\$35	\$700
		<b>\$185</b>	<b>\$2,500</b>

## Water

The District currently has the following accounts with CCUA. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Service Address</b>	<b>Monthly</b>	<b>Average</b>
246892	1376-1 Tynes Blvd Reclaimed	\$150	\$1,800
246893	1475-1 Tyne Blvd Reclaimed	\$150	\$1,800
248250	4228-1 Pine Ridge Pkwy Reclaimed	\$450	\$5,400
248496	4354-1 Foggy Day Dr Reclaimed Irrigatic	\$200	\$2,400
248497	4421-1 Pine Ridge Pkwy Reclaimed	\$200	\$2,400
248498	4688-1 Pine Lake Dr Reclaimed	\$35	\$420
248499	4201-2 Pine Ridge Pkwy Irrigation	\$50	\$600
257236	4200-1 Pine Ridge Pkwy Irrigation	\$200	\$2,400
260144	4200 Pine Ridge Pkwy Reclaimed	\$200	\$2,400
	Contingency		\$15,380
			<b>\$35,000</b>

## Repair & Maintenance

Regular maintenance and replacement.

## Contingencies

This item includes a contingency for any unanticipated and unscheduled cost to the District.

**Pine Ridge Plantation**  
**Community Development District**  
GENERAL FUND BUDGET

*Capital Reserve*

The District has established a Capital Reserve to fund renewal and replacement of the District's capital related facilities and equipment.

# Pine Ridge Plantation

Community Development District

**Debt Service Fund**  
Series 2006 A/2020A1 and A2

Description	Adopted Budget FY2021	Actual YTD As of 4/30/2021	Projected Next 5 Months	Projected Thru 9/30/21	Proposed Budget FY2022
<b>Revenues</b>					
Assessments - Tax Roll	\$933,481	\$920,122	\$6,450	\$926,572	\$926,572
Interest Income	\$3,000	\$31	\$27	\$58	\$3,000
Fund Balance	\$459,194	\$40,564	\$0	\$40,564	\$171,879
<b>Total Revenues</b>	<b>\$1,395,676</b>	<b>\$960,717</b>	<b>\$6,477</b>	<b>\$967,194</b>	<b>\$1,101,450</b>
<b>Expenditures</b>					
<b>Series 2006A/2020A</b>					
Interest 11/1	\$277,155	\$0	\$0	\$0	\$0
Special Call - 11/1	\$0	\$0	\$0	\$0	\$0
Principal 5/1	\$380,000	\$0	\$0	\$0	\$0
Interest 5/1	\$277,155	\$0	\$0	\$0	\$0
<b>Series 2020A1</b>					
Interest 11/1	\$0	\$28,866	\$0	\$28,866	\$114,010
Interest 51	\$0	\$0	\$120,835	\$120,835	\$114,010
Principal 5/1	\$0	\$0	\$455,000	\$455,000	\$470,000
<b>Series 2020A1</b>					
Interest 11/1	\$0	\$11,688	\$0	\$11,688	\$47,139
Interest 51	\$0	\$0	\$48,926	\$48,926	\$47,139
Principal 5/1	\$0	\$0	\$130,000	\$130,000	\$135,000
<b>Total Expenses</b>	<b>\$934,310</b>	<b>\$40,554</b>	<b>\$754,761</b>	<b>\$795,315</b>	<b>\$927,298</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$461,366</b>	<b>\$920,163</b>	<b>(\$748,285)</b>	<b>\$171,879</b>	<b>\$174,153</b>

A1 Interest Expense - 11/1/22	\$106,960
A2 Interest Expense - 11/1/22	\$45,283
	<b>\$152,243</b>

Total Gross Assessment	\$985,715
Less: Discounts & Collections (6%)	(\$59,143)
Total Net Assessment	\$926,572

***Pine Ridge Plantation***  
***Community Development District***  
*Series 2020 A-1 Capital Improvement Revenue Refunding Bond Combined*

<b><i>DATE</i></b>	<b><i>BALANCE</i></b>	<b><i>RATE</i></b>	<b><i>PRINCIPAL</i></b>	<b><i>INTEREST</i></b>	<b><i>TOTAL</i></b>
11/1/21	\$ 9,090,000.00			\$ 114,010.00	\$ 689,845.00
5/1/22	\$ 9,090,000.00		\$ 470,000.00	\$ 114,010.00	
11/1/22	\$ 8,620,000.00			\$ 106,960.00	\$ 690,970.00
5/1/23	\$ 8,620,000.00		\$ 480,000.00	\$ 106,960.00	
11/1/23	\$ 8,140,000.00			\$ 99,760.00	\$ 686,720.00
5/1/24	\$ 8,140,000.00		\$ 500,000.00	\$ 99,760.00	
11/1/24	\$ 7,640,000.00			\$ 92,260.00	\$ 692,020.00
5/1/25	\$ 7,640,000.00		\$ 515,000.00	\$ 92,260.00	
11/1/25	\$ 7,125,000.00			\$ 87,110.00	\$ 694,370.00
5/1/26	\$ 7,125,000.00		\$ 520,000.00	\$ 87,110.00	
11/1/26	\$ 6,605,000.00			\$ 81,910.00	\$ 689,020.00
5/1/27	\$ 6,605,000.00		\$ 535,000.00	\$ 81,910.00	
11/1/27	\$ 6,070,000.00			\$ 76,560.00	\$ 693,470.00
5/1/28	\$ 6,070,000.00		\$ 545,000.00	\$ 76,560.00	
11/1/28	\$ 5,525,000.00			\$ 71,110.00	\$ 692,670.00
5/1/29	\$ 5,525,000.00		\$ 555,000.00	\$ 71,110.00	
11/1/29	\$ 4,970,000.00			\$ 65,560.00	\$ 691,670.00
5/1/30	\$ 4,970,000.00		\$ 565,000.00	\$ 65,560.00	
11/1/30	\$ 4,405,000.00			\$ 59,556.88	\$ 690,116.88
5/1/31	\$ 4,405,000.00		\$ 580,000.00	\$ 59,556.88	
11/1/31	\$ 3,825,000.00			\$ 51,944.38	\$ 691,501.25
5/1/32	\$ 3,825,000.00		\$ 595,000.00	\$ 51,944.38	
11/1/32	\$ 3,230,000.00			\$ 44,135.00	\$ 691,079.38
5/1/33	\$ 3,230,000.00		\$ 610,000.00	\$ 44,135.00	
11/1/33	\$ 2,620,000.00			\$ 36,128.75	\$ 690,263.75
5/1/34	\$ 2,620,000.00		\$ 630,000.00	\$ 36,128.75	
11/1/34	\$ 1,990,000.00			\$ 27,860.00	\$ 693,988.75
5/1/35	\$ 1,990,000.00		\$ 645,000.00	\$ 27,860.00	
11/1/35	\$ 1,345,000.00			\$ 18,830.00	\$ 691,690.00
5/1/36	\$ 1,345,000.00		\$ 665,000.00	\$ 18,830.00	
11/1/36	\$ 680,000.00			\$ 9,520.00	\$ 693,350.00
5/1/37	\$ 680,000.00		\$ 680,000.00	\$ 9,520.00	
					\$ 689,520.00
			<b>\$ 9,090,000.00</b>	<b>\$ 2,086,430.00</b>	<b>\$ 11,752,265.00</b>

***Pine Ridge Plantation  
Community Development District***

*Series 2020 A-2 Capital Improvement Revenue Refunding Bond Combined*

<b><i>DATE</i></b>	<b><i>BALANCE</i></b>	<b><i>RATE</i></b>	<b><i>PRINCIPAL</i></b>	<b><i>INTEREST</i></b>	<b><i>TOTAL</i></b>
11/1/21	\$ 2,760,000.00			\$ 47,138.75	\$ 226,065.00
5/1/22	\$ 2,760,000.00		\$ 135,000.00	\$ 47,138.75	
11/1/22	\$ 2,625,000.00			\$ 45,282.50	\$ 227,421.25
5/1/23	\$ 2,625,000.00		\$ 140,000.00	\$ 45,282.50	
11/1/23	\$ 2,485,000.00			\$ 43,357.50	\$ 228,640.00
5/1/24	\$ 2,485,000.00		\$ 140,000.00	\$ 43,357.50	
11/1/24	\$ 2,345,000.00			\$ 41,432.50	\$ 224,790.00
5/1/25	\$ 2,345,000.00		\$ 145,000.00	\$ 41,432.50	
11/1/25	\$ 2,200,000.00			\$ 39,438.75	\$ 225,871.25
5/1/26	\$ 2,200,000.00		\$ 150,000.00	\$ 39,438.75	
11/1/26	\$ 2,050,000.00			\$ 36,963.75	\$ 226,402.50
5/1/27	\$ 2,050,000.00		\$ 155,000.00	\$ 36,963.75	
11/1/27	\$ 1,895,000.00			\$ 34,406.25	\$ 226,370.00
5/1/28	\$ 1,895,000.00		\$ 160,000.00	\$ 34,406.25	
11/1/28	\$ 1,735,000.00			\$ 31,766.25	\$ 226,172.50
5/1/29	\$ 1,735,000.00		\$ 165,000.00	\$ 31,766.25	
11/1/29	\$ 1,570,000.00			\$ 29,043.75	\$ 225,810.00
5/1/30	\$ 1,570,000.00		\$ 175,000.00	\$ 29,043.75	
11/1/30	\$ 1,395,000.00			\$ 26,156.25	\$ 230,200.00
5/1/31	\$ 1,395,000.00		\$ 175,000.00	\$ 26,156.25	
11/1/31	\$ 1,220,000.00			\$ 22,875.00	\$ 224,031.25
5/1/32	\$ 1,220,000.00		\$ 185,000.00	\$ 22,875.00	
11/1/32	\$ 1,035,000.00			\$ 19,406.25	\$ 227,281.25
5/1/33	\$ 1,035,000.00		\$ 190,000.00	\$ 19,406.25	
11/1/33	\$ 845,000.00			\$ 15,843.75	\$ 225,250.00
5/1/34	\$ 845,000.00		\$ 200,000.00	\$ 15,843.75	
11/1/34	\$ 645,000.00			\$ 12,093.75	\$ 227,937.50
5/1/35	\$ 645,000.00		\$ 205,000.00	\$ 12,093.75	
11/1/35	\$ 440,000.00			\$ 8,250.00	\$ 225,343.75
5/1/36	\$ 440,000.00		\$ 215,000.00	\$ 8,250.00	
11/1/36	\$ 225,000.00			\$ 4,218.75	\$ 227,468.75
5/1/37	\$ 225,000.00		\$ 225,000.00	\$ 4,218.75	
					\$ 229,218.75
			<b>\$ 2,890,000.00</b>	<b>\$ 975,961.75</b>	<b>\$ 3,865,961.75</b>

# Pine Ridge Plantation

## Community Development District

## Capital Reserve

Description	Adopted Budget FY2021	Actual YTD As of 4/30/2021	Projected Next 5 Months	Projected Thru 9/30/21	Proposed Budget FY2022
<b>Revenues</b>					
Capital Reserve - Transfer In	\$24,614	\$24,614	\$0	\$24,614	\$24,614
Interest	\$0	\$212	\$70	\$282	\$0
Carry Forward Surplus	\$334,863	\$327,282	\$0	\$327,282	\$341,567
<b>Total Revenues</b>	<b>\$359,477</b>	<b>\$352,108</b>	<b>\$70</b>	<b>\$352,178</b>	<b>\$366,181</b>
<b>Expenditures</b>					
Capital Outlay	\$20,000	\$0	\$5,000	\$5,000	\$20,000
Culture/Recreation	\$20,001	\$5,611	\$0	\$5,611	\$20,000
<b>Total Expenses</b>	<b>\$40,001</b>	<b>\$5,611</b>	<b>\$5,000</b>	<b>\$10,611</b>	<b>\$40,000</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$319,476</b>	<b>\$346,497</b>	<b>(\$4,930)</b>	<b>\$341,567</b>	<b>\$326,181</b>

## *ELEVENTH ORDER OF BUSINESS*



## Clay County Utility Authority

3176 Old Jennings Road  
Middleburg, Florida 32068-3907  
Telephone (904) 272-5999  
Facsimile (904) 213-2498  
[www.clayutility.org](http://www.clayutility.org)

*Working together to protect  
public health, conserve our  
natural resources, and  
create long-term value for  
our ratepayers.*

February 5, 2021

Governmental Management Services, LLC  
Pine Ridge CDD  
Attn: Ernesto Torres  
475 West Town Place, Suite 114  
Str. Augustine, Florida 32092

Re: Letter Agreement for the installation of two 1-inch reclaimed irrigation water meters for the two common area parks located at 4506, 4507 Pine Ridge West Parkway, Middleburg, Florida.

Dear Mr. Torres:

This is to advise you (Developer) that the Clay County Utility Authority (Utility) will provide the installation of two 1-inch reclaimed irrigation water meters, to the above-referenced locations, for a total charge of **\$10,035.46**. This charge is derived as follows:

Reclaimed Water Capacity Charge:	
(\$300.00 x 8.0 ERCs)	\$ 2,400.00 *
Customer Connection Charge (Tap-in) - Reclaimed	\$ 3,429.34
Debt Service Charge:	
(\$167.00 x 8.0 ERCs)	\$ 1,336.00
Reclaimed Water Meter Charge	\$ 2,793.12 **
Plan Review Fee	\$ 38.50
Inspection Fee	\$ 38.50
Total:	<u>\$ 10,035.46</u>

\* - Includes 8.0 ERCs for reclaimed irrigation water based upon 2058 AGPD for the project.

\*\* - Includes two 1-inch reclaimed water meters, with meter box.

\*\*\* - Developer is responsible for all site restoration.

It shall be Developer's, its successors and assigns, responsibility to apply to Utility for service after the installation of the reclaimed water meter. Upon completion of application for reclaimed water service and payment of the appropriate charges set forth in Utility's then current applicable Rate Resolution, including any security deposits required, service will be initiated to Developer's Property.

Developer shall, by perpetual covenants and restrictions, require each developed lot or parcel within the Property to install an on-site irrigation system in full compliance with Utility's Reclaimed Water Policy (i.e., "Reuse Policy"), and shall require that those systems be operated and maintained in accordance with the rules and regulations of Utility, as well as all governmental agencies having jurisdiction over such reclaimed water systems, and all lots or parcels lying within the Property are hereby so restricted.

Developer agrees that all elements of the Florida Department of Environmental Protection rules and regulations regarding the use of reclaimed water within the project will be adhered to at all times, and that the Homeowners' Association will continue to be responsible after Developer is no longer in charge of the *Pine Ridge Plantation West Subdivision*.

This specifically pertains to the Public Notice (posting of signs) provisions of the Florida Department of Environmental Protection rules and regulations, as well as all specific requirements pertaining to the use of reclaimed water in public areas and on roadways.

No wells shall be permitted within or upon the Property for any purpose.

All irrigation contractors employed by Developer to install reclaimed water irrigation systems within the Property shall be registered with Utility. The criteria for registration is included in Utility's Cross-Connection Control Policy. Once registered, such irrigation contractor shall comply completely with Utility's Cross-Connection Control Policy and Reuse Policy. Cross-connection control inspections will not be conducted for irrigation contractors that are not registered with Utility.

All of the provisions in the original Developer Agreement CU18/19-10, dated January 25, 2019 entitled *Pine Ridge Plantation West, 113 Single Family Lots*, recorded in Official Records Book 4163, pages 230 through 246, will remain in full force and effect.

If the above is acceptable to you, please acknowledge same by signing in the space provided below and return the executed Letter Agreement to us, along with payment for same, and we will process a Work Order for the above-referenced meter installations.

Please feel free to contact Melisa Blaney, at (904) 213-2420, if you have any questions or require additional information.

Sincerely,  
CLAY COUNTY UTILITY AUTHORITY

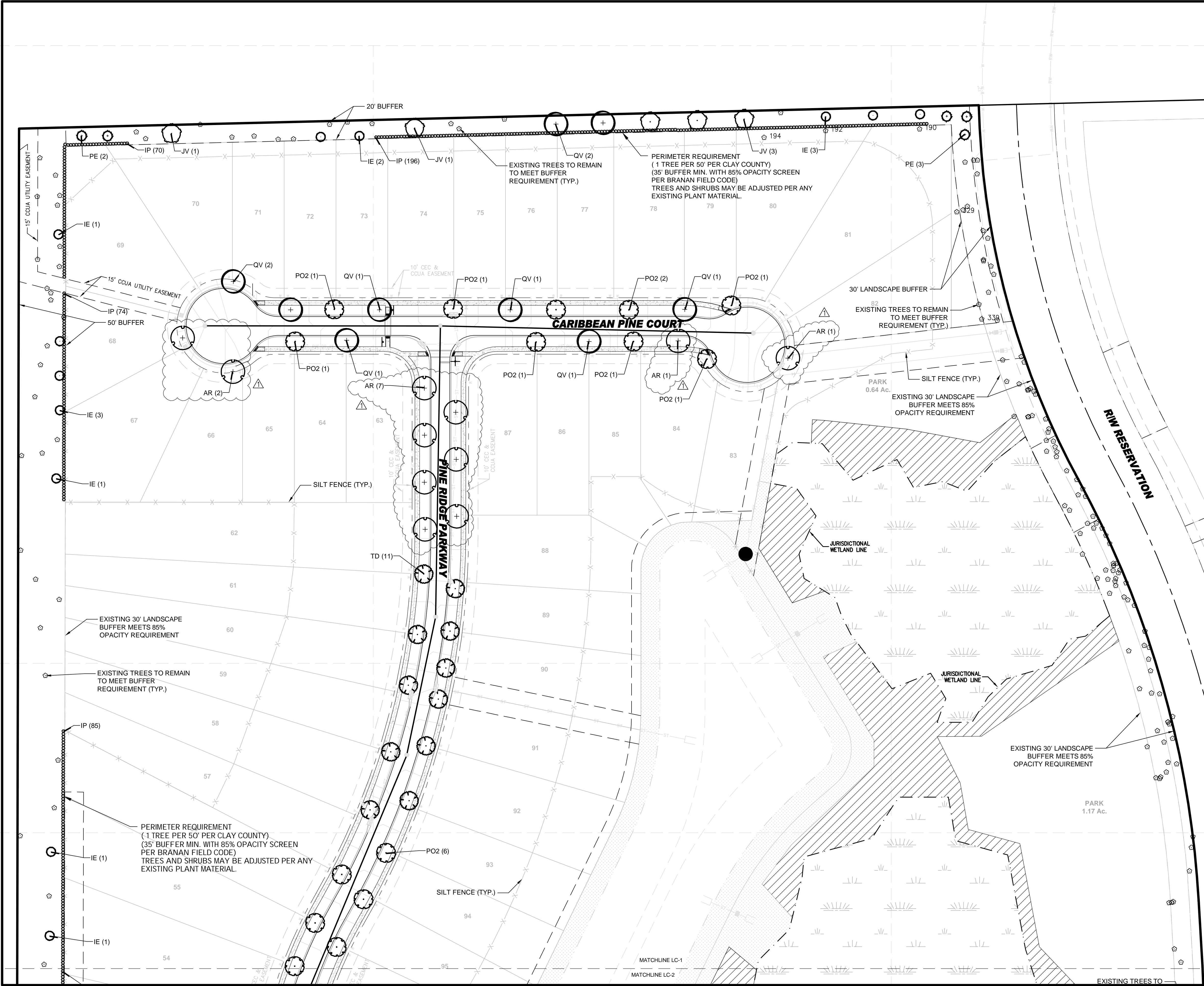
*Melisa Blaney*

Melisa Blaney  
Service Availability Technician III

MB/jmg  
cc: CCUA Job File

Accepted by:  
Governmental Management Services, LLC

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



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
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

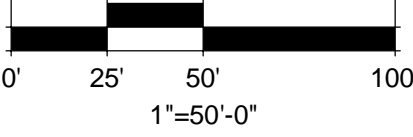
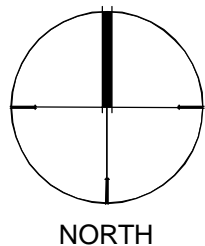
\*See sheet LC-4 for plant specifications

NOTES:

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

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



LANDSCAPE PLANS  
PINE RIDGE WEST  
FOR  
THE TOWERS GROUP

DRAWING NUMBER  
**LC-01**

ETM  
VISION • EXPERIENCE • RESULTS

England-Thins & Miller, Inc.  
10001 E. Highway Road  
Jacksonville, FL 32228  
TEL: (904) 642-8890  
FAX: (904) 646-9485  
CA 00002584 LC 0000316

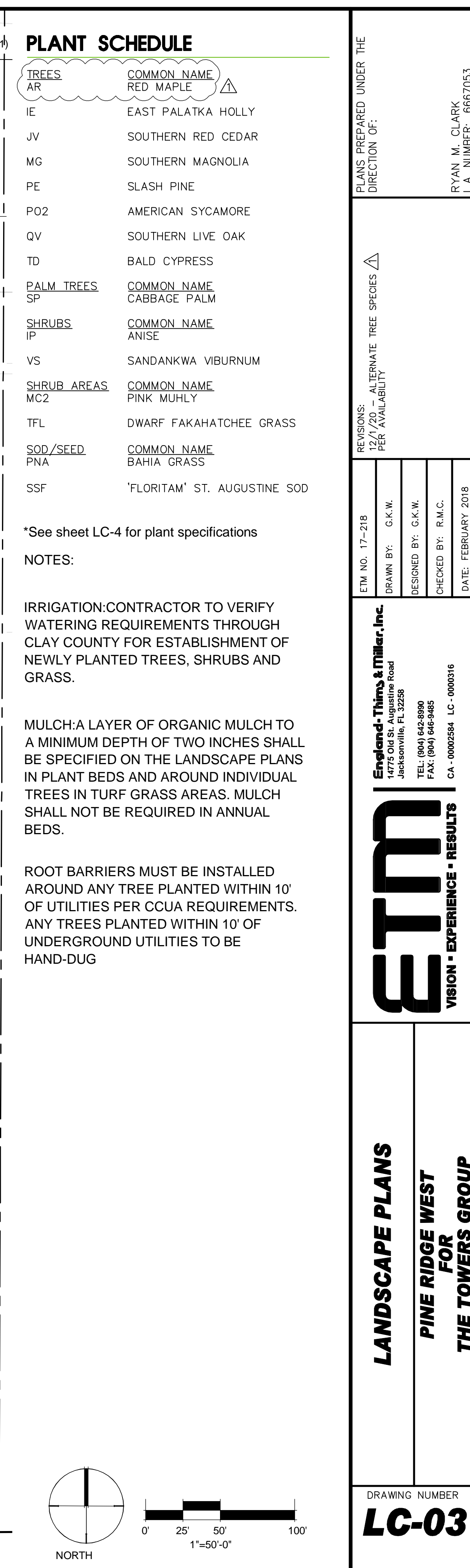
PLANS PREPARED UNDER THE  
DIRECTION OF:

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

RYAN M. CLARK  
L.A. NUMBER: 5667053  
PLOTTED: December 2, 2020 - 1:41 PM, BY: Kevin White





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-), American Association of Nurserymen.
  - 1.3.4 Tree Care Operations (ANSI Z133.1-)
  - 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 work shall be executed in a manner to avoid conflicts with utilities and other elements of construction, including landscape materials and hardscape surfaces. Planting shall be adjusted to fit actual as-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 12" 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 unhealthy state may be rejected by the Owners Representative if necessary.
- 1.11 Onsite Debris.** Contractor shall be responsible for removing and disposing of offsite 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 please 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, pruned 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 sizing 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/or the Florida State Plant Board or an equivalent agency, if derived from outside the State of Florida. Plants entering from outside the State of Florida must bear the entry certificate of the State Department of Agriculture of 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 Balled and Burlapped Trees.** Ensure that field grown material follows local industry standars for root pruning, digging, balling and burlapping, etc. All balled 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, including but not limited to trees, shall be approved for such uses by the Environmental Protection Agency and the Florida Department of Agriculture and Consumer Services. Such materials as may be used shall not constitute a hazard to human health or interfere with site working conditions and habitation.
- 3.8 General Seed Requirements.** Where seeding 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, 1-1/2" 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 unfresh sod will be rejected.

