

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 Monday, May 24, 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:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Mike Lucas	Basham & Lucas
Ellen Avery-Smith	Richmond American Homes/Rogers Towers
Tom Chewning	District Operation Manager

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles 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

Ms. Giles asked for any public comments on agenda items from anyone attending via Zoom. The new Account Manager with Down to Earth introduced his company and their objective to recreate a new team for this property. With no further comments, the next item followed.

THIRD ORDER OF BUSINESS **Consideration of Replacement of Beam**

Ms. Giles stated there were three proposals from Wiggins Construction, Designer Lifestyles, LLC and AllWeather in the agenda package. The proposals were reviewed including cost and timelines. The Board discussed the options and issues.

On MOTION by Mr. Ritchie, seconded by Mr. Arp, with all in favor, AllWeather was Selected for Replacement Beam with a Cost of \$37,760, was approved.

FOURTH ORDER OF BUSINESS **Consideration of Tynes Boulevard Fence**

Ms. Giles stated at the March meeting the Board asked for new proposals, which were in the agenda package. The Board discussed the fence issues and how to proceed with a partial replacement. The companies and pricing to do the replacement were discussed. Ms. Cranford noted that Armstrong had been used in the past with success.

On MOTION by Mr. Nazario, seconded by Mr. Arp, with all in favor, Replacement of the Tynes Boulevard Fencing Project for 300 Feet of Fence Proposal from Armstrong Fence Co. for \$6,233, was approved.

FIFTH ORDER OF BUSINESS **Consideration of Architect Renderings**

Ms. Giles stated that Mike Lewis would review the site plan, the floor plan, and the elevation of this project. Mr. Lucas noted the addition of the fitness building and proposed to use the existing window and door and possible stone. The splash pool/spray park, volleyball courts, basketball courts, and tennis courts, were reviewed. Mr. Lucas added they would work with the budget proposed and reviewed time frames for work completed.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2021-04,
Approving Request for Proposal Documents
for the District's Recreation Improvement
Project**

Ms. Giles asked that the Board make a motion for approval in substantial form and give authorization to District Staff and Chair to finalize the RFP documents. It was noted that there would be further approvals before finalization. Discussion ensued about cost and timelines.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Resolution 2021-04 Approving Request for Proposal Documents for the District's Recreation Improvement Project, was approved.

Ms. Giles also asked that the Board make a motion for approval of Work Authorization for Parts 3, 5, 6, 7, 8, and 10 of Basham and Lucas Scope of Services.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, Work Authorization for Parts 3, 5, 6, 7, 8, and 10 of Basham & Lucas Scope of Services, was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Natasha Bilinski-Hernandez Yoga Instructor**

Ms. Cranford stated she would obtain the Certificate of Liability Insurance with the District named on the policy. She will do classes on similar schedule and no charge.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, Natasha Bilinski-Hernandez as a Yoga Instructor, was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Proposals for Fiscal Year 2021 Audit Services**

Ms. Giles stated proposals were received from Berger, Toombs, Elam, & Gaines and Grau & Associates. She noted the Audit Committee met earlier and recommended Berger, Toombs, Elam and Gaines to conduct the 2021 audit.

On MOTION by Mr. Arp, seconded by Mr. Biagetti, with all in favor, the Proposal for Fiscal Year 2021 Audit Services with Berger, Toombs, Elam, Gaines with 100 points, was approved.

NINTH ORDER OF BUSINESS **Consideration of Proposal from Riverside Management Services for Fiscal Year 2022**

Ms. Giles stated this proposal is in the agenda packet. The proposal includes increases of about 4.7% overall. It was clarified this proposal is for peak months and not year-round. There

was Board discussion on timeline and budget costs of gate monitor. Ms. Giles ask that Wes prepare and addendum to the existing agreement.