PART 4 PLANTING PROCEDURES

- 4.1 General.** Prior to commencement of any work, the Landscape Contractor shall inspect the site, locate planting areas, placement of guying 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, uniform 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

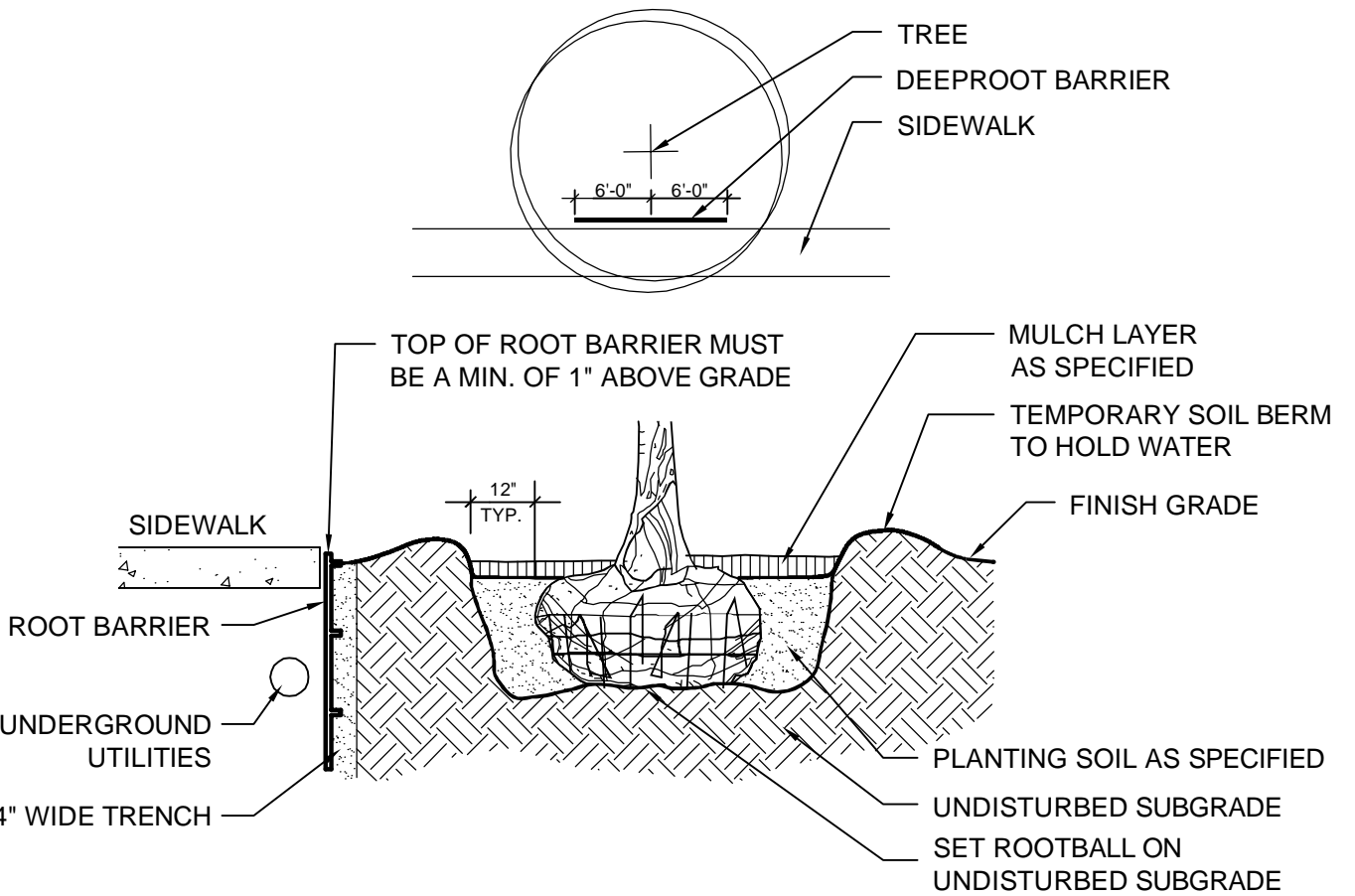
- 5.1 Plant Material.** Maintain all plant materials until Final Acceptance. Maintenance shall include all required watering, cultivation, weeding, mowing, pruning, wound dressing, immediate replacement of dead and unacceptable material, straightening plants which lean or sag, adjustments of plants which 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. Reset settled or eroded sod areas to proper grade. Fill open joints with topsoil. Keep sod free of insects and disease.
- 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, stains, materials, defacements, 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 neglect 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.

PART 7 GUARANTEE

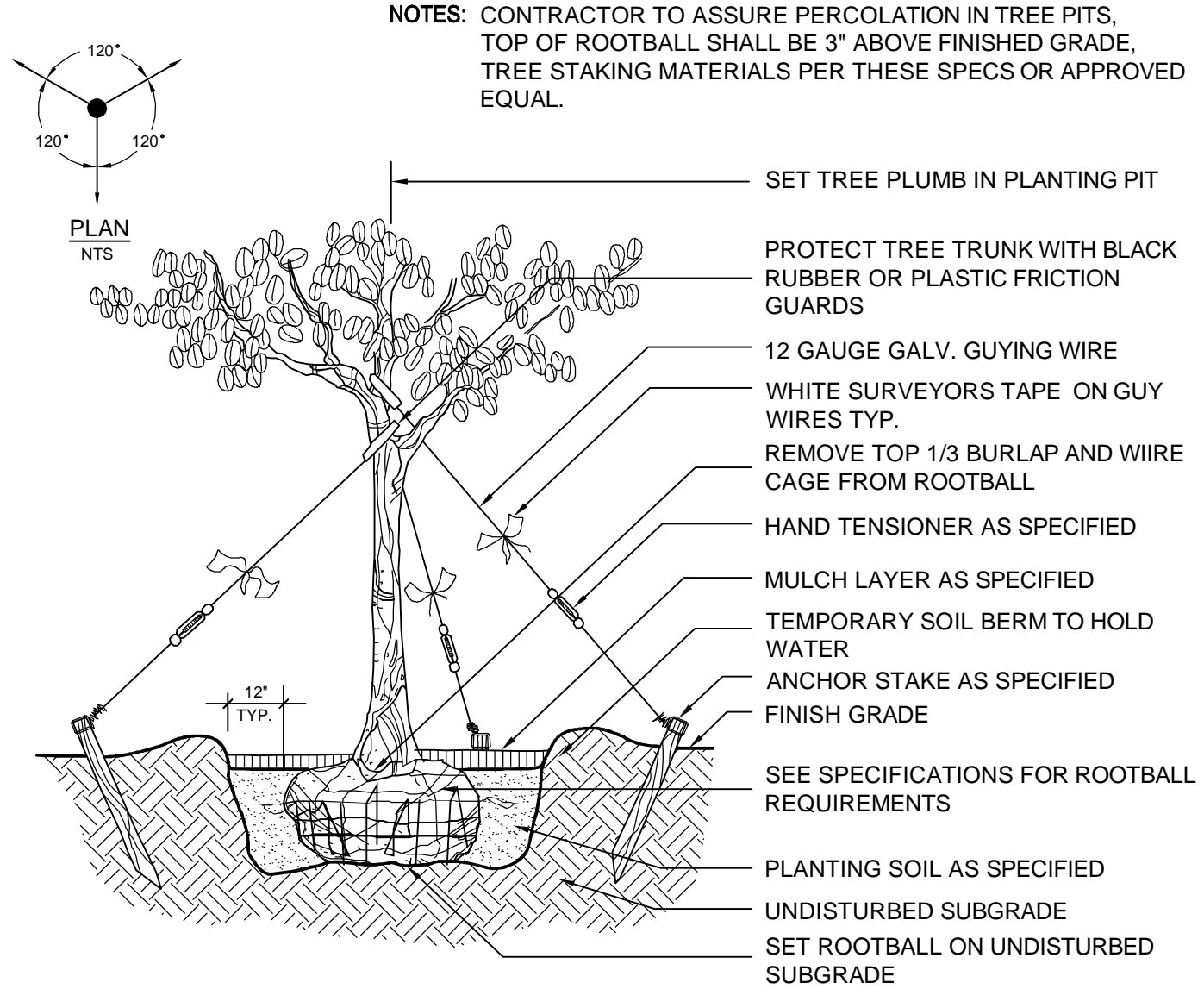
- 7.1 Guarantee.** All plant materials and trees installed by the Contractor shall be guaranteed for 365 days from the date of final inspection and acceptance. The Contractor shall replace at no additional cost to the Owner, all plant materials which die and/or which are not healthy and in a good growing 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 not be required to replace, repair, or restore any portion of the work that is damaged, defaced, disturbed, and/or destroyed by others after final acceptance.

NOTES:  
-ASSEMBLE THE APPROPRIATE NUMBER OF ROOT BARRIER PANELS. THE VERTICAL ROOT DEFLECTING RIBS ON THE PANELS MUST FACE INWARD, TOWARD THE ROOTBALL. PLACE THE BARRIER IN THE CENTER OF THE TRENCH WITH TOP EDGE OF THE BARRIER APPROX. 1" ABOVE GRADE.  
-BACKFILL & COMPACT WITH SOIL INSIDE BARRIER TO WHERE BOTTOM OF ROOTBALL WILL BE.



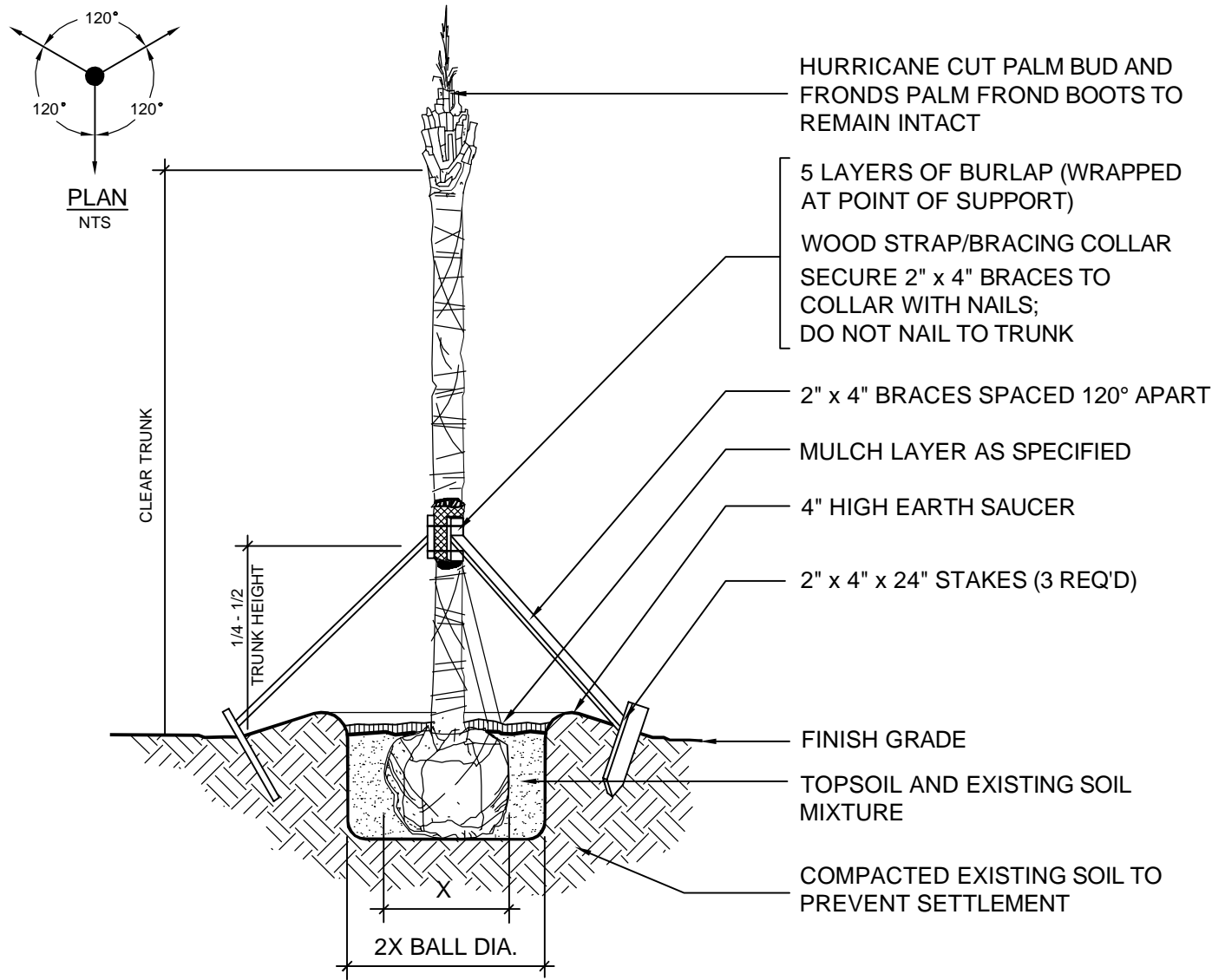
ROOT BARRIER DETAIL

SCALE: NTS



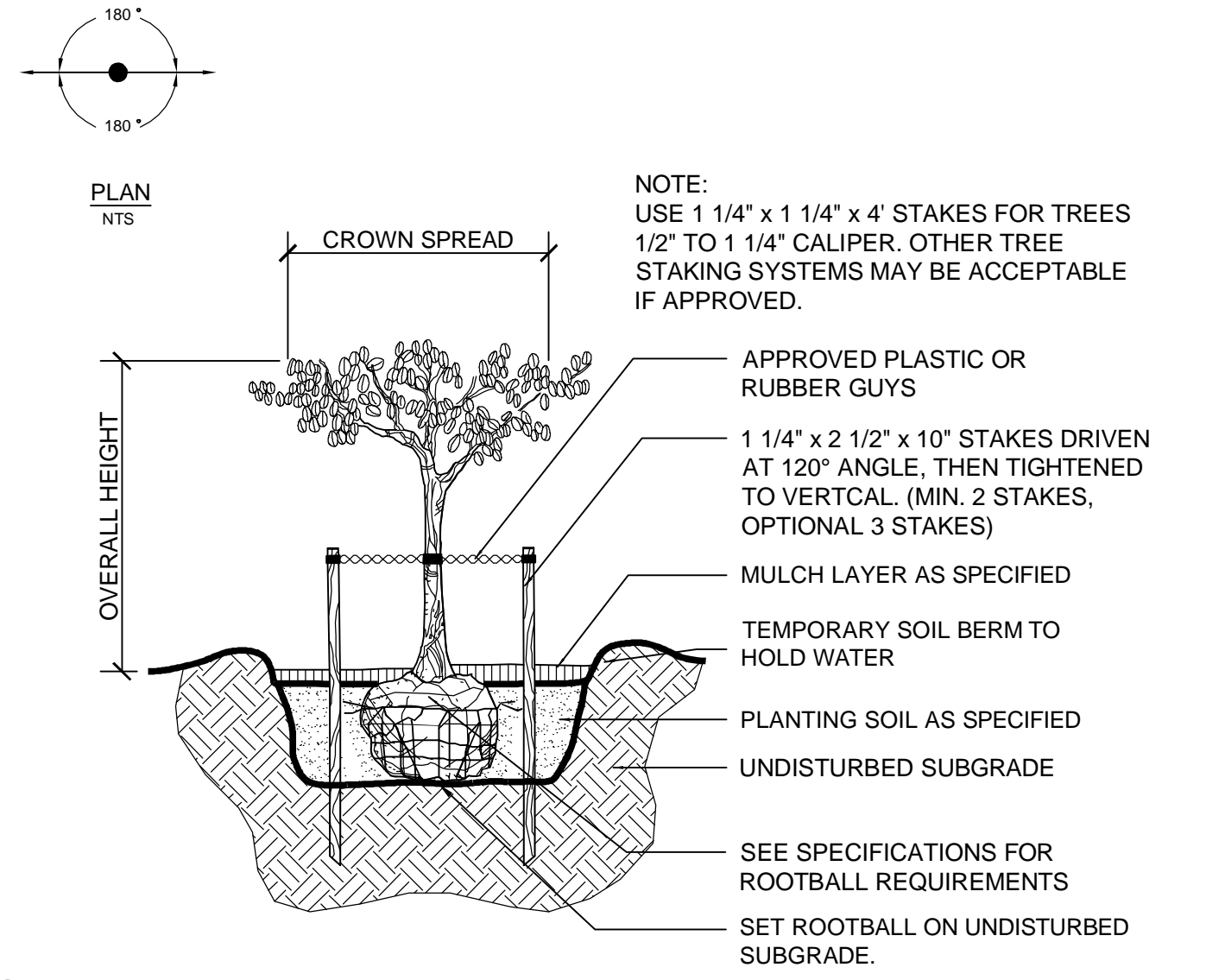
LARGE TREE PLANTING DETAIL (4" CALIPER AND LARGER)

SCALE: NTS



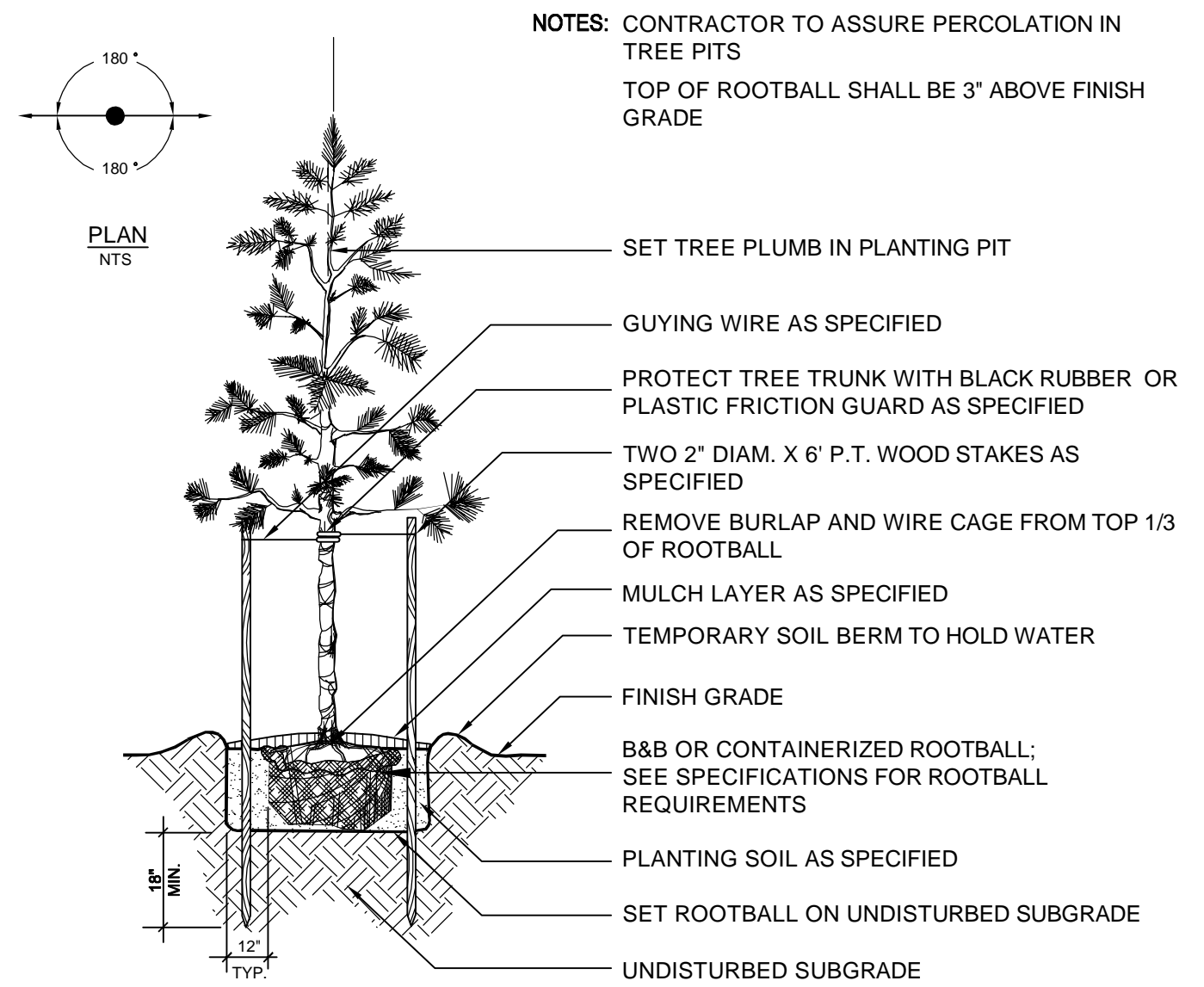
SABAL PALM PLANTING DETAIL

SCALE: NTS



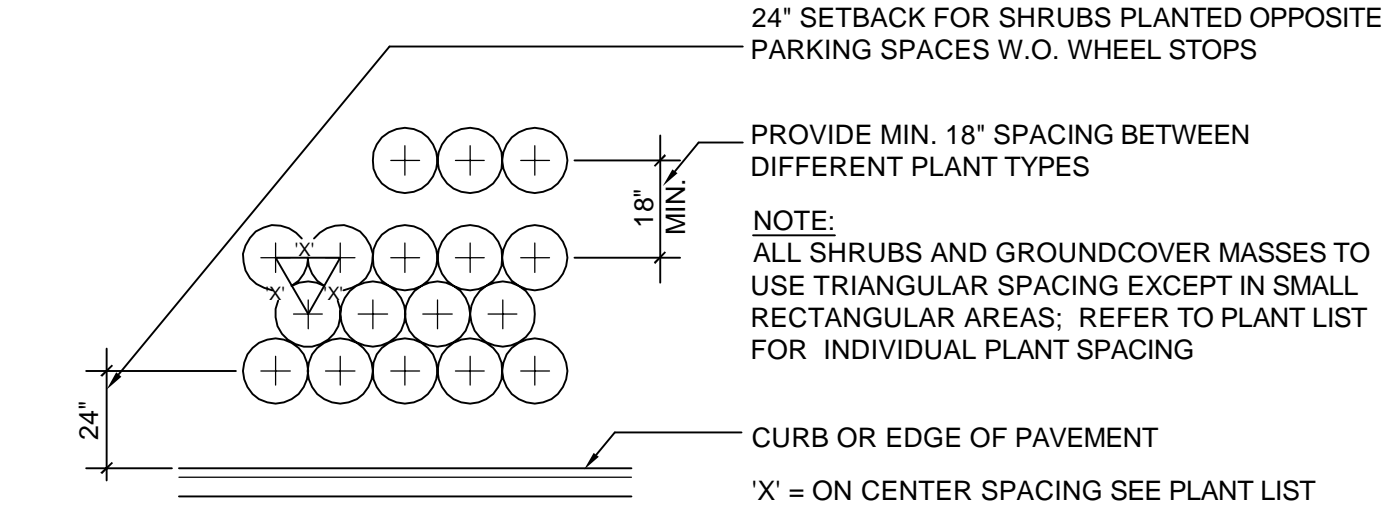
SMALL TREE PLANTING DETAIL (1" TO 3-1/2" CALIPER)

SCALE: NTS



PINE TREE PLANTING DETAIL

SCALE: NTS



NOTE:  
THE PERIMETER OF ALL CURVED PLANTING BEDS SHALL BE PLANTED WITH A ROW OF SHRUBS AS SHOWN IN THE PLANS AND AT THE SPACING SHOWN IN THE PLANT LIST. INTERIOR PORTIONS OF EACH BED SHALL BE PLANTED AT APPROPRIATE SPACING ACCORDING TO THIS PLANT SPACING DETAIL ABOVE.

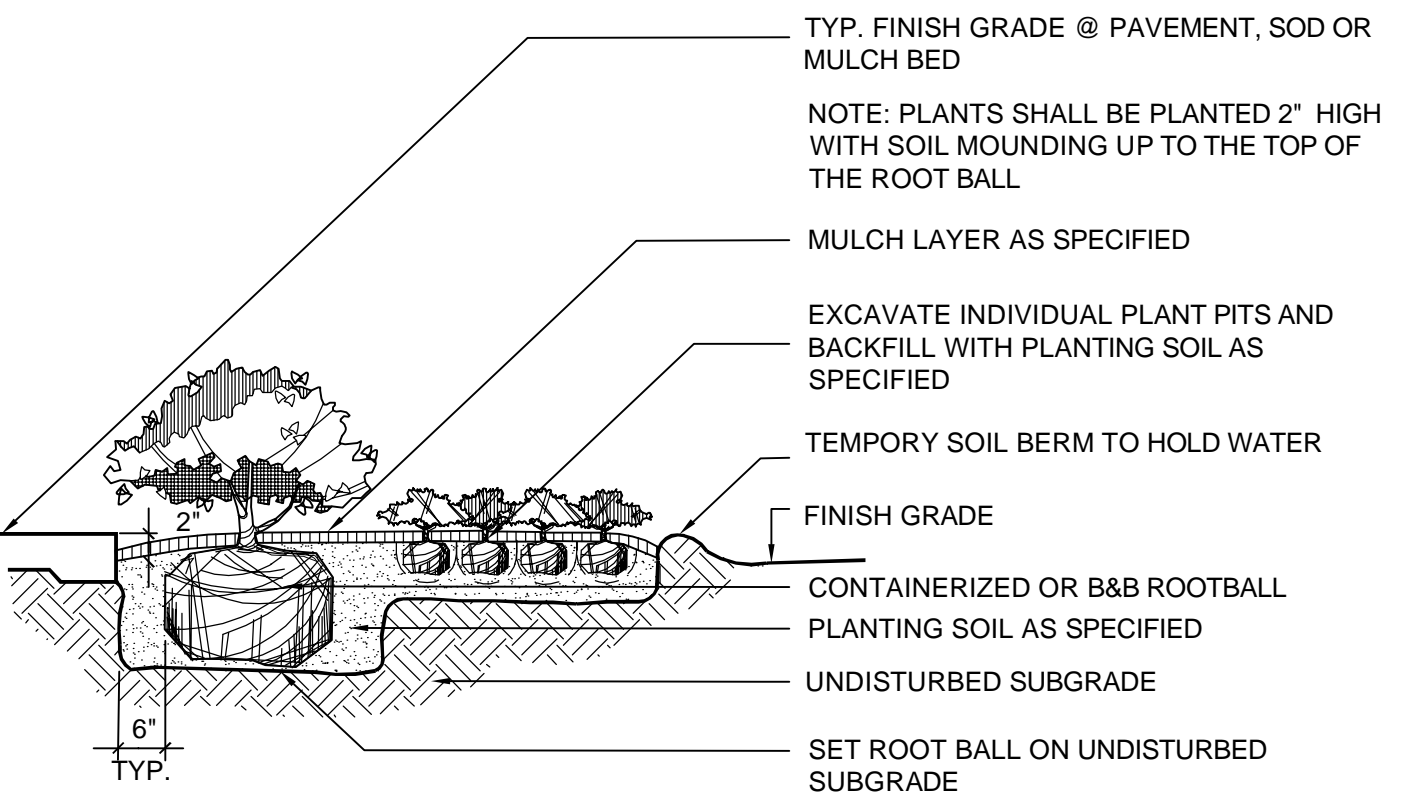
NOTE:  
18" MIN. SETBACK FOR SHRUBS  
12" MIN. SETBACK FOR GROUNDCOVERS

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.



SHRUB AND GROUNDCOVER PLANTING DETAIL

SCALE: NTS

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.

1000 S. Highway 1 Road

Jacksonville, FL 32218

TEL: (904) 642-8890

FAX: (904) 646-9485

CA -00002584 LC -00003016

ETM  
VISION • EXPERIENCE • RESULTS

LANDSCAPES SPECIFICATIONS

PINE RIDGE WEST  
FOR  
THE TOWERS GROUP

DRAWING NUMBER

LC-04

## *TWELFTH ORDER OF BUSINESS*

*B.*



# Chris H. Chambliss

## Supervisor of Elections Clay County, Florida

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April 15, 2021

Pine Ridge Plantation Community Development District  
Attention: Wesley Haber  
119 South Monroe Street, Suite 300  
Tallahassee, FL 32301

Dear Mr. Haber:

I have queried the number of eligible voters residing within the Pine Ridge Plantation Community Development District as of April 15, 2021. At this time, there are 1,366 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at [Lynn.Gaver@ClayElections.gov](mailto:Lynn.Gaver@ClayElections.gov).

In an effort to keep our records updated please notify us of any changes to the Board due to resignations or appointments.

*Thank you,*

*Lynn Gaver, MFCEP*

Clay County Supervisor of Elections Office  
P.O. Box 337 | 500 North Orange Ave.  
Green Cove Springs, FL 32043  
(904) 269-6350 Fax (904) 284-0935

*C.*

**REQUISITION NO.: 393A**

**PROJECT COSTS**

**PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT  
(CLAY COUNTY, FLORIDA)  
SPECIAL ASSESSMENT BONDS, SERIES 2006A/B/2020**

The undersigned, a Responsible Officer of Pine Ridge Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture dated as of September, 2006, and each from the District to Suntrust Bank (US Bank) Corporate Trust Services, as trustee (the "Trustee") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **393A**
- (B) Name of Payee: **Hoffman Commercial Construction, LLC**
- (C) Address: **Hoffman Commercial Construction, LLC  
6919 Distribution Ave, S., Suite 5  
Jacksonville, FL 32256**
- (D) Amount Payable: **\$1,100.00**
- (E) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Budgeting Services for Pine Ridge CDD – Invoice WO #57-1**

The undersigned hereby certifies that:

1.   X   obligations in the stated amount set forth above have been incurred by the District,

or

       this requisition is for Costs of Issuance that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2006A/B/2020 Project;
4. each disbursement represents a Cost of the Series 2006A/B/2020 Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

PINE RIDGE COMMUNITY  
DEVELOPMENT DISTRICT

By: \_\_\_\_\_  
Responsible Officer

Date: \_\_\_\_\_

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

With respect to requisitions which are for disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2006A/B/2020 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2006A/B/2020 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

\_\_\_\_\_  
Consulting Engineer  
Date: \_\_\_\_\_ March 26, 2021



Hoffman Commercial Construction, LLC

CGC 1514994

6919 Distribution Ave. S, Suite 5

Jacksonville, FL 32256

# Invoice

Date	Invoice #
3/26/2021	WO #57-1

Bill To
Pine Ridge Plantation CDD

Ship To

S.O. No.	P.O. No.	Terms	Project
			WO #57 Pine Ridge ...

Item	Description	Ordered	Prev. Invoi...	Invoiced	Rate	Amount
Const. Draw	Construction Draw - Budgeting Services for Pine Ridge Plantation CDD				1,100.00	1,100.00
				Total		\$1,100.00
				Payments/C redits		\$0.00
				Balance Due		\$1,100.00

Phone #	Web Site
(904) 271-2350	www.hoffmancommercial.com



February 24, 2021

Re: Pine Ridge Plantation CDD  
Clay County, FL

Mr. Michael Lucas  
Basham & Lucas Design Group, Inc  
7645 Gate Parkway, Suite 101  
Jacksonville, Florida 32256

Dear Mr. Lucas:

We are pleased to submit our proposal for estimating & budgeting services for the Pine Ridge Plantation CDD improvements based on the drawings prepared by Basham & Lucas Design Group, Inc.

Included in these services are:

Detail Schedule of Values per CSI with cost for each division.

Detailed General Conditions for the project.

Detail breakdown of quantity and unit cost for each CSI division.

Budget check after second iteration of drawings.

It will take 10 days to complete estimate after approved proposal.

Our Lump Sum Amount is..... \$1,100

This Proposal is for acceptance within 15 days. If you wish for us to proceed with this work, please sign two copies, return one copy to our office and keep one copy for your files. If you have any further questions, please don't hesitate to call me at 759-3211.

Sincerely,

Paul Hoffman  
President

ACCEPTED:

Pine Ridge Plantation CCD

BY:

Ernesto J. Torres, District Manager

DATE: February 25, 2021

*D.*

**Pine Ridge Plantation Community Development District**

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-509-6445

Date: May 24, 2021  
To: Pine Ridge Plantation CDD, Board of Supervisors  
From: Maria Cranford, Amenity Manager &  
Thomas Chewning, Operations Manager  
Re: Monthly Facility Memorandum

**Completed Items:**

- New handicap chair lift was installed on March 22<sup>nd</sup>
- Bent rod was replaced on back gate near the pool equipment area
- Repairs were made to the doorframe of the men's restroom on the poolside
- One of the shower spray features on the splash ground was re-attached
- A cracked toilet seat was replaced in the women's restroom
- New junction box was installed along pathway to replace previous broken box that was showing exposed wires
- Graffiti was removed from one of the light poles near the field
- Dirt was removed from curb along Pine Ridge Parkway, from Night Owl to Buggy Whip
- Sidewalk around playground was pressure washed
- Repairs were made to the shower on the pool deck
- Buildup of trash was cleaned up from around the amenity center dumpster
- Several stacked stones from the pool deck pillars were re-attached
- Repairs were made to two of the tables in the clubhouse
- RMS continues to do weekly checks of the dog pot stations. Stations are emptied and refilled as needed

### **Landscaping & Lakes:**

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

### **Amenity Manager:**

- Total number of rentals currently scheduled for April, May and June = 34
- Audit of access card applications was completed to help ensure that everyone accessing the facility is in fact still a resident
- A dive in movie night is being planned for this summer
- New elliptical machines were installed on April 6th
- New umbrellas were purchased for the tables on the pool deck
- North Florida Vending continues to service and stock the soda machine
- Jackpot Vending continues to service and stock the snack machine
- Mike's Yum Yum Come Get Ya Sum truck was at the amenity center on March 29<sup>th</sup> from 5 to 8 p.m.
- Hibashi Party was at the amenity center on March 31<sup>st</sup> from 5 to 8 p.m.
- Frozen Sweets Truck was at the amenity center on Easter Sunday from 2 to 6 p.m.
- Le Petite Cheri Cupcakery was at the amenity center on April 8<sup>th</sup> and again on May 5<sup>th</sup> from 5 to 8 p.m. They are scheduled to return on June 2<sup>nd</sup> with the Butt Hutt Smokehouse
- Nitrogen Creamery was at the amenity center on April 28<sup>th</sup> from 5 to 8 p.m.
- 904 Gyros was at the amenity center on April 8<sup>th</sup> from 5 to 8 p.m.
- 904 Saffron was at the amenity center on April 14<sup>th</sup> from 5 to 8 p.m.
- Frozen Sweets Treat truck was at the amenity center on April 24<sup>th</sup> from 4 to 7 p.m.
- San Marco Chz Fry Co was scheduled to be at the amenity center on May 11<sup>th</sup> from 5 to 8 p.m. but had to cancel due to the weather
- Hibashi Party was at the amenity center from 5 to 8 p.m. on May 13<sup>th</sup>
- Zydeco Cajun Grill is scheduled to be at the amenity center on May 19<sup>th</sup>, June 16<sup>th</sup> and July 14<sup>th</sup> from 5 to 8 p.m.

- 904 Burgers is scheduled to be at the amenity center on May 27<sup>th</sup> from 5 to 8 p.m.
- Food Addictz on the Run is scheduled to be at the amenity center on June 10<sup>th</sup> and again on July 8<sup>th</sup> from 5 to 8 p.m.
- San Marco Chz Fry Co is scheduled to return to the amenity center on June 15<sup>th</sup> and again on July 20<sup>th</sup> from 5 to 7:30 p.m.
- Hapa Li is scheduled to be at the amenity center on May 18<sup>th</sup>, June 22<sup>nd</sup> and July 27<sup>th</sup> from 5 to 7:30 p.m.
- Abstrakt Filipino Essence is scheduled to be at the amenity center on June 8<sup>th</sup> and again on July 7<sup>th</sup> from 5 to 8 p.m.
- Brochachos Fusion Eats is scheduled to be at the amenity center on June 23<sup>rd</sup> and again on July 21<sup>st</sup> from 5 to 8 p.m.
- Starting July 7<sup>th</sup> and the first Wednesday of each month following, Le Petite Cheri Cupcakery will be at the amenity center from 5 to 8 p.m.

*FOURTEENTH ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Monday, December 14, 2020 at 11:00 a.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>via phone</i>	District Counsel
Maria Cranford	Amenity Manager
Larry Edmiston	
Mike Lucas	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 11:00 a.m., and a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Torres asked for any public comments on agenda items from anyone attending via Zoom (Was Zoom an option for this meeting?). Hearing no audience comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Agreement with Basham  
and Lucas Design Group, Inc. for  
Professional Architectural Design Services**

Mr. Torres stated that the agreement had been prepared by Wes Haber their District Counsel, and the exhibit on Page 11 is the form of Work Authorization that lists the costs of the services. He noted that him and Mr. Mike Lucas had conversations prior to the meeting to give him an idea of the discussions that the Board had been considering. Mr. Torres had asked Mr. Lucas to be present at the meeting so that he could get a more defined set of information and guidance from the Board.

Mr. Lucas asked if the Board had any questions on the proposal.

Mr. Ritchie stated that the document noted that there was a construction manager to coordinate the project instead of a general contractor. Mr. Haber responded that with respect to estimated costs, the engineer would be asked to give his best estimate on what the cost would be before they would go out for a request for proposals for the particular work. He added that depending on what they were having constructed, the expectation would be that they would do an RFP for a General Contractor and that there would be some oversight on the part of Basham Lucas. He noted that the reference to the construction manager in the agreement was an error on his part and that there was no expectation that there would be a different party other than a contractor that would be hired to do the work with Basham Lucas designing and overseeing the work as far as quality and approval.

Mr. Lucas explained that he would work with them to prepare a set of construction drawings and they would compare drawings based on wish lists so that they could bid items out while getting pricing for each component so that if they decided that they didn't want to do it all at one time, they could at least have an idea of what the future costs would be.

Mr. Ritchie asked if that would also include inspection services, to which Mr. Lucas responded yes. He added that they were currently completing the Amenity Center at another CDD and that he went out there once a week to review what was being done. He noted that he would come to check on the project as often as needed from the District, whether it be once a week to once a month to review payouts.

Mr. Biagetti responded that once they conceptualized the project and came to an agreement on a plan that was put in motion, they would be good to go.

Mr. Lucas stated that they would start off with a conceptual side-plan based on what their expectations were. He noted that he knew that the district had an Engineer's Report prepared by AT&M, adding he was curious as to how they arrived at the costs and figures presented on the report and if they actually correlated with what they wanted.

Mr. Biagetti replied that the figures were mostly accurate to what they had initially discussed that some figures were based on estimates on what had been done previously at other places so they were not 100% accurate. He added that he thought it was a good starting point as far as the ideas that the board had together.

Mr. Ritchie asked Mr. Lucas if he had ever installed a saltwater pool for a commercial development for a CDD, and Mr. Lucas replied that he had only done chlorine pools before. He added that if they wanted to do a saltwater pool down the road, they could bring in a contractor to compare the differences between the two.

Mr. Torres asked for Mr. Haber to correct the language in the agreement that alluded to a "construction manager" and asked for the agreement to be approved in substantial form.

Mr. Haber noted that the agreement, as drafted, contemplated an hourly rate for hourly work that they may have Basham Lucas do. He added that typically, the parties will negotiate some lump service contract where if they were going to prepare plans for improvements, they could say that they could prepare a set of plans for a certain cost. He noted that they would then enter into a separate work authorization under the agreement that was currently being considered, which would specify the work that needed to be done and the lump sum cost of that work. Mr. Haber added that the agreement that they were currently approving did not have that level of specificity, but that it was certifying Basham Lucas as the architect for the district under an hourly rate. He clarified out that if they wanted to do a lump sum agreement instead, it would be done through a separate work authorization between both parties.

Mr. Torres asked Mr. Lucas if that was something that he would bring back to the board at a later time, and Mr. Lucas replied that he believed so. He clarified that what they would have to do is develop the scope on an hourly basis and come up with a conceptual site plan, and that once that was signed off on, they would come up with a lump sum figure to do the construction drawings.

Mr. Torres asked Mr. Lucas if he would have some idea of the scope by the time they left the meeting after the agreement was approved, to which Mr. Lucas replied that he would.

Mr. Torres asked for a motion in substantial form to approve the agreement for the hourly rates, subject to Mr. Haber making the corrections previously stated.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario with all in favor, the Agreement with Basham and Lucas Design Group, Inc. for Professional Architectural Designs Services, was approved in substantial form.

Mr. Torres asked that they go over the scope before moving on to the next item, and Mr. Lucas agreed. Mr. Torres listed the requested items that needed to be completed per the Engineer's Report, including the Amenity Center, the pool expansion, a water tot-lot playground or a splashpad, and the sport activities center where the Board had discussed bringing a court center that included tennis, pickleball, and basketball in a fenced area with security. He pointed out there was also as soccer field, playground, pocket parks, with the last item being an expansion of the fitness room and pool deck.

Mr. Biagetti stated that they had a pretty good idea financially of what they could do, but that projects such as the pool expansion and the splashpad were up in the air as they relied on what they could afford and the space that they had, adding that the pool expansion was still one of their top priorities.

Mr. Lucas stated that the budget listed was \$1.4 million, and that the first thing they would want to do is make sure is that the current pool was adequate to solve the number of units they had, and that the pool they wanted was above and beyond that. He added that any type of pool that they would like to add would be under 2,500 square feet due to the fact that he would only have to add one facility each for the men's and women's bathrooms. He noted that Mr. Torres had discussed having a lap lane style, and that lap lanes are usually 7 feet by 75 feet, so he could do 4 of those while still being under the 2,500 square feet criteria. He pointed out that they could also do something bigger if they wanted, but that it was just a place to start. He stated that a rough estimate of the pool could be between \$120 and \$148 per square feet, but that he had talked to one pool company that could get them a pool under 2,500 square feet for \$350,000. He noted that he noticed the budget was at \$450,000 and that they could get between 4,000 and 5,000 square feet of pool deck above that as well as landscaping with the extra \$100,000. He pointed out that they had a done a 1,200-foot splashpad at the Bartram Springs CDD that cost

around \$200,000 and \$350,000 with the play features. He had also discussed the option of doing both with the same pool company, and the contractor had told Mr. Lucas that both could be done for \$700,000 because they would be able to overlap the lap pool, the deck, and the play feature.