On MOTION by Mr. Arp, seconded by Mr. Biagetti, with all in favor, the Proposal from Riverside Management Services for Fiscal Year 2022, was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2021-05, Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing Date for Adoption

Ms. Giles stated there were some small changes in budget in District Management and Amenity Services, but assessments will remain the same. There may be future increase in assessments, but not for this next year. Ms. Giles recommended the Public Hearing be held on July 20, 2021.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2021-05 Approving the Proposed Budget for Fiscal Year 2022 and Setting the Public Hearing for July 20, 2021 was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Richmond American Homes Proposal for Reclaim Irrigation Water Meters

Mr. Haber stated this was received for installation of water meters and reclaim irrigation. Mr. Haber asked that the lawyer representing American Home, Ms. Ellen Avery-Smith, be added to the phone line for discussion or questions. He reviewed the two parts to the agreement and the options for the District. Installation cost were estimated at \$175,000 for the project. The District’s responsibility would be to pay for the irrigation and landscaping. All installation costs will be funded by Richmond American. Mr. Haber asked for approval in substantial form and allow the Chair to work with the staff and CDD Engineer that would approve the work.

On MOTION by Mr. Nazario, seconded by Mr. Arp, with all in favor, the Richmond American Homes Proposal for Reclaim Irrigation Water Meters, was approved in substantial form.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated he had nothing further to report.

B. District Manager – Report on the Number of Registered Voters – (1,366)

Ms. Giles stated this was a requirement by law, and as of April 15, 2021 there were 1,366 registered voters in the Pine Ridge Plantation CDD.

C. Engineer – Requisition No. 393A

Ms. Giles stated this requisition was for the Hoffman Commercial Construction for \$1,100 for estimating and budgeting services.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Requisition No. 393A for \$1100, was approved.

D. Operations Manager – Report

Mr. Chewing went over the Operations Report which was located in the agenda package. He reviewed all completed projects and upcoming events.

E. Amenity Manager

Ms. Cranford noted several issues with pressure washing roof and that she had reached out to several companies with a \$5200 quote. Discussion ensued about how to solve these issues with roof cleaning and removing oxidation. Ms. Cranford added some other issues that needed to be addressed to include the painting of the building. She received a bid for this for \$10,683 for doing all exterior pressure washing and painting. Also, she noted the entry way walls issues and received a bid of \$5,700. The Board recommended Ms. Cranford provide a list of all issues so they could make decisions on how to proceed.

THIRTEENTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Public Comments:

Comments were provided by Riverside Management Services company and addressing community concerns. Contact information was provided, and they assured they would provide consistent reports.

Supervisor Requests:

Comments were made to thank Jeff Arp on his service on the Board.

FOURTEENTH ORDER OF BUSINESS 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

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

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Meeting Minutes of the December 14, 2020 Meeting, the Minutes of the February 16, 2021 Special Meeting and the March 16, 2021 Meeting, were approved.

B. Acceptance of the Minutes of the March 16, 2021 Audit Committee Meeting

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

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, Accepting the Meeting Minutes of the March 16, 2021 Audit Committee Meeting, was approved.

C. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2021

Ms. Giles noted the financials were for the period ending April 30, 2021.

D. Assessment Receipts Schedule

Ms. Giles noted the receipt scheduled was collected at 99.4%.

E. Approval of Check Register

Ms. Giles presented the check register totaling \$95,924.48.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Check Register for \$95,924.48, was approved.

F. Ratification of Work Authorization No. 1 from Basham Lucas

Ms. Giles presented the work authorization from Basham Lucas. The Board had no questions.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Work Authorization No. 1 from Basham Lucas, was ratified.

FIFTEENTH ORDER OF BUSINESS Acceptance of Resignation from Supervisor Jeff Arp

Ms. Giles asked for comments from Jeff Arp on his resignation. He commented on his service and move. She added the staff would send vacancy advertisement for this seat and how to move forward with newly elected officer and new designation at the next meeting.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, the Resignation from Supervisor Jeff Arp, was approved.


SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 7/20/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next scheduled meeting is scheduled for July 20, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center. There was some discussion on upcoming agenda items.

SEVENTEENTH ORDER OF BUSINESS Adjournment

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


Secretary / Assistant Secretary


Chairman / Vice Chairman