Mr. Lucas asked that the Board give him feedback as to what they were thinking of putting into the community, and he could see what he could get with the \$1.4 million. He added that he would like to know how many pickleball and tennis courts they wanted, and noted that pickleball courts cost around \$45,000 and tennis courts \$60,000. He also wanted to know if tennis was really a popular activity in the community. He summarized that, depending on what the Board was looking for, he could maximize the \$1.4 million to suit their needs. He noted that he understood that \$150,000 of that total was for miscellaneous projects throughout the community and asked if they wanted him to take it out or leave it in the total.

Mr. Biagetti pointed out that some of their pool equipment were approximately 15 to 20 years old, and suggested that the \$150,000 be used towards that, and asked Ms. Cranford how many showers were within each of the men's and women's bathrooms, to which she answered that the men's had 2 showers, and the women's had 1 shower and a changing area.

Mr. Biagetti asked if they could renovate those as part of the project, and Mr. Lucas asked if he had plans of the existing building, and he responded that he had been trying to get them from the city for a while with no success.

Mr. Torres added that the other factor they would have to take into account is the distance, and Mr. Lucas responded that bathrooms had to be within 250 square feet.

Mr. Lucas asked what year the facility was built, to which members of the Board answered 2007 or 2008. Mr. Lucas stated that they should still have the documents and plans on record. He also added that they could find out who the original architect was and see if they had the original plans.

Mr. Biagetti asked if 250 square feet was the cutoff, and between 250 feet and 5,000 feet, every increment required more fixtures.

Mr. Lucas noted that anything under 250 feet would only require 1 fixture each for the men and women.

Mr. Biagetti added that one of the requests from the women residents was that they add in a tanning/sun-bathing deck area.

Mr. Lucas replied that it had been done at one other CDD, and they had some issues because there were restrictions as to what you can and cannot do at a public pool.

Mr. Lucas asked if the Board wanted to prioritize the pool and splashpad together, or if they wanted to prioritize the pool by itself.

Mr. Biagetti responded that if they could get the splashpad built in with the pool it would be a greater savings for the district, and then have the courts be second priority. He added that the playgrounds be a third priority.

Mr. Lucas pointed out that if they wanted to hold the \$150,000 out of the \$1.4 million, it would have to go out to bid and they could work with contractors directly for the playground. He then asked what they were looking at as far as expanding the fitness center, and asked how congested the area was when people were using it.

Ms. Cranford responded that the fitness center was becoming increasingly congested due to residents giving up their memberships to larger gym companies and continuing their workouts at the CDD fitness center instead.

Mr. Nazario added that he had gone into the center a few days prior and there were around 8 people in the facility in the middle of the afternoon, which was considered a lot compared to the usual.

Mr. Lucas asked how much they were wanting to expand the size, and Ms. Cranford suggested that they could at least double the space. Mr. Lucas gave the Board a ballpark price of around \$250 a square foot.

Mr. Biagetti pointed out that it would be possible to double it if they configured the hallway in a different way and using a different bar top.

Mr. Lucas stated that they could look at different options, adding that fitness within the amenities of a CDD were extremely popular at the moment and a large selling point.

Mr. Nazario asked the Board if the fitness center was more important than the courts, and Mr. Biagetti replied that both were as equally important.

Mr. Lucas noted that because the pool was the top priority, they were looking at doing the pool and the splashpad together, but that if the fitness center was just as important, he didn't want to exhaust all the funds in that.

Mr. Biagetti pointed out that Ms. Cranford had put out a Facebook survey for what sport residents would like to play the most, and the top response was tennis. He stated that, as a Board,

they could not overlook what the residents want because they were there to represent a community.

Mr. Lucas stated that two tennis courts would cost \$120,000, adding that he wanted to point out that whatever they ended up choosing would be an “either/or” not an “and” decision as to whether they wanted tennis or pickleball.

Mr. Biagetti noted that pickleball had its own director currently as well as the fact that they were giving lessons. He added that the nets required for pickleball were relatively cheap and that they could get portable ones on wheels as well. He suggested that they put lines down for pickleball on the tennis court, and they could just wheel off the pickleball nets against the fence.

Mr. Lucas replied that he had done that at another district, where they had one tennis court that split into two pickleball courts with different colored striping and portable nets.

Mr. Biagetti added that he did not think that the courts would be overrun with people playing tennis, however if they had two tennis courts, they wouldn’t have to worry about the issue.

Mr. Biagetti asked how it was going to affect the existing parking, and Mr. Lucas replied that even though they were expanding the amenities, they were not expanding the client base.

Mr. Nazario pointed out that it had been stated that the pool was okay for the number of residents that the CDD had, but asked if that number included the number of new units that were being added to the community, to which Mr. Biagetti responded that it was built to the 750 units.

Mr. Haber (I think this was someone else.) added that Covid-19 was forcing people to build a new lifestyle, and Mr. Nazario pointed out that that would lead to more residents using the facilities.

Mr. Lucas asked if they were wanting to do a sun shelf at the pool, and Mr. Biagetti stated that lap pools were a greater priority for the residents.

Mr. Lucas suggested that they could increase the area to the full 2,500 square feet, and use 2,100 of it for the lap pool and the latter 400 for a sun shelf. He added that the pool would be a priority no matter what, and that the fitness center would be second priority. He pointed out that it would be great if he could get all three components done, but that he wanted to focus on the most-needed items first. He noted that he would look at doing a tennis and pickleball court

and a multicourt, as well as that he would take out the \$150,000 so that the district could do the playground project themselves and that he would work with the \$1.3 million.

Mr. Biagetti also added that lighting should be a key component as well, so that there was a timer set on all the lights for around 5:30 p.m. to 9 p.m. so that residents could use them in the evenings. He also asked what they had budgeted for the fitness expansion, and Mr. Lucas replied that they had \$350,000 set aside, \$450,000 for the pool expansion, the sports field had \$250,000, the playground enhancement was \$150,000, and the renovation of the fitness amenities to expand the pool deck was \$350,000.

Mr. Nazario asked if they had anything set aside for slide replacements, to which Mr. Ritchie responded that that was taken out of Capital Reserves.

Mr. Lucas asked if they had someone to do the upkeep on the pool equipment, to which Mr. Biagetti responded that they did, Mr. Lucas suggested that the Board discuss with that entity about evaluating the equipment to get a cost estimate when they can expect to replace something.

Mr. Haber (I think this was someone else) stated that he would get in contact with them.

Mr. Arp asked Mr. Lucas if he had heard correctly that if they stayed in the square footage that was recommended, they would have a seven-lane pool.

Mr. Lucas corrected him, stating that there would be only 4 lanes, but that the lanes were 7 feet wide.

Mr. Arp noted that in that case, a lap pool might not be the best solution due to the high number of complaints that they receive from residents during the summer months. He added that they would have a better usage out of a regular pool instead of a lap pool.

Mr. Lucas replied that the lap pool would not be continuously used for laps, but that it would be during certain hours of the day.

Mr. Arp pointed out that he did not think that a lap pool would solve the issue of complaints during the summer.

Mr. Nazario asked Ms. Cranford, based on her knowledge, if they would be able to satisfy the requirements of regular pool use by limiting the use of the lanes.

Ms. Cranford replied that if the lanes were removable, that it would.

Mr. Arp didn't realize that they were removable, and that in that case, he agreed.

Mr. Biagetti asked Mr. Arp if he was alright with everything else, to which he responded that he thought everything else was on par with the survey that Ms. Cranford had sent out.

Mr. Lucas stated that he would go around and take pictures of the facility before leaving.

Mr. Torres thanked Mr. Lucas for coming, adding that January 19<sup>th</sup> was their next meeting if he wanted to join then with more information.

#### **FOURTH ORDER OF BUSINESS**

#### **Discussion of Chairlift Proposal**

Mr. Torres stated that this item was something that the Board had wanted to delay due to the warranties, and asked Mr. Edmiston to elaborate.

Mr. Edmiston stated that he had done extensive research on warranties for chairlifts and what they were willing to offer on any of them, and found that the maximum warranty was at 2 years. He noted that extended warranties could be purchased, and explained that the extended warranty was a maintenance program that was on a yearly basis. He stated that if they did get a new chairlift he would have maintenance from RMS check it biweekly or monthly to make sure that everything is up to par. He added that this would eliminate the need for a maintenance program considering that RMS was already at the community several times a week. He noted that the old chairlift had been sitting there with no use for quite some time and that there was no warranty left on it, so the best option would be to purchase a new one.

Mr. Ritchie asked if it was the corrosion on the batteries from the chlorine that was causing the problems, and Mr. Edmiston replied that it was. He also suggested that what should happen if the chair was used and there was a chlorine issue, it should be hosed down on a regular basis of once or twice a month. He also added that a cover should be put on it when it was not in use, and that when it was in use, the cover should be hung up and put back on after use. He noted that he could have Maria check it every day to make sure the cover is kept on it.

Mr. Edmiston stated that the chairlift costs that he had been looking at were mostly the same, but that the only difference was shipping, with those costs being \$56, \$42, and \$33. He added that that was for the 400-pound capacity, and that they wouldn't have to worry about an anchor because they could use the one that was already there.

Ms. Cranford stated that she had some answers for Mr. Arp for questions that he had had at the previous meeting. She noted that she was not able to find the date that the chair was actually purchased, but that she had found emails between Mandy and Karen that were dated from May of 2014 to March of 2015 where the chairs were malfunctioning.

Mr. Ritchie also pointed out that the chair capacity of the old chair was a lot less than the 400 pounds, and he went with the heavier-duty chair so that it was less wear on the mechanical components of it.

Mr. Nazario asked what the name of the company was, and Mr. Edmiston replied that it was SR Smith. He also stated that the model that he had presented were the 300-0000N which was the 400-pound capacity and without the anchor.

On MOTION by Mr. Ritchie, seconded by Mr. Biagetti, with all in favor, the Chairlift Proposal from SR Smith, totaling \$5,642.33, was approved.

## **FIFTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Torres noted that Mr. Haber was no longer on the phone due to a family emergency, but added that if the Board had any questions for him, he would pass them along.

#### **B. District Manager**

Mr. Torres stated he had nothing further to report.

#### **C. Engineer**

There being none, the next item followed.

#### **D. Operations Manager**

Mr. Edmiston stated that he would have all the information for things moving forward for the next meeting as far as the chairlift. Mr. Edmiston asked if the Board had any questions, and Mr. Ritchie asked if they should look at proposals for playgrounds or if they should wait.

Mr. Edmiston added that he could bring proposals for playgrounds if the Board would like, and Mr. Biagetti added that there was dry rot occurring on some of the boards of the playground equipment. Mr. Edmiston replied that he would bring back different proposals using different types of materials for the Board at the next meeting.

#### **E. Amenity Manager**

Ms. Cranford noted that they were having the community holiday event this coming Saturday and that would start planning for spring holidays after the winter holidays.

**SIXTH ORDER OF BUSINESS**

**Audience Comments/Supervisor's Requests**

**Audience Comments:**

There being none, the next item was followed.

**Supervisor Requests:**

Mr. Biagetti had a complaint from a resident that lives on his street that there were issues with Down to Earth employees speeding down the side street with children playing outside. The resident had called the office at Down to Earth and they said that it would take care of it but that it was still occurring.

**SEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 1/19/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Mr. Torres stated the next scheduled meeting is January 19, 2021 at 6:00 p.m. He added that items that would be discussed would be the playground structure and roof proposals.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Biagetti seconded by Mr. Ritchie with all in favor the Meeting was adjourned.
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Secretary / Assistant Secretary

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Chairman / Vice Chairman

**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

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

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 5<sup>th</sup> 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

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.

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

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.

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

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.

**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.
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**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

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.
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**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.
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Secretary / Assistant Secretary

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Chairman / Vice Chairman

*B.*

MINUTES OF MEETING  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Pine Ridge Plantation Community Development District was held on Tuesday, March 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
Tom Chewning	RMS
Marilee Giles	GMS, LLC

**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**

**Review and Selection of Audit RFP Criteria**

Mr. Torres stated that the criteria can be found in the agenda package under tab 3. This is the same evaluation criteria that has been used in years past. It breaks down each category of the ability of personnel for 20 points, proposer's experience 20 points, understanding of scope of work 20 points, ability to furnish the required services 20 points, and price 20 points. By approving these criteria, the Board will trigger staff to send out RFPs to audit firms that have this kind of experience. This is the same exercise that has been used for years.

On MOTION by Mr. Biagetti, seconded by Mr. Arp, with all in favor, the Selection of Audit RFP Criteria, was approved.
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**THIRD ORDER OF BUSINESS**

**Other Business**

Mr. Torres stated no other business for this meeting.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

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

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Chairman / Vice Chairman

*C.*

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**April 30, 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	\$140,949	\$145,997	---	---	\$286,947
INVESTMENTS					
Reserve A-1	---	---	\$173,593	---	\$173,593
Reserve A-2	---	---	\$115,100	---	\$115,100
Revenue A	---	---	\$920,163	---	\$920,163
Interest A-1	---	---	\$0	---	\$0
Interest A-2	---	---	\$0	---	\$0
Construction	---	---	---	\$1,865,921	\$1,865,921
Cost of Issuance	---	---	---	\$14,424	\$14,424
State Board	\$465,937	\$200,500	---	---	\$666,436
US Bank Custody	\$416,072	---	---	---	\$416,072
Prepaid Expenses	\$2,700	---	---	---	\$2,700
<b>TOTAL ASSETS</b>	<u>\$1,025,658</u>	<u>\$346,497</u>	<u>\$1,208,856</u>	<u>\$1,880,344</u>	<u>\$4,461,355</u>
<b><u>LIABILITIES:</u></b>					
ACCOUNTS PAYABLE	\$20,383	---	---	---	\$20,383
ACCRUED EXPENSES	\$1,007	---	---	---	\$1,007
<b>FUND BALANCES:</b>					
ASSIGNED	\$30,511	---	---	---	\$30,511
UNASSIGNED	\$971,056	---	---	---	\$971,056
RESTRICTED FOR DEBT SERVICE	---	---	\$1,208,856	---	\$1,208,856
RESTRICTED FOR CAPITAL PROJECTS	---	\$346,497	---	\$1,880,344	\$2,226,841
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<u>\$1,025,658</u>	<u>\$346,497</u>	<u>\$1,208,856</u>	<u>\$1,880,344</u>	<u>\$4,461,355</u>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended April 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Collector	\$538,283	\$538,283	\$534,536	(\$3,747)
Misc./Facility Rental Income	\$3,000	\$1,750	\$2,500	\$750
Interest Income	\$5,000	\$2,917	\$568	(\$2,349)
<b>TOTAL REVENUES</b>	<b>\$546,283</b>	<b>\$542,950</b>	<b>\$537,604</b>	<b>(\$5,346)</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees/FICA Taxes	\$10,334	\$6,028	\$5,383	\$646
Engineering	\$7,000	\$4,083	\$123	\$3,961
Attorney	\$20,000	\$11,667	\$2,726	\$8,941
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	\$2,917	\$2,917	(\$0)
Management Fees	\$44,290	\$25,836	\$25,836	\$0
Computer Time	\$1,000	\$583	\$583	\$0
Telephone	\$350	\$204	\$158	\$47
Postage	\$1,000	\$583	\$376	\$207
Printing & Binding	\$1,200	\$700	\$474	\$226
Insurance	\$8,390	\$8,390	\$8,009	\$381
Legal Advertising	\$2,500	\$1,458	\$513	\$945
Other Current Charges	\$600	\$350	\$155	\$195
Website Domain	\$1,200	\$700	\$700	\$0
Office Supplies	\$300	\$175	\$85	\$90
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$118,899</b>	<b>\$69,110</b>	<b>\$53,471</b>	<b>\$15,639</b>
<b>GROUPS MAINTENANCE:</b>				
Landscape Maintenance	\$100,000	\$58,333	\$50,874	\$7,459
Lake Maintenance	\$9,300	\$5,425	\$5,290	\$135
Electric	\$2,500	\$1,458	\$826	\$632
Water	\$39,000	\$22,750	\$8,752	\$13,998
Repairs And Maintenance	\$20,000	\$11,667	\$7,362	\$4,305
Contingencies	\$4,451	\$2,596	\$0	\$2,596
<b>GROUPS MAINTENANCE EXPENDITURES</b>	<b>\$175,251</b>	<b>\$102,230</b>	<b>\$73,105</b>	<b>\$29,125</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended April 30, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	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	\$8,750	\$6,429	\$2,321
Repairs & Replacements	\$15,000	\$8,750	\$10,157	(\$1,407)
Recreational Passes	\$500	\$292	\$1,897	(\$1,605)
Postage	\$100	\$58	\$0	\$58
Printing & Email Marketing	\$125	\$73	\$0	\$73
Office Supplies	\$700	\$408	\$0	\$408
Other Current Charges	\$250	\$146	\$0	\$146
Permit Fees	\$250	\$0	\$0	\$0
Contingency	\$5,000	\$2,917	\$459	\$2,458
Special Events	\$12,000	\$7,946	\$7,946	\$0
Refuse Service	\$6,816	\$3,976	\$4,058	(\$82)
Security	\$10,000	\$5,833	\$2,570	\$3,263
Gate Monitor	\$5,700	\$3,325	\$0	\$3,325
<b><u>Utilities</u></b>				
Water & Sewer	\$3,700	\$2,158	\$2,099	\$59
Electric	\$23,000	\$13,417	\$11,119	\$2,298
Cable/Phone/Internet	\$3,300	\$1,925	\$2,057	(\$132)
<b><u>Management Contracts</u></b>				
Amenity Management	\$54,549	\$31,820	\$31,820	\$0
Facility Assistant	\$18,561	\$10,827	\$588	\$10,240
Field Management Services	\$21,321	\$12,437	\$12,437	\$0
Lifeguards	\$16,500	\$946	\$946	\$0
Pool Maintenance	\$12,500	\$7,292	\$7,292	(\$0)
Pool Chemicals	\$12,306	\$7,179	\$7,179	\$0
Janitorial	\$7,740	\$4,515	\$4,515	\$0
Janitorial Supplies	\$3,200	\$1,867	\$594	\$1,273
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$258,029</b>	<b>\$146,768</b>	<b>\$124,072</b>	<b>\$22,696</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>\$342,722</b>	<b>\$275,261</b>	<b>\$67,461</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$30,511)</b>		<b>\$262,343</b>	
FUND BALANCE - Beginning	\$30,511		\$741,924	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$1,004,267</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	\$2,138	\$816	\$3,386	\$0	\$0	\$0	\$0	\$534,536
Interest Income	\$5,000	\$148	\$108	\$83	\$70	\$56	\$55	\$49	\$0	\$0	\$0	\$0	\$568
Misc./Facility Rental Income	\$3,000	\$300	\$225	\$225	\$825	\$0	\$300	\$625	\$0	\$0	\$0	\$0	\$2,500
<b>TOTAL REVENUES</b>	<b>\$546,283</b>	<b>\$448</b>	<b>\$14,327</b>	<b>\$435,523</b>	<b>\$79,883</b>	<b>\$2,194</b>	<b>\$1,170</b>	<b>\$4,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$537,604</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Supervisors Fees/FICA Taxes	\$10,334	\$0	\$1,077	\$1,077	\$1,077	\$1,077	\$1,077	\$0	\$0	\$0	\$0	\$0	\$5,383
Engineering	\$7,000	\$0	\$0	\$0	\$0	\$0	\$123	\$0	\$0	\$0	\$0	\$0	\$123
Arbitrage	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$0	\$0	\$0	\$0	\$0	\$2,917
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	\$624	\$0	\$0	\$0	\$0	\$0	\$0	\$1,719
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	\$3,691	\$3,691	\$3,691	\$0	\$0	\$0	\$0	\$25,836
Computer Time	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$583
Telephone	\$350	\$0	\$0	\$0	\$48	\$33	\$53	\$23	\$0	\$0	\$0	\$0	\$158
Postage	\$1,000	\$10	\$143	\$18	\$151	\$6	\$15	\$33	\$0	\$0	\$0	\$0	\$376
Printing & Binding	\$1,200	\$146	\$6	\$160	\$33	\$55	\$43	\$31	\$0	\$0	\$0	\$0	\$474
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	\$103	\$99	\$0	\$0	\$0	\$0	\$513
Other Current Charges	\$600	\$15	\$0	\$112	\$13	\$0	\$0	\$15	\$0	\$0	\$0	\$0	\$155
Website Domain	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$700
Office Supplies	\$300	\$11	\$0	\$62	\$0	\$10	\$1	\$0	\$0	\$0	\$0	\$0	\$85
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>\$6,095</b>	<b>\$5,705</b>	<b>\$4,492</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,464</b>

**GROUNDS MAINTENANCE:**

Landscape Maintenance	\$100,000	\$7,240	\$7,560	\$7,160	\$7,259	\$7,160	\$7,160	\$7,335	\$0	\$0	\$0	\$0	\$50,874
Lake Maintenance	\$9,300	\$670	\$770	\$770	\$770	\$770	\$770	\$770	\$0	\$0	\$0	\$0	\$5,290
Electric	\$2,500	\$134	\$135	\$111	\$113	\$109	\$110	\$114	\$0	\$0	\$0	\$0	\$826
Water	\$39,000	\$1,342	\$1,561	\$1,521	\$1,121	\$1,073	\$1,028	\$1,105	\$0	\$0	\$0	\$0	\$8,752
Repairs And Maintenance	\$20,000	\$476	\$877	\$605	\$171	\$2,340	\$2,893	\$0	\$0	\$0	\$0	\$0	\$7,362
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>\$11,452</b>	<b>\$11,961</b>	<b>\$9,324</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,105</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	\$2,052	\$99	\$0	\$0	\$0	\$0	\$0	\$6,429
Repairs & Replacements	\$15,000	\$2,297	\$901	\$969	\$882	\$1,770	\$2,888	\$450	\$0	\$0	\$0	\$0	\$0	\$10,157
Recreational Passes	\$500	\$0	\$0	\$0	\$0	\$0	\$949	\$948	\$0	\$0	\$0	\$0	\$0	\$1,897
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	\$459	\$0	\$0	\$0	\$0	\$0	\$459
Special Events	\$12,000	\$3,393	\$0	\$2,462	\$0	\$0	\$2,092	\$0	\$0	\$0	\$0	\$0	\$0	\$7,946
Refuse Service	\$6,816	\$550	\$550	\$549	\$600	\$603	\$610	\$595	\$0	\$0	\$0	\$0	\$0	\$4,058
Security	\$10,000	\$389	\$389	\$389	\$529	\$393	\$393	\$88	\$0	\$0	\$0	\$0	\$0	\$2,570
Gate Monitor	\$5,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>Utilities</u></b>														
Water & Sewer	\$3,700	\$298	\$292	\$298	\$292	\$305	\$311	\$304	\$0	\$0	\$0	\$0	\$0	\$2,099
Electric	\$23,000	\$1,587	\$1,477	\$1,629	\$1,884	\$1,792	\$1,435	\$1,315	\$0	\$0	\$0	\$0	\$0	\$11,119
Cable/Phone/Internet	\$3,300	\$274	\$274	\$274	\$308	\$308	\$308	\$309	\$0	\$0	\$0	\$0	\$0	\$2,057
<b><u>Management Contracts</u></b>														
Amenity Management	\$54,549	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$0	\$0	\$0	\$0	\$0	\$31,820
Facility Assistant	\$18,561	\$0	\$0	\$0	\$0	\$0	\$588	\$0	\$0	\$0	\$0	\$0	\$0	\$588
Field Management Services	\$21,321	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$0	\$0	\$0	\$0	\$0	\$12,437
Lifeguards	\$16,500	\$0	\$0	\$0	\$0	\$0	\$946	\$0	\$0	\$0	\$0	\$0	\$0	\$946
Pool Maintenance	\$12,500	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$0	\$0	\$0	\$0	\$0	\$7,292
Pool Chemicals	\$12,306	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$0	\$0	\$0	\$0	\$0	\$7,179
Janitorial	\$7,740	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$0	\$0	\$0	\$0	\$0	\$4,515
Janitorial Supplies	\$3,200	\$75	\$58	\$99	\$72	\$130	\$160	\$0	\$0	\$0	\$0	\$0	\$0	\$594
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$258,029</b>	<b>\$28,514</b>	<b>\$13,801</b>	<b>\$18,205</b>	<b>\$13,847</b>	<b>\$14,337</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$124,072</b>
<b>TOTAL EXPENDITURES</b>	<b>\$552,180</b>	<b>\$56,378</b>	<b>\$31,449</b>	<b>\$34,138</b>	<b>\$28,940</b>	<b>\$31,884</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$249,640</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
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$30,511)</b>	<b>(\$55,930)</b>	<b>(\$17,122)</b>	<b>\$401,385</b>	<b>\$75,557</b>	<b>(\$29,690)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,350</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### CAPITAL RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended April 30, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b>REVENUES:</b>				
Capital Reserve Funding - Transfer In	\$24,614	\$24,614	\$24,614	\$0
Interest	\$0	\$0	\$212	\$212
<b>TOTAL REVENUES</b>	<b>\$24,614</b>	<b>\$24,614</b>	<b>\$24,826</b>	<b>\$212</b>
<b>EXPENDITURES:</b>				
Capital Outlay	\$20,000	\$11,667	\$0	\$11,667
Culture/Recreation	\$20,001	\$11,667	\$5,611	\$6,056
<b>TOTAL EXPENDITURES</b>	<b>\$40,001</b>	<b>\$23,334</b>	<b>\$5,611</b>	<b>\$17,723</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$15,387)</b>		<b>\$19,215</b>	
FUND BALANCE - Beginning	\$334,863		\$327,282	
FUND BALANCE - Ending	<u>\$319,476</u>		<u>\$346,497</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 April 30, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Roll	\$933,481	\$933,481	\$920,122	(\$13,359)
Interest Income	\$3,000	\$1,750	\$31	(\$1,719)
<b>TOTAL REVENUES</b>	<b>\$936,481</b>	<b>\$935,231</b>	<b>\$920,153</b>	<b>(\$15,078)</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>\$879,599</b>	
FUND BALANCE - Beginning	\$459,194		\$329,257	
FUND BALANCE - Ending	<u>\$461,366</u>		<u>\$1,208,856</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 April 30, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/21	ACTUAL THRU 04/30/21	VARIANCE
<b>REVENUES:</b>				
Interest Income	\$0	\$0	\$60	\$60
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60</b>	<b>\$60</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>(\$3,240)</b>	
FUND BALANCE - Beginning	\$0		\$1,883,584	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$1,880,344</u>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT

### Long-term Debt Report

<b>Series 2020A1 Capital Improvement Revenue Refunding Bond</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 Bond</b>	
Original Issue Amount:	\$2,890,000
Interest Rate:	2.75% - 3.75%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	50% of Max Annual Debt Service
Bonds outstanding - 9/30/20	\$2,890,000
Current Bonds Outstanding:	<b>\$2,890,000</b>

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

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

<b>RECEIVED</b>	<b>BALANCE DUE</b>	<b>SERIES 2020A DEBT RECEIVED</b>	<b>O&amp;M RECEIVED</b>	<b>TOTAL RECEIVED</b>
TAX ROLL	7,907.57	921,569.70	535,377.38	1,456,947.08
<b>TOTAL RECEIPTS</b>	<b>7,907.57</b>	<b>921,569.70</b>	<b>535,377.38</b>	<b>1,456,947.08</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
6	2/19/2021	3,680.52	2,138.17	5,818.69
7	3/19/2021	1,404.54	815.96	2,220.50
8	4/12/2021	5,828.21	3,385.85	9,214.06
9	5/11/2021	1,447.78	841.07	2,288.85
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
<b>TOTAL FY18 TAX ROLL RECEIPTS</b>		<b>921,569.70</b>	<b>535,377.38</b>	<b>1,456,947.08</b>

<b>% TAX ROLL COLLECTED</b>	<b>99.46%</b>	<b>99.46%</b>	<b>99.46%</b>
<b>TOTAL COLLECTED</b>	<b>99.46%</b>	<b>99.46%</b>	<b>99.46%</b>

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# PINE RIDGE PLANTATION

## Community Development District

### Check Run Summary - General Fund

2/1/2021 - 4/30/2021

Date	Check Numbers	Amount
<b><u>General Fund</u></b>		
2/1/21 - 2/28/21	2769-2783	\$ 26,193.96
3/1/21 - 3/31/21	2784-2801	\$ 35,319.49
4/1/21 - 4/30/21	2802-2812	\$ 16,800.31
		<hr/>
		\$ 78,313.76
<b><u>Capital Reserves Fund</u></b>		
February 18, 2021	33	\$ 5,610.81
		<hr/>
		\$ 5,610.81
<b><u>Utilities and Autopayments</u></b>		
February 9, 2021	Advanced Disposal	\$ 603.48
February 16, 2021	SafeTouch	\$ 88.05
February 25, 2021	Comcast	\$ 308.45
February 25, 2021	Clay County Utilities	\$ 1,377.72
March 1, 2021	Clay Electric	\$ 1,901.00
March 9, 2021	Advanced Disposal	\$ 609.82
March 16, 2021	SafeTouch	\$ 88.05
March 25, 2021	Comcast	\$ 308.45
March 25, 2021	Clay County Utilities	\$ 1,339.57
March 29, 2021	Clay Electric	\$ 1,545.00
April 15, 2021	Waste Management	\$ 595.35
April 16, 2021	SafeTouch	\$ 88.05
April 26, 2021	Comcast	\$ 308.81
April 29, 2021	Clay Electric	\$ 1,429.08
April 29, 2021	Clay County Utilities	\$ 1,409.03
		<hr/>
<b>TOTAL UTILITIES PAID ONLINE OR AUTOPAY</b>		<b>\$ 11,999.91</b>
		<hr/>
		<b>\$ 95,924.48</b>

\*Fedex invoices available upon request.

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
2/03/21	00107	1/15/21	SSI09913 202012 330-57200-34500 DEC EMPLOYEMENT FEE		*	40.00	
		1/15/21	SSI09913 202012 330-57200-34000 DEC SCHEDULING FEE		*	25.00	
CLAY COUNTY SHERIFF'S OFFICE							65.00 002769
2/03/21	00001	1/19/21	72497898 202101 310-51300-42000 JAN POSTAGE		*	142.80	
FEDEX							142.80 002770
2/10/21	00003	2/01/21	212 202102 310-51300-34000 FEB MANAGEMENT FEES		*	3,690.83	
		2/01/21	212 202102 310-51300-49100 FEB WEBSITE ADMINISTRATIO		*	100.00	
		2/01/21	212 202102 310-51300-35100 FEB INFORMATION TECHNOLOG		*	83.33	
		2/01/21	212 202102 310-51300-31300 FEB DISSEMINATION AGENT S		*	416.67	
		2/01/21	212 202102 310-51300-51000 OFFICE SUPPLIES		*	10.33	
		2/01/21	212 202102 310-51300-42000 POSTAGE		*	5.52	
		2/01/21	212 202102 310-51300-42500 COPIES		*	54.90	
		2/01/21	212 202102 310-51300-41000 TELEPHONE		*	33.24	
GOVERNMENTAL MANAGEMENT SERVICES							4,394.82 002771
2/10/21	00073	2/01/21	355 202102 330-57200-46200 FEB JANITORIAL SERVICES		*	645.00	
		2/01/21	355 202102 330-57200-46400 FEB POOL MAINTENANCE SERV		*	1,041.67	
		2/01/21	355 202102 330-57200-34000 FEB CONTRACT ADMINISTRATI		*	1,776.75	
		2/01/21	355 202102 330-57200-34100 FEB FACILITY MANAGEMENT		*	4,545.75	
RIVERSIDE MANAGEMENT SERVICES INC							8,009.17 002772
2/22/21	00069	2/04/21	320596 202101 310-51300-48000 NOTICE OF MEETING 2/4/21		*	46.00	
CLAY TODAY							46.00 002773
2/22/21	00089	1/01/21	1494 202101 320-53800-46200 JAN LANDSCAPE MAINTENANCE		*	7,160.00	
DOWN TO EARTH							7,160.00 002774

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/22/21	00089	1/29/21 2227	202101 320-53800-46200	LANDSCAPE MAINTENANCE	*	99.15	
				DOWN TO EARTH			99.15 002775
2/22/21	00109	1/14/21 S-10047	202101 330-57200-46100	HVAC REPAIR	*	494.72	
				HOWARD SERVICES, INC.			494.72 002776
2/22/21	00169	2/02/21 7617	202102 330-57200-46100	PRESSURE WASHING ROOF	*	1,300.00	
				JOSHUA GODBY DBA GREENER VISION			1,300.00 002777
2/22/21	00054	2/01/21 13129559	202102 330-57200-46500	FEB POOL CHEMICALS	*	1,025.52	
				POOLSURE			1,025.52 002778
2/22/21	00131	12/31/20 PSI39177	202012 330-57200-46000	FIRE SPRINKLER/ALARM INSP	*	671.75	
				PYE-BARKER FIRE & SAFETY, INC.			671.75 002779
2/22/21	00131	12/31/20 PSI39208	202012 330-57200-46000	MONITORING ANNUAL	*	1,140.00	
				PYE-BARKER FIRE & SAFETY, INC.			1,140.00 002780
2/22/21	00073	2/15/21 356	202101 330-57200-46100	REPAIRS REPLACE AMENITY	*	387.00	
		2/15/21 356	202101 330-57200-46000	GEN FACILITY MAINTENANCE	*	146.00	
		2/15/21 356	202101 320-53800-46000	REPAIRS/MAINT GROUNDS	*	171.00	
		2/15/21 356	202101 330-57200-46201	JANITORIAL SUPPLIES	*	72.33	
				RIVERSIDE MANAGEMENT SERVICES INC			776.33 002781
2/22/21	00076	2/01/21 556675	202102 320-53800-46400	FEB LAKE MAINTENANCE	*	770.00	
				THE LAKE DOCTORS INC			770.00 002782
2/22/21	00152	1/18/21 7205895	202101 330-57200-46000	QTR PEST CONTROL	*	98.70	
				TURNER PEST CONTROL			98.70 002783
3/15/21	00106	12/30/20 12302020	202012 330-57200-34500	SECURITY SERVICE	*	120.00	
		12/30/20 12302020	202012 330-57200-34500	SECURITY SERVICE	*	120.00	
				MATTHEW EDMONSON			240.00 002784

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	#
3/15/21	00106	2/03/21	02032021	202101	330	57200	-34500			*	60.00		
		1/1/21	SECURITY SERVICE										
		2/03/21	02032021	202101	330	57200	-34500			*	60.00		
		1/2/21	SECURITY SERVICE										
		2/03/21	02032021	202101	330	57200	-34500			*	90.00		
		1/15/21	SECURITY SERVUCE										
		2/03/21	02032021	202101	330	57200	-34500			*	30.00		
		1/16/21	SECURITY SERVICE										
		2/03/21	02032021	202101	330	57200	-34500			*	90.00		
		1/29/21	SECURITY SERVICE										
		2/03/21	02032021	202101	330	57200	-34500			*	30.00		
		1/30/21	SECURITY SERVICE										
									MATTHEW EDMONSON			360.00	002785
3/15/21	00106	3/08/21	03082021	202102	330	57200	-34500			*	120.00		
		2/13/21	SECURITY SERVICE										
		3/08/21	03082021	202102	330	57200	-34500			*	120.00		
		2/27/21	SECURITY SERVICE										
									MATTHEW EDMONSON			240.00	002786
3/15/21	00073	3/01/21	357	202103	330	57200	-46200			*	645.00		
		MAR	JANITORIAL SERVICES										
		3/01/21	357	202103	330	57200	-46400			*	1,041.67		
		MAR	POOL MAINTENANCESERV										
		3/01/21	357	202103	330	57200	-34000			*	1,776.75		
		MAR	CONTRACT ADMINISTRATI										
		3/01/21	357	202103	330	57200	-34100			*	4,545.75		
		MAR	FACILITY MANAGEMENT P										
									RIVERSIDE MANAGEMENT SERVICES INC			8,009.17	002787
3/23/21	00003	3/01/21	213	202103	310	51300	-34000			*	3,690.83		
		MAR	MANAGEMENT FEES										
		3/01/21	213	202103	310	51300	-49100			*	100.00		
		MAR	WEBSITE ADMINSTRATIO										
		3/01/21	213	202103	310	51300	-35100			*	83.33		
		MAR	INFORMATION TECHNOLOG										
		3/01/21	213	202103	310	51300	-31300			*	416.67		
		MAR	DISSEMINATION AGENT S										
		3/01/21	213	202103	310	51300	-51000			*	1.05		
		OFFICE	SUPPLIES										
		3/01/21	213	202103	310	51300	-42000			*	15.14		
		POSTAGE											
		3/01/21	213	202103	310	51300	-42500			*	43.05		
		COPIES											
		3/01/21	213	202103	310	51300	-41000			*	53.20		
		TELEPHONE											
									GOVERNMENTAL MANAGEMENT SERVICES			4,403.27	002788
									PRP --PINERIDGE-- BPEREGRINO				

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 5/16/21		PAGE 4	
*** CHECK DATES 02/01/2021 - 04/30/2021 ***													
PINE RIDGE PLANTATION - GF													
BANK A PINE RIDGE PLANTATIO													
CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT	#					
3/23/21	00073	11/05/20 348	202010 330-57200-60100		*	1,729.99							
			HALLOWEEN EVENT 10/31/20										
				RIVERSIDE MANAGEMENT SERVICES INC			1,729.99	002789					
3/30/21	00069	3/04/21 321879	202103 310-51300-48000		*	103.00							
			NOTICE MEETINGS 3/16/21										
				CLAY TODAY			103.00	002790					
3/30/21	00080	3/03/21 03032021	202103 330-57200-49100		*	949.11							
			ACCESS CARDS										
				CONVERGINT TECHNOLOGIES LLC			949.11	002791					
3/30/21	00089	2/01/21 2500	202102 320-53800-46200		*	7,160.00							
			FEB LANDSCAPE MAINTENANCE										
				DOWN TO EARTH			7,160.00	002792					
3/30/21	00089	3/01/21 5657	202103 320-53800-46200		*	7,160.00							
			MAR LANDSCAPE MAINTENANCE										
				DOWN TO EARTH			7,160.00	002793					
3/30/21	00039	2/09/21 24319	202102 330-57200-46100		*	470.36							
			REPLACE PADS										
				FITNESS PRO			470.36	002794					
3/30/21	00039	3/27/21 24459	202102 330-57200-46201		*	130.00							
			GYM WIPE										
				FITNESS PRO			130.00	002795					
3/30/21	00039	3/11/21 24544	202103 330-57200-46100		*	110.00							
			REPLACE ELEVATION BOLE										
				FITNESS PRO			110.00	002796					
3/30/21	00109	3/09/21 S-10342	202103 330-57200-46100		*	367.50							
			A/C REPAIR										
				HOWARD SERVICES, INC.			367.50	002797					
3/30/21	00054	3/01/21 13129559	202103 330-57200-46500		*	1,025.52							
			MAR POOL CHEMICALS										
				POOLSURE			1,025.52	002798					
3/30/21	00073	3/17/21 359	202103 330-57200-60100		*	891.57							
			EASTER EVENT 3/20/21										
				RIVERSIDE MANAGEMENT SERVICES INC			891.57	002799					
3/30/21	00076	3/01/21 562603	202103 320-53800-46400		*	770.00							
			MAR LAKE MAINTENANCE										
				THE LAKE DOCTORS INC			770.00	002800					

PRP --PINERIDGE-- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/30/21	00170	3/15/21 03152021	202103 330-57200-60100	EASTER EVEN 3/20/21	*	1,200.00	
				WORDS TO WORK MINISTRIES			1,200.00 002801
4/12/21	00003	4/01/21 214	202104 310-51300-34000	APRIL MANAGEMENT FEES	*	3,690.83	
		4/01/21 214	202104 310-51300-49100	APRIL WEBSITE ADMINISTRAT	*	100.00	
		4/01/21 214	202104 310-51300-35100	APRIL INFORMATION TECHNOL	*	83.33	
		4/01/21 214	202104 310-51300-31300	APRIL DISSEMINATION AGENT	*	416.67	
		4/01/21 214	202104 310-51300-51000	OFFICE SUPPLIES	*	.24	
		4/01/21 214	202104 310-51300-42000	POSTAGE	*	33.30	
		4/01/21 214	202104 310-51300-42500	COPIES	*	30.90	
		4/01/21 214	202104 310-51300-41000	TELEPHONE	*	23.09	
				GOVERNMENTAL MANAGEMENT SERVICES			4,378.36 002802
4/20/21	00107	3/23/21 SSI10011	202101 330-57200-34500	JAN EMPLOYMENT FEE	*	60.00	
		3/23/21 SSI10011	202101 330-57200-34500	JAN SCHEDULING FEE	*	25.00	
				CLAY COUNTY SHERIFF'S OFFICE			85.00 002803
4/20/21	00107	3/23/21 SSI10012	202102 330-57200-34500	FEB EMPLOYMENT FEE	*	40.00	
		3/23/21 SSI10012	202102 330-57200-34500	FEB SCHEDULING FEES	*	25.00	
				CLAY COUNTY SHERIFF'S OFFICE			65.00 002804
4/20/21	00107	4/13/21 SSI10031	202103 330-57200-34500	MAR EMPLOYMENT FEE	*	40.00	
		4/13/21 SSI10031	202103 330-57200-34500	MAR SCHEDULING FEE	*	25.00	
				CLAY COUNTY SHERIFF'S OFFICE			65.00 002805
4/20/21	00069	3/23/21 322683	202104 310-51300-48000	NOTICE OF MEETING 4/20/21	*	99.00	
				CLAY TODAY			99.00 002806
4/20/21	00054	4/01/21 13129559	202104 330-57200-46500	APR POOL CHEMICALS	*	1,025.52	
				POOLSURE			1,025.52 002807
				PRP --PINERIDGE-- BPEREGRINO			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
4/20/21	00073	4/12/21 361	202103 330-57200-34110	MAR FACILITY ASSISTANT	*	587.50	
				RIVERSIDE MANAGEMENT SERVICES INC			587.50 002808
4/20/21	00073	4/12/21 362	202103 330-57200-34200	MAR LIFEGUARD SERVICES	*	945.76	
				RIVERSIDE MANAGEMENT SERVICES INC			945.76 002809
4/20/21	00073	4/01/21 360	202104 330-57200-46200	APR JANITORIAL SERVICES	*	645.00	
		4/01/21 360	202104 330-57200-46400	APR POOL MAINTANENCE	*	1,041.67	
		4/01/21 360	202104 330-57200-34000	APR CONTRACT ADMINISTRATI	*	1,776.75	
		4/01/21 360	202104 330-57200-34100	APR FAC MANANGEMENT	*	4,545.75	
				RIVERSIDE MANAGEMENT SERVICES INC			8,009.17 002810
4/20/21	00076	1/01/21 550847	202101 320-53800-46400	JAN LAKE MAINTENANCE	*	770.00	
				THE LAKE DOCTORS INC			770.00 002811
4/20/21	00076	4/01/21 569010	202104 320-53800-46400	APR LAKE MAINTRENANCE	*	770.00	
				THE LAKE DOCTORS INC			770.00 002812
TOTAL FOR BANK A						78,313.76	
TOTAL FOR REGISTER						78,313.76	



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

Invoice Number: SS109913  
Invoice Date: 1/15/2021

Page: 1

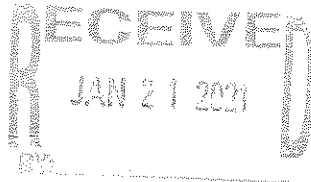
Attn: Fiscal - Accounts Receivable

Bill

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

Ship

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



Due Date 1/30/2021  
Terms Net 15 Days

Customer ID C0000507  
P.O. Number  
P.O. Date 1/15/2021  
Our Order No  
SalesPerson

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

001-330-57200-34560

Dec Emp fee

107A

Dec School Fee 001-330-57200-34560

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

Subtotal: 65.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 65.00

PINE RIDGE PLANTATION CDD		12/4/2021	6531	EDMONSON, MATTHEW W		4.00
PINE RIDGE PLANTATION CDD		12/18/2021	6531	EDMONSON, MATTHEW W		4.00
				TOTAL		8.00

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

RECEIVED

FEB 10 2021

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

3A

Invoice #: 212

Invoice Date: 2/1/21

Due Date: 2/1/21

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
1 Management Fees - February 2021		3,690.83	3,690.83
2 Website Administration - February 2021		100.00	100.00
3 Information Technology - February 2021		83.33	83.33
4 Dissemination Agent Services - February 2021		416.67	416.67
5 Office Supplies		10.33	10.33
6 Postage		5.52	5.52
7 Copies		54.90	54.90
8 Telephone		33.24	33.24

1. 1 - 310-51300 - 34000  
2. 1 - 310-51300 - 49100  
3. 1 - 310-51300 - 35700  
4. 1 - 310-51300 - 31300  
5. 1 - 310-51300 - 57000  
6. 1 - 310-51300 - 42000  
7. 1 - 310-51300 - 42500  
8. 1 - 310-51300 - 41000

**Total** \$4,394.82**Payments/Credits** \$0.00**Balance Due** \$4,394.82

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

Invoice #: 355  
Invoice Date: 2/1/2021  
Due Date: 2/1/2021  
Case:  
P.O. Number:

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

511 04 2021

<b>Balance Due</b>	<b>\$8,009.17</b>
--------------------	-------------------

2-3-21

**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#:320596**  
**Phone#:904-001-0001**  
**Date:01/26/2021****Salesperson: Clay Today****Classification: Legal Notice****Ad Size: 1.0 x 4.60****Advertisement Information:**

69 A

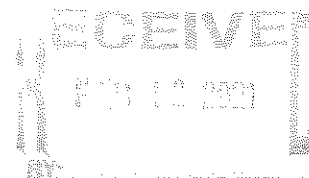
Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	02/04/2021	02/04/2021	1	46.00	46.00

Notice of Meeting 2/4/21

**Payment Information:**

001. 310.51300.48000

<b>Date:</b>	<b>Order#</b>	<b>Type</b>
01/26/2021	320596	BILLED ACCOUNT

**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

**FEB MEETING**


**LEGAL: 47310 ORDER: 320596**

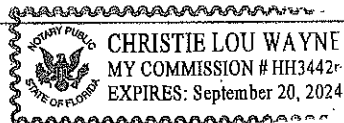
was published in said newspaper in the issues:

**02/04/2021**

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 02/04/2021.  
  
 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  
 Special Meeting  
 Pine Ridge Plantation  
 Community Development District**

A special meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held on Tuesday, February 16, 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 47310 published Feb 4, 2021 in Clay County's Clay Today newspaper**



Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700 x2724

Invoice: #1494

January 2021

Customer Address

GMS  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG, FL 32068

Property / Project Address

Pine Ridge CDD  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068

Service Branch

Jacksonville

Account Manager

Jose Manny Perez

Contract Name

Pine Ridge CDD

Date Issued

1/1/2021

Date Due

1/31/2021

Terms

Net 30

Customer PO #

Invoice Details	
Description of Services & Items	Amount
Landscape Monthly Maintenance #555 - Pine Ridge CDD January 2021	\$7,160.00

89A

RECEIVED

FEB 12 2021

Landscape Maintenance

001-53800-320 46200

2/19/21

001. 320.53800.46200

Billing Questions

[leah.cottrell@down2earthinc.com](mailto:leah.cottrell@down2earthinc.com)

(321) 263-2700 x2724

Visit us at <https://dtelandscape.com> for all  
other questions or concerns.

Total	\$7,160.00
Credits/Payments	(\$0.00)
Retainage	(\$0.00)
Balance Due	\$7,160.00

All payment are due with in terms. Late Payments are subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments, for all other Terms & Conditions please visit <https://dtelandscape.com/terms-and-conditions/>.

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



**DOWN TO  
EARTH**

LANDSCAPE & IRRIGATION

January 2021  
Invoice #2227

**Customer**

Pat Szozda  
GMS  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG FL 32068

[pszozda@rmsnf.com](mailto:pszozda@rmsnf.com)

RECEIVED

FEB 12 2021

Project/Job	Invoice Date	Due Date	Terms	PO#
1/18/21 Repairs due to Construction	1/29/2021	2/28/2021	Net 30	

Item	Qty	Rate	Amount
ALL REPAIRS WERE LOCATED ON PINE RIDGE PKWY, BEFORE WETLAND RIDGE WHERE THERE IS A RAMP FOR CONSTRUCTION ACCESS, TO GO UNDER POWERLINES:			
REPLACED (2) BROKEN 6" SPRAYS			
ADDED (3) RAINBIRD MPR NOZZLES			
USED (2) 1/2" FITTINGS			
6" Pop-Up Spray	2	\$14.95	\$29.90
Rainbird MPR Nozzle	3	\$2.25	\$6.75
1/2" Fittings	2	\$2.00	\$4.00
Irrigation Technician Labor	1	\$58.50	\$58.50

Subtotal	\$99.15
Payments/Credits	\$0.00
Balance Due	\$99.15

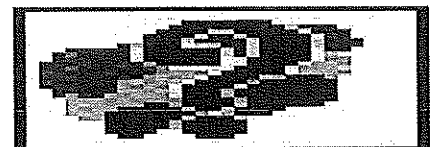
89A

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

Landscape Maintenance  
001-53800-320-46200

RLO 2/9/21

001. 320. 53800. 46200



# Service Invoice

Page 1 of 1



## Howard Services, Inc.

P.O. Box 5637  
Jacksonville, FL 32247  
Phone: (904)398-1414 Fax: (904)398-3586

Billed Customer: #001626

Pineridge Plantation Community  
4200 Pineridge Pkwy  
Middleburg, FL 32068

Site ID: # 001626-0001

Pineridge Plantation Community  
4200 Pineridge Pkwy  
Middleburg, FL 32068

10993	1/14/2021	S-10047	02/13/2021	Amount Paid	
Call Slip Number	Invoice Date	Invoice Number	Due Date	Contractor's License #	
10993	1/14/2021	S-10047	02/13/2021	CAC 023502	

### Problem Reported:

\*\*\* NH-No Heating - Com \*\*\*

No Heating - Commercial Customer

Amenities Center

T Stat not working, Maria checked to see if it had batteries & it does not

Tech Date:  
MATTHEW 01/14/2021

RECEIVED

FEB 12 2021

Qty Material  
(1) 15 MFD CAPACITOR  
(1) HONEYWELL T5000

### Equipment:

Unit : RAHU Model : FY4ANB060  
Brand: CARR Serial#: 0509A86465  
Location: AHU

### ADDITIONAL DETAILS:

Arrived on-site to find defective T-stat. Replaced T- w/ Honeywell Pro 5000. Programmed for strait cool. Upon inspecting unit found weak 15 mfd run cap on blower replaced.

001.330.57200.46100

Repairs Amenities -

001-57200-330-46100

2/9/2021

Material	232.22
Labor	262.50
Subtotal	494.72
Tax	17.42
Grand Total	512.14

The above prices and specifications are hereby accepted. You are authorized to perform the work as specified. I agree to pay you in full upon completion of the work and to pay for attorney's fees and costs you incur if you file a lawsuit to recover money which I owe to you. In addition, if I do not pay you upon completion of the work, I agree to pay interest on the outstanding balance at the rate of 18% per annum. The venue for any legal action related to this agreement shall be Jacksonville, Florida unless otherwise required by law. In connection with any such action I/we waive the right to a trial by jury.

Howard Services Warranty: Recommended service repairs are warranted for a period of (90) Ninety days on labor and (1) One year on all applicable parts from the date of the repair, excluding refrigerant unless otherwise stated.

A \$25.00 service charge will be added for all returned checks.



## Greener Vision

Joshua Godby  
1018 Wetland Ridge Circle Middleburg, Florida 32068  
Office (904) 214-3311  
www.greenvisionoffax.com  
greenvision@live.com

Pine Ridge Plantation CDD  
Maria Cranford  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

Invoice No: 7617

### Invoice

Job Date	Time	Description	Qty	Each	Amount
Feb 02, 2021	n/a	pressure washing roof	1	\$1,300.00	\$1,300.00
Additional Details: alluminum roof, top to bottom					
Total					\$1,300.00

Thank you for your business and support

\_\_\_\_\_  
Manager Signoff below  
\_\_\_\_\_

169 A  
1-330-57200-46100



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

# Invoice

Date 2/1/2021

Invoice # 131295597616

Terms	Net 20
Due Date	2/21/2021
PO #	

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>Feb Pool Chemicals 54A RECEIVED FEB 12 2021</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 #  
131295597616

Pool Chemicals  
1-330-57200-46500  
2/9/2021

Amount Due \$1,025.52

Amount Paid

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





Pye Barker Fire & Safety, LLC  
8936 Western Way Ste 5 JACKSONVILLE, FL 32256  
904.634.7100  
www.pyebarkerfire.com

Account Number	Invoice Number
C125253	PSI391777
Invoice Date	Total USD
12/31/2020	671.75

Ship To Address:  
C125253  
PINERIDGE  
4200 PINE RIDGE PKWY  
MIDDLEBURG, FL 32068

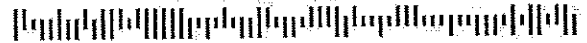
Remit To Address:

Bill To Address:

3103 1 MB 0.439 E0263X 10287 D7061009779 S2 P7965507 0001:0002



PINERIDGE  
4200 PINE RIDGE PKWY  
MIDDLEBURG FL 32068-9216



Pye Barker Fire & Safety, LLC  
P O Box 714812  
Cincinnati, OH 45271

Order Number		Terms		Due Date	
REPORT COMPLETE		Net 30		01/30/2021	
Technician	Branch Code	Branch Location		Branch Phone	
Joshua Fatherree	046-JAX	Pye Barker Fire-046		904-634-7100	
Item No.	Description	Quantity	Unit	Unit Price	Line Amount
INSPFA	FIRE ALARM INSP	1	Each	225.00	225.00
INSPDRY	DRY SPRINKLER INSP	1	Each	375.00	375.00
SC	SERVICE CHARGE/CALL FEE	1	Each	50.00	50.00
IA	FIRE EXT INSP/CERT ANNUAL	3	Each	7.25	21.75

RECEIVED

FEB 12 2021



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Visit [www.pyebarkerfire.com](http://www.pyebarkerfire.com) to enroll or email us at [ENROLLME@PYEBARKERFIRE.COM](mailto:ENROLLME@PYEBARKERFIRE.COM)

131A

Remit To Address:

Pye Barker Fire & Safety, LLC  
P O Box 714812  
Cincinnati, OH 45271

General Facility Maintenance

1-330-57200-46000

2/9/2021

Pye Barker Corporate Office 678.281.6143

Subtotal	671.75
Tax	0.00
Total USD	671.75

TO VIEW AND PAY ONLINE GO TO:	<a href="http://pyebarkerfire.billtrust.com">http://pyebarkerfire.billtrust.com</a>	USE THIS ENROLLMENT TOKEN:	BDB LDD XKP
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Pye-Barker Fire & Safety, LLC  
8936 Western Way Ste 5 JACKSONVILLE, FL 32256  
904.634.7100  
www.pyebarkerfire.com

Account Number	Invoice Number
C125253	PSI392087
Invoice Date	Total USD
12/31/2020	1,140.00

Ship To Address:  
C125253  
PINERIDGE  
4200 PINE RIDGE PKWY  
MIDDLEBURG, FL 32068

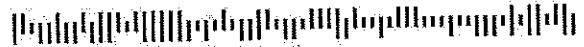
Remit To Address:

Bill To Address:


3103 1 MB 0.439 E0263 10288 D7051010523 S2 P7955507 0002:0002



PINERIDGE  
4200 PINE RIDGE PKWY  
MIDDLEBURG FL 32068-9216



Pye Barker Fire & Safety, LLC  
P O Box 714812  
Cincinnati, OH 45271

Order Number		Terms		Due Date	
		Net 30		01/30/2021	
Technician		Branch Code		Branch Phone	
Joshua Fatherree		046-JAX		904-634-7100	
Branch Location					
Pye Barker Fire-046					
Item No.	Description	Quantity	Unit	Unit Price	Line Amount
MONA	MONITORING ANNUAL	1	Each	1,140.00	1,140.00
<div>RECEIVED FEB 12 2021</div>					
<div><b>SAVE TIME AND MONEY WITH OUR CUSTOMER PORTAL</b> Our goal is to make it easy for you to manage the invoices you receive from us. For the ultimate in convenience try our Customer Portal. You can view, print, download and pay your invoices online. Save time and money by going paperless. Go Green! Visit <a href="http://www.pyebarkerfire.com">www.pyebarkerfire.com</a> to enroll or email us at <a href="mailto:ENROLLME@PYEBARKERFIRE.COM">ENROLLME@PYEBARKERFIRE.COM</a></div> <div>131A</div>					

Remit To Address:

Pye Barker Fire & Safety, LLC  
P O Box 714812  
Cincinnati, OH 45271

General Facility Maintenance  
1-330-57200-46000

Pye Barker Corporate Office 678.281.6143

*[Signature]* 2/9/2021

Subtotal	1,140.00
Tax	0.00
Total USD	1,140.00

TO VIEW AND PAY ONLINE GO TO:	<a href="http://pyebarkerfire.billtrust.com">http://pyebarkerfire.billtrust.com</a>	USE THIS ENROLLMENT TOKEN:	BDB LDD XKP
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Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 356  
Invoice Date: 2/15/2021  
Due Date: 2/15/2021  
Case:  
P.O. Number:

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

73A

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2021		591.31	591.31
Maintenance Supplies		185.02	185.02
Repairs/Replace Amenity #387 <sup>00</sup> 1.330.572.4610			
Gen. Facility Maint. #146 <sup>00</sup> 330.572.4600			
Repairs/Maint. - Grounds #171 <sup>00</sup> 320.538.4600			
Janitorial Supplies #72.33 001.320.572.46201 330			
Total			\$776.33
Payments/Credits			\$0.00
Balance Due			\$776.33

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/4/21	3	B.A.	Took down Christmas lights, replaced bad lights in fitness center, picked up supplies
1/6/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed trash receptacles
1/15/21	3	F.S.	Checked and changed trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/18/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed trash receptacles
1/27/21	3	F.S.	Blew leaves and debris off common areas, removed debris from amenity center, pool, common areas, playground and roadways, changed trash receptacles
<b>TOTAL</b>	<u>15</u>		
<b>MILES</b>	<u>149</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

## MAINTENANCE BILLABLE PURCHASES

**Period Ending 02/05/21**

**DISTRICT**

DATE

## SUPPLIES

**PRICE**

EMPLOYEE

PR

## PINE RIDGE

1/4/21

13W 4 p/n (6)

**51,70**

**B.A.**

1/4/21

### Folding Jab Saw

22.25

**B.A.**

1/21/21

### Door Mat

**38.72**

**F.S.**

2/2/21

**Toilet Paper 24 rolls**

22.97

F.S.

2/2/21

**42 Gallon Trash Bags 50ct**

**29.87**

F.S.

**2/2/21**

**Paper Towels 12 rolls**

**19.52**

F.S.

TOTAL	\$185.02
-------	----------

# INVOICE

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

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

Invoice #	556675
Account #	719342
Invoice Date	2/1/2021
Due Date	2/11/2021
Rep	MAS

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

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R) Water Mgmt Serv - Additional Area, Lake II, Added Effective November 2020	670.00 100.00
<div style="text-align: center;"> <p>761A</p> <p>RECEIVED</p> <p>Feb Lake Maintenance</p> <p>FEB 12 2021</p> <p>001. 320.53800, 46400</p> </div>		
<b>Customer Total Balance \$1,540.00</b>		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$770.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	556675
Account #	719342
Date	2/1/2021

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

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

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

IF PAYING BY CREDIT CARD, FILL OUT BELOW	
Mastercard	Visa American Express
Card #	
Card Verification #	lake maintenance
Exp. Date #	01-53800-320-46400
Print Name	
Billing Address:	Check box if same as above
Signature	2/9/2021



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

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

## Service Slip/Invoice

INVOICE: 7205895  
DATE: 1/18/2021  
ORDER: 7205895

Bill To: [347869]

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

Work Location: [347869] 904-291-8878

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

Work Date	Time	Target Pest	Technician	Time In
1/18/2021	10:29 AM			10:29 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
JOHN	NET 30	1/18/2021		11:20 AM

Service	Description	Price
CPCQ	Commercial Pest Control - Quarterly Service	98.70
<i>Qtr Pest control</i>		
SUBTOTAL		\$98.70
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$98.70
PRIOR BAL		\$0.00
AMOUNT DUE		\$98.70

RECEIVED  
FEB 12 2021

152A

General Facility Maintenance  
1-330-57200 46000

*[Signature]* 2/9/2021

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

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

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

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

## CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE:12/30/2020

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

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

106A

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
12-04-2020	Neighborhood Pool and Clubhouse patrol and security	1730-2130	4.0	\$30.00	\$120.00
12-18-2020	Neighborhood Pool and Clubhouse patrol and security	1800-2200	4.0	\$30.00	\$120.00
	1.330.572.345				
	12/4/20 Security Service				
	12/18/20 Security Service				
DEPUTY SIGNATURE:	TOTAL				\$240.00

Make all checks payable to Matthew Edmonson

Thank you for your business!

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

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE:02/03/2021

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

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

106A

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01-01-2021	Neighborhood Pool and Clubhouse patrol and security	2130-2330	2.0	\$30.00	\$60.00
01-02-2021	Neighborhood Pool and Clubhouse patrol and security	2000-2200	2.0	\$30.00	\$60.00
01-15-2021	Neighborhood Pool and Clubhouse patrol and security	2130-0030	3.0	\$30.00	\$90.00
01-16-2021	Neighborhood Pool and Clubhouse patrol and security	2230-2330	1.0	\$30.00	\$30.00
01-29-2021	Neighborhood Pool and Clubhouse patrol and security	2130-0030	3.0	\$30.00	\$90.00
01-30-2021	Neighborhood Pool and Clubhouse patrol and security	1930-2030	1.0	\$30.00	\$30.00
	1.330.572.345				
DEPUTY SIGNATURE:	TOTAL				\$360.00

Make all checks payable to Matthew Edmonson

Thank you for your business!



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

# Invoice

Invoice #: 357  
Invoice Date: 3/1/2021  
Due Date: 3/1/2021  
Case:  
P.O. Number:

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

73A

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

Total \$8,009.17

Payments/Credits \$0.00

Balance Due \$8,009.17

(35.2)

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 213

Invoice Date: 3/1/21

Due Date: 3/1/21

Case:

P.O. Number:

**Bill To:**

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

3A

	Description	Hours/Qty	Rate	Amount
1	Management Fees - March 2021		3,690.83	3,690.83
2	Website Administration - March 2021		100.00	100.00
3	Information Technology - March 2021		83.33	83.33
4	Dissemination Agent Services - March 2021		416.67	416.67
5	Office Supplies		1.05	1.05
6	Postage		15.14	15.14
7	Copies		43.05	43.05
8	Telephone		53.20	53.20

1. 1 - 310,513.340  
2. 1, 310,513.491  
3. 1, 310,513.351  
4. 1, 310,513.313  
5. 1, 310,513,510.  
6. 1, 310,513,420.  
7. 1, 310,513,425.  
8. 1, 310,513,410

MAR 06 2021

**Total** \$4,403.27**Payments/Credits** \$0.00**Balance Due** \$4,403.27

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

# Invoice

Invoice #: 348  
Invoice Date: 11/5/2020  
Due Date: 11/5/2020  
Case:  
P.O. Number:

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

73A

Description	Hours/Qty	Rate	Amount
Halloween Event - 10/31/2020		1,729.99	1,729.99
01 330.572.6010			
MAR 05 2021			

**Total** \$1,729.99

**Payments/Credits** \$0.00

**Balance Due** \$1,729.99

# Pine Ridge Plantation

GL#330-572-601

Halloween Event

10/31/20

Total Expenses	Actual
District Checks	\$2,647.99
TOTAL EXPENSES DUE	\$918.00
	\$1,729.99

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

Entertainment/Arts & Crafts	Actual
Halloween coloring books, pumpkin stickers	\$1,615.51
skull cocoons, plastic sheeting, craft supplies,	
halloween backdrop, killer clown costume,	
clown props, spider web, hanging corpses,	
halloween decor, balloons, black lights	
Totals	\$1,615.51

Food/Beverages/Supplies	Actual
candy	\$114.48
Totals	\$114.48

DISTRICT CHECK	AMOUNT
Payable To:	
Live Sweet by Ashley	\$918.00
Totals	\$918.00

LA 000000

Handwritten notes: 02/11/11, R

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

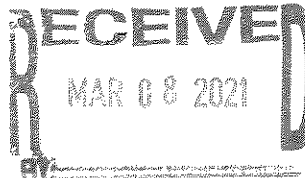
Not your average newspaper, not your average reader.

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#:321879**  
**Phone#:904-001-0001**  
**Date:02/26/2021****Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 10.30****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	03/04/2021	03/04/2021	1	103.00	103.00

**Payment Information:**

<b>Date:</b>	<b>Order#</b>	<b>Type</b>
02/26/2021	321879	BILLED ACCOUNT

**Total Amount: 103.00****Tax: 0.00****Amount Due: 103.00****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy**1-31-513-48  
69

**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

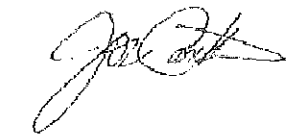
**MARCH MEETING**

**LEGAL: 47459 ORDER: 321879**

was published in said newspaper in the issues:

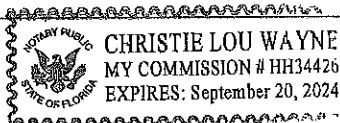
**03/04/2021**

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 03/04/2021.

*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 AUDIT  
 COMMITTEE MEETING  
 AND REGULAR  
 BOARD OF  
 SUPERVISORS'  
 MEETING**  
**PINE RIDGE PLANTATION  
 COMMUNITY DEVELOPMENT  
 DISTRICT**

Notice is hereby given that the Board  
 of Supervisors ("Board") of the Pine  
 Ridge Plantation Community  
 Development District ("District") will  
 hold an Audit Committee Meeting  
 and regular meeting on Tuesday,  
 March 16, 2021 at 6:00 p.m. at the  
 Pine Ridge Plantation Amenity  
 Center, 4200 Pine Ridge Parkway,  
 Middleburg, Florida 32068, where  
 the Board may consider any business  
 that may properly come before it  
 ("Meeting"). Some or all of the Board  
 members and staff will be in physical  
 attendance at the meeting location.  
 Directions for members of the public  
 to attend and provide public  
 comment by telephone are set forth

below.  
 In light of the COVID-19 public  
 health emergency, it is anticipated  
 that the meeting may be conducted  
 using communications media  
 technology. An electronic copy of the  
 agenda, may be obtained by  
 accessing the District's website at  
<https://pineridgeplantationcdd.com>  
 or by contacting the District Manager  
 at (904) 940-5850 or by emailing  
[etorres@gmsnf.com](mailto:etorres@gmsnf.com).

The District fully encourages public  
 participation in the Meeting in a safe  
 and efficient manner. To that end,  
 anyone wishing to attend and/or  
 participate in the Meeting can do so  
 by dialing 1-646-876-9923, entering  
 Meeting ID: 94451637128 and  
 Passcode: 801196. Attendants may  
 also join by video by using this link:  
<https://zoom.us/j/94451637128?pwd=MmFRNWU0Y2ZNNWN2WnBtaGpqZld0QT09>

Participants are strongly encouraged  
 to submit questions and comments to  
 the District Manager's Office at  
[etorres@gmsnf.com](mailto:etorres@gmsnf.com), or by calling  
 904-940-5850, by Monday, March 15,  
 2021 at 5:00 p.m. in advance of the  
 meeting, to facilitate the Board's  
 consideration of such questions and  
 comments during the meeting. If you  
 are unable to participate by  
 telephone or by communications  
 media technology, please contact the  
 District Manager's office for further  
 accommodations.

The Meetings will be conducted in  
 accordance with the provisions of  
 Florida law for community  
 development districts. The Meeting  
 may be continued to a date, time, and  
 place to be specified on the record at  
 such Meeting.

Any person requiring special  
 accommodations at the Meetings  
 because of a disability or physical  
 impairment should contact the  
 District Manager's Office at least  
 forty-eight (48) hours prior to each  
 respective Meeting. If you are  
 hearing or speech impaired, please  
 contact the Florida Relay Service by  
 dialing 7-1-1, or 1-800-955-8771 (TTY)  
 / 1-800-955-8770 (Voice), for aid in  
 contacting the District Manager's  
 Office.

Each person who decides to appeal  
 any decision made by the Board with  
 respect to any matter considered at  
 the Meetings is advised that person  
 will need a record of proceedings  
 and that accordingly, the person may  
 need to ensure that a verbatim  
 record of the proceedings is made,  
 including the testimony and  
 evidence upon which such appeal is  
 to be based. At the Meetings, staff or  
 Board members may participate by  
 speaker telephone or  
 communications media technology.  
 Ernesto Torres  
 District Manager  
 Legal 47459 published March 4, 2021  
 in Clay County's Clay Today  
 newspaper



Date: 3/3/2021 Expires: 4/2/2021

 Convergent Technologies LLC  
 8933 Western Way  
 Jacksonville, Florida 32256  
 Phone (904) 379-8472  
 Fax 888-300-1788

 QUOTATION / PROPOSAL  
 Pine Ridge CDD Badges

Customer: Riverside Management Services  
 Contact Name: Maria Contact Email: maria@riversidemanagement.com Quote #  
 Billing Address: 9655 Florida Mining Boulevard West, #305 City: Jacksonville State: FL Zip: 32257  
 Work Site Address: City: State: Zip:

## Scope &amp; Clarifications:

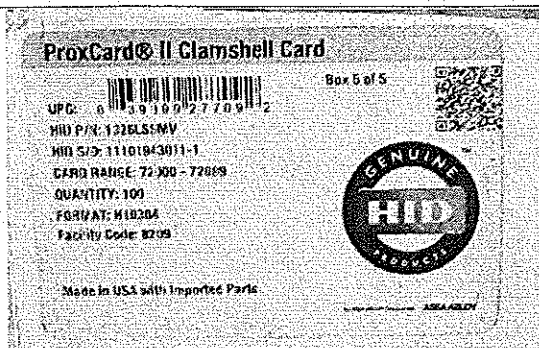
This is a box sale proposal for 500 additional proximity badges.

Card Range: 72100 - 72499

Format: H10304

Facility Code: 8209

## Ship To:

 Riverside Management Services  
 9655 Florida Mining Boulevard West, #305  
 Jacksonville Florida, 32257


## Equipment and Materials

Line Item	Quantity	Part Number	Description	Unit Price	Total
1	400	1326LSSMV	Clamshell 125KHz Prox Badg	\$ 2.32	\$ 929.11
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -
9				\$ -	\$ -
10				\$ -	\$ -
11				\$ -	\$ -
12				\$ -	\$ -
13				\$ -	\$ -
14				\$ -	\$ -
15				\$ -	\$ -
16				\$ -	\$ -
17				\$ -	\$ -
18				\$ -	\$ -
19				\$ -	\$ -
20				\$ -	\$ -
21				\$ -	\$ -
22				\$ -	\$ -
23				\$ -	\$ -
24				\$ -	\$ -
				SUBTOTAL MATERIAL	\$ 929.11
				FREIGHT	\$ 20.00
				LABOR	\$ -
				Trip Charge	\$ -
				7% SALES TAX	\$ -
				TOTAL PRICE	\$ 949.11

Convergent Colleague Printed Name

Convergent Colleague Signature

Title &amp; Date

By signing below, I accept this proposal and agree to the terms and conditions contained herein.

 Maria Cranford  
 Customer Printed Name

 x [Signature]  
 Customer Signature

 Amenity Manager - 3/3/21  
 Title & Date

Access cards

GF 1,330.57200.49100



Down to Earth  
Landscape & Irrigation  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland, Florida 32751  
(321) 263-2700 x2724

Invoice: #2500

February 2021

RECEIVED

FEB 19 2021

Customer Address

GMS  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG, FL 32068

Property / Project Address

Pine Ridge CDD  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068

Service Branch

Jacksonville

Account Manager

Gregory Cole

Contract Name

Pine Ridge CDD

Date Issued

2/1/2021

Date Due

3/3/2021

Terms

Net 30

Customer PO #

<u>Invoice Details</u>	
<u>Description of Services &amp; Rates</u>	<u>Amount</u>
Landscape Monthly Maintenance #555 - Pine Ridge CDD February 2021	\$7,160.00

Landscape Maintenance  
1 320 53800 46200  
89

*[Signature]* 2/19/2021

Billing Questions

leah.cottrell@down2earthinc.com  
(321) 263-2700 x2724

Visit us at <https://dtelandscape.com> for all  
other questions or concerns.

Total	\$7,160.00
Credits/Payments	(\$0.00)
Retainage	(\$0.00)
<b>Balance Due</b>	<b>\$7,160.00</b>

All payment are due with in terms. Late Payments are subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments, for all other Terms & Conditions please visit <https://dtelandscape.com/terms-and-conditions/>.

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



March 2021  
Invoice #5657

**Customer**  
GMS  
Pine Ridge CDD  
4200 PINE RIDGE PLANTATION  
MIDDLEBURG FL 32068  
[pszoza@rmsnf.com](mailto:pszoza@rmsnf.com)  
(000) 509-6465

Project/Job	Invoice Date	Due Date	Terms	Proj #
Pine Ridge CDD	3/1/2021	3/31/2021	Net 30	0

Item	Qty	Rate	Amount
Lawncare Monthly Maintenance	1	\$7,160.00	\$7,160.00

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

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

RECEIVED

MAR 19 2021



Landscape Maintenance

1.320 - 53800.46200  
89

*[Signature]* 3/19/2021

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

# Invoice



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

**Bill to:**  
 Maria Cranford  
 Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

**Bill to:**  
 Maria Cranford  
 Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

INVOICE #	DATE	TOTAL DUE	DATE DUE	TERMS	EXPIRATION
24319	02/09/2021	\$470.36	02/24/2021	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

FEB 19 2021

DATE	DESCRIPTION	QTY	AMOUNT
01/12/2021	<b>CS1</b> Jan 12, 2021: Commercial Labor: Replace pads on three machines - Installed pads, machines test correct. Also found Spirit XE 795 elliptical s/n 7950131401000024, making noise while resident was using it. After a brief investigation, a cracked weld was discovered. Now there are 2 machines with cracked welds. First one 7950131401000023 was submitted to Spirit Fitness for review and replacement on 1/11/21 and assigned a tech on 1/14/21, however past 3 attempts to get an update have gone unanswered. Submitted new claim this morning 2/5/21 and asked for a response on the older claim as well. Also suggested to Spirit that a possible solution would be for you to pay the difference in the machine and to get a beefier machine. The XE 795 (your current model) is rated at 350 lb max user weight. The CE 800 and 900's are rated at 450 lb max user weight. Thank you.	1	110.00
01/12/2021	<b>Shipping/ Handling</b> Jan 12, 2021: Shipping and Handling Estimate:	1	75.00
01/12/2021	<b>PARTS</b> Jan 12, 2021: Parts for Repair: Roller pad for leg ext leg curl	1	65.40
01/12/2021	<b>PARTS</b> Jan 12, 2021: Parts for Repair: Seat pad for FS 54 chest press	1	100.06
01/12/2021	<b>PARTS</b> Jan 12, 2021: Parts for Repair: Seat pad for lat pull machine SERVICE REQUEST 29287 - PADS NEED REPLACED ON THREE STRENGTH PIECES Service Request Details/Notes: CS-1491393	1	119.90

BALANCE DUE

**\$470.36**

*Amenity Repairs and Replacements*

*1 330 572.00 461.00 39*

*[Signature] 2/19/2021*

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

INVOICE



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

BILL TO  
Maria Cranford  
Pine Ridge Plantation Amenity Center  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

SHIP TO  
Maria Cranford  
Pine Ridge Plantation Amenity Center  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

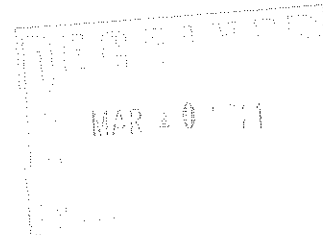
INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
24459	02/27/2021	\$130.00	03/14/2021	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
02/25/2021	<b>Germsept multipurpose gym wipes</b> Feb 25, 2021: GERMISEPT® MULTI PURPOSE 6" X 8" WIPE, 800 WIPES PER ROLL SERVICE REQUEST 29725 - DELIVER CASE OF WIPES	4	130.00

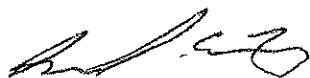
BALANCE DUE

**\$130.00**



Janitorial Supplies

1-330-57200-46201

 3/5/2021  
39

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

INVOICE



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

BILL TO

Maria Cranford  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

SHIP TO

Maria Cranford  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSURE
24544	03/11/2021	\$110.00	03/26/2021	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
02/09/2021	<b>CS1</b> Feb 9, 2021: Commercial Labor: found elevation bolt broken on treadmill- Replaced bolt tests good SERVICE REQUEST 29581 - SPIRIT TREADMILL NEEDS ELEVATION MOTOR Service Request Details/Notes: 6858121509004098	1	110.00

BALANCE DUE

**\$110.00**

Repairs and Replacements - Amenity

1.330.57200.46100

 3/19/2021  
39

RECEIVED

MAR 19 2021

# Service Invoice

Page 1 of 1



## Howard Services, Inc.

P.O. Box 5637  
Jacksonville, FL 32247  
Phone: (904)398-1414 Fax: (904)398-3586

Billed Customer: #001626

Site ID: # 001626-0001

Pineridge Plantation Community  
4200 Pineridge Pkwy  
Middleburg, FL 32068

Pineridge Plantation Community  
4200 Pineridge Pkwy  
Middleburg, FL 32068

11362	3/9/2021	S-10342	04/08/2021	Amount Paid	
Call Slip Number	Invoice Date	Invoice Number	Due Date	Contractor's License #	
11362	3/9/2021	S-10342	04/08/2021	CAC 023502	

### Problem Reported:

\*\*\* NC-No Cooling - Com \*\*\*  
No Cooling - Commercial Call  
Childrens Room  
Tech Date  
RAY S 03/09/2021

### Equipment:

Unit : CCOND Model : 24ACC460A0030011  
Brand: CARR Serial#: 4119E10059  
Location: Cu #2

Found thermostat blank check fuse replaced five amp fuse restart unit and thermostat was blinking off and on trace down short found contactor and condenser has a bad coil and is causing the transformer to overload and shut down replaced contactor and found compressor locked up due to excessive starting and stopping  
Needs new compressor, dryer and 2pl 1 shunt 24v contactor

RECEIVED

MAR 19 2021

Repairs and Replacements - Amenity

amt. 330 + 572.00 = 461.00

 109 3/19/2021

Material	0.00
Labor	367.50
Subtotal	367.50
Tax	0.00
Grand Total	367.50

The above prices and specifications are hereby accepted. You are authorized to perform the work as specified. I agree to pay you in full upon completion of the work and to pay for attorney's fees and costs you incur if you file a lawsuit to recover money which I owe to you. In addition, if I do not pay you upon completion of the work, I agree to pay interest on the outstanding balance at the rate of 18% per annum. The venue for any legal action related to this agreement shall be Jacksonville, Florida unless otherwise required by law. In connection with any such action I/we waive the right to a trial by jury.

Howard Services Warranty: Recommended service repairs are warranted for a period of (90) Ninety days on labor and (1) One year on all applicable parts from the date of the repair, excluding refrigerant unless otherwise stated.

A \$25.00 service charge will be added for all returned checks.



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

# Invoice

Date 3/1/2021

Invoice # 131295598073

Terms	Net 20
Due Date	3/21/2021
PO #	

<b>Bill To</b>	<b>Ship To</b>
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	966.47
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<div>RECEIVED FEB 19 2021  1-33-572-465 54</div>				

Total 1,025.52  
Amount Due \$1,025.52

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295598073

Amount Due \$1,025.52

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295598073

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

# Invoice

Invoice #: 359  
Invoice Date: 3/17/2021  
Due Date: 3/17/2021

**Bill To:**

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

RECEIVED

MAR 23 2021

Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Easter Event - 3/20/21		891.57	891.57
1-33-572-601 73			
Total			\$891.57
Payments/Credits			\$0.00
Balance Due			\$891.57

3/23/21  
CJ

3/20/21

	Actual
COFFEE	\$4,141.57
Instant Cheese	\$3,750.00
POW. SPICES	\$891.57

Actual		Actual
Set up and Site Management		
Site Staff		
Mileage		
<b>Totals</b>		<b>\$0.00</b>

Actual		Actual
supplies for peep smore kits (peeps, graham crackers, hershey bars, bags, cardstock)		\$339.36
Easter eggs		\$205.85
candy for Easter eggs		\$346.36
<b>Totals</b>		<b>\$891.57</b>

Payable To:		YES	NO	
Jax Carriage Company				\$2,050.00
Words to Works Ministries				\$1,200.00
<b>Totals</b>				<b>\$3,250.00</b>

00.00

# INVOICE

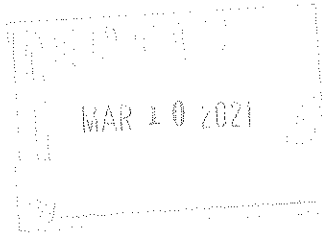


3543 State Road 419, Winter Springs, FL 32708  
 PH: 800-666-5253

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

Invoice #	562603
Account #	719342
Invoice Date	3/1/2021
Due Date	3/11/2021
Rep	MAS

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

Purchase Order Number	Terms NET 10 DAYS	Invoice Date Reflects Month of Service Provided
Item	Description	Amount
	Monthly Water Management Service (R) Water Mgmt Serv - Additional Area, Lake 11. Added Effective November 2020	670.00 100.00
1-32-538-464 74		
		
<b>Customer Total Balance \$1,540.00</b>		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$770.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed	Invoice #	562603
	Account #	719342
	Date	3/1/2021

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

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

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

IF PAYING BY CREDIT CARD. FILL OUT BELOW		
_____ Mastercard	_____ Visa	_____ American Express
Card # _____		
Card Verification # <u>lake maintenance</u>		
Exp. Date # <u>1-32-538-464</u>		
Print Name _____		
Billing Address: _____ Check box if same as above		
Signature <u>[Signature]</u> <u>3/1/2021</u>		

[illegible]

From: **Bernadette Peregrino** [bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)  
Subject: **Fwd: Easter event invoice**  
Date: **March 15, 2021 at 3:09 PM**  
To: **Margaret Bronson** [mbronson@gmsnf.com](mailto:mbronson@gmsnf.com), **Oksana Kuzmuk** [okuzmuk@gmsnf.com](mailto:okuzmuk@gmsnf.com)  
Cc: **Ernesto Torres** [etorres@gmsnf.com](mailto:etorres@gmsnf.com), **Pine Ridge Plantation CDD** [prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)

---



Margaret,

Please see attached invoice with backup email with direction. Vendor had some medical procedure performed and this was the only means of getting invoice to us. The event is this Saturday so if we could get this processed in this weeks check run, it would be greatly appreciated.

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

Begin forwarded message:

**From:** Pine Ridge Plantation <[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)>  
**Subject:** **Easter event invoice**  
**Date:** March 15, 2021 at 3:05:45 PM EDT  
**To:** Bernadette Peregrino <[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)>

Good afternoon! Here is the invoice I was telling you about from Go Inflatables. This is for my community Easter event this Saturday (3/20) He is aware that due to taking so long to get this to me that he may not receive payment until after the event but obviously would like to get it processed as soon as possible. Sorry for the rush and hard to read info.

Invoice is for the amount of **\$1,200**  
make check payable to: **Words to Works Ministries**  
Mailing Address: **P.O. Box 77537**  
**Jacksonville, FL 32226**

Please let me know if you have any questions and again my apologies for such short notice on this one

Have a great week!

**1-33-572-601**

**170**

Maria

--

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

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

Invoice #: 214

Invoice Date: 4/1/21

Due Date: 4/1/21

Case:

P.O. Number:

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

3A

Description	Hours/Qty	Rate	Amount
1. Management Fees - April 2021		3,690.83	3,690.83
2. Website Administration - April 2021		100.00	100.00
3. Information Technology - April 2021		83.33	83.33
4. Dissemination Agent Services - April 2021		416.67	416.67
5. Office Supplies		0.24	0.24
6. Postage		33.30	33.30
7. Copies		30.90	30.90
8. Telephone		23.09	23.09

1. 1, 310.513, 34000  
2. 1, 310.513, 49100  
3. 1, 310.513, 35100  
4. 1, 310.513, 31300  
5. 1, 310.513, 51000  
6. 1, 310.513, 42000  
7. 1, 310.513, 42500  
8. 1, 310.513, 41000

**Total** \$4,378.36**Payments/Credits** \$0.00**Balance Due** \$4,378.36



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

Invoice Number: SSI10011  
Invoice Date: 3/23/2021

Page: 1

**Attn: Fiscal - Accounts Receivable**

**Bill**

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

**Ship**

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

Due Date 4/7/2021  
Terms Net 15 Days

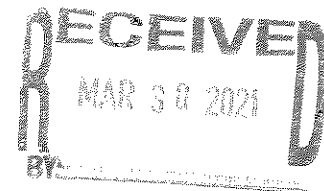
107A

Customer ID C0000507  
P.O. Number  
P.O. Date 3/23/2021  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JANUARY 2021		12	12	5.00	60.00
Fees-2nd Employment Scheduling - San		1	1	25.00	25.00

1-330-572-345

1-330-572-340



Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 85.00

**Subtotal: 85.00**  
Invoice Discount: 0.00  
Tax: 0.00

**Total USD: 85.00**



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

Invoice Number: SSI10012  
Invoice Date: 3/23/2021

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

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

Ship

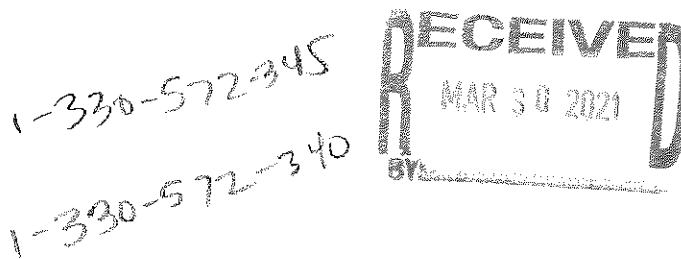
To: PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32258  
BENADETLE PEREGRINO

Due Date 4/7/2021  
Terms Net 15 Days

Customer ID C0000507  
P.O. Number  
P.O. Date 3/23/2021  
Our Order No  
SalesPerson

1071A

Item/Description	Unit	Order Qtv	Quantitv	Unit Price	Total Price
Fees-2nd Employment Admin Fee-FEBRUARY 2021		8	8	5.00	40.00
Fees-2nd Employment Scheduling Feb		1	1	25.00	25.00



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

Subtotal: 65.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 65.00



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

Invoice Number: SS110031  
Invoice Date: 4/13/2021  
  
Page: 1

**Attn: Fiscal - Accounts Receivable**

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

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

1.330.57200.34500 Security / Monitoring

Due Date 4/28/2021  
Terms Net 15 Days

107 A

Customer ID C0000507  
P.O. Number  
P.O. Date 4/13/2021  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-MARCH 2021		8	B	5.00	40.00
Fees-2nd Employment Scheduling <i>mar</i>		1	1	25.00	25.00

1-330-572-345  
1-330-572-340



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

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

## INVOICE

CLIENT NAME  
PINE RIDGE  
CLIENT NUMBER  
CLIENT ADDRESS

INVOICE NUMBER  
INVOICE DATE  
4/13/2021

DATE	DESCRIPTION	PERSONNEL START and STOP TIMES	HOURS or QUANTITY	RATE	TOTAL	GROUPED TOTAL
03/14/21 1800 - 03/14/21 2200	PINE RIDGE	Matthew Edmonson 03/14/21 1800 - 03/14/21 2200	4	\$30.00	\$120.00	
03/27/21 0000 - 03/27/21 0000	PINE RIDGE	Matthew Edmonson 03/27/21 2230 - 03/28/21 0030	2	\$30.00	\$60.00	
03/28/21 1930 - 03/28/21 2130	PINE RIDGE	Matthew Edmonson 03/28/21 1930 - 03/28/21 2130	2	\$30.00	\$60.00	\$240.00
PERSONNEL TOTAL:			(hrs) 8			\$240.00
INVOICE TOTAL:			(hrs) 8			\$240.00

**CLAY  
TODAY**

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

**Recorder**  
Not your average newspaper, and your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

# Advertising Invoice

1-310-513-480

PINE RIDGE PLANTATION C.D.D.  
475 W TOWN PL # 114  
SAINT AUGUSTINE, FL 32092

69A

Cust#:502790  
Ad#:322683  
Phone#:904-001-0001  
Date:03/23/2021

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 9.90

## Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	04/01/2021	04/01/2021	1	99.00	99.00

## Payment Information:

Date:	Order#	Type
03/23/2021	322683	BILLED ACCOUNT

Total Amount: 99.00

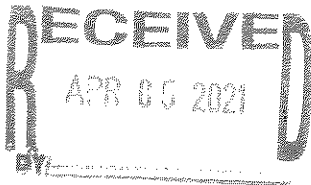
Tax: 0.00

Amount Due: 99.00

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

Ad Copy

NOM B-2b



**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

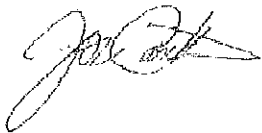
**APRIL 20TH**

**LEGAL: 47574 ORDER: 322683**

was published in said newspaper in the issues:

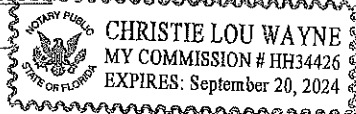
**04/01/2021**

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 04/01/2021

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

Notice is hereby given that the Board  
 of Supervisors ("Board") of the Pine  
 Ridge Plantation Community  
 Development District ("District") will  
 hold a Special Meeting on Tuesday,  
 April 20, 2021 at 6:00 p.m. at the Pine  
 Ridge Plantation Amenity Center,  
 4200 Pine Ridge Parkway,  
 Middleburg, Florida 32068, where  
 the Board may consider any business  
 that may properly come before it  
 ("Meeting"). Some or all of the Board  
 members and staff will be in physical  
 attendance at the meeting location.  
 Directions for members of the public  
 to attend and provide public  
 comment by telephone are set forth  
 below.

In light of the COVID-19 public  
 health emergency, it is anticipated  
 that the meeting may be conducted  
 using communications media  
 technology. An electronic copy of the  
 agenda, may be obtained by  
 accessing the District's website at  
<https://pineridgeplantationcdd.com>  
 or by contacting the District Manager  
 at (904) 940-5850 or by emailing  
[etorres@gmsnf.com](mailto:etorres@gmsnf.com).

The District fully encourages public  
 participation in the Meeting in a safe  
 and efficient manner. To that end,  
 anyone wishing to attend and/or  
 participate in the Meeting can do so  
 by dialing 1-646-876-9923, entering  
 Meeting ID: 97443227165 and  
 Passcode: 967202. Attendants may  
 also join by video by using this link:  
<https://zoom.us/j/97443227165?pwd=-RkhtNnJlN09Zd1JSenVKNdUWwKZ3dz09>

Participants are strongly encouraged  
 to submit questions and comments to  
 the District Manager's Office at  
[etorres@gmsnf.com](mailto:etorres@gmsnf.com), or by calling  
 904-940-5850, by Monday, April 19,  
 2021 at 5:00 p.m. in advance of the  
 meeting, to facilitate the Board's  
 consideration of such questions and  
 comments during the meeting. If you  
 are unable to participate by  
 telephone or by communications  
 media technology, please contact the  
 District Manager's office for further  
 accommodations.

The Meeting will be conducted in  
 accordance with the provisions of  
 Florida law for community  
 development districts. The Meeting  
 may be continued to a date, time, and  
 place to be specified on the record at  
 such Meeting.

Any person requiring special  
 accommodations at the Meeting  
 because of a disability or physical  
 impairment should contact the  
 District Manager's Office at least  
 forty-eight (48) hours prior to each  
 respective Meeting. If you are  
 hearing or speech impaired, please  
 contact the Florida Relay Service by  
 dialing 7-1-1, or 1-800-955-8771 (TTY)  
 / 1-800-955-8770 (Voice), for aid in  
 contacting the District Manager's  
 Office.

Each person who decides to appeal  
 any decision made by the Board with  
 respect to any matter considered at  
 the Meeting is advised that person  
 will need a record of proceedings  
 and that accordingly, the person may  
 need to ensure that a verbatim  
 record of the proceedings is made,  
 including the testimony and  
 evidence upon which such appeal is  
 to be based. At the Meeting, staff or  
 Board members may participate by  
 speaker telephone or  
 communications media technology.

Ernesto Torres  
 District Manager  
 Legal 47574 published April 1, 2021  
 in Clay County's Clay Today  
 newspaper

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

TURNBULL CREEK CDD/MURA BELLA/  
475 W TOWN PLACE  
ROOM 114  
SAINT AUGUSTINE, FL 32092

ACCT: 18409  
AD# 0003346356-01  
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared BRENDA RAMIREZ who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **REQUISITION OF PROPOSALS** in the matter of **RFP Landscape and Irrigation Maintenance** was published in said newspaper on **03/26/2021**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she 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 said newspaper.

*Brenda Ramirez*

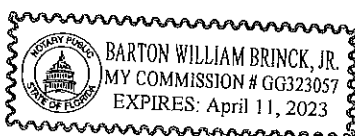
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this 29<sup>th</sup> day of Mar '21

by *Brenda Ramirez* who is personally known to  
me or who has produced as identification

(Signature of Notary Public)



REQUEST FOR PROPOSALS (RFP)  
LANDSCAPE AND IRRIGATION  
MAINTENANCE SERVICES FOR  
TURNBULL CREEK COMMUNITY  
DEVELOPMENT DISTRICT  
AND NOTICE OF PUBLIC MEETING  
TO OPEN RFP RESPONSES

St. Johns County, Florida

Request for Proposals

Notice is hereby given that Turnbull Creek Community Development District (the "District") will accept proposals from all qualified companies interested in providing landscape and irrigation maintenance services. The project manual, including contract documents, project scope and any technical specifications ("Project Manual"), will be available for public inspection and may be obtained beginning Monday, March 29, 2021, at 8:00 a.m. (EST) ("Proposal Pick-Up Time") from Ernesto Torres, Governmental Management Services, LLC, 475 West Town Place, STE #114, St. Augustine, FL 32092. A fee of \$75.00 is required for a complete copy of the Project Manual. This fee is payable to the Turnbull Creek Community Development District.

Firms desiring to submit proposals for this project must attend a mandatory pre-proposal meeting, Monday, April 12, 2021 at 10:00AM at the Murala Amenity Center, 101 Poshana Avenue, St. Augustine, FL 32092. Any firm attending the pre-proposal meeting must have purchased a Project Manual on or before the time of the pre-proposal meeting. Firms desiring to submit proposals must submit one (1) electronic copy of the proposal in PDF format and one jump drive/electronic drive of the required proposal on or later than 11:00 a.m. (EST), Thursday, April 29, 2021, to the Turnbull Creek Community Development District, c/o Ernesto Torres, Governmental Management Services, LLC, 475 West Town Place, STE #114, St. Augustine, FL 32092, e-mail: [etorres@gmsllc.com](mailto:etorres@gmsllc.com). As noted below, all submitted proposals will be publicly opened at that time, day and location. Additionally, as further described in the Project Manual, each proposer shall supply a bid bond or cashier's check in the amount of five thousand dollars (\$5,000.00) with its proposal.

Failure to attend the mandatory pre-proposal meeting as specified may disqualify the proposer. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package and shall clearly identify the project as "Turnbull Creek Community Development District Landscape and Irrigation Maintenance Services Proposal". Hard copies of the proposals may be either mailed or hand-delivered. Proposals received after the time and date stipulated above will not be considered. Any proposal not completed as specified or missing the required proposal documents may be disqualified at the District's discretion. Firms or individuals submit their proposals on a voluntary basis and therefore are not entitled to compensation of any kind. The District shall not be obligated or be liable for any costs incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this RFP shall be borne by the proposer.

In order to submit a bid, each bidder must: (1) be authorized to do business in Florida, and hold all required state and federal licenses, including those with St. Johns County, in good standing; (2) have at least three (3) years experience with landscape maintenance projects of similar size and scope; (3) attend the mandatory pre-bid meeting; and (4) comply with Florida's e-cert requirements. The District reserves the right in its sole discretion to make changes in the Project Manual up until the time of the proposal opening, and to provide notice of such changes only to those proposers who have purchased a Project Manual and issued through Addendum.

Pursuant to provisions of the Americans with Disabilities Act, 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 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800-955-8771 (TDD) / 1-800-955-8776 (Voice), for aid in contacting the District Office.

Any protest regarding the Project Manual, including but not limited to protests relating to the proposal notice, the

before the contract is on. The scope of work, the map, the specifications, the evaluation criteria, the evaluation process established in the Project Manual, or any other issues or items relating to the Project Manual, must be filed in writing, within seventy-two (72) hours after the Proposal Pick-Up Time. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the formal notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to design, plans, specifications or contract documents. Additional information and requirements regarding protests are set forth in the Project Manual and the District's Rules of Procedure, which are available from the District Manager. Any proposer who files a Notice of Protest protesting the Project Manual, a proposed section, or a proposed award shall post with the District at the time of filing, a protest bond payable to the District. The protest bond for protesting the Project Manual shall be in the amount of ten thousand dollars (\$10,000.00). Notwithstanding the District's operating rules, the protest bond for protesting a proposed rejection or proposal award shall be in an amount equal to ten percent (10%) of the value of the solicitation, but in no case less than ten thousand dollars (\$10,000.00). Bonds shall be by a U.S. postal service money order, certified cashier's check or such other form of surety as the District's Staff may approve. All bonds shall be made payable to the District. Failure to post such bond within the requested time period shall result in the protest being dismissed by the District, with the proposer afforded no relief.

Rankings will be made based on the Evaluation Criteria contained within the Project Manual. Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest of the District to do so.

#### Notice of Public Meeting for Bid Opening

A special meeting of the Turnbull Creek Community Development District will be held on 11:00 a.m. (EST), Thursday, April 29, 2022 at Governmental Management Services, LLC, 475 West Town Place, 5TH 2114, St. Augustine, FL 32092. No official action of the District Board will be taken at this meeting, it is held for the limited purpose of opening and announcing the bids. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the agenda for this meeting may be obtained from the District Manager, Ernesto Torres, Governmental Management Services, LLC, 475 West Town Place, 5TH 2114, St. Augustine, FL 32092. This meeting may be continued to a date, time, and place to be specified on the record at the meeting.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-8200 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1 or 1-800-435-8771 (TTY) / 1-800-943-8770 (Voice), for aid in contacting the District Office.

Any and all questions relative to this request for proposals shall be directed in writing only to Ernesto Torres at [etorres@cmsnll.com](mailto:etorres@cmsnll.com), with e-mail copy to Jennifer Kibanski at [junk@cmsnll.com](mailto:junk@cmsnll.com). Questions must be submitted on or before 4:00 PM on April 20, 2022.  
9003446366 March 26, 2022



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

# Invoice

Date 4/1/2021

Invoice # 131295598356

Terms	Net 20
Due Date	4/21/2021
PO #	

## Bill To

GMS, LLC - Pine Ridge Plantation  
475 W. Town Place, Suite 114  
St. Augustine FL 32092

## Ship To

GMS, LLC - Pine Ridge Plantation  
4200 Pine Ridge Pkwy.  
Middleburg FL 32068

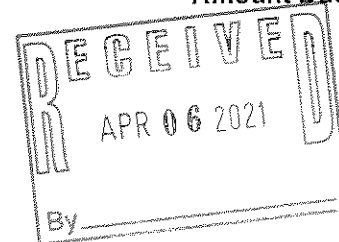
Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	966.47
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p>APR Pool chemicals</p> <p>54A</p> <p>1-330-572-465</p>				

Total Amount Due 1,025.52  
\$1,025.52

Pool Chemicals

1.330.57200.46500

 4/2/21



## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295598356

Amount Due \$1,025.52

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295598356

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

# Invoice

Invoice #: 361  
Invoice Date: 4/12/2021  
Due Date: 4/12/2021  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Facility Assistant through March 2021 <u>330,572.3411</u>  73A	23.5	25.00	587.50
<div>RECEIVED APR 12 2021 By _____</div>			
<b>Total</b>			<b>\$587.50</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$587.50</b>

4-12-21  
OD

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

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
23.5	Facility Assistant	\$ 25.00	\$ 587.50

Covers Period: MARCH 2021

GL # 330.572.3411

TOTAL DUE:

\$ 587.50

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT  
ASSISTANT MANAGER BILLABLE HOURS  
FOR THE MONTH OF MARCH 2021

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/13/21	7.5	R.W.	Completed daily checklist, returned calls and emails
3/14/21	7.5	R.W.	Completed daily checklist, returned calls and emails
3/20/21	8.5	R.W.	Assisted with event, completed daily checklist, returned calls and emails
	<u>23.5</u>		

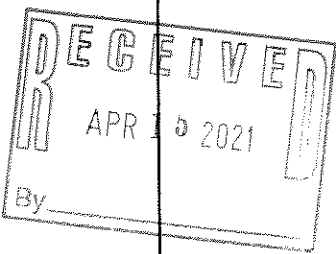
**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 362  
Invoice Date: 4/12/2021  
Due Date: 4/12/2021  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Lifeguard Services through March 2021 330.572.3420 73A	59.11	16.00	945.76
			
<b>Total</b>			<b>\$945.76</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$945.76</b>

4-12-21  
CBA

**PINE RIDGE CDD**

**LIFEGUARDS**

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
59.11	Lifeguards	\$ 16.00	\$ 945.76

Covers March 2021

GL # 330.572.3420

TOTAL DUE:

\$ 945.76

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
LIFEGUARD BILLABLE HOURS FOR MARCH 2021**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/13/21	6.35	B.S.	Lifeguard
3/13/21	6.03	M.N.	Lifeguard
3/13/21	5.97	J.G.	Lifeguard
3/13/21	5.97	R.G.	Lifeguard
3/14/21	2.17	B.S.	Lifeguard
3/13/21	5.57	M.N.	Lifeguard
3/14/21	5.65	J.G.	Lifeguard
3/14/21	5.55	R.G.	Lifeguard
3/20/21	5.28	M.N.	Lifeguard
3/20/21	5.25	J.G.	Lifeguard
3/20/21	5.32	R.G.	Lifeguard

**GRAND TOTAL**      59.11

Additional Attendant/Lifeguards  
GL Code: 330-572-3420

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

# Invoice

Invoice #: 360  
Invoice Date: 4/1/2021  
Due Date: 4/1/2021  
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 - April 2021 330.572.4620		645.00	645.00
Pool Maintenance Services - April 2021 330.572.4640		1,041.67	1,041.67
Contract Administration - April 2021 330.572.3400		1,776.75	1,776.75
Facility Management - Pine Ridge Plantation April 2021 330.572.3410		4,545.75	4,545.75
<div>73A</div> <div>RECEIVED APR 10 2021 By _____</div>			
<b>Total</b>			<b>\$8,009.17</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$8,009.17</b>

4-12-21  
COC



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

# INVOICE

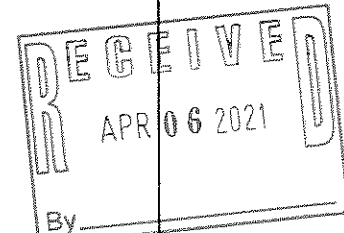
Invoice #	550847
Account #	719342
Invoice Date	1/1/2021
Due Date	1/11/2021
Rep	MAS

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

Invoice Questions:  
Lakes@lakedoctors.com  
Payment Questions:  
Payments@lakedoctors.com

76A

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R) Water Mgmt Serv - Additional Area, Lake 11, Added Effective November 2020	670.00 100.00
<p><i>2 Edm 1-15-21</i></p> <p><i>1-320-53800-46400</i></p> <p><i>San Lake Maintenance</i></p> <p><b>Customer Total Balance \$770.00</b></p>		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$770.00</b>



To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	550847
Account #	719342
Date	1/1/2021

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

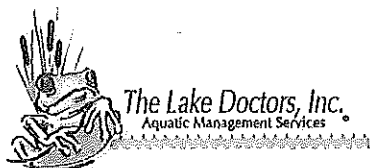
For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

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



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

# INVOICE



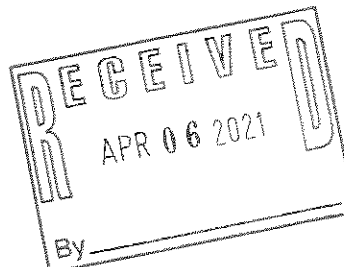
3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253

Invoice #	569010
Account #	719342
Invoice Date	4/1/2021
Due Date	4/11/2021
Rep	MAS

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

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
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Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R) Water Mgmt Serv - Additional Area, Lake 11, Added Effective November 2020 <i>Apr Lake Maintenance 76A</i>	670.00 100.00
<b>Customer Total Balance</b> \$2,310.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice</b> <b>\$770.00</b>



To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

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

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	569010
Account #	719342
Date	4/1/2021

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

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

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

IF PAYING BY CREDIT CARD, FILL OUT BELOW	
Mastercard	Visa American Express
Card #	<i>4616 Maintenance</i>
Card Verification #	<i>1.325.53800.46400</i>
Exp. Date #	
Print Name	
Billing Address:	Check box if same as above
Signature	<i>[Signature]</i> 4/2/21

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/18/21	00019	2/08/21 E18209	202102 330-57200-49000		*	5,610.81	
		SPLASH POOL LIFT					
				AQUATIC TECHNOLOGY INC.			5,610.81 000033
-----							
						TOTAL FOR BANK B	5,610.81
						TOTAL FOR REGISTER	5,610.81



#E18209

02/08/2021

1.800.446.6416 • helpdesk@poolweb.com  
37 Gabriel Drive • Augusta, ME 04330  
EIN: 04-3260455

**Bill To**  
Pine Ridge Plantation CDD  
5385 N Nob Hill Rd  
Sunrise FL 33351-4761  
United States

**Ship To**  
Pine Ridge Plantation CDD  
4200 Pine Ridge Pkwy  
Maria 904-291-8878  
Middleburg FL 32068-9216  
United States

**Total With Shipping**  
**\$5,610.81**

Sales Rep	Expiration Date	Shipping Method
E200 Norma Martin	02/28/2021	-Standard Ground-

Qty.	Item	Options	Rate	Amount
1	300-0000N Splash! Pool Lift - 400 Pound Capacity - No Anchor		\$5,610.81	\$5,610.81

**Note Estimate Free Freight**

All shipping and handling costs are included in this quote.

There are no additional charges for shipping these items to the shipping address on this quote. Any modifications to item quantity, shipping location/speed, items listed, etc could impact pricing on this estimate.

Sales tax may be removed if a valid exemption certificate is provided prior to purchase.

Poolweb.com offers a one year product guarantee for no additional charge.

2,380,572.490

19 (B)

Subtotal	\$5,610.81
Tax	\$0.00
Shipping	\$0.00
Additional Discount	
<b>Total</b>	<b>\$5,610.81</b>

*F.*

**WORK AUTHORIZATION #1**

March 18, 2021

Pine Ridge Plantation Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092

Subject: **Work Authorization Number 1**  
**Pine Ridge Plantation Community Development District**

Dear Chair, Board of Supervisors:

Basham & Lucas Design Group, Inc. is pleased to submit this work authorization to provide professional architectural services for the Pine Ridge Plantation Community Development District ("**District**"). We will provide these services pursuant to our current agreement dated February 2, 2021 ("**Agreement**") as follows:

**I. Scope of Work**

The District will engage Basham & Lucas Design Group, Inc. to provide the professional architectural design services for the scopes described in more detail in **Attachment A** as "Amenity Area Enhancement Concept" and "Amenity Area Design Development."

**II. Fees**

The District will compensate Basham & Lucas Design Group, Inc. pursuant to the lump sum amounts for each component as described in **Attachment A** and in accordance with the terms of the Agreement.


This proposal represents the entire understanding between the District and Basham & Lucas Design Group, Inc., with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Sincerely,



Authorized Representative of  
Basham & Lucas Design Group, Inc.

APPROVED AND ACCEPTED

By: 

Authorized Representative of  
Pine Ridge Plantation Community Development District

Date: March 22, 2021

## Attachment A

### **Scope of Services for Entry & Amenity Area Conceptual Design**

#### **Part 1: \$5,200**

##### **Amenity Area Enhancement Concept**

- A. We shall visit the site to become familiar with the existing improvements and review the overall site.
- B. We shall prepare a conceptual site plan denoting our suggested improvements. This concept can be used by your chosen contractor (under separate contract) to provide some pre-construction budget analysis.
- C. Based on the Boards approval of the budget, we can proceed into design development and construction documents.

#### **Part 2: \$12,200**

##### **Amenity Area Design Development**

Based upon the approved Schematic Design as provided above, we shall commence Design Development to further refine the scope and nature of the project.

- A. We shall incorporate all your comments and changes from the conceptual schematic design with the intent to create a final set of design documents that will be the basis for all the construction documents. These CAD drawings shall include preliminary structural and mechanical engineering, final floor plan configuration layout and preliminary finish specifications for all the improvements.
- B. We shall meet with all the applicable government agencies including the building department and fire marshal regarding the design of the building to discuss any concerns or comments they may have prior to final submission of architectural and engineering plans for their review and permit.
- C. Deliverables for this scope of work shall include:
  - 1. Arch'l site plan
  - 2. Floor plan enhancement
  - 3. Exterior elevation of improvements only
  - 4. Refined site plan of new spray park and swimming pool along with associated pool deck layout.
  - 5. Limited hardscape features to address tennis courts, screen walls, fencing, etc.

*FIFTEENTH ORDER OF BUSINESS*

**From:** Jeff Arp asjjsa2@yahoo.com  
**Subject:** Resignation  
**Date:** May 16, 2021 at 3:53 PM  
**To:** Sarah Sweeting sswweeting@gmsnf.com

---

*Sarah, I wanted to inform you I will be resigning from my position on 6/1/2021 as we have sold our home and I am no longer eligible to hold my seat. Thank you for this opportunity and I have truly enjoyed serving.*

*Jeff Arp*

*Sent from my iPhone